

Fresno Pacific University
Department of Athletics
Student-Athlete Handbook

Revised 04/30/2015



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FPU Department of Athletics Directory

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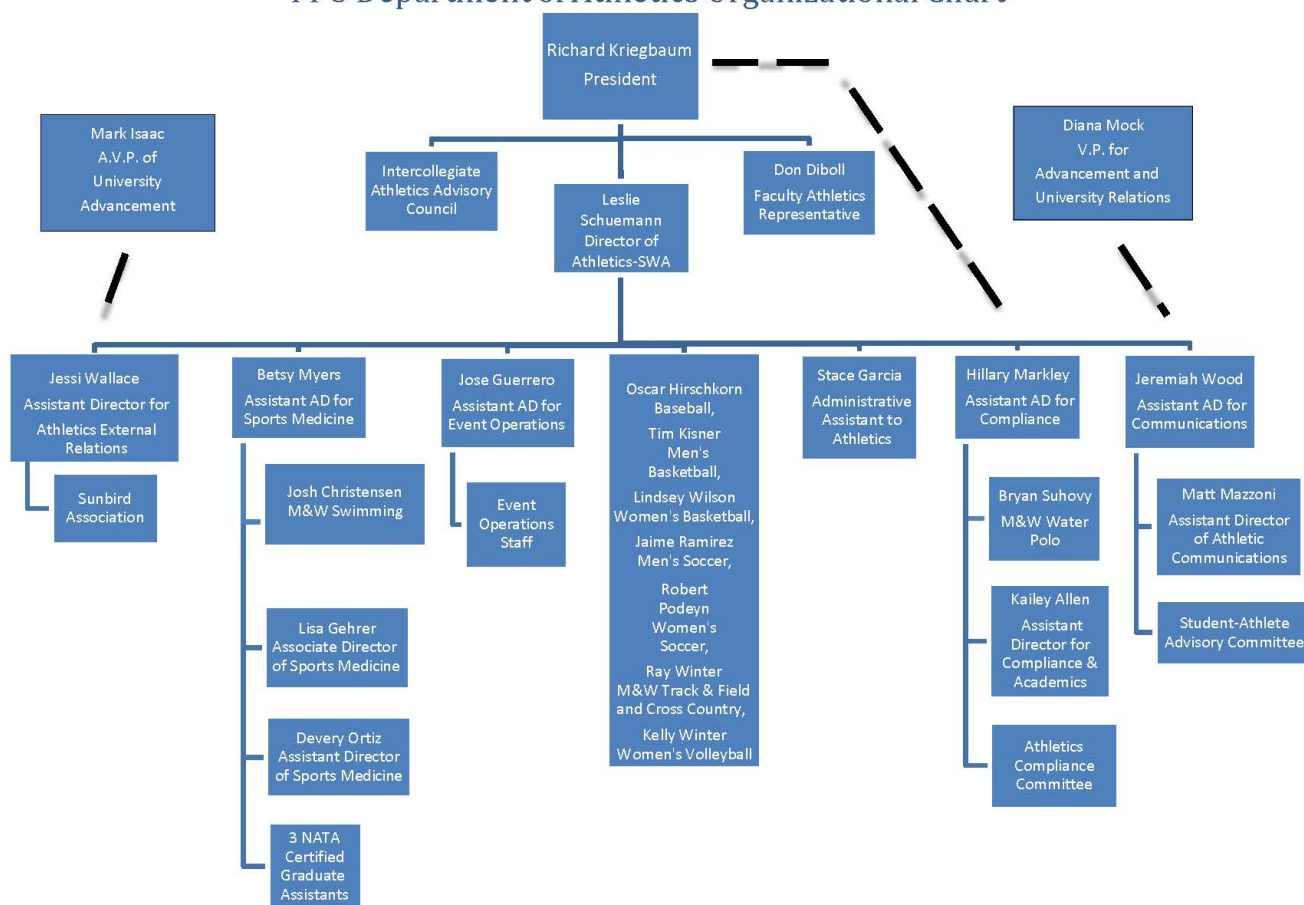
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FPU Department of Athletics Organization

Administrative Organization

The University President oversees all Department of Athletics operations, including approval of the final budget, staff, personnel actions and financial affairs. The Director of Athletics-SWA is responsible for the management of all department operations with various responsibilities being delegated to appropriate administrative staff. Their areas of responsibility and supervision are noted on the organizational chart below. The staff members in areas reporting to particular Assistant Athletics Directors will be supervised and evaluated by that individual. Assistant coaches are immediately responsible to their respective Head Coaches and then to the assigned Sport Administrator or Director of Athletics. The Director of Athletics or designee must sign off on all budgetary requests and approve all travel and leave requests.

FPU Department of Athletics Organizational Chart



Rules Compliance and Enforcement

The President, Faculty Athletics Representative, Director of Athletics-SWA, and Assistant Athletics Director for Compliance are responsible for interpreting all NCAA and conference rules and regulations. These individuals are authorized to contact the NCAA or conference office for official interpretations and clarifications. Other Department of Athletics and university staff, including coaches, are not permitted to make such contact.

Senior Athletics Administration Roles

Director of Athletics-SWA

The Director of Athletics-SWA is responsible for the overall operation of the Department of Athletics and reports to the President of the University. The Director ensures that Sunbird Athletics operates in a manner consistent with FPU's vision for intercollegiate athletics, the institution's mission and the NCAA Division II philosophy. The Director is responsible for creating an atmosphere that prioritizes and balances academic achievement, athletic excellence and service.

Assistant Athletics Director for Compliance

The Assistant Athletics Director for Compliance reports to the Director of Athletics-SWA. The Assistant AD for Compliance is responsible for the overall development, implementation and review of the institution's compliance program. The Assistant AD for Compliance is also responsible for the daily operation of the compliance program including rules education, rules interpretations and monitoring and coordinating rules compliance efforts.

Faculty Athletics Representative

The Faculty Athletics Representative (FAR) is appointed by and reports directly to the President. The FAR is responsible for serving as the primary liaison between the Department of Athletics and the faculty and administration. The FAR can also serve as a liaison for student-athletes dealing with academic concerns with faculty. The FAR is one of five individuals authorized to make contact with the NCAA membership services staff, in accordance with the NCAA Constitution. The FAR has a number of legislated and assigned responsibilities including chairing the Intercollegiate Athletics Advisory Council. The FAR also assists with rules enforcement and the appeals process and works to ensure student-athlete success.

Assistant Athletics Director for Communications

The Assistant Athletics Director for Communications reports to the Director of Athletics. The Assistant AD for Communications is responsible for all aspects of media production and sports information relating to the university's 14 intercollegiate sports: baseball, men's and women's basketball, men's and women's cross country, men's and women's track & field, men's and women's soccer, men's and women's swimming, women's volleyball and men's and women's water polo.

Assistant Athletics Director for Event Operations

The Assistant Athletics Director for Event Operations reports to the Director of Athletics. The Assistant AD for Event Operations is responsible for handling all scheduling and game day preparations for athletic events. The Assistant AD for Event Operations schedules and supervises student staff and provides event supervision at home FPU athletic activities.

Assistant Athletic Director for Sports Medicine

The Assistant Athletic Director for Sports Medicine reports to the Director of Athletics. The Assistant Athletic Director for Sports Medicine provides administrative leadership, departmental representation and daily sports medicine coverage for FPU athletic teams as assigned. The Assistant Athletic Director for Sports Medicine supervises the Associate Director

of Sports Medicine, Assistant Director of Sports Medicine, Graduate Assistant Athletic Trainers and athletic training students.

Assistant Director of Athletics External Relations

The Assistant Director of Athletics External Relations reports to the Director of Athletics and actively works with the Director of Athletics and the University Advancement Office to direct fundraising activities including university capital campaigns that include athletic interests. The Assistant Director of Athletics External Relations serves as the Director of the Sunbird Association. Other duties include developing the business sponsorship program, game promotions and marketing efforts for Sunbird Athletics.

Administrative Assistant to the Department of Athletics

The Administrative Assistant reports to the Director of Athletics. The Administrative Assistant is responsible for assisting in developing, maintaining and implementing a highly efficient, organized and professional Department of Athletics. Primary responsibilities center on maintaining a consistent positive and efficient level of operation for and from the Director of Athletics' office.

Sports Sponsorship

FPU Athletics is a member of the Pacific West Conference and is fully eligible for PWC championships. FPU will continue championship participation in the Pacific Collegiate Swim Conference, Western Water Polo Association and Golden Coast Conference (GCC). There are currently three NCAA Division II conferences in the West Region. Along with the Pacific West Conference, the NCAA Division II West Region includes the California Collegiate Athletic Association (CCAA) and the Great Northwest Athletic Conference (GNAC). Founded in 1910, the NCAA is the governing body for more than 1,200 schools with more than 400,000 student-athletes. In 1973, the membership divided among three divisions. For 2012-13, 2013-14, and 2014-15 FPU was a member of the National Christian College Athletic Association (NCCAA) and was fully eligible to compete in NCCAA National Championship play in sponsored sports.

Formed in 1992, the Pacific West Conference has 13 members: Academy of Art University, Azusa Pacific University, BYU-Hawaii, California Baptist University, Chaminade University, Dixie State University, Dominican University, Fresno Pacific University, University of Hawaii Hilo, Hawaii Pacific University, Holy Names University, Notre Dame de Namur University and Point Loma Nazarene University. The conference has membership locations in Hawaii, California and Utah.

Conference Sport Sponsorships

- Pacific West Conference – Men’s and Women’s Soccer, Men’s and Women’s Cross Country, Women’s Volleyball, Men’s and Women’s Basketball, Men’s and Women’s Track, Baseball.
- Pacific Collegiate Swim Conference – Men’s and Women’s Swimming and Diving.
- Western Water Polo Association – Men’s Water Polo.
- Golden Coast Conference – Women’s Water Polo.

Post-Season Play

NCCAA Post-Season Play

Non NCAA post-season participation requirements:

PacWest team sports must meet one of the following criteria to qualify for NCCAA post-season:

- Finish in the top 3 in the final PacWest standings, and
- Finish the regular season ranked in an NCAA Division II Top 25 poll.

The team must then win the NCCAA West Regional to advance to the NCCAA National Championships. No at-large bids will be accepted.

Cross Country – For PacWest sports that do not have a regular season conference schedule, the team must finish 4th or higher at the conference meet to qualify for the NCCAA National Championship meet. If the team does not qualify, runners can qualify individually by meeting the NCAA Division II provisional mark (“B” standard).

Track & Field – The athlete must meet the NCAA Division II provisional mark (“B” standard) to qualify for the NCCAA National Championships in their event.

For all FPU participation, final approval for any post-season participation will be made by the Director of Athletics.

NCCAA Division I (sponsored sports – FPU)

Men's

Baseball
Basketball
Cross Country
Soccer
Track & Field

Women's

Basketball
Cross Country
Soccer
Track & Field
Volleyball

For all FPU participation, final approval for any post-season participation will be made by the Director of Athletics.

FPU Athletics Mission and Vision Statement

Mission Statement

The mission of the Fresno Pacific University Department of Athletics is to provide a highly competitive, distinctively Christian intercollegiate NCAA Division II athletic environment leading to degree completion and a life-long appreciation for community service and engagement. The total student-athlete experience will emphasize the tenets of character, athletic achievement, academic excellence and personal growth in one's Christian faith.

The Fresno Pacific University Department of Athletics adheres to the principles of good sportsmanship, integrity, honesty and fiscal responsibility while maintaining compliance with all relevant regulatory organizations. Through a regionally and nationally successful athletics program, the department creates a forum for celebrating and advancing the university's overall mission.

The Fresno Pacific University Athletics Vision

FPU Athletics seeks to become known as a leading regional, Christian university athletics program with a national reputation. To that end, FPU Athletics will offer an integrated, comprehensive intercollegiate athletic program that expresses the Fresno Pacific University Mission and Idea Statements. Specific attention will be given to the development of community, the valuing of all people regardless of gender or ethnicity, the significance of Christian faith and behavior, the opportunities available from a liberal arts education and competitive excellence in the NCAA Division II. The FPU athletics philosophy, consistent with the expressed mission of the NCAA Division II's "Life in the Balance" emphasis is to maintain intercollegiate athletics as an integral part of the greater campus educational program and the student-athlete as an integral part of the student body.

FPU Athletics Philosophy Statement

At Fresno Pacific University, student-athletes will be provided with opportunities to achieve goals as stated by the FPU Idea, the original statement of purpose which is the guiding principle of the university. Fresno Pacific University seeks to challenge students to think critically, excel academically and live ethically. Our core values and commitment to building character spring from a distinctively Christian perspective, all of which is reflected in the FPU motto of "Faithfulness, Wisdom and Service."

Intercollegiate student-athletes representing Fresno Pacific University will be academically qualified students pursuing degree programs of their choice who value the opportunity to develop athletics abilities consistent with the high standards of academic scholarship, sportsmanship, leadership and institutional tradition.

Fresno Pacific University is committed to the Principles of Conduct of Intercollegiate Athletics as stated in Constitution Two of the NCAA Division II Manual, the NCAA Division II Philosophy Statement, the NCAA Strategic Positioning Platform and "Life in the Balance."

NCAA Division II Philosophy Statement

Members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university and that the educational well-being and academic success of the participating student-athlete is of primary concern.

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the association: Learning; Service; Passion; Sportsmanship; Resourcefulness; and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division:

- Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body;
- That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community;
- Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy;
- That championships are intended to provide national-level competition among eligible student-athletes and teams of members institutions;
- Preparing student-athletes to be good citizens, leaders and contributors in their communities;
- Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors;
- That institutional staff members, including presidents and athletics personnel, shall hold prospective and enrolled student-athletes and themselves to the highest

standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at-large.

- Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit;
- Recognizing the need to "balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state);
- Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes;
- That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and
- That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II.

FPU Mission, Vision and Values Statement

Our Mission

Fresno Pacific University develops students for leadership and service through excellence in Christian higher education.

Our Vision

Fresno Pacific is a leading Christian university known for academic excellence, innovative programming and spiritual vitality.

Our Values

Fresno Pacific University embodies Christ-centered values.

- Christian Community
- As church-related and prophetic
- As Anabaptist, evangelical and ecumenical
- As regional, international and culturally diverse

Service to Others

- In teaching
- In reconciliation and peacemaking
- In action within the community to meet human need
- In the promotion of social justice

Academic and Professional Excellence, Emphasizing

- The liberal arts and sciences
- The integration of theory and practice
- Life-long learning
- A community of learners and scholarly dialog
- Theological engagement

Student Focused

- For the development of moral and ethical integrity and character
- For the preparation of servant leaders for church and society
- With respect and dignity for each person
- Through mentoring and collaborating for success

Innovative and Responsive

- Providing relevant programming and creative delivery
- Adapting with integrity to changing environments

The Fresno Pacific University Idea

The Fresno Pacific Idea reflects the university's interpretation of what it means to be a community of learners committed to a distinctive vision of Christian higher education. The Idea serves as a center for reflection and action and as a guide for forming a vision of the future. Rooted in the past and continuously re-shaped by the present, the Idea provides a foundation for the University's understanding of itself and of the mission to which it is called.

In pursuing this mission, the university affirms the significance of knowledge which is a foundation for wisdom and virtue. As a Christian liberal arts community, Fresno Pacific University is an integral part of the mission of the church. From this Christian and liberal arts center, the university seeks to engage members of its community in a collaborative search for knowledge and experience which lead toward a perceptive and creative relationship with God, humanity and the natural world. On this foundation, the university seeks to build and to extend the Kingdom of God by enabling person to serve church and society.

The Fresno Pacific Idea articulates the university's primary identity, its vision of community and its relation to the larger world. The parts of the Idea are not mutually exclusive, but complementary. Together, they form an organic whole.

- Fresno Pacific University is a Christian university
- Fresno Pacific University is a Community of Learners
- Fresno Pacific University is Prophetic

FPU is committed to:

- Placing learners and their learning at the center of all that we do
- The highest standards of excellence in every dimension of our work
- Access to education that holds high expectations for all students and provides support for their success
- Public engagement that advances the progress of the region and commonwealth
- Intellectual and creative freedom and the free expression of ideas
- A culture of openness and inclusion that values diversity in people and ideas
- A work environment that encourages and rewards innovation and creativity
- A campus climate that supports collegiality, collaboration and civility

FPU Statement of Christian Lifestyle

The Spirit of Christ is one of concern for and service to all people. In light of these teachings, the Fresno Pacific University community has adopted the following standards to create a spiritually healthy environment:

- We seek to live in conformity to the pattern of life set by the Lord Jesus Christ. This pattern is best expressed by Jesus' command to love God, self and neighbor.
- We accept the responsibility of a Christian community and abide by the policies and regulations of Fresno Pacific University stated herein.

Fresno Pacific University students are expected to:

- Seek knowledge honestly. Academic cheating, including plagiarism, will not be tolerated.
- Attend classes regularly and conscientiously. Attend College Hour as set forth in the Student Handbook.
- Use discretion in selection of reading materials, choice of entertainment and Internet activity.
- Demonstrate modesty; honesty; cleanliness; respect for the rights, opinions and property of others; respect for and obedience to the laws of the state; and willingness to do well in every situation.
- Refrain from gossip and backbiting.
- Use discretion in dating practices. Refrain from sexual relations outside the bounds of marriage.
- Refrain from drinking intoxicants and smoking on campus or at university-sponsored activities.
- Refrain from using hallucinatory drugs or narcotics at all times unless prescribed by a physician.
- Refrain from profanity.

Students whose off-campus behavior reflects negatively on the university or who return to campus under the influence of alcohol or other drugs will be subject to disciplinary action.

FPU Academic Integrity Policy

All people participating in the educational process at Fresno Pacific University are expected to pursue honesty and integrity in all aspects of their academic work. Fresno Pacific University seeks to take a restorative approach to actions of academic dishonesty. Academic dishonesty is a serious violation of university rules and policy, but it is seen primarily as an indication of broken relationship and a separation between the offender (student) and the university community. It also jeopardizes the growth and learning of the individual and is a disadvantage to those people who do their work with integrity. The offense and response to it are seen as an opportunity for constructive learning and growth and for the offender to be restored to the community. This restorative approach emphasizes acceptance of responsibility for harm done and searches for responses and consequences that facilitate learning and restoration.

DEFINITIONS

It is the student's responsibility to know and understand what constitutes academic dishonesty and to seek guidance when in doubt about these matters. Fresno Pacific University defines academic dishonesty as:

Term	Definition
Cheating	Using or attempting to use unauthorized materials, information, study aids or extended assistance in any academic activity, exercise or exam.
Plagiarism	Plagiarism is theft and can be committed intentionally or unintentionally. Plagiarism can occur by representing the writings, works or ideas of another as one's own or by copying material from a resource without proper citation. Exact copying should be correctly documented; for example, students should use footnotes or endnotes when appropriate. Paraphrasing, when the basic sentence structure, phraseology and unique language remain the same, also requires proper citation.
Sabotage	Willfully damaging or impeding the academic work of another person. This has particular application to computer files, library resources and laboratory or studio work and may include software piracy, constructing and introducing viruses into a system or copying copyrighted programs. This may also include deliberately depriving others of necessary academic sources.
Fabrication or Falsification	Altering or inventing any information or study aids in any academic exercise. This includes falsification or unauthorized modification of any academic records. This may also include attempting to gain advantage over fellow students in an academic exercise

through such means as lying about the need for an extension on a paper.

Aiding and

Helping or attempting to help another commit an act of academic dishonesty.

Abetting

For example, students may not duplicate work nor allow others to conduct research or prepare work for them without advance authorization of the instructor.

Reuse or resubmission

Submitting work or significant portions of some work for use in more than one of work course without the instructor's knowledge and permission.

REPORTING

Each school will develop a centralized system for recording cases where academic integrity has been violated in order to discern individual and institutional student patterns and to help determine appropriate responses and outcomes. Similarly, all violations will be reported to the university Academic Integrity Review Committee. Intentional violations will be permanently recorded in the student's academic file. Unintentional violations will be kept in a temporary file until the completion of the student's academic involvement at Fresno Pacific University. Reports will conform to current legal expectations regarding student rights and responsibilities.

FPU Sexual Harassment Policy

The Fresno Pacific University community believes that all individuals have the right to study, teach, work and live free from harassment. As a Christian community, we will model and work with each other in ways that respect and encourage full acceptance of all people and the full exercise and development of our individual gifts and vocations. Harassment of a student or an employee of the university by other students, employees or supervisors of Fresno Pacific University will not be tolerated. All reports of harassment will be taken seriously, promptly investigated and addressed.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement; submission to or rejection of such conduct by an individual is used as a basis for an employment decision or performance evaluation affecting an individual; such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating or offensive working/learning/living environment.

Examples of harassment include, but are not limited to: verbal conduct such as epithets, derogatory jokes or comments, slurs or unwelcome sexual advances, invitations, flirtations, propositions or comments; display of derogatory and/or sexually-oriented objects, photographs, cartoons, drawings or posters; physical conduct such as sexually-oriented gestures, assault, inappropriate touching, blocking normal movement or interfering with work; threats, demands or subtle pressure to submit to sexual requests as a condition of continued employment or academic achievement or to avoid some other loss and offers of preferential treatment in return for sexual favors; retaliation for having reported or threatened to report sexual harassment.

Harassment based upon any of the characteristics described, including sexual harassment, is absolutely prohibited. Faculty-Student sexual harassment is prohibited. Employee-Student sexual harassment is prohibited. Student-Student sexual harassment is prohibited. Student-Faculty sexual harassment is prohibited. Student-Employee sexual harassment is prohibited. Employee-Employee sexual harassment is prohibited. Falsely accusing members of the community of sexual harassment is prohibited. Due process is available to victims of complaints that are investigated and proven to be false or unfounded.

Employees or students who believe that they have been subjected to conduct of a harassing nature are encouraged to promptly report the incident (either verbally or in writing) to the university official most closely connected to the individual(s) involved. Employees or students who observe sexual harassment are also encouraged to report the incident. When an administrator has been contacted by the complainant, they will contact the appropriate principal administrator (Dean of Students or Human Resources Director) and the principal administrator or his/her designee will begin an immediate investigation. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the university reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

FPU Athletics Gender Equity, Diversity and Inclusion

Gender Equity

The FPU Department of Athletics is committed to fair and equitable opportunities and treatment of student-athletes of both genders, intentionally working to maintain an atmosphere of Title IX compliance and NCAA-based gender equity best practices for all processes, procedures and policies at Fresno Pacific University.

The university currently offers a total of 14 varsity sports for men and women, seven per gender. These include the women's sports of basketball, cross country, soccer, swimming, track, volleyball and water polo. Men's sports include baseball, basketball, cross country, soccer, swimming, track and water polo.

According to the NCAA Gender-Equity Task Force, "An athletics program can be considered gender equitable when the participants in both the men's and women's sports programs would accept as fair and equitable the overall program of the other gender. No individual should be discriminated against on the basis of gender, institutionally or nationally, in intercollegiate athletics."

According to the U.S. Dept. of Education, "The regulation implementing Title IX requires institutions to provide equal athletic opportunities for members of both sexes and to effectively accommodate students' athletic interests and abilities.¹ The Department's 1979 "Intercollegiate Athletics Policy Interpretation" (1979 Policy Interpretation),² published on December 11, 1979, sets out a three-part test that OCR uses as part of determining whether an institution is meeting its Title IX obligations. An institution is in compliance with the three-part test if it meets any one of the following parts of the test: (1) The number of male and female student-athletes is substantially proportionate to their respective enrollments; or (2) The institution has a history and continuing practice of expanding participation opportunities responsive to the developing interests and abilities of the underrepresented sex; or (3) The institution is fully and effectively accommodating the interests and abilities of the underrepresented sex."

During the academic year 2011-12, the FPU Department of Athletics employed Good Sports, LLC to conduct a comprehensive review and assessment of the Department of Athletics' compliance with Title IX of the Education Amendment of 1972. The assessment examined the three major athletics issues for compliance with gender equity as defined by the Office of Civil Rights Intercollegiate Athletics Policy Interpretation of 1979.

Diversity

It is the policy of Fresno Pacific University not to discriminate against any student, employee, or applicant for employment on the basis of race, color, national origin, gender, age, disability, or status as a veteran in the recruitment or admission of student or in any of its policies, practices or procedures. This policy extends to recruitment, employment, promotion, demotion, transfer, lay-off, termination, compensation, training, benefits and all

other terms and conditions of employment. Employment opportunities will not be distinguished on the basis of gender unless gender is a bona fide occupational qualification.

The FPU Department of Athletics is committed to these same policies. The FPU Department of Athletics is also committed to the professional development of coaches and administrative staff. It also has a goal to provide all student-athletes, regardless of race or gender, equal opportunity for academic and athletic success and to strive to meet special needs within this student population. Diversity and Inclusion are directly tied to the NCAA's core values and is linked with the NCAA Strategic Plan. More specifically, Diversity and Inclusion's efforts relate to the NCAA's core value of diversity, which urges member institutions, athletics conferences and governance groups to be committed to creating and supporting an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.

It is a principle of the NCAA and the FPU Department of Athletics to promote respect for and sensitivity to the dignity of every person and to refrain from discrimination prohibited by federal and state law. Consistent with this fundamental philosophy, Fresno Pacific University will:

- Assess minority issues in athletics as a part of its required institutional self-study.
- Demonstrate that it is committed to and has progressed toward, fair and equitable treatment of all minority student-athletes and Department of Athletics personnel.
- Maintain a formal written plan for FPU Athletics that ensures that the Department of Athletics maintains a program, or continues progress toward a program which expands opportunities and support for minority student-athletes and athletics personnel.

Specific to the FPU Department of Athletics, the Intercollegiate Athletics Advisory Council (IAAC) functions as an advocacy group for minority student-athletes and athletics personnel. All search committees may have representation from the IAAC when vacancies occur. Additional IAAC responsibilities include:

- Maintaining an awareness of challenges experienced by minority student-athletes and athletics personnel.
- Determining whether the goals established by the University Diversity Advisory Committee are accomplished within the policies and operations of FPU Athletics.
- Reporting annually to the Director of Athletics on the status of minority student-athletes and athletics personnel.

Inclusion

The FPU Department of Athletics shares the university's commitment to "a culture of openness and inclusion that values diversity in people and ideas." The Department of Athletics is especially committed to cultivating an environment that fosters respect, promotes fairness, highlights integrity and provides equal opportunities for all student-athletes and department personnel. Through our recruiting, hiring, development and promotion practices, the department seeks to build, support and sustain a diverse community of individuals who share and benefit from multiple perspectives and the free exchange of ideas.

Fresno Pacific University Department of Athletics Drug and Alcohol Awareness Program

Program Purposes

The goal of the Drug and Alcohol Awareness Program (DAAP) for Fresno Pacific University student-athletes is to promote a drug-free environment for intercollegiate athletics. The purpose is to prevent an unfair competitive edge by those who abuse certain chemical substances, to protect the health and safety of all competitors, to provide counseling for those who are found to be engaged in substance abuse, to contribute to the education of student-athletes and to maintain appropriate standards in intercollegiate athletics.

A systematic method for the testing of student-athletes shall constitute a phase of the program. Procedures developed to implement this portion of the program will be fair, assure reliability of the tests and protect the privacy of the selected participants. Written notice of the program shall be given to student-athletes and be understood by all members of the Department of Athletics staff.

The policy will assist in the identification of substance abuse and provide a mechanism for counseling and rehabilitation. Identified users will be subject to appropriate sanctions. To the extent permitted by law, information obtained in the operation of the program shall be confidential. Fresno Pacific University may amend the policy at any time and this program is separate and distinct from the NCAA Drug Testing Program.

This policy is not to be construed as a contract between the university and the student-athlete at Fresno Pacific University. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy. Additionally, it should be understood that this policy is to augment but not supersede the processes and responses outlined in the Fresno Pacific University Student Handbook.

I. Expectations and Education

The cornerstone of the DAAP is education. Education will be provided in two forms: explanation of expectations regarding the drug and alcohol policy and drug tests and distribution of information to student-athletes regarding drug and alcohol use and abuse and the effects of these behaviors.

Explanation of Expectations

- Annual student-athlete orientation segment discussing the policy and the sanction for violations.
- A copy of the policy is included in the FPU Student-Athlete Handbook, which is available in electronic form through the FPU Athletics website.
- Student-athletes will be asked to sign a form acknowledging receipt of the policy and consent to drug testing.
- Student-athletes who do not wish to sign the consent will not be allowed to participate in intercollegiate athletics. This may result in the loss of athletic aid. Any student-athlete found guilty of selling or providing an illegal drug or illegally

providing alcohol or other drugs to another person may be subject to dismissal from the team and cancellation of athletic aid.

Education of Student-Athletes about Drugs and Alcohol

- Each team and coaching staff will meet annually for educational sessions, organized by the Director of Athletics and Assistant AD for Sports Medicine. These sessions will focus on information regarding the dangers of using performance-enhancing drugs, illegal drugs, un-prescribed prescriptions and alcohol.
- Educational programs will be designed to address the following objectives:
 - To distribute information to those associated with the athletics program on how to recognize warning signs and side effects of specific drugs.
 - To educate student-athletes and staff members about the problems related to drug and alcohol abuse and how those abuses may affect student-athletes and their teammates.
 - To facilitate open discussion about the use of drugs and the consumption of alcohol.
 - To educate student-athletes and staff members on the available venues to receive support and help if needed.
- Attendance at the educational sessions is required of both student-athletes and staff members. Absences are only permitted if pre-approved by the student-athlete's Head Coach or the Director of Athletics. The student-athlete will be required to make up the educational session.
- All staff members, coaches and athletic trainers are required to participate in at least one educational session on an annual basis.
- Additional Department of Athletics personnel may be required to attend NCAA drug and alcohol seminars, national/regional clinics and seminars to participate in drug education training sessions.

II. Drug and Alcohol Assessment

Student-athletes will be evaluated on an as-needed basis to determine if they are in need of support for a drug or alcohol related issue. There are five ways that a student-athlete may be referred to seek support:

- Drug or alcohol related legal issue
- Failed drug test or alcohol-related offense
- Physician, athletic trainer, or Head Coach referral
- Self-referral
- Reported university policy violation

III. Types of Testing and Screening

Tests will be conducted for mood-altering and performance-enhancing substances under specific conditions. Drug testing is mandatory for all student-athletes and may include cheerleaders. A student-athlete is anyone who is listed on the NCAA squad list and is considered active (i.e., fifth-year, medically ineligible, academically ineligible, redshirt, etc.). As a condition for any student-athlete to be a member of a varsity intercollegiate athletic

team, the student-athlete must annually agree to participate in the DAAP. Such monitoring is considered an extension of the ongoing physical examination of the student-athlete and is in the best interests of the student-athlete and FPU. In addition to the internal FPU Department of Athletics program, student-athletes are subject to Fresno Pacific University Student Life, Pacific West Conference and NCAA drug testing.

The Department of Athletics will make every effort to keep the results confidential except as provided to Athletics and Student Life administrators. If confidential information concerning a positive test is communicated to anyone outside of the Athletics and Student Life administrative staff, the responsible party will be excluded from future steps in drug and alcohol-related occurrences.

TYPES OF DRUG TESTING

FPU Testing – In all types of testing conducted by FPU, no advance notice of testing will be given:

- Random Testing - Periodic testing of a portion of the total student-athlete population will occur at regular intervals. This list will be randomly generated by computer from each active NCAA squad list. All student-athletes are eligible for every test.
- Total Team Testing - Total teams may be tested at any time or at the request of any appropriate individual.
- Just Cause Testing - Student-athletes may be tested individually or as part of a regularly scheduled test. This test will be used for student-athletes who demonstrate symptoms or behaviors which are indicative of substance abuse.
- Reasonable Cause Testing - Student-athletes who have previous violations of the DAAP will be tested individually or as part of a regularly scheduled test.
- Post-Season/Championship Screening - Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within 30 days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.
- Re-Entry Testing - A student-athlete who has had his/her eligibility to participate in intercollegiate sports suspended as a result of a drug or alcohol violation may be required to undergo re-entry drug testing or alcohol evaluation prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate.
- Pre-Season Screening - Student-athletes are subject to pre-season drug testing and may be notified of such by the Director of Athletics or his/her designee at any time prior to their first competition.
 - NCAA Testing – Student-athletes may be tested while participating in a championship or post-season event, or during a regularly scheduled on-site NCAA test. Student-athletes tested will be selected from NCAA squad lists.

A student-athlete who is in breach of the DAAP testing protocol (e.g., no-show, refusing to give a specimen, tampering with sample) shall be considered to have tested positive for the use of any drug. The DAAP and Fresno Pacific University do not recognize prescribed Medical Marijuana Cards.

DRUG TESTING PROCEDURE

At the beginning of the academic year or thereafter when a student-athlete is added to the team's roster, student-athletes will be asked to sign document that grants permission to conduct drug tests throughout the year. The Department of Athletics will contract with *Drug Free Sport* to conduct the tests. The Sports Medicine staff will assist *Drug Free Sport* with the coordination of the test.

IV. Prohibited Substances

Student-athletes participating in intercollegiate athletics are prohibited from the use, purchase, possession, manufacture and/or distribution of any substances on the current National Collegiate Athletics Association (NCAA) banned drug list. Additionally, student-athletes are prohibited from using alcohol, tobacco, or any form of tobacco products during practice, competition, travel or while representing FPU. Student-athletes may not use the drugs specified by the NCAA regardless of whether such use occurs before, during, or after the student-athlete's competitive season.

The list of substances banned by the NCAA is available in the Sports Medicine Clinic and can be accessed on the following website:

<http://www.ncaa.com/content/ncaa-banned-drug-list>

This list is by category and not exhaustive by drug; it lists samples within each category. Each student-athlete will be responsible for confirming the legitimacy of any substance. Any questions concerning this should be directed to the Sports Medicine staff.

Medical exceptions are possible for any student-athlete who has a medical condition for which the use of a banned drug is necessary. The student-athlete is responsible for providing a signed physician's note documenting medical history and the need for regular use of the drug. Furthermore, the student-athlete is responsible for showing that the drug being used is administered correctly and for the purposes prescribed.

V. Dietary Supplements

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry. Therefore, purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive FPU or NCAA drug test. A student-athlete who uses supplements does so at his/her own risk.

It is imperative that student-athletes report all dietary supplements that they are taking to the Sports Medicine staff. Failure to inform the staff may have adverse effects on medical treatment given.

Additional information can be found at the Dietary Supplement Resource Exchange Center (REC) website at www.drugfreesport.com. Login/Organization – NCAA Division II; Password – ncaa2.

VI. Medical Exceptions

The NCAA list of banned drug classes is composed of substances that are generally reported to be performance enhancing. The NCAA bans performance-enhancing drugs to protect student-athlete health and safety and ensure a level playing field and it also recognizes that some of these substances may be legitimately used as medications to treat student-athletes with learning disabilities and other medical conditions.

Accordingly, the NCAA and Fresno Pacific University allow exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. The benefit of a medical exception procedure is that, in most cases, the student-athlete's eligibility remains intact during the process.

Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics, anti-estrogens, anabolic agents (steroids)* and peptide hormones* (Bylaw 13.1.2.3). (*Anabolic agents and peptide hormones must be approved by the NCAA before the student-athlete is allowed to participate while taking these medications. Fresno Pacific University, through the Director of Athletics, may request an exception for use of an anabolic agent or peptide hormone by submitting to the National Center for Drug Free Sport any medical documentation it wishes to have considered.)

In all cases, a student-athlete, in conjunction with his/her physician, must document that other non-banned alternatives have been considered prior to requesting the medical exception for the use of a medication containing a banned substance. It is the responsibility of Fresno Pacific University to educate student-athletes about this policy and to follow up with any student-athlete who identifies the use of a banned medication to determine if standard non-banned medications have been pursued and documented.

In order for a student-athlete to be granted a medical exception for the use of a medication that contains a banned substance, the student-athlete must:

- Have declared the use of the substance to the Department of Sports Medicine,
- Present documentation of the diagnosis of the condition and
- Provide documentation from the prescribing physician explaining the course of treatment and the current prescription.

Requests for medical exceptions will be reviewed by physicians who are members of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports. Medical exceptions will be granted if the student-athlete has presented adequate documentation noted above.

Unless requesting a review for the medical use of an anabolic agent or peptide hormone, a student-athlete's medical records or physicians' letters should not be sent to the NCAA unless requested by the NCAA. Also, the use of the substance need not be reported at the time of NCAA or Fresno Pacific University drug testing.

VII. Procedures Following Positive Drug Test or Substance Abuse Occurrence

In addition to FPU's Restorative Discipline process, the following terms and conditions will apply for the student-athlete following a positive drug test or substance abuse occurrence:

All drug-related offenses will require the student-athlete to be withheld from a specific percentage of competition. The student-athlete must fulfill loss of competition conditions when he or she is eligible during one of his/her four seasons of competition. Further, the student-athlete must fulfill these conditions when he or she is medically cleared to play by the institution. Scrimmages, exhibitions or contests within the non-championship segment may not be used to fulfill a loss of competition condition. The competitions used must be applied as follows:

- Team sports – The contests must be among those considered for team selection to the NCAA championship and must be the next regularly scheduled contest within the championship segment.
- Individual with separate team championship – The date of competition must be the next regularly scheduled contest(s) within a championship segment
- Individual sports without a separate team championship – The date of competition must be the next regularly scheduled contest(s) within a championship segment
- Sports without an NCAA championship – The date must be regularly scheduled

If the next contest in the institution's schedule is part of the NCAA championship or other post-season competition, then the student-athlete must be withheld from the contest(s).

Each Head Coach and student-athlete will be notified by the Director of Athletics, Assistant AD for Sports Medicine, or designee of the results of their selected student-athletes' drug tests.

First Positive Test or Drug Infraction

- The Director of Athletics or designee and Student Life will be informed of a positive drug test and/or substance abuse related offence (e.g., DUI, possession of an illegal substance)
- The Head Coach and Director of Athletics or designee will determine a management plan and behavioral contract for the student-athlete and will meet with the student –athlete at least once a semester or as needed to oversee compliance with the plan. Student Life will be notified of a positive drug test and regular FPU discipline process will be followed. Please see FPU's Restorative Discipline plan in the FPU Student Handbook.
- The student-athlete will be subject to reasonable cause testing at the recommendation of the Head Coach or athletics administrators.
- The student-athlete will a minimum suspension from 10% of all scheduled contests or contest dates within a championship segment. This suspension will carry over to the next opportunity to compete, even if that competition occurs in the next academic year.

Second Positive Test or Drug Infraction

- The Director of Athletics or designee and Student Life will be informed of the second positive drug test and/or substance abuse occurrence.
- The student-athlete will incur a minimum suspension from 40% of all regularly scheduled competitions or contest dates within the championship segment. This suspension will carry over to the next opportunity to compete, even if that competition occurs in the next academic year.
- The student-athlete will meet again to evaluate the management plan and behavioral contract and make changes to the previous plan.
- The student-athlete will be subject to reasonable cause testing.

Third Positive Test or Drug Infraction

- The Director of Athletics or designee and Student Life will be informed of the third positive drug test and/or substance abuse occurrence.
- The student-athlete will be evaluated by a substance abuse counselor approved by the Department of Athletics (monitored by receipts submitted to the Sports Medicine Clinic by the student-athlete).
- The student-athlete will meet to discuss further modification of the management plan and behavioral contract.
- Student-athletes who have a third positive test for illicit drugs or an additional substance abuse occurrence may be suspended from all Department of Athletics functions for a minimum of one calendar year. Athletic aid may be cancelled. Reinstatement to the team will be considered by the Athletics Administration.

Failure to comply with the management plan, behavioral contract or directives of the coaches or staff will result in the student-athlete's immediate suspension from all team activities and functions. Please note that individual teams may have stricter penalties than the FPU policies.

VIII. Procedures Following Alcohol-Related Offenses

In addition to FPU's Restorative Discipline process, the following terms and conditions will apply for the student-athlete following alcohol-related offenses:

The student-athlete must fulfill all loss of competition conditions when he or she is eligible during one of his or her four seasons of competition. Further, the student-athlete must fulfill this condition when he or she is medically cleared to play by the institution. Scrimmages, exhibitions or contests within the non-championship segment may not be used to fulfill a loss of competition condition. The competitions used must be applied as follows:

- Team sports – The contests must be among those considered for team selection to the NCAA championship must be the next regularly scheduled contest within the championship segment.
- Individual sports with separate team championship – The date of competition must be the next regularly scheduled contest(s) within a championship segment
- Individual without a separate team championship – The date of competition must be the next regularly scheduled contest(s) within a championship segment
- Sports without an NCAA championship – The date must be regularly scheduled

If the next contest in the institution's schedule is part of the NCAA championship or other post-season competition, then the student-athlete must be withheld from the contest(s).

First Alcohol-Related Offense

- The Director of Athletics or his/her designee and Student Life will be informed of an alcohol-related offense.
- Student Life will determine a management plan and behavioral contract for the student-athlete within the normal Restorative Discipline process. Please see FPU's Restorative Discipline plan in the FPU Student Handbook. The Department of Athletics may further add additional items to the behavioral contracts.
- Head Coaches are required to participate in the Student Judicial Board or Mediation meetings involving the student-athlete, unless scheduled to be out of town for a contest.

Second Alcohol-Related Offense

- The Director of Athletics or designee and Student Life will be informed of the second alcohol-related offense.
- The student-athlete will meet with Student Life and designated Department of Athletics personnel to evaluate the management plan and behavioral contract and make changes to the previous plan.
 - Head Coaches are required to participate in the Student Judicial Board or Mediation meetings involving the student-athlete, unless scheduled to be out of town for a contest.
- The student-athlete will be evaluated by a substance abuse counselor approved by the Department of Athletics (monitored by receipts submitted to the Sports Medicine Clinic by the student-athlete).
- The student-athlete will be withheld from at least 10% of scheduled contests or at least 10% of scheduled contest dates.

Third Alcohol-Related Offense

- The Director of Athletics or designee and Student Life will be informed of the third alcohol-related offense.
- The student-athlete will meet with Student Life and designated Department of Athletics personnel to discuss further modification to the management plan and behavioral contract.
- Head Coaches are required to participate in the Student Judicial Board or Mediation meetings involving the student-athlete, unless scheduled to be out of town for a contest.
- The student-athlete will be withheld from at least 40% of the total number of scheduled contests or at least 40% of the total number of scheduled contest dates.

IX. Procedures Following a Positive Drug Test for Performance-Enhancing Drugs or Anabolic Steroids

First Positive Test

- The Director of Athletics or his/her designee and Student Life will be informed of the first positive drug test.
- The student-athlete will be suspended for at least 50% of regularly scheduled contests or contest dates during a championship segment.
- Student Life and designated Department of Athletics personnel will determine a management plan and behavioral contract for the student-athlete and will meet with the student-athlete at least once a semester or as needed to oversee compliance with the plan. Please see FPU's Restorative Discipline plan in the FPU Student Handbook.
- The student-athlete will be subject to reasonable cause testing.

Second Positive Test

- The Director of Athletics or his/her designee and Student Life will be informed of the second positive drug test.
- The student-athlete may lose all remaining eligibility and may lose athletic aid.

X. Procedures Following Negative Drug Test

Each Head Coach will be notified by the Assistant AD for Sports Medicine or designee of the results of their selected student-athletes' drug tests via FPU email.

XI. Fresno Pacific University Levels of Misconduct

The DAAP is designed to augment but not supersede the processes and responses outlined in the FPU Student Handbook. Our focus, if a positive drug test or alcohol infraction occurs, is to balance expected consequence with restoration and education. Fresno Pacific University has determined there to be four levels of misconduct along with assigned minimum consequences for each level. Violations of values and behavioral expectations are reviewed by a university official who assigns the situation to the appropriate level and forwards the case to a university official, a Community Justice Conference or Student Judicial Board. The four levels of misconduct and the minimum consequences can be found in the FPU Student Handbook at the following link: <http://studentlife.fresno.edu/living-campus/student-handbook>.

XII. Athletics Drug Advisory Committee

The purpose of the Athletics Drug Advisory Committee is to hear any grievances put forth and/or oversee the appeals process. The Athletics Drug Advisory Committee shall be chaired by the Director of Athletics or designee and shall function as an ad hoc committee. Members of this committee will be made up of selected individuals from the Intercollegiate Athletics Advisory Council and the Athletics Compliance Committee, with the Assistant AD for Sports Medicine serving as an ex officio member. The Sports Medicine staff work cooperatively with the Athletics Drug Advisory Committee to help supervise drug screening.

XIII. Drug Testing Grievance Procedures and Appeals Process

Student-athletes subject to sanction under the terms of this program shall be entitled to a hearing before the members of the Athletics Drug Advisory Committee. The FPU Department of Athletics does not restrict the grounds for an appeal. Appeal considerations are outlined below.

The student-athlete may challenge any procedure relating to the collection or testing of the subject sample. If the student-athlete proves it is more likely than not that any problem with the collection or testing procedures materially affects the sample's integrity, then the Athletics Drug Advisory Committee may find that no violation has occurred and that no sanction should be imposed on the student-athlete.

If the student-athlete proves that he or she bears "no fault" for the violation, (i.e., the student-athlete established that he or she did not know or suspect and could not reasonably have known or suspected even with the exercise of utmost caution, that he or she had used or been administered a banned substance), then the Athletics Drug Advisory Committee may determine that no prospective sanction should be imposed on the student-athlete. (Note: This disposition means that the violation will not count as a "first strike" for a repeat offender.)

If the student-athlete proves that he or she bears "no significant fault for the violation," (i.e., the student-athlete established that his/her fault or negligence, when viewed in the totality of circumstances and taking into account the criteria for no fault or negligence, was not significant in relationship to the violation), then the Athletics Drug Advisory Committee may reduce the current legislative sanction.

The Athletics Drug Advisory Committee shall consider whether factors exist that would mitigate or prevent imposition of sanctions for the violation. Mitigating factors may include, but are not limited to: 1) how the banned substance entered the student-athlete's system; 2) the adequacy of the institution's drug education program; and 3) the student-athlete's exercise of due diligence and responsibility to educate oneself regarding NCAA banned substances.

The nature of the particular substance for which the student-athlete tested positive and/or the degree to which it may affect athletics performance are not mitigating factors that justify any reduction of a sanction for a positive drug test.

The student-athlete's decision to appeal a positive test must be made in writing within five (5) working days of the positive result. The Athletics Drug Advisory Committee will hear evidence from the student-athlete or his/her designee. Required documentation refuting the positive test must be submitted by the student-athlete within 14 days of the confirmation of the positive drug test. After hearing such evidence as it deems relevant, the committee shall deliberate in private for the purpose of making findings of fact. The findings and conclusions shall be based exclusively on information supplied at the hearing. Within five (5) working days after it concludes its inquiry, the committee shall report its conclusions regarding the facts and establish the appropriate sanction. A student-athlete requesting such an appeal may be subject to interim sanctions until a final verdict is made by the Athletics Drug Advisory Committee.

XIV. Safe Harbor Program

The Safe Harbor Program provides for a student-athlete to voluntarily disclose the use of a banned and/or illegal substance to a member of the Department of Athletics administration, Sports Medicine staff or the coaching staff and receive evaluation, testing and counseling (monitored by receipts submitted to the Sports Medicine Clinic by the student-athlete). The

student-athlete seeking to enter the Safe Harbor Program must come forward **prior** to the submission of his/her test sample to the collector. A student-athlete is not eligible for the Safe Harbor Program after having received a positive FPU drug test or if he or she has a previous drug occurrence violation.

Subsequent drug testing may be required, at the expense of the student-athlete, to determine what type of program will best assist the individual. This baseline test, if positive, is for evaluation purposes and will be exempt from any violation standards. The Team Physician or Sports Medicine staff may suspend a student-athlete from competition and/or practice if medically indicated.

The student-athlete will be permitted to remain in the Safe Harbor Program for the term of the contract. If a student-athlete is determined to have substance use after the initial admittance to the Safe Harbor Program, or fails to comply with the treatment plan, then the student-athlete will be removed from the Safe Harbor Program and his/her removal would result in the student-athlete's second positive test. A student-athlete will only be permitted to enter the Safe Harbor Program one time during their athletics eligibility at Fresno Pacific University.

The Director of Athletics and the student-athlete's Head Coach and assistant coaches may be informed of the student-athlete's participation in the Safe Harbor Program. The athletic trainer assigned to that sport may also be notified. The student-athlete's parents or guardian may also be informed. Other university employees may be informed only the extent necessary for the implementation of this policy.

XV. Notification and Reporting

A percentage of student-athletes will be selected for drug testing. Once the percentage has been determined, a randomized list will be produced using the ATS database. The Compliance Office will notify each student-athlete who will be tested as well as his/her respective Head Coach via FPU email. The student-athlete and the Head Coach will be notified of the date and location of testing with no more than 24 hours advance notice. A member of the Sports Medicine staff will then contact each selected student-athlete by phone (call or text). The Sports Medicine staff requires verification and confirmation from the student-athlete(s) that they have received notification and that they will be in attendance at their designated date and time. If a student-athlete is late or does not appear at the designated time of testing, it will count as a positive test.

XVI. Collection Process

- Upon entering the collection station, the student-athlete will provide photo identification and/or a client representative/site coordinator will identify the student-athlete and the student-athlete will officially enter the station.
- The student-athlete will select a sealed collection beaker.
- A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of at least 50 mL is provided (100 mL if testing for anabolic steroids).
- Validators, who are of the same gender as the student-athlete, must observe the voiding process and should be members of the official drug-testing crew. The procedure does not allow for validators to stand outside the immediate area or

outside the restroom. The student-athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request that the student-athlete raise his/her shirt high enough to observe the midsection area, completely ruling out any attempt to manipulate or substitute a sample.

- A student-athlete may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the collection crew chief or client representation for documentation. Student-athletes will rinse and dry hands, with water only, prior to urination and wash with soap and water following urination.
- Once a specimen is provided, the student-athlete is responsible for keeping the collection beaker closed and controlled.
- Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances.
- If the specimen is incomplete, the student-athlete must remain in the collection station until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
- If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the collector, the specimen must be discarded.
- Upon return to the collection station, the student-athlete will begin the collection procedure again.
- Once an adequate volume of the specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if in range measure the pH of the urine in the presence of the student-athlete.
- If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the student-athlete. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
- If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the student-athlete. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
- If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.
- The laboratory will make final determination of specimen adequacy.
- If the laboratory determines that a student-athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
- If a student-athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the student-athlete.
- Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the student-athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form from a supply of such.
- A collector will record the specific gravity and pH values.

- The collector will pour approximately 35 mL of the specimen into the “A vial” and the remaining amount (approximately 15 mL) into the “B vial” (another A=35 mL, B=15 mL in a second split sample kit for anabolic steroid testing, which will be shipped to a WADA accredited laboratory) in the presence of the student-athlete. Therefore, two split sample kits will be used when testing for both “drugs of abuse” and anabolic steroids. The vials will be packaged identically, but shipped to two different laboratories.
- The collector will place the cap on each vial in the presence of the student-athlete. The collector will then seal each vial in the required manner under the observation of the student-athlete and witness (if present).
- Vials and forms (if any) sent to the laboratory shall not contain the name of the student-athlete.
- All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
- The student-athlete, collector and witness (if present) will sign, certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the student-athlete will be required to provide another specimen.
- After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
- The specimens become the property of the client.
- If the student-athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug testing program.

XVII. Confidentiality

Fresno Pacific University reserves the right to notify parents/legal guardians in the event of alcohol or drug violations. The institution cannot guarantee that law enforcement or prosecuting authorities will not gain access to information in the possession of the institution since valid subpoena or enabling court orders might be issued to compel disclosure. The institution, however, will not voluntarily disclose such information.

If asked by any member of the community or the media, the institution will reply with the following statement, “The student-athlete was found in violation of Fresno Pacific University’s Student-Athlete Code of Conduct and has been sanctioned.”

If a student-athlete decides to transfer to another institution while in a period of suspension due to a positive drug test, the FPU Department of Athletics will inform the institutions seeking transfer permission of the following statement, “The student-athlete was found in violation of Fresno Pacific University’s Student-Athlete Code of Conduct.”

XVIII. Program Evaluation

The DAAP will be reviewed annually by the Director of Sports Medicine and Athletics Administration. The Intercollegiate Athletics Advisory Council will review the DAAP periodically.

Hazing

The act of “hazing” will not be tolerated by any individual, whether they be a student-athlete, coach, or other Department of Athletics personnel. The Head Coach will be held responsible for any act of hazing that occurs on their respective team.

Hazing is any act - whether physical, mental, emotional or psychological - that subjects another person, voluntarily or involuntarily, to conduct that may abuse, mistreat, degrade, humiliate, harass or intimidate or otherwise compromise the inherent dignity of the person; and, any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them regardless of the person’s willingness to participate. In addition, any requirements by a team member that compel another member to participate in any above described activity is against University policy or law will be defined as hazing.

Gambling and Bribery

Fresno Pacific University supports and enforces the NCAA regulations concerning sports wagering and gambling. Sports wagering can be a serious crime that threatens the well-being of student-athletes and the integrity of the game. Financially troubled student-athletes are viewed by organized gambling as easy marks for obtaining inside information or affecting the outcome of a game. Student-athletes who gamble are breaking the law and jeopardizing their eligibility. The NCAA believes sports should be appreciated for the benefits of participating or watching, not the amount of money that can be won or lost depending on the outcome of the games.

The NCAA opposes all forms of legal and illegal sports wagering on college campuses. NCAA rules prohibit student-athletes and athletics department, conference office and NCAA national office employees from wagering on intercollegiate, amateur and professional sports (including fantasy leagues) in which the Association conducts championships. The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – in return for the opportunity to win something.

FPU Department of Athletics personnel and FPU student-athletes, in accordance with NCAA bylaws, shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition
- Solicit a bet on any intercollegiate, amateur, professional sport, in which the NCAA conducts championship competition.
- Accept a bet on any team representing the institution
- Solicit or accept a bet on any intercollegiate, amateur or professional competition for any item that has tangible value (e.g. cash, clothing or equipment, meals)
- Do not provide information concerning intercollegiate athletic competition to individuals involved in organized gambling activities.

- Do not discuss the condition or attitude of your team with anyone other than your teammates and coaches.
- Do not accept a bet on any team representing Fresno Pacific University or participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling.
- Do not accept any money from a “fan” for a game “well-played.”
- Do not accept any “free rides” from strangers, such as meals or gifts. You are required by both the FPU Department of Athletics and the NCAA to report any individual who offers gifts, money, or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
- Report to your coach any attempt to secure information concerning situations which might alter the normal performance of your team.
- Compete with honesty at all times so that you represent the honor and dignity of fair play.
- Be aware of the legalities of gambling at the university and state level. The consequences at Fresno Pacific University may be expulsion and the university will assist with the enforcement of federal, state and local anti-bribery laws.

NCAA Extra Benefits and Occasional Meals Policy

A student-athlete shall not receive any extra benefit as defined in the NCAA bylaws. An extra benefit is any special arrangement by an FPU employee or a representative FPU's athletics interests to provide a student-athlete or the student-athlete's relative or family a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation, if it is demonstrated that the same benefit is generally available to FPU students or their relatives or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability.

Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition in the sport for which the improper award, benefit or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports.

Examples of items that may be extra benefits include, but are not limited to: the use of an automobile, free transportation, free long distance phone calls, free photocopying services, free tickets to an entertainment event, free restaurant meals, or reduced cost goods and services.

In accordance with NCAA Bylaw 16.11.1.4, a student-athlete or the entire team in a sport may receive an occasional family home meal from an institutional staff member or booster under the following conditions:

- The meal can be provided by a booster of the institution. However, it must be at the individual's home (as opposed to a restaurant) and may be catered.
- Meals must be restricted to infrequent and special occasions.
- Institutional staff members may provide reasonable local transportation to student-athletes to attend such meals. A booster may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of that booster.

The institutional staff member or booster must complete the Occasional Meal Request Form prior to any occasional meal. A list of individuals who will be in attendance and if transportation will be provided, must also be addressed on the form.

A student-athlete or the entire team in a sport may receive an occasional family home meal from a representative of FPU's athletics interests, provided the meal is in the individual's home, on campus or at a facility that is regularly used for home competition and may be catered. The representative of FPU's athletics interests or a FPU staff member may provide reasonable local transportation to student-athletes to attend such meals.

NCAA Complimentary Admissions Policy

Home or Away Game Player Pass List

- Prior to each home or away contest which is ticketed and allows complimentary tickets, the Player's Pass List must be completed.
- The student-athlete will utilize ACS Athletics to submit his/her guest for approval.
- Prior to the list being printed, a student-athlete can change each designation or provide a teammate with the use of his/her tickets.
- There will be a deadline by which each student-athlete will have to input each of his/her guest(s) into ACS. Once the deadline passes, no changes are permitted.
- Each individual who is of prospect age or older must provide a photo I.D. when signing the pass list.
- Admittance will be allowed to the person listed on the form. If the name is not listed, then the guest will not be admitted through the pass list.
- If the guest is not listed on the form, the guest is not allowed to be admitted through the pass list.

Ticket Policy

This ticket/pass is a revocable license granted by Fresno Pacific University to the ticket/pass holder. The license can be revoked and admission refused at the sole discretion of Fresno Pacific University. FPU reserves the right, without refund of any portion of the printed ticket/pass price, to refuse admission or eject any person whose conduct is deemed by FPU Athletics to be disorderly or disruptive to players, coaches, officials or other patrons.

- Gates open one hour prior to game time.
- The FPU Department of Athletics reserves the right to change the date and/or starting time of any event. Such a date/time change will not entitle the ticket holder to a refund of this ticket.
- This ticket may not be used in any commercial or promotional endeavor without the written permission of Fresno Pacific University.
- The person using this ticket assumes all risk of personal injury and loss of damage to personal property and shall hold harmless Fresno Pacific University and its employees.
- FPU Athletics events are tobacco free and all tobacco use is strictly prohibited.

NCAA Policy on Awards

Awards may be provided to student-athletes in order to recognize them for outstanding academic or athletic achievement. However, such awards are limited by type and by value. A student-athlete's eligibility may be adversely impacted if he or she receives an award that does not meet NCAA guidelines. The Compliance Office must verify the permissibility of receiving any awards.

NCAA Promotional Activities Policy

FPU student-athletes cannot allow their name, picture or personal appearance to be used to advertise or promote any commercial products, services, jobs or employers regardless of whether compensation is offered. Student-athletes cannot allow a commercial business to use their name or picture in a "name-the-player" contest. Student-athletes can be involved in a promotional activity (e.g., half-court basketball shooting contest, golfing money scramble) provided all members of the general public or student-body are eligible to participate and selected at random. Charitable organizations often request assistance from student-athletes in fundraising activities.

Request for Promotional Activities

Any group or agency outside of the Department of Athletic wishing to have a student-athlete or student-athletes participate in a promotional activity/community service activity must complete the Promotional Activity & Community Service Request Form. This form must be completed and approved by the Compliance Office prior to any student-athlete(s) participation in any activity or event.

Memorabilia Request

Any group or agency outside of the Department of Athletics wishing to have a piece of memorabilia (e.g., a signed ball, jersey, picture, etc.) donated to them for a fundraising purpose must complete the Memorabilia Request Form. This form must be completed and approved by the Compliance Office prior to any items with the student-athlete's name, picture, or likeness being provided.

NCAA Outside Competition Policy

Outside competition is athletics competition against any other outside athletics team (including an alumni team) that does not represent the intercollegiate athletics program of Fresno Pacific University. A student-athlete cannot compete as a member of any outside team in any non-collegiate, amateur competition during FPU's intercollegiate season in the sport. The penalty for this violation is loss of eligibility for the remainder of that year. In basketball, the penalty for this violation is loss of eligibility for any further intercollegiate competition.

It is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete's sport, as long as the student-athlete

represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team.

A student-athlete becomes ineligible for intercollegiate competition in his or her sport (other than basketball) if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any non-collegiate, amateur competition (e.g., tournament play, exhibition games or other activity) during the institution's intercollegiate season in the sport (see Bylaw 14.7.5 for exceptions) until eligibility is restored by the Committee on Student-Athlete Reinstatement.

A student-athlete who participates in any organized basketball competition except while representing the institution in intercollegiate competition in accordance with the permissible playing season specified in Bylaw 17.3 becomes ineligible for any further intercollegiate competition in basketball (see Bylaw 14.7.5 for exceptions).

A student-athlete is considered to be a member of the institution's team and therefore bound by this regulation in that sport, if the student-athlete:

- Does not practice or compete but is receiving athletically related financial aid for the sport; or
- Is ineligible to compete but practiced with a squad or team in the sport; or
- Is eligible to compete but was not permitted to do so, other than taking part in practice sessions with the squad or team in the sport.

Competition as Individual/Not Representing Institution

It is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete's sport, as long as the student-athlete represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team.

Procedures for Permission for Outside/Unattached Competition

Should a student-athlete want to compete during the academic year, it is permissible as long as the student-athlete represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team.

- Two (2) weeks prior to any student-athlete participating in an outside or unattached competition, the Permission for Outside/Unattached Competition Form must be completed and submitted to the Compliance Office by the Head Coach.
- The Compliance Office will review the form and make sure that the event is taking place during a permissible time period and will then notify the coaching staff of whether or not it is a permissible event for the student-athlete to participate.

NCAA Amateurism

Student-athletes shall be amateurs in an intercollegiate sport and their participation should be motivated primarily by education and by the physical, mental and social benefits to be derived. Student participation in intercollegiate athletics is an avocation and student-athletes should be protected from exploitation by professional and commercial enterprises. Only an amateur student-athlete is eligible for intercollegiate athletics participation in a particular sport.

NCAA amateur status may be lost as a result of activities before enrollment in college. If NCAA rules specify that an "individual" may or may not participate in certain activities, this term refers to a person before and after enrollment in a member institution. If NCAA rules specify a "student-athlete," the legislation applies only to that person's activities after enrollment.

An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

- Following initial full-time collegiate enrollment, uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
- Following initial full-time collegiate enrollment, accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- Following initial full-time collegiate enrollment, signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- Following initial full-time collegiate enrollment, receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- Following initial full-time collegiate enrollment, competes on any professional athletics team, even if no pay or remuneration for expenses was received; or
- Enters into an agreement with an agent either prior to or following initial full-time collegiate enrollment.

NCAA Student-Athlete Involvement with Recruits

FPU student-athletes may write to prospective student-athletes to encourage their enrollment at Fresno Pacific University, but it may not be done at the direction and/or the expense of the university. Student-athletes may not telephone recruits, but may accept telephone calls made at the prospect's expense during the recruit's senior year of high school. Student-athletes are also prohibited from making any statements to media members about recruits, the recruits' athletic ability, or the likelihood that the recruits will attend Fresno Pacific University.

Student-athletes may be asked by a coach to host a recruit who is on an official visit to the FPU campus. While serving as a host, the student-athlete may be given host money for the purpose of entertaining the recruit. This money may be used for food, arcades, movies, theaters, bowling and other entertainment activities, but may not be used to purchase souvenirs (hats, t-shirts, etc.) for the recruit. The student-athlete may transport the recruit to activities within a 30-mile radius of the FPU campus, but must not allow the recruit the use of a car. FPU cannot provide the use of a car to the student-athlete for the purpose of hosting a recruit. The student-athlete should receive a list of host instructions when given host money by the coach. Per Fresno Pacific University policy, student-athlete hosts are required to submit all receipts pertaining to the entertainment of prospective student-athletes.

NCAA Playing and Practice Seasons

Declaration of Playing Season:

All Head Coaches must submit a Declaration of Playing Season Form to the Compliance Office at least two weeks prior to the beginning of the playing season for fall sports or the first day of the academic year, whichever is earlier. This form is to be completed in accordance with NCAA Bylaw 17 of the relevant sport. For all sports other than basketball, it is permissible to divide the playing season into two separate segments. Changes in the playing season are permissible but must be submitted in writing to the Compliance Office. A Number of Contests/Dates of Competition Form must be attached.

Countable Athletically Related Activities

Countable athletically related activities (CARA) include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more of the coaching staff (including strength and conditioning coaches). All activities must be counted within the weekly and daily hour limitations. Administrative activities (i.e., academic meetings, compliance meetings) shall not be considered as CARA.

During the declared playing season

- A student-athlete may participate in a maximum of four hours per day and twenty hours per week.
- All student-athletes must receive one day off per week, except during participation in one conference and postseason championship or during participation in NCAA championships.
- Daily and weekly hour limitation do not apply during preseason practice prior to the first day of classes or the first contest, whichever is earlier and during official vacation periods. However, each sport that reports prior to the first day of classes needs to refer to their sport's legislation within the NCAA Division II Manual for the per-day limitations.

Outside the declared playing season during the academic year

- A student-athlete may only participate in required weight training, conditioning and individual skill instruction and in the sport of football, review of game film shall be permitted.
- Participation in such activities shall be limited to a maximum of eight hours per week.
- Not more than two hours may be spent on individual skill instruction.
 - In winter championship sports, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction, as follows:
 - In basketball, from September 7th or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before October 15th.
 - In swimming and diving and track and field, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the institution's declared start date of practice.

- In spring championship sports, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before the institution's declared start date of the non-championship segment, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction;
- In fall championship sports, from the beginning of the institution's second term of the academic year (e.g., winter quarter, spring semester) through the day before February 15, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction;
- In National Collegiate Championships sports, from the beginning of the institution's academic year through the day before the institution's declared start date of practice, a student-athlete's participation in weight training, conditioning, team activities and skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hour may be spent on team activities and/or skill instruction; and
- Following the institution's final contest or date of competition in the segment that concludes with the NCAA championship, a student-athlete is prohibited from engaging in countable athletically related activities for a 14-consecutive calendar-day period. Between the end of the 14-consecutive calendar-day break period or the end of the non-championship segment and one week prior to the beginning of the institution's final examination period, a student-athlete's participation in weight training, conditioning and skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on skill instruction set forth in Bylaw 17.1.6.2.2. During this period, team activities shall not be permitted.
- All student-athletes must receive two days off per week.
- A student-athlete may not participate in any CARA outside the playing season during any institutional vacation period and/or summer. Strength and conditioning coaches who perform duties on a department-wide basis may design specific workout programs for student-athletes.

FPU Student-Athlete Advisory Committee

The mission of the FPU Student-Athlete Advisory Committee (SAAC) is to enhance the entire student-athlete experience by providing opportunity, protecting the student-athlete and fostering a positive image. The committee strengthens communication between student-athletes, the entire athletics staff and the university as a whole.

The Student-Athlete Advisory Committee (SAAC) is composed of two student-athlete representatives from each of the 14 teams. The SAAC meets at least once a month and provides a forum for team representatives to voice their concerns on a wide range of issues that are important to the student-athlete population.

Through their participation, SAAC members are afforded many responsibilities and opportunities, such as:

- Promoting communication between athletics administration and student-athletes
- Providing a voice for student-athletes
- Encouraging participation in community projects and campus organizations
- Promoting special events for student-athletes
- Communicating information to teammates
- Participating in opportunities to enhance leadership skills
- Promoting a positive student-athlete image

NCAA Community Engagement

The NCAA Division II and Fresno Pacific University are committed to developing students and communities by actively engaging in shared experiences. The NCAA Division II has targeted community engagement as one of its strategic priorities. The objective of community engagement is to build relationships by bringing the community to campus to experience Division II and its events (e.g., collegiate, theatrical, cultural).

Many have heard this and thought, “That is nothing new; we do community service all the time.” It is true that colleges and university and their students have performed more community service than many other organizations. However, Division II is emphasizing the gathering of individuals to share in an experience and not just provide assistance to an individual or group of individuals in need.

Community engagement involves building lasting relationships. It is a time of social gathering and interaction with the campus and community. It feels like an interaction with friends. It is an opportunity to get to know the campus and local community better. It makes the university and campus feel like the town square. Individuals walk away from the experience remembering the fun atmosphere. It is directed towards parents, students, alumni, faculty, staff, donors, friends of faculty and staff.

FPU Athletics takes community engagement very seriously and expects that all student-athletes and coaches will be involved.

NCAA Life Skills Program

Fresno Pacific University is a strong supporter of the NCAA's Life Skills Program

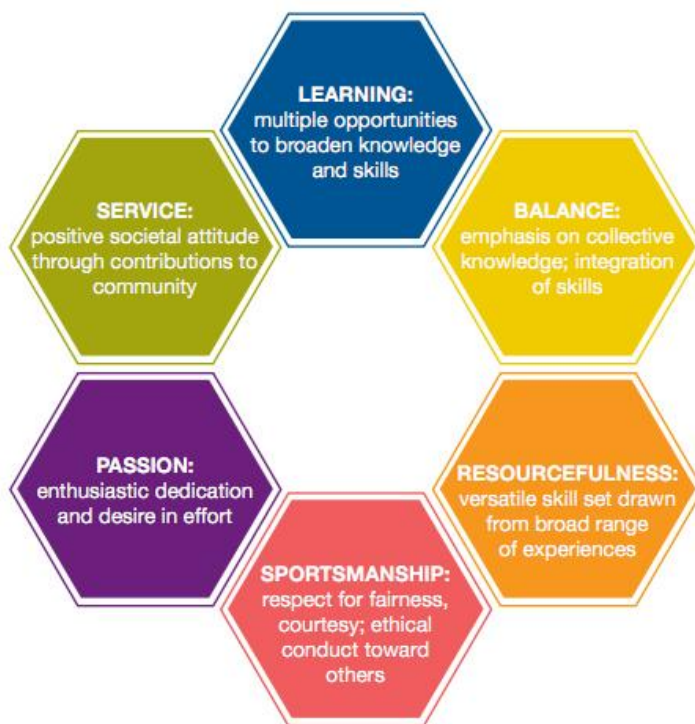
- **Commitment to Academic Excellence**
To support the academic progress of the student-athlete toward intellectual development and graduation.
- **Commitment to Athletic Excellence**
To build philosophical foundations for the development of athletic programs that are broad-based, equitable and dedicated to the well-being of the student athlete.
- **Commitment to Personal Development**
To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, leadership, personal growth and decision-making skills.
- **Commitment to Career Development**
To encourage the student-athlete to develop and pursue career and life goals.
- **Commitment to Service**
To engage the student-athlete in service to his or her campus and surrounding communities.

NCAA Life in the Balance

In June 2005, 150 Division II chancellors and presidents initiated a comprehensive study of the division's defining characteristics and key attributes. The Presidents Council surveyed three groups: (1) Division II campus and conference office personnel; (2) Division II student-athletes; and (3) the general public, identified as college sports fans. They sought to define the core values of Division II and to explain why schools choose to be Division II members. What resulted is the Division II strategic positioning platform.

The platform includes this statement that describes the Division II student-athlete experience: **Life in the Balance**. Higher education has lasting importance on an individual's future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Below are the six key attributes that summarize the NCAA Division II student-athlete experience:



FPU Athletics Class Attendance and Absence Policy

The following information is provided to student-athletes, Head Coaches and faculty members and is intended to summarize University policies on missed class time due to athletics contests.

- NCAA and FPU rules state that student-athletes are not permitted to miss a class for a practice.
- FPU policy states that student-athletes are permitted to miss a class for a contest.
- Every student-athlete is expected to attend all classes and laboratory sessions regularly and on time.
- The Provost and the Department of Athletics will excuse missed classes only when absences are due to team travel for sport contests.
- Student-athletes are responsible for ensuring that their instructors have been notified of sport-related absences and for completing any missed assignments.
- It is the student-athlete's responsibility to find out which assignments will be missed during an absence.
- A sport-related absence is not an excuse for failure to complete class work.
- Student-athletes are not excused from classes that end prior to departure time on the day of travel.
- In the case of last minute travel itinerary changes due to unforeseen circumstances, the student-athlete is responsible to promptly notify professors.
- Student-athletes are not permitted to miss class for any home practice activity, which includes, but is not limited to, practice, weights/conditioning, film study, promotional events, or community service events.

Co-Curricular Activities (FPU Academic Catalog)

Students are not penalized for missed class time if such absence occurs in conjunction with an approved FPU co-curricular activity. Classes missed during approved FPU co-curricular activities are excused absences. Students must notify Instructors of approved absences prior to any missed class time. Faculty use the university's priority rating system to determine which co-curricular activities take priority over class time. Athletics policies are either mandated by the NCAA and approved by the university, or established by the university itself. Every student-athlete is expected to attend all classes and laboratory sessions regularly and on time unless class or lab occurs due to a NCAA and FPU approved co-curricular activity. Student-athletes are not excused from class attendance for team or individual practice, including but not limited to weights/conditioning, film study, promotional events, or community service events. Students-athletes are allowed to miss a designated number of hours on home game days for normal, NCAA-approved home contest-day activities. Student-athletes are not excused from classes that end prior to the official departure time on a travel day. A sport-related absence is not an excuse for failure to complete class work. All missed class work and assignments must be completed according to the schedule established by the instructor of the course.

FPU Athletics Team Travel Policy

When traveling as official representatives of Fresno Pacific University, student-athletes' actions should reflect favorably on the University, their team and themselves. Student-athletes must abide by all team rules and remain with their team at all times, except under special circumstances approved in advance.

FPU may provide actual and necessary travel expenses (e.g., transportation, lodging and meals) to a student-athlete for participation in athletics competition, provided the student-athlete is representing FPU and is eligible for intercollegiate competition.

Ineligible and injured student-athletes cannot travel with the team. The travel party may only include eligible student-athletes, coaches, Sports Medicine staff and other departmental staff approved by the Director of Athletics. It is the responsibility of each coach to determine his or her travel squad size within conference and NCAA bylaws, per FPU travel policy.

Student-athletes are required to travel with the team to and from competition sites.

Injured Student-Athletes

An injured student-athlete who is otherwise eligible for intercollegiate competition may travel if the certified athletic trainer is going to make a game-day decision regarding medical readiness to participate. If the student-athlete needs medical clearance from a healthcare professional, the student-athlete must be cleared prior to departure; otherwise the student-athlete will not be permitted to travel. If the student-athlete has sustained a concussion, he/she must be eligible to begin/continue the Concussion Return to Play Protocol (See Sports Medicine Handbook) prior to a decision being made in regards to ability to travel. If the student-athlete has a season-ending injury or an injury that would prevent him or her from participating in competition on the specific road trip, the student-athlete will not be permitted to travel.

FPU Athletics Equipment Issue and Return

Fresno Pacific University has purchased the necessary equipment for student-athletes to practice and compete via budgetary funds allocated to each sport. The Department of Athletics will make an effort to ensure that each sport receives a uniform rotation every four years. Each student-athlete can expect to play in a new uniform at least once in his or her four-year career.

Equipment will not be issued until the student-athlete has completed all required Sports Medicine paperwork, received a physical examination and become enrolled as a full-time student. The student-athlete must also be in good standing at the University.

The equipment that is issued to a student-athlete is their responsibility. Mistreatment and neglect of equipment will not be tolerated. Student-athletes may be billed for lost, stolen, or mistreated equipment. Equipment is not to be removed from authorized areas and usage is restricted to practices and contests. On road trips, student-athletes are responsible for packing their equipment and insuring its safe return to the appropriate storage area. Coaches are responsible for monitoring the treatment and life cycle of team equipment.

Equipment that is damaged due to usage, not neglect, will be repaired and returned to the student-athlete. Student-athletes may receive replacement equipment on an exchange basis only. If equipment is defective or damaged beyond repair, it must still be returned for an exchange.

All equipment purchased by the Department of Athletics is the property of Fresno Pacific University and must be returned at the end of the season. A student-athlete may retain athletics apparel items (not equipment) at the end of the individual's collegiate participation. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment

Use of FPU Athletics Facilities

FPU Athletics facilities include the Special Events Center, fitness center, swimming pool, baseball diamond, tennis courts, soccer field and track. Student-athletes are expected to treat all athletics facilities with care and to refrain from damaging facilities or equipment. All athletics facility usage must be pre-approved by the Director. Vehicles are not permitted on the dirt road leading to the tennis courts, soccer field and track. Gum is not allowed in the gym. Care should be taken not to spill liquids on the gym floor – If a spill occurs, it must be cleaned up immediately. Only athletics shoes are permitted on the gym floor.

Scheduling of all athletics facilities is coordinated through the Director of Athletics or the Assistant AD for Event Operations. Priority will be given to FPU Athletics teams and other FPU-sponsored events as agreed upon by internal FPU parties. For the scheduling of athletics facilities by FPU Athletics teams, all practice and game schedules must be submitted in writing and in a timely manner.

Student Gym Use Policy

The Department of Residence Life and Housing, Campus Safety and the Department of Athletics have come together to establish a student gym use policy. This policy allows for use of the gym in a way that is both respectful of the facilities and that gives focus to the safety of students.

RA's must speak with the Director of Athletics to reserve the gym for a "residential open gym" time one week in advance.

- The gym must be reserved in advance and there are no guarantees of availability.
- It will typically be in the 9:00pm – 11:00pm time frame.
- The Director of Athletics' office is Special Events Center 103. Her email address is leslie.schuemann@fresno.edu and her phone number is (559) 453-2207.

RA's must be present and control the facility at all times.

- This includes calling Campus Safety to open and lock the gym
- RA's must enforce policy inside the gym during its use

- No tape is permitted on the gym floor
- Equipment should be provided by Residence Life unless previously arranged with and approved by the Director of Athletics.

Only FPU students are permitted and they must bring their FPU student ID card so it can be checked at any time.

- No outside guests are permitted, including friends, youth groups, etc.
- Campus Safety will likely ask for ID to ensure that the appropriate people are there

Doors on the west side of the gym are the only ones that should be used, including to exit.

Rules for inside the gym will be posted and must be followed at all times:

- No street shoes on the gym floor.
- No food, gum, etc. is permitted.
- High impact activities such as indoor soccer, football, etc. are not to be conducted in the gym

Any difficulties, incidents, etc. must be reported immediately to the Residence Director on call for response

Fitness Center Policies

The Fitness Center is for the FPU community. Remembering three simple principles will ensure maximum enjoyment and benefit by all: Be safe, responsible and respect others. Everyone is expected to follow these Policies for Patrons:

Wear Proper Exercise Clothing

- Closed-toe athletic shoes are required. No boots, other hard-soled shoes, or shoes with soles that will mark the floor are allowed
- Appropriate athletic attire such as t-shirts, shorts, sweats, or other similar work-out clothing is required

Use Caution When Exercising to Avoid Potential Injury to Yourself and Others

- Collars **must** be used with all barbells
- Spotters are **strongly recommended** for all free-weight exercises that involve heavy lifting or lifting overhead
- Do not perform exercises or use equipment you are not familiar with; seek assistance from the staff first

Share Exercise Equipment

- **Use cardiovascular equipment for no more than 30 minutes**
- **Allow others to exercise between sets on strength equipment**

Handle Equipment Properly

- Do not drop **any weights** to the floor. Bumper plates may be dropped **only** on the lifting platforms
- Do not let go of handles to cables while cables are pulled out from a machine
- Remove or cover weight belts that may damage equipment

Keep All Exercise Equipment Where It Belongs

- Return equipment to its proper location when not using it
- Do not lean weights or bars of any kind against mirrors, walls, or equipment
- No equipment is to leave the Fitness Center

General Courtesies

- Wipe down equipment after use. Bring a dry towel for your personal use
- Place personal belongings in the cubbies next to the reception desk. Minimize personal belongings brought to the Fitness Center. The Fitness Center assumes **NO RISK** for lost or stolen items left in cubbies or elsewhere in the facility.
- Drink **only water** from a plastic, closed container. **No food or other beverage is permitted.**
- Speak Politely. Do not use profane or vulgar language.
- Direct all concerns and maintenance needs to the Fitness Center staff.

Any patron failing to adhere to the above listed policies or any request made by Fitness Center staff will be asked to leave the facility.

FPU College Hour Policy

College Hour is a great opportunity and privilege the FPU community has to gather together. Through worship, fine arts presentations, lectures, discussions and debates, we explore how to integrate faith, life and learning. College Hour meets each Wednesday and Friday, with additional opportunities throughout the semester.

Each semester all full-time, traditional undergraduate students are required to attend a minimum of 14 College Hours and will automatically be registered for a half unit of College Hour. Successful completion of requirements will result in a grade of "CR," plus 1/2 unit earned. Failure to comply will result in a grade of "NC," with no units accrued. No petitions will be accepted regarding College Hour requirements.

FPU Academic Support Center

The Academic Support Center is a place where undergraduate students can grow in their ability to perform in all areas of academic work. It is the desire of the center to raise the standards of academic achievement at FPU and help undergraduate students reach a new level of excellence inside and outside of the classroom. All consultants are professionally trained and are prepared to provide assistance in specific areas. The services of the Academic Support Center are available free of charge for all undergraduate students. Drop-in sessions are available to provide an optimal learning experience for every undergraduate student. Consultants work with each student's unique needs and talents in order to meet them where they are academically.

Writing – Students may work with a tutor on a paper from any subject area as many times as needed in all stages of the writing process. Tutors are available for approximately 30-50 minute drop-in sessions to provide feedback and to assist writers in making their own corrections.

General Education Subjects – Tutoring is available for all general education subjects. The center provides homework assistance, reinforcement of class discussions and alternative methods of helping students succeed. Appointments are available for 30-50 minute sessions, unless further aid is requested prior to the meeting. Math assistance is available on a drop-in basis according to a posted schedule or by appointment.

FPU Services for Students with Disabilities

Fresno Pacific University is committed to providing the best education possible to all students. To this end, the Academic Support Center works with students under the Americans with Disabilities Act of 1990 (ADA) to ensure that students with unique needs have equal access to all educational experiences. Physical accommodations in classroom and lab space, modifications of classroom presentation and modifications in testing and course requirements are all ways to provide access to students with disabilities.

The Academic Support Center coordinates services for students with disabilities. The coordinator of services for students with disabilities, along with other university staff or faculty, will assist the student in exploring his/her needs and determining the necessary services and accommodations.

According to ADA, a person with a disability is one who: 1) has a physical or mental impairment which substantially limits a major life activity; 2) Has a record or history of such an impairment; or 3) Is regarded as having such impairment.

FPU Counseling Services

Counseling services are confidential and available to all currently enrolled FPU students. The first counseling session is free. The purpose of this session is to discuss concerns and to decide if clinical counseling would be beneficial. A modest fee is charged for each subsequent counseling session and a sliding scale is available in cases of financial hardship. Additional information about counseling services and how to access them is available in the Student Life Office or by visiting the Student Life website at studentlife.fresno.edu/student-care/counseling.

FPU Health Center

Office hours for the FPU Health Center are posted around campus and are available at the Student Life website at studentlife.fresno.edu/student-care/health-services. The campus nurse tends needs and provides:

- Illness/injury evaluation
- Screening of medical concerns
- Health and wellness information
- Assistance finding a health care provider
- Insurance information
- Medical resources for students and staff
- Interpretation of medical language and issues
- First aid and over-the-counter medications

The Health Center carries a variety of over-the-counter medications, as well as first aid supplies. The center serves to relieve symptoms and prevent further injury until the physician or pharmacy can be reached. Community clinic and physician referrals can be made. Most services are available at no charge to all students. Tuberculosis skin tests, tetanus and MMR vaccines are at cost. Flu shots are available in the fall. Appointments can be made, but are not necessary. The Health Center supplies first aid kits in strategic areas throughout the campus and in campus housing. Emergency medical technicians respond to emergency illness or injury 24 hours a day and are available through Campus Security.

FPU Definition of a Full-Time Student

Baccalaureate students are defined as full time when they enroll in 12 or more units per semester. Graduate students, including seminary students, are defined as full time when they enroll in 9 or more units per semester.

Units Per Semester			
Type of Student	Full Time	Three-fourths Time	Half Time
Baccalaureate	12+	9-11	6-8
Graduate or Seminary	9+	6-8	5
International Baccalaureate	12+	Not allowed	Not allowed
International Graduate	18 units per calendar year	Not allowed	Not allowed

FPU Baccalaureate Class Standing

Students are classified at the beginning of each semester according to the number of units completed.

Standing	Minimum Units	Maximum Units
Freshmen	0	29
Sophomores	30	59
Juniors	60	89
Seniors	90	

FPU Satisfactory Academic Progress Policy

Fresno Pacific University students are expected to make satisfactory academic and professional progress throughout their academic programs. Satisfactory academic and professional progress is generally defined as earning a GPA of 3.0 or higher at the graduate level 2.5 to 3.0 or higher (depending on the program) at the seminary level and 2.0 or higher at the undergraduate level; behaving consistently with the academic and non-academic codes of conduct; and behaving in a manner consistent with professional and ethical standards and expectations and completing educational programs within a reasonable and specified time.

NCAA Continuing Eligibility/ Progress-Toward-Degree Requirements

A student-athlete must maintain progress toward a baccalaureate or equivalent degree and be in good academic standing as determined by the regulations of that institution. In order to be eligible for competition each academic year, the student-athlete must:

- Satisfactorily complete at least an average of 12 semester hours of academic credit during each of the terms enrolled or have earned 24 semester hours the previous two semesters;
- Earn at least 75 percent of the semester hours required for satisfactory progress during the regular academic term;
- Achieve NCAA minimum grade-point average requirements; and
- Declare a major that leads to a specific baccalaureate degree by the beginning of the third year (fifth semester) of enrollment and thereafter, shall make progress toward that specific degree.

In order to be eligible for competition at the end of each academic term, the student-athlete must earn six-semester hours of academic credit the previous term.

NCAA Designation of Degree Program

During the first two years of enrollment, a student-athlete can use credits acceptable toward ANY degree program. After a student-athlete's 4th semester of full-time enrollment, he or she must have declared a specific degree program (major) prior to the beginning of the next semester.

- It is the student-athlete's responsibility to declare a major no later than the completion of the 4th semester of full-time enrollment.
- After the major is declared, ALL courses attempted during the 5th and 6th semesters of full-time enrollment MUST count toward that student-athlete's degree program for determining eligibility for semesters 7 and 8. (This same procedure is applicable to 7 and 8 semesters for determining eligibility for semesters 9 and 10, if the student-athlete is competing in his/her 5th year).
- The Registrar's Office must approve and document all change of degree program decisions.
- The Compliance Office, FAR and Registrar's Office check to verify if any student-athlete who has completed his/her 4th semester has not yet declared a major.

NCAA Six-Hour Requirement

All student-athletes, including transfers, are required to earn a minimum of six credit hours in the previous full-time term of attendance to be eligible for athletic competition in the next semester. This rule does not apply to graduate students or students seeking a second bachelor's degree. If a student-athlete is in the final year of his or her degree program, the six hours may be acceptable toward any of the institution's degree programs as long as the student-athlete is carrying the necessary hours to complete the degree at the end of the next two semesters.

Employment

Earnings from a student-athlete on- or off-campus employment that occurs at any time is exempt and is not included when determining a student-athlete's full grant-in-aid or the institutions financial aid limitations, provided:

- The compensation is only for work actually performed;
- The compensation is at a rate commensurate with the going rate of that locality for similar services; and
- The employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's products or services. (See Bylaw 12.4.)

Student-athletes must complete the Student-Athlete Employment Form through ACS prior to beginning any employment. The Student-Athlete Employment Form in ACS is available year round and is required to be updated with any changes or new positions as appropriate. The compliance office will review all student-athlete employment. If necessary, the compliance office will send employers employment verification forms. The paper Student-Athlete Form below is to be submitted to the compliance office in the event that ACS is unavailable.

FPU Mentoring

Freshmen mentors carry the primary responsibility for academic advising during the freshman year. Every new freshman automatically becomes a member of a small group of approximately 20 other freshmen we call a "collegium." Freshmen mentors guide collegium members through their first year by helping them select classes for the freshman year, approving courses on their EdPlan, orienting them to FPU and organizing numerous social activities. Mentors meet with students each semester for advising before registration opens.

Major and minor mentors advise students with program planning leading up to commencement. Mentors also assist students with WebReg each semester. In addition to advising, mentoring also consists of encouraging the development of the whole person, including spiritual, social and physical aspects.

NCAA Full-Time Enrollment Requirement for Practice or Competition

To be eligible for practice or competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution, which shall not be less than 12-semester hours, regardless of the institution's definition of a minimum full-time program of studies.

ATH (Athletics Course) Registration

All student-athletes will be enrolled in their sport-specific ATH course prior to being certified eligible to participate in practice or competition under NCAA rules. Institutional clearance will be monitored jointly by the Compliance Office and the Faculty Athletics Representative in cooperation with the University Registrar's Office. The purpose of automatic enrollment is twofold:

- To allow for the accurate and timely ability to extract student-athlete relevant data as required by the NCAA. The NCAA places a strong emphasis on a successful academic experience for student-athletes. Academic success is defined by graduation rates (Academic Success Rate), grade point average and retention (academic persistence) rates. Institutional, Conference and NCAA student-athlete academic success reports are needed to help monitor and ensure a positive academic experience for student-athletes.
- For the purpose of ensuring that student-athletes do not participate in an athletics contest without the NCAA-required 12 units. Adding and dropping courses is a normal part of a student's university experience. For the student-athlete however, they must be enrolled in a minimum of 12 units in order to be NCAA eligible to participate in a contest. If a student-athlete does not meet the minimum 12 units at the time of athletics participation, an NCAA violation has occurred resulting in possible sanctions for the student-athlete, the student-athlete's sport team, the Department of Athletics and/or the institution. There is an NCAA expectation of "Institutional Control" for which processes and procedures are to be developed and managed for the purpose of preventing such events.

Student-Athlete Registration Procedure

Registration and Course Add Policy

All registrations or course additions must be approved by the student-athlete's mentor, advisor or program director as the first step of the registration process. The second step is to register online for the approved courses. No petitions will be allowed for late registration after the fourth week of the session at the latest.

Procedure for Student-Athletes

Student-athletes are required to register and add courses online. No distinction is made regarding student-athletes.

Course Drop Policy

It is the responsibility of student-athletes to make changes in registration, such as dropping courses after the first week, withdrawing from programs, etc. within the appropriate deadlines.

Procedure for Student-Athletes

Student-athletes are required to drop online unless their drop activity takes them below full-time. If student-athletes attempt to drop below full-time while online, they will receive an error message and be directed to a paper drop form which must be signed by their mentor and the Compliance Office.

Final Note

The FPU registration system will be able to restrict student-athletes from completing a registration activity online if they have (or are left with) fewer than 12 units in the current semester. In terms of determining which individuals are student-athletes, a student registering in an ATH section will automatically be added to FPU's custom Athletics Roster file and will remain in that file until manually removed. This will help to ensure that a student-athlete cannot remove themselves from the constraints of these requirements (by simply dropping the ATH section).

Withdrawal from the University

A withdrawal is complete removal from enrollment at the university. By filing to withdraw from the university, the student is indicating in writing that he or she does not plan to return. The student's registered classes are dropped for all registered semesters and the student is de-enrolled from the university. Once withdrawn, the student must reapply and be readmitted in order to return. Failure to drop courses the student will not complete will result in failing grades and payment responsibility.

A student who finds it necessary or advisable to withdraw from the university must obtain a Withdrawal Form from the Registrar's Office (graduate, seminary and degree completion students) or the Office of Retention (undergraduate students). Prior to filing a withdrawal form, students should consult with and obtain signatures from the Office of Retention (undergraduate), the designated program advisor (seminary and degree completion) or the graduate advising/retention coordinator; their mentor, academic advisor or program

director; and coaches, the International Programs and Services Office and Student Financial Services Office as appropriate. Failure to withdraw officially may jeopardize the student's chances for readmission. No tuition can be refunded without full compliance with this policy. (See the Tuition Refund Schedule section of the FPU Academic Catalog.)

After having complied with the provisions above, a student may withdraw from the university during the stated withdrawal period (before the course drop deadline). A grade of W will be assigned by instructors. These grades are not used to calculate GPAs, but the hours are counted as hours for which the student was enrolled that semester for financial aid purposes.

Students wishing to withdraw from the university after the course drop deadlines listed above and who have documented extenuating circumstances beyond their control must submit an academic petition for consideration and may receive a grade of W if the petition is approved. Students unable to provide such documentation will receive the letter grades awarded by instructors based on the work submitted for the entire semester.

Transferring Out of FPU

- If FPU is contacted regarding a Permission to Contact, the Compliance Office will first discuss this with the Head Coach of that sport.
- **Permission to Contact:** If FPU grants the request, the institution will be notified immediately. If FPU denies the request, the student-athlete will be notified in writing and will be provided with a prompt appeal opportunity.
- If a student-athlete is eligible to utilize the one-time transfer exception, the Head Coach will also decide if he or she objects to the student-athlete being granted an exception to the transfer residence requirement at the next institution. The Compliance Office will notify the student-athlete in writing of the institution's decision and inform the student-athlete that he or she is entitled to a hearing opportunity to appeal the decision, upon request.
- If the student-athlete requests the release and it is granted but the student-athlete is unsure of where he or she would like to attend, the student-athlete will be given a generic Permission to Contact letter.

Note – Pac West Conference Intra-Conference Transfer Rule - A student-athlete who directly transfers from one conference member school to another conference member school and wishes to participate in the same sport(s) must fulfill a residence requirement of one full academic year (enrolled two full time semesters or enrolled full time three quarters) at the certifying institution before being eligible to participate against intercollegiate outside competition.

Transfer Appeal Procedures

Student-athletes who are denied their request to contact another institution, or who are denied an exception to the transfer residence requirement, are entitled to a hearing conducted by the University Athletics Appeals Committee.

Student-athletes will be informed in writing that the institution objects to their Permission to Contact request per NCAA Bylaw 13.1.1.2 and/or objects to them being granted an exception to the transfer residence requirement per NCAA Bylaw 14.5.5.3.9(c). Students will be provided a copy of the appeals procedures at the time of notification.

FPU Bachelor's Degree Requirements

Requirements for a Bachelor of Arts degree or a Bachelor of Science degree are:

A Minimum of 124 Semester Units, Which Includes

- General education requirements.
- Major requirements, chosen from one of the available programs. Minor(s) and additional majors may also be chosen, but are not required for the degree.
- Elective courses as needed to complete the 124-unit minimum.
- **All incompletes must be cleared**

MINIMUMS

A minimum grade point average of 2.0 must be completed in each of the following

- All baccalaureate coursework at Fresno Pacific University.
- Coursework in the major and minor (no grade below a C- is acceptable in major and minor courses).
- A minimum of 30 units must be taken at FPU. Course challenge credit may not be used to meet this minimum.
- Of a student's final 30 units, 18 units must be FPU courses. (Does not apply to degree completion students.)
- A minimum of 18 units in the major must be taken at FPU.
- A minimum of 40 units must be taken in upper-division courses.

MAXIMUMS

- A maximum of 8 total activity units in art, athletics, drama, journalism, music and physical education, with a maximum of 4 units in a single area, may be counted toward the 124 units required for the degree. Activity course units required in a major or a minor may exceed the 4 unit cap in a single area, but are limited to the number of units specified for that area in the program description.
- A maximum of 15 units of courses taken under the CR/NC option policy may be applied towards degree requirements. (See credit/no credit option policy.)
- A maximum of 6 units of graduate credit may be applied towards a bachelor's degree.

- A maximum of 9 units in ESL (English as a Second Language) per semester up to a total of 16 units may be applied towards degree requirements.

Transfer Lower-Division Coursework Will Be Applicable Under the Following Conditions

- Transferable lower-division courses will be used to meet FPU lower-division major requirements, subject to all other academic policies.
- Up to two transferable lower-division courses may be used to meet major upper-division course requirements, with the exception of certain courses as specified by the department.
- Degree Completion exception: No lower-division transfer courses may be used to meet major program requirements.

FPU Transfer Credits

Students may receive credit for courses taken at other institutions, subject to the limitations given below. All documents used for transcript evaluation must be official. All transfer work and FPU work is used to calculate a combined cumulative GPA for admission purposes.

Baccalaureate credit will be received in transfer if it meets the following criteria

- A maximum of 70 semester units may be transferred from regionally accredited two-year institutions. (There are no limits on transfers from accredited four-year institutions.)
- A maximum of 30 semester units may be transferred from unaccredited institutions, if approved through the academic petition process.
- All transfer work is evaluated using the current FPU transfer agreement for the transfer school at the time of evaluation.
- The course credit is from approved higher educational institutions.
- A grade of C- or better was earned in the course.
- The course content does not overlap or repeat courses already completed or to be completed at Fresno Pacific University or another institution.
- Degree completion students may not transfer coursework for any of their program courses from other institutions; however some traditional undergraduate courses do meet program requirements. Check with the program advisor for specific information.

Grades received from courses taken at other institutions do not apply toward a student's FPU GPA. Student-athletes cannot receive summer athletic aid to pay for courses taken at another institution.

Declaration of a Major

Each student at Fresno Pacific University must select a major (or majors) no later than the second semester of the sophomore year. A freshman may declare a major in his/her second semester. Students who wish to take advantage of the traditional undergraduate four year graduation guarantee must declare a major in the second semester of their freshman year and keep that major. Student may declare online through the Registrar's Office home page or through Campus Cruiser. Degree Completion exception: Degree completion students are admitted directly into a major program.

In addition, NCAA policy requires that a student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester) and thereafter shall make progress toward that specific degree. Always check with your advisor and the Assistant Athletics Director for Compliance before changing your major.

NCAA Seasons of Competition: 10-Semester Rule

A student-athlete shall complete his or her seasons of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.

FPU Financial Aid and Athletics Scholarships

All Fresno Pacific University students are encouraged to apply for financial aid. Financial aid is awarded without discrimination as to race, color, nationality, handicap or sex, in compliance with all applicable federal regulations. Fresno Pacific University offers three basic types of financial aid:

- Scholarships and grants, which do not have to be repaid.
- Loans, which must be repaid.
- Employment, which must be earned.

Most grants, loans and employment opportunities are awarded on the basis of a combination of scholastic or other achievement and demonstrated financial need. A limited number of scholarships are awarded on the basis of merit only.

Students must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA provides the information needed to determine a student's financial need. Need is determined by calculating the difference between a student's cost of attendance and the expected family contribution. (Note: If a student chooses not to complete the FAFSA, they must contact the Student Financial Services Office to indicate they do not wish to do so. By waiving the FAFSA, the student will not be eligible for any federal or state aid, including federal student loans. For students who waive the FAFSA or refuse any offered state and federal aid, FPU institutional aid may be reduced or denied.) A new FAFSA form must be filed for each academic year a student attends FPU.

A student-athlete must meet applicable NCAA, conference and institutional regulations to be eligible for institutional financial aid. If these regulations are met, the student-athlete may be granted athletically-related financial aid for a maximum of 10 semesters. Any institutional financial aid provided after 10 semesters is left to the discretion of Fresno Pacific University consistent with institutional policies for awarding financial aid in general. A student-athlete may be awarded institutional financial aid during any term in which a student-athlete is in regular attendance.

A student-athlete shall not be eligible to participate in intercollegiate athletics, if he or she receives financial aid that exceeds the value of a full grant-in-aid. A full grant-in-aid is financial aid that consists of tuition and fees, room and board, required course-related books and required course-related supplies. A student-athlete may receive institutional financial aid based on athletics ability, outside financial aid for which athletics participation is a major criterion and educational expenses awarded up to the value of a full grant-in-aid, plus any other financial aid unrelated to athletics ability up to the cost of attendance.

Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award, if the recipient:

- Renders himself or herself ineligible for intercollegiate competition
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement

- Engages in serious misconduct warranting substantial disciplinary penalty
- Voluntarily withdraws from a sport at any time for personal reasons

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 before the academic year in which it is to be effective. Fresno Pacific University shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and non-renewals must come from Fresno Pacific University's regular financial aid authority and not from the Department of Athletics.

The period of award begins when the student-athlete receives any benefits as part of the student-athletes grant-in-aid on the first day of classes for a particular academic term, or the first day of practice, whichever is earlier, until the conclusion of the period set forth in the financial aid agreement. An athletics grant-in-aid shall not be awarded in excess of one academic year. Awards are renewable annually.

Outside private scholarships are scholarships that student-athletes may receive from high schools or booster clubs before enrolling at Fresno Pacific University. Outside private scholarships can also come from other foundations, church or civic organizations. The criteria for these awards may include athletics ability. Regardless of when the student-athlete receives the aid, all checks from outside private scholarships must be submitted to the Financial Aid Office. Depending on whether athletics ability was a major criteria and the amount of financial aid the student-athlete is already receiving, the Financial Aid Office will determine if the outside private scholarship can be credited to the student-athlete's account. The Financial Aid Office will also determine if the outside private scholarship will affect the team limit. The NCAA has set team and individual limits depending upon the type of aid that student-athletes have received. Student-athletes should contact the Financial Aid Office or Compliance Office regarding any outside private scholarships they receive.

Earnings from a student-athletes on-campus or off-campus employment that occurs at any time is exempt and is not included when determining a student-athlete's full grant-in-aid or the institution's financial aid limitations, provided: (a) the compensation is only for work actually performed; (b) the compensation is at a rate commensurate with the going rate of that locality for similar services; and (c) the employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's products or services. Student-athletes must complete the "Student-Athlete Employment Form" prior to beginning any employment not indicated on the form completed at the beginning of the academic year.

University Athletics Appeals Committee (UAAC)

A student who wishes to appeal any decision made by the FPU Athletic Department which is allowed by the National Collegiate Athletic Association (NCAA), including a reduction or withdrawal of financial aid or denial of permission to contact or request of the one-time transfer exception, must follow the procedures outlined below:

Step One

The Student Financial Services Office will inform you of your right to an appeal when your athletic aid has been reduced or cancelled; your request for permission to contact another institution has been denied; or request for the one-time transfer exception has been denied. You will be given fourteen calendar days from the date on this notification in which to notify the Director of Financial Aid or designee of your intent to appeal the decision. The expiration of the fourteen-day period will conclude your right to appeal. The UAC shall be comprised of five members: the Director of Financial Aid (committee chair), Assistant Provost for Records and Research/University Registrar, Director of Admissions, Faculty Athletic Representative and one other member of the athletic compliance committee (excluding members employed in the athletic department) selected at the discretion of the Committee Chair.

Step Two

If you contact the Committee Chair within the fourteen-day period, you will need to provide the following in writing:

- Students full name
- Student's ID number
- Semester in school
- Sport
- Academic year to which the appeal relates
- Type and amount of previous athletic aid
- Reasons for requesting the appeal
- Names of institutional staff members with whom the student has discussed the situation
- Copies of relevant documents (e.g., letters regarding initial award of athletic aid).

*Note – All information must be provided at the time of this request, no additional documentation or information will be accepted.

No contact is necessary if you decide not to appeal. The passage of this fourteen-day period without contacting the Committee Chair will conclude your right to appeal.

The UAAC will review the information provided by the student-athlete and determine if there is enough evidence to move the appeals request to the hearing process. If it is determined that there is not enough evidence to move the appeals request forward then, then the UAC will proceed to Step Five.

Step Three

If it was determined that sufficient evidence was presented, the scheduling of a hearing will occur at the earliest convenient, but no later than 30 consecutive days after receiving your request. Depending upon the nature of the appeal, the coach and/or other knowledgeable individuals may be included in the hearing process.

Step Four

The hearing will provide the opportunity for each side to be heard and ask questions regarding the facts of the case. Proper decorum will be maintained at all times. Hearing procedures are designed to provide the parties to the case with a fair and reasonable opportunity to express their respective points.

SUGGESTED PROCESS

- | | |
|---|---------|
| 1. Review NCAA/FPU rules relevant to this case | 5 min. |
| 2. The Department of Athletics presents information in support of the action taken | 15 min. |
| 3. The student presents information in support of the appeal | 15 min. |
| 4. The UAAC members have the opportunity to ask questions of the Department of Athletics representative and the student athlete | 30 min. |
| 5. The Department of Athletics representative makes closing remarks | 5 min. |
| 6. The student athlete makes closing remarks | 5 min. |

Only members of the UAAC may present questions. Students are permitted to bring an additional person to the hearing, but this person may not speak to the group or otherwise act in an advocacy role unless recognized and questioned by the members of the UAAC.

Step Five

Within 10 days after either, determining that there is not enough evidence or after the hearing the appeal, the chair of the UAAC notify each party in writing of the committee's decision. In accordance with NCAA guidelines, the committee's decision is final.

The UAAC Must Select One of Two Actions in Response to an Appeal

- The UAAC will uphold and support the initial reduction or cancelation of aid, denial of permission to contact or request of the one-time transfer exception. If the UAAC finds that the decision to reduce or cancel aid is a violation of rules, regulations and institutional policies, the appeal is immediately approved. The athletic aid is then made available to the student as soon as possible.
- If the UAAC finds that the decision to deny permission to contact another institution or request for the on-time transfer exception was in violation of rules, regulations and institutional policies, the permission to contact and/or request of the one-time transfer exception will be immediately approved. The permission to contact and/or request of the one-time transfer exception will be granted as soon as possible.

If the student wishes to discuss the result of the appeal, a meeting with the chair of the UAAC may be arranged.

FPU Athletics Communications

The Sports Information Office exists to provide quality coverage of FPU Athletics to the media, community, students and fans. Schedules, rosters, game results, statistics, archives and other up-to-date information on all 14 sports can be found on the award-winning FPU Athletics website at fpuathletics.com. More coverage of FPU Athletics can be found on Facebook (facebook.com/fpuathletics), Twitter (twitter.com/fpusunbirds), YouTube (youtube.com/fresnopacificuni) and Instagram ([@fpuathletics](https://instagram.com/fpuathletics)). For updates on the Pacific West Conference, including standings, statistics and results of other PacWest contests, please visit the PacWest website at pacificwestsports.org.

Each FPU student-athlete has a “bio page” in the roster section of their respective sport on the athletics website. Prior to a student-athlete’s first season of play, the student-athlete will be provided with a form to fill out which will be used to create an online bio. Questions about the content of the athletics website or requests for changes to information online should be directed to the Assistant Athletics Director for Communications or the Assistant Director of Athletics Communications. For contact information, please see the Department of Athletics Staff Directory at the start of this handbook.

FPU Athletics receives a fair amount of local media coverage. Occasionally, student-athletes may be asked for post-game interviews by a member of the Sports Information staff or the local media. Student-athletes should be mindful of the fact that, when talking to the local media, they are representatives of Fresno Pacific University. It is department policy that all interviews with student-athletes on non-game days be arranged through the Sports Information Office. Media are discouraged from contacting student-athletes on their own. If a member of the media contacts a student-athlete, they should be referred to the Sports Information Office to schedule an interview. If, for any reason, a member of the media approaches a student-athlete and attempts to pressure them into answering questions that they do not feel comfortable answering or are potentially damaging to the Department of Athletics or University, the student-athlete should contact the Sports Information Office immediately.

The following media outlets regularly cover FPU Athletics: Fresno Bee, CBS 47, ABC 30, FOX 26, NBC 24, ESPN Radio 940, and KMJ Radio (580 AM, 105.9 FM).

Social Media

While Facebook, Twitter and Instagram can be effective tools for generating public interest and getting people excited about FPU Athletics, student-athletes should think twice about what they post, to prevent potentially damaging material. Student-athletes represent Fresno Pacific University and are expected to portray themselves, their teams, and the University in a positive manner at all times. Any online postings must therefore be consistent with team, Department of Athletics, University and NCAA rules and policies. Information that FPU student-athletes post on Facebook can typically be seen by friends and others in the FPU network, which can include alumni, boosters, faculty, staff, parents, and future employers. It is recommended that student-athletes review the privacy settings within Facebook and set

their profiles so that only friends can view their material. Even with those settings in place, student-athletes should be mindful of what they post. It is recommended that student-athletes monitor their Facebook friends and Twitter followers.

It is recommended that student-athletes refrain from accepting Facebook friend requests from members of the media.

Guidelines on posting photographs:

- Avoid posting pictures that might cast you in a negative light. If you would not want the photo in the local newspaper, then you probably shouldn't have it on Facebook.
- Keep in mind that friends can "tag" a photo onto your Facebook page that may present you in a negative light. Keep track of the photos you're tagged in.
- Photos on Facebook (or anywhere else on the internet) can be easily copied and shared with others. Please be mindful of this, as it can have potential impact on your future.

Guidelines on status updates and personal information:

- Many employers and graduate school admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos and comments).
- Be mindful of what you list as hobbies or interests, as well as what groups you join, as this can negatively impact yourself and the Department of Athletics.
- Similar to comments made in person, the Department of Athletics will not tolerate disrespectful comments and behavior online, such as: derogatory or defamatory language; comments that could potentially convey physical or emotional injury to another person; comments or photos that describe or depict unlawful abuse, hazing, harassment or discrimination; selling, possessing or using controlled substances; or any other illegal or prohibited conduct.

Appropriate Use of Online Social Networks

In recent years there have been discussions within athletic departments nationally about online social networks such as Facebook, Instagram, and Twitter. There have been some instances of student-athletes posting inappropriate photographs and other content that has led to disciplinary action against the student-athletes, sometimes as serious as dismissal from the team. There have also been cases of opposing fans using information or photos found on these websites to taunt or humiliate an individual during a contest. The NCAA National Office has also warned against the misuse of these websites. Employers are starting to use social network websites to get information about prospective employees; some employers will not hire individuals who have questionable content. Media can also become aware of some information posted on these websites, resulting in intense scrutiny of student-athlete behavior. Disciplinary action may be taken against Fresno Pacific University student-athletes if poor decision-making takes place and social media is used inappropriately. Student-athletes are ambassadors of Fresno Pacific University and are always in the public eye. Great care should be exercised when posting photographs or other content on social network sites.

FPU Sports Medicine Department

Student-Athlete Pre-Participation Requirements

All FPU student-athletes are required to have a pre-participation physical by a FPU team physician prior to any participation in practices or competitions. Appointments for mass physicals will be set and if a student-athlete is unable to attend the physical set for their team, they will be scheduled for one at the availability of the team physician.

If a significant pre-existing condition is noted by the team physician or Sports Medicine staff, the injury will be recorded and referred as necessary for a follow-up evaluation. Participation may be restricted until released by the physician. If there are any doctor appointments or referrals needed the student-athlete is financially responsible, not the university.

If a student-athlete receives care from an outside physician because of insurance purposes, the Sports Medicine Department will need copies of the physician's dictation, rehab protocols, surgical notes, or any other information pertinent to the student-athlete's condition.

All new student-athletes will need to complete the following: medical history form, privacy policy form and consent to treat form, emergency information, physical exam form, assumption of risk form and insurance policies form. All returning student-athletes will need to complete the following: returning medical evaluation form, privacy policy form, consent to treat form, physical exam record (if a physical is deemed necessary by the ATC), emergency card, assumption of risk form and insurance policies form. All these forms will be completed through our online database ATS.

End of the Year Medical Questionnaire

Every FPU student-athlete will be required to complete an end of the year medical questionnaire at the end of each official intercollegiate sport season. The purpose of the end of the year medical questionnaire is to make the Sports Medicine staff aware of any and all injuries, current or healed, in order to ensure proper treatment of said injuries. This will be completed through ATS online.

INSURANCE POLICIES and PROCEDURES

The following insurance policies and procedures are meant to assist the Sports Medicine Department in expediting a student-athlete's insurance claim:

- Initiation of payment for injuries sustained by a student-athlete is the responsibility of the student-athlete and will require communication between the Insurance Coordinator and the student-athlete to ensure proper management of payments.
- All student-athletes participating in intercollegiate athletics must provide proof of insurance to both the Sports Medicine Department and Student Accounts. This should be a copy of the insurance card front and back.

- If a student-athlete is unable to furnish this proof or chooses to purchase school insurance, the student-athlete will be charged for insurance through Student Accounts.
- All international students are required to have FPU's insurance.
- All FPU student-athletes are covered for any FPU related injury under the FPU Intercollegiate Sports Policy (ICS) which is a secondary/excess policy.
- After the student-athlete's primary insurance policy and the FPU ICS insurance policy has paid, the university may assist with the remaining amount.
- Bills received by the student-athlete must be given to the Insurance Coordinator within 30 days of receiving the bill. Do not make payments or phone calls on your own without informing the Insurance Coordinator.
- Failure to immediately report an injury to the Sports Medicine Department will void university responsibility.
- Approval for payments of medical expenses must be obtained from the FPU Sports Medicine Staff before such expenses are incurred. **The university will not pay medical expenses if they are unauthorized by the FPU Sports Medicine Staff in advance. If a student-athlete goes to the Dr. without a referral from the FPU Sports Medicine Staff they are financially responsible.**
- All arrangements for the treatment of athletic injuries are to be made before the student-athlete graduates or withdraws from the university. The university will not accept responsibility for medical expenses after a student-athlete has left the university unless arrangements have been made prior to graduation. All student-athletes have up to a year after date of injury to receive any medical treatment from a FPU sports related injury.
- **The Sports Medicine Department will only pay for injuries sustained as a result of FPU athletic participation.** This does not include camps, clubs, intramurals, etc.

If a student-athlete requests a second opinion after seeing one of the university's Team Physicians, they may do so within the network – The doctor must be an in-network provider. If the physician who the student-athlete would like to see is out of network, the student-athlete will be responsible for the residual balance.

Sports Medicine Clinic Hours

- Monday-Friday: 8:00am until after the last practice.
- Saturday and Sunday: Only for scheduled practices or games.
- Competition Days (outside of normal operating hours): Clinic will open two hours prior to a competition (unless otherwise specified).

Sports Medicine Clinic Policies

- The Sports Medicine Clinic will be open specific times of the day as stated above.
- Prior to meetings, practices and games, student-athletes must plan to get all taping and/or treatments done.
- All rehabs and treatments are to be scheduled by appointment with the specified ATC. Only pre-practice treatments, evaluations, ice, heat, and whirlpools will be seen as walk-in.
- Injured student-athletes must report to each practice session. Injuries requiring missed practice time must be excused by the coach and ATC.

- All injuries must be reported immediately, regardless of how minor they may be.
- New injuries or illnesses must be reported at least one hour prior to practice so that the ATCs can get an accurate assessment and report the student-athlete's status to the coaching staff.
- Following treatment for an injury that causes limited or missed practice, the student-athlete must be cleared by their ATC prior to increasing their participation level. Coaches will receive a daily report of student-athlete status.
- ATCs will determine the appropriate course of action for each injury. Student-athletes must abide by established treatment and rehabilitation protocol.
- Student-athletes are to use the Sport Medicine Clinic for treatment only, not social gatherings or team meetings. If student-athletes are not currently receiving treatment, there is no need for them to be in the Clinic.
- Injuries not sustained in team functions will not be the responsibility of the FPU Department of Athletics.
- If a coach refers a student-athlete or if a student-athlete seeks care for any outside medical treatment without the approval of an ATC, the student-athlete will be held financially responsible for all bills incurred.
- Ace wraps, crutches, ankle braces and many other items are used to help manage student-athletes' injuries. These items will be signed out to student-athletes by an ATC. The student-athlete is responsible for the items and will be charged for them if they are not returned.
- The Sports Medicine Clinic is a place of business. It is expected that conversation, subject, language, and volume will be kept appropriate.
- Abusive behavior or language will not be tolerated in the Sports Medicine Clinic.
- The Sports Medicine staff members shall be treated with the same respect as any other FPU staff member.
- Student-athletes are expected to abide by the established Sport Medicine Clinic policies and rules.
- All student-athletes are to be taped and/or completely treated a minimum of 20 minutes prior to the start of practice or competition. If they are late to practice, it is not the Sports Medicine Staff's fault.
- All equipment that is given to a student-athlete, and not expected to be returned, must be signed out in ATS and the student-athlete must sign the Equipment Checklist.

Sports Medicine Clinic Rules

- The Sports Medicine Clinic is for the exclusive use of FPU intercollegiate eligible student-athletes. It is not for the use of the FPU general student body, alumni, family or friends. Non-student-athletes should not be brought into the Clinic.
- All student-athletes must check in with an athletic trainer for treatment.
- The Clinic is co-ed. It is expected that student-athletes will wear appropriate clothing including a shirt and pants. Towels and bathing suits are not appropriate.
- Shoes may not be worn while on the tables in the Sports Medicine Clinic.
- No bags or equipment may be brought into the Sports Medicine Clinic.
- Student-athletes are not to operate Sport Medicine Clinic equipment, use supplies or remove items from the medical kits. Treatments will be given by the Sports Medicine staff.

- Student-athletes should allow one hour for pre-practice treatment. It will be first come, first served, unless an appointment has been scheduled. Student-athletes should come early to avoid the rush.
- Lounging, sleeping, or watching television is not permitted once treatment or rehabilitation has been completed.
- No food or drinks (other than water) are allowed in the Sport Medicine Clinic.
- No computers, tablets, MP3 players, or phones may be used during treatments or rehabilitations, as they are a distraction for the student-athlete and the ATC.
- Student-athletes must put away any equipment they use in order to keep the Sports Medicine Clinic orderly for all student-athletes.
- Ice is for treatment only, not for personal use.
- Student-athletes may not operate the stereo or television. Content will be regulated and approved by the Sports Medicine staff and will follow the FPU Department of Athletics Music Policy.
- Student-athletes must shower prior to receiving post-practice treatment, including whirlpools.

Responsibilities of the Student-Athlete

In order that all student-athletes receive complete medical benefits, the following procedures must be followed:

- For injuries or illnesses occurring when not at practice, the student-athlete should notify an ATC immediately.
- Upon receiving any injury during practice or game, (no matter how minor), the student-athlete must report immediately to their ATC.
- The student-athlete must report all new injuries or illnesses to their ATC no later than one hour prior to a practice or competition.
- The student-athlete must notify their Head Coach of all injuries or illnesses.

Injured student-athletes must follow these listed steps

- The student-athlete will receive an evaluation.
- The student-athlete will be referred to the Sports Medicine Clinic for recommended treatment and/or to the doctor for additional evaluation. Doctor appointments must be made by Sports Medicine Clinic staff.
- The student-athlete must go to the Sports Medicine Clinic for recommended treatment or rehabilitation daily.
- The injury will be re-evaluated daily.
- The student-athlete must complete insurance information if necessary.
- Return to practice or competition after approval by ATC and/or team physician.
- The Associate Director of Sports Medicine should handle all insurance questions. All bills should be turned in promptly to the Sports Medicine Department.
- If emergency treatment is required while a student-athlete is away from campus, it is the responsibility of the coach to contact the traveling ATC, the host school's ATC or host team physician to ensure that the student-athlete receives necessary treatment. If a bill follows, a copy must be returned to the Sports Medicine Department immediately upon arrival.

If emergency treatment is required while a student-athlete is injured during scheduled practice when the SMC is closed, it is the responsibility of the coach or the student-athlete to call the ATC and inform them of the injury. The ATC will provide instructions.

Concussions

General Information

The long life span of the brain is one reason to be concerned about the athlete's brain and to make every effort to protect it. The brain is encased within the skull, which offers it some protection. However, the skull does not absorb impact forces to the head, so it functions very poorly as a shock absorber. This lack of ability to absorb impact leaves the brain vulnerable to injury. A direct blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head can cause a concussion. A concussion is also known as a traumatic brain injury (TBI) or closed head injury, and about 90% of sport-related concussions are mild in nature and are thus referred to as mild traumatic brain injuries (mTBI). According to the American Academy of Neurology a concussion is any trauma that induces alteration in mental status that may or may not involve loss of consciousness. Confusion and amnesia are the hallmarks of a concussion. The confusional episode and amnesia may occur immediately after the blow to the head or several minutes later.

A concussion can be as simple as a brief blow to the head, with rapid recovery, or it can be a life-threatening medical emergency. There are two common mechanisms of injury with concussions, coup and contre-coup. Coup injuries are when a forceful blow to the resting, movable head usually produces maximum brain injury beneath the point of cranial impact. When a moving head hits an unyielding object it usually produces maximum brain injury to the opposite side of cranial impact, this is a contre-coup injury. There is no scientific evidence that suggest one type of injury is more serious than the other or that symptoms present any differently. Regardless of whether the athlete has sustained a coup or contre-coup, the ATC should manage the injury the same. Some of the more common symptoms of concussion include head-ache, nausea, vomiting, balance problems, dizziness, fatigue, sleep disturbance, drowsiness, sensitivity to light and noise, irritability, sadness, nervousness, feeling more emotional, feeling slowed down, feeling mentally foggy, trouble concentrating, feeling pressure in the head, memory dysfunction, and numbness or tingling.

Education

All student-athletes and coaches will be given educational training annually by the FPU Sports Medicine Staff. They will be required to read the NCAA Concussion Fact Sheet and sign their corresponding statements.

Assessment

An emerging model of sport concussion assessment involves the use of brief screening tools to evaluate post-concussion signs and symptoms, cognitive function, and postural stability. These three assessment tools can be helpful in making a determination about severity of injury and post-injury recovery when baseline data for an individual are available. In addition, a thorough clinical evaluation including history and signs and

symptoms check list, formal cognitive and postural-stability testing is recommended to assist in objectively determining injury severity and readiness to return to play (RTP). No one test should be used solely to determine recovery or RTP, as concussion presents in many different ways.

Baseline testing provides an indicator of what is “normal” for that particular athlete. Preseason baseline testing is conducted before student-athletes are exposed to the risk of concussion during sport participation. Many programs choose to conduct baseline testing as part of the pre-participation physical.

Return-to-Play Decisions

The care of the student-athlete who has sustained a sport concussion is generally assigned to a team of sports medicine and health care professionals, which may include athletic trainers, physicians, neurologists and neuropsychologists. Team physicians or their designee typically have the primary responsibility for medical care and return-to-play decisions, although head injury and concussion have typically been viewed as being primarily within the scope of the medical specialty of neurology. The team athletic trainer (ATC) is the front-line health care professional in sport concussion. It is the ATC whom most student-athletes’ initially report their symptoms and concerns and the ATC in whom student-athletes often have the greatest trust. ATC’s who work closely with student-athletes generally know them best and are usually the source of an excellent opinion as to how an athlete is functioning after a concussion. The National Athletic Trainers Association reported that team physicians and athletic trainers were primarily responsible for making return-to-play decisions.

Some signs and symptoms of a concussion are:

- Loss of consciousness (LOC)
- Visual Disturbances (Photophobia, blurry Phono/Photo-Confusion Phobia vision, double vision)
- Post-traumatic amnesia (PTA)
- Disequilibrium
- Retrograde amnesia (RGA)
- Feeling “in a fog,” “zoned out”
- Disorientation
- Vacant stare
- Delayed verbal and motor responses
- Emotional liability
- Inability to focus
- Dizziness
- Headache
- Slurred/incoherent speech
- Nausea/Vomiting
- Excessive drowsiness

Concussion Management

Concussion management begins with pre-season baseline testing. Every new (first-year or transfer) student-athlete in all sports will receive a pre-season baseline assessment for concussion involving a computerized neurocognitive test (ImPACT) and/or Sport Concussion Assessment Tool 2, (SCAT3). This test will be administered during pre-physical participation exams and before any student-athlete participates in an official practice.

- Student-athletes who received a concussion the previous year should be retested for a baseline test on ImPACT and SCAT3.
- Every student-athlete who sustains a concussion will be retested after 6 months of the initial injury.

All FPU student-athletes must read the NCAA Concussion Fact Sheet for student-athletes and sign the attached student-athlete concussion statement acknowledging that:

- They have read and understand the NCAA Concussion Fact Sheet.
- They accept responsibility for reporting a concussion injury to the FPU Sports Medicine Staff.

Concussion Assessment Guidelines

***NO ATHLETE WHO IS SUSPECTED OF HAVING A CONCUSSION WILL BE PERMITTED TO RETURN TO PLAY THE SAME DAY**

1. Sideline Evaluation of an Acute Concussion

- a. The student-athlete should be evaluated by a physician or Certified Athletic Trainer when they show ANY signs of a concussion using standard emergency management principles and particular attention should be given to excluding a cervical spine injury.
- b. Once first aid issues are addressed and a cervical spine injury is ruled out the student-athlete should be assessed using SCAT 3, either mobile or paper format, or ImPact Sideline App.
- c. The student-athlete who is diagnosed with a concussion **SHOULD NOT** be allowed to return to play the same day.
- d. The student-athlete should not be left alone following an injury and serial monitoring for deterioration is essential over the initial few hours following injury.

2. Recommendation of when to refer a student-athlete to a physician

- a. If a student-athlete exhibits any of the following symptoms the day of injury then they need to be referred to a physician:
 - Loss of Consciousness
 - Amnesia lasting over 15 minutes
 - Increase in blood pressure
 - Cranial nerve deficits
 - Vomiting
 - Motor deficits subsequent to initial on the field assessment
 - Sensory deficits subsequent to initial on the field assessment
 - Balance deficits subsequent to initial on the field assessment
 - Cranial nerve deficits subsequent to initial on the field assessment

- Deterioration of neurologic function*
- Decrease or irregularity in respirations*
- Decrease or irregularity in pulse*
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding*
- Mental status changes: lethargy, difficulty maintaining arousal, confusion, or agitation*
- Seizure activity*
- Postconcussion symptoms that worsen
- Additional postconcussion symptoms as compared with those on the field

***requires student-athlete to be transported immediately to the nearest emergency department**

- b. If a student-athlete exhibits any of the following symptoms after the day of injury then they need to be referred to a physician:
 - Any of the findings in the day-of-injury referral category (see above)
 - Postconcussion symptoms worsen or do not improve over time
 - Increase in the number of postconcussion symptoms reported
 - Postconcussion symptoms begin to interfere with the student-athlete's daily activities

3. Student-athletes who sustain a concussion will be sent home with take-home concussion instructions sheet

4. Return to Play Progression

- a. An initial period of rest in the acute symptomatic person following the injury should occur (24-48 hours).
- b. After that initial period of rest, the student-athlete should be evaluated using SCAT 3.
- c. ImPact testing should be used after the student-athlete is asymptomatic and only done twice in one week to give them adequate rest in between tests.
- d. Follow-up evaluations daily to track symptom recovery. No activity and complete rest until asymptomatic
- e. Once student-athlete is asymptomatic:
 - Student-athlete will be retested on the following tests
 1. ImPact (no more than twice in one week)
 2. SCAT 3
 - If the student-athlete has reached normal baseline levels on Impact and SCAT 3 then the student-athlete can continue with return to play protocol. If the student-athlete does not reach baseline levels then they will be instructed to rest and continue with daily evaluations until they reach baseline.
 1. For ImPact they should be within the following ranges:
 - a. Reaction Time: .45-.55
 - b. Cognitive Efficiency Index: 0.3-0.6
 - After reaching baseline levels and staying asymptomatic the student-athlete should rest an additional day and then begin with the return to play protocol.

f. Return to Play Protocol

- The ATC will determine how long the student-athlete will be at each step depending on the student-athletes symptoms.
 1. . Each step can take up to 24 hours to complete. Do not give them any medication that may mask or modify the symptoms of concussion.
- **If any post concussion symptoms occur during any of the steps, the student-athlete should go back to previous asymptomatic step and then try to progress again after 24 hours of rest.**
- **Gradual Return to Play**

Rehabilitation Stage	Functional Exercise at each stage	Objective of each stage
1. No activity	Symptom limited physical and cognitive test	Recovery
2. Light aerobic Exercise	Walking, Swimming, or stationary bike keeping intensity <70% maximum heart rate	Increase HR
3. Sport-specific Exercise	Any running drills for their sport. No head impact activities	Add movement
4. Non-contact training drills	Progression to more complex training drills,. May start progressive resistance training.	Exercise, coordination, and cognitive load.
5. Full-contact Practice	Following medical clearance participate in normal training activities.	Restore confidence and assess functional skills
6. Return to Play	Normal game play	

Fresno Pacific University Concussion Forms (see Appendix F)

5. Return to Academics Protocol

- a. Return-to-learn should be managed in a stepwise program that fits the needs of the individual.
- b. The student- athlete needs physical and cognitive rest.
 - i. Avoid or minimize potential cognitive stressors, such as schoolwork, video games, reading, texting, and watching TV.
- c. Consideration should be given to avoid any classes at least the day of a sport-related concussion.
- d. Return to academics is based on the absence of concussion symptoms:
 - i. If the student-athlete cannot tolerate light cognitive activity, he/she should remain home.
 - ii. Once the student-athlete can tolerate cognitive activity without return of symptoms, he/she should return to the classroom.

- e. If a student-athlete has symptoms that persist for longer than a few days, academic adjustments or accommodations may be necessary. If this is the case, the Assistant AD for Sports Medicine or the Assistant Director of Academic Services should contact the Director of Academic Support Services to arrange such accommodations. The student-athlete will also need to contact the Director of Academic Support Services in order to make specific arrangements. The Assistant AD for Sports Medicine or the Assistant Director of Academic Services should also contact the student-athlete's Mentor.

NCAA Hardship Waiver

A student-athlete may be granted an additional year of competition by the conference or the NCAA Committee on Student-Athlete Reinstatement for reasons of "hardship." Hardship is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution
- The injury or illness results in an incapacity to compete for the remainder of that playing season
- The injury or illness occurs when the student-athlete has not participated in more than two contests or dates of competition (whichever is applicable to that sport), 20% of the institution's completed contests or dates of competition or 20% of the maximum permissible number of contests or dates of competition set forth in Bylaw 17 in his or her sport. Competition (excluding scrimmages and exhibition contests per Bylaw 17 in the applicable sport) against outside participants during the playing season that concludes with the NCAA championship, or, if so designated, during the official NCAA championship playing season in that sport, shall be countable under this limitation.

It is not necessary for the incapacitating injury or illness to be the direct result of the student's participation in the institution's organized practice or game competition. The student-athlete may qualify for the hardship waiver as a result of any incapacitating injury or illness occurring after the individual becomes a student-athlete by reporting on call for regular squad practice or after attending the first day of classes as a full-time student at a member institution.

Contemporaneous medical documentation from a physician or medical doctor that establishes the student-athlete's inability to compete for the remainder of the playing season as a result of an injury or illness shall be submitted with any hardship waiver request.

Intercollegiate Athletics Advisory Council (IAAC)

The Intercollegiate Athletics Advisory Council (IAAC) meets regularly during the academic year to advise the President of the University and the Director of Athletics and hear appeals from student-athletes. The IAAC is chaired by the Faculty Athletics Representative and answers directly to the President. The Director of Athletics, and the Assistant Athletics Director for Compliance serve on the IAAC as ex officio members.

Responsibilities

- To ensure the proper role of athletics within the overall mission of the university.
- To ensure the integrity of the athletics program with regard to NCAA, Conference, state and federal law compliance, gender equity (Title IX) and diversity.
- To receive timely and regular reports from the Director of Athletics on current and proposed plans and policies that affect the athletics program, including: sports configuration, facilities, budgets, services, academic support and NCAA compliance. To advise and make recommendations on the same.
- To review all programs designed to ensure the academic success, personal development and personal welfare of all student-athletes.
- To review and make recommendations for the monitoring of student-athlete time commitments for the purpose of promoting “Life in the Balance” including missed class policies and procedures as well as on-campus social experiences.
- To make recommendations on issues of academic integrity.
- To hear appeals from student-athletes.
- To report to the Faculty Senate, at least annually, on the status of the university’s athletics program.
- Functions as an advocacy group for student-athletes and athletics personnel in matters pertaining to gender equity and diversity.
- Annually reviews and ensures the accomplishment of commitment to gender equity and diversity goals as outlined in the Athletics Gender Equity Plan and the Athletics Diversity Plan.

Conflicts with Coaching Staff Members

The purpose of this procedure is to provide student-athletes with a means for resolving conflicts with coaching staff members. Student-athletes who wish to become involved in conflict resolution are required to use the following procedure. Concerns should stay focused on the individual situation. Areas of concern that are not appropriate to discuss with coaches are: team strategy, play calling and other student-athletes.

Step One

If a student-athlete is experiencing a concern or difficulty associated with their activities as a student-athlete, they should discuss their concern with a team captain or team leader. If they are not comfortable for any reason in talking about their concern with a team captain or team leader, they may skip this step and go to the second step.

Step Two

If the student-athlete is not satisfied after discussion with a team captain or team leader, or if they did not feel comfortable enough to raise their concern with a team captain or team leader, the next step is to take their concern to their coach. It is helpful, but not required, for the student-athlete to put their concern in writing together with their suggested solution to the concern. If they are not comfortable for any reason in discussing their concern with their coach, they may skip this step and go to the third step.

Step Three

If the student-athlete does not believe that the meeting with their coach has resolved the conflict, or if they have justifiable reasons for not communicating directly with the coaching staff member, a request may be made for a meeting with the Director of Athletics, or the Faculty Athletics Representative. (Contact information for these individuals is provided in the Department of Athletics Staff Directory at the start of this handbook.) At this point, the student-athlete will be expected to present their concern in writing. Their written statement and comments will be taken under advisement. If appropriate, the Director of Athletics, or the Faculty Athletics Representative will inform the student-athlete in writing of any outcome from this process within 30 days unless delayed by further investigation. Personnel issues will not and legally cannot be discussed with student-athletes. Therefore, resolutions or answers to certain questions may not be able to be provided.

Step Four

If the student-athlete feels that the issue is still not resolved after meeting with the athletics administration, they may appeal to the Intercollegiate Athletics Advisory Council (IAAC) as a final step. The IAAC reports to the President and is comprised of representatives from various areas of the FPU community including athletics administration, coaches, student-athletes, student government and faculty, Student Life, Registrar's Office and Advancement Office.

FPU Athletics Orientation

The FPU Department of Athletics holds an Athletics Orientation annually. Attendance at the orientation is mandatory for all student-athletes. Speakers include the University President, Director of Athletics, Assistant Athletics Director for Compliance, Faculty Athletics Representative and Assistant Athletics Director for Communications, the Assistant Athletics Director for Sports Medicine, University Pastor and Representative from Student Life.

Annual Evaluations

As part of the FPU Department of Athletics' effort to maintain and improve the quality of the overall athletic program at Fresno Pacific University, student-athletes are asked to comment on their experience with their teams. An online "Student-Athlete Perception Inventory" (SAPI) survey will be completed by all student-athletes within one week of the conclusion of the competitive season. The identity of student-athletes who complete the SAPI will remain anonymous. The results are submitted to the Director of Athletics. The results will not be given to the Head Coach until the athletic course is over and grades have been turned in to the Registrar's Office.

In order to ensure valid and confidential data, the following procedures are required: The SAPI must be completed in a timely manner. The SAPI is mandatory for all student-athletes. Coaching staff cannot be present during the survey administration. Under no circumstances can any member of the coaching staff or the team attempt to influence a student-athlete's responses on the SAPI – If this occurs, the student-athlete should inform the Director of Athletics, or the Assistant AD for Compliance immediately.

Exit Interviews

Student-athletes who are in their last season of eligibility, are graduating or transferring, or who have quit or been dismissed from the team will be asked to complete an exit interview. The assessment is confidential. A student-athlete may be asked to provide an in-person exit interview. Each student-athlete may also request an in-person or by telephone exit interview with a member of the Department of Athletics administration. Their insight and constructive comments into how we can improve our overall athletics program will be very helpful.

FPU Athletics Awards

Department of Athletics Student-Athlete Awards

In 1984 Fresno Pacific University established four awards (Freshman of the Year, Senior of the Year, Scholar of the Year and Sunbird of the Year) to honor its most distinguished student-athletes. Nominations are made each spring by the Head Coaches and winners are selected by the Intercollegiate Athletics Advisory Council. Award recipients are recognized at the annual end-of-year athletics banquet in April:

- Freshman of the Year – Freshmen (1-29 units) are eligible for this award. Criteria are sport excellence, citizenship and representative of FPU objectives.
- Senior of the Year – Seniors (90+ units, who have used up all eligibility) are eligible for this award. Criteria are sport excellence, citizenship and representative of FPU objectives.
- Scholar of the Year – Juniors and Seniors (60+ units) are eligible for this award. Criteria are minimum two-year letter winner in sport, high GPA and academic accolades.
- Sunbird of the Year – Sophomores, Juniors and Seniors (30+ units, no repeat winners) are eligible for this award. Criteria are 3.0 GPA over the past two semesters, sport excellence, strong Christian witness and leadership example.

Recommended Resources

- FPU Department of Athletics Website – fpuathletics.com
- Fresno Pacific University Website – fresno.edu
- FPU Academic Catalog – registrar.fpu.edu
- FPU Student Handbook – studentlife.fresno.edu/resources
- NCAA Division II Website – ncaa.org/divisionii
- Pacific West Conference Website – pacificwestsports.org

Appendices

- FPU DAAP Student-Athlete Consent Form
- FPU Outside Aid Form
- FPU Permission for Outside/Unattached Competition Form
- FPU Promotional Activity and Community Service Request Form
- FPU Student-Athlete Employment Form
- NCAA Drug Testing Consent Form (includes Banned Drug List)
- NCAA Student-Athlete Statement Form
- NCAA Summary of Regulations



Fresno Pacific University Department of Athletics Drug and Alcohol Awareness Program Student-Athlete Consent Form

I, **First Last**, hereby acknowledge that I have received a copy of, read and been given the opportunity to ask questions regarding the Drug and Alcohol Awareness Program implemented for the Department of Intercollegiate Athletics at Fresno Pacific University. I understand the policies, procedures and my responsibilities as described in such policy. As a condition to my participation in intercollegiate athletics at Fresno Pacific University, I consent to participate in the Drug and Alcohol Awareness Program. I understand that my participation in this program includes the collection and testing of my urine at various times during academic year for drugs and/or other banned substances.

I further consent to the release of the results of any drug test to the Director of Athletics or his/her designee, Student Life, my Head Coach, the Director of Sports Medicine and/or Assistant Athletic Trainers, Team Physician and/or my parent(s) or guardian(s). I acknowledge and understand that a copy of this consent form may be sent to my parent(s) or guardian(s) along with a copy of the Drug and Alcohol Awareness Program. To the extent set forth in this document, I waive any privilege I may have in connection with such information.

I fully understand that the Fresno Pacific University Drug and Alcohol Awareness Program is separate and distinct from the NCAA drug-testing program and its sanctions; however, I also understand that sanctions may be imposed by Fresno Pacific University under its Drug and Alcohol Awareness Program upon a positive result under the NCAA drug-testing program.

Fresno Pacific University, its officers, employees and agents are hereby released from legal responsibility and/or liability for the release of any information and/or record as authorized by this consent form. I fully and forever release and discharge the aforementioned parties from any claims, demands, rights of action, or causes of action, present or future, whether the same be known or unknown, anticipated or unanticipated, resulting from my participation in Fresno Pacific University's Drug and Alcohol Awareness Program including those claims, demands, rights of action, or causes of action arising out of any positive result under such Drug and Alcohol Awareness Program.

Student-Athlete Signature

Date

Printed Name of Student-Athlete

Date of Birth

Social Security Number

Sport(s)

Parent/Guardian Signature (if a minor)

Date



Fresno Pacific Athletics Outside Aid Form

Financial Aid From Outside Sources (Bylaw 15.2.5)

Part I: TO BE COMPLETED BY THE STUDENT-ATHLETE

Name of Student-Athlete (Please Print) _____ Social Security No. _____ Sport _____

NCAA legislation requires that all student-athletes report any form of financial assistance other than that contained in their institutionally approved financial aid package and/or that is provided by parent(s) or legal guardian(s). Examples of outside financial aid include: National Merit Scholarship, High School Booster Club Scholarship, or Coca-Cola Scholarship.

I, (Print Name) __, grant Fresno Pacific University and its representatives permission to access all personal information, records, and documentation related to all sources of financial aid that are not provided by my parents and/or legal guardians. I understand that failing to disclose all sources of financial aid can result in my ineligibility for intercollegiate competition.

Please check one as appropriate:

- I received this scholarship prior to initial enrollment at Fresno Pacific, but the awarding agency has provided Fresno Pacific's Financial Aid Office with written notification of the award. (Bylaw 15.3.2.3)
- I received this scholarship after initial enrollment at Fresno Pacific. I will have the awarding agency provide Fresno Pacific's Financial Aid Office with written notification of the award-- address included on the reverse side.
- I have not received any scholarship and do not foresee myself receiving one.

Signature _____ Date _____

PART II: TO BE COMPLETED BY A MEMBER OF THE AWARDING AGENCY'S SELECTION COMMITTEE AND THEN SENT TO FRESNO PACIFIC'S FINANCIAL AID OFFICE

AWARD CRITERIA: Please answer the following questions regarding the award and selection criteria if applicable to this student-athlete.

Name of Award: _____ Awarding Agency: _____

Total Value of Award: \$ _____

- 1. Does this award require the recipient to attend a specific collegiate institution? YES NO

AWARDING AGENCY INFORMATION:

- 1. Does the awarding agency or donor of this scholarship have a direct connection to Fresno Pacific?
If yes, please explain association: _____ YES NO
- 2. Will this scholarship be reissued to this recipient in subsequent years? YES NO

CONTACT INFORMATION:

Name of Person Completing This Form _____ Title _____ Telephone # _____

E-Mail _____ Address _____

Signature _____ Date _____

Please mail, e-mail, or fax form within 12 days to:

Sarah Taylor Assistant Director of Student Accounts NCAA Compliance for SFS	E-mail: sarah.taylor@fresno.edu Fax: (559) 453-5595	Address: 1717 S. Chestnut Ave. Fresno, CA 93702-4709
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FRESNO PACIFIC ATHLETIC COMPLIANCE

Permission for Outside/Unattached Competition Form

Coaches & Student-Athletes: This form must be completed and approved 2 weeks prior to any student-athlete participating in an outside or unattached competition. If there is any additional documentation regarding the student-athlete's participation (e.g., National Team Letter, Meet Entry, etc.), please attach it to this permission form.

14.7.3.4 Competition as Individual/Not Representing Institution. It is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete's sport, as long as the student-athlete represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team.

Name of Competition:	Location:	Date(s):
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Name of Student-Athlete:	Student-Athlete Email Address: Sport:	Currently Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No
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- Student-Athlete understands that none of their expenses for the competition can be paid for by any outside school or entity.
- Student-Athlete understands that he or she may not use any school-issued equipment.
- Student-Athlete understands that is a Fresno Pacific University policy that the student-athlete may NOT miss class for an outside/unattached competition.
- Student-Athlete understands that he or she may NOT compete in scramble, team events, member guest events, etc.
- Student-Athlete understands that he or she may not receive any participation or prize award for the following event as long as they are competing at the collegiate level.

Signature of Student Athlete

Date

Approval

I hereby certify that I have fully completed this form and informed the above named student-athlete of the rules regarding outside competitions. I affirm that I have fully complied with all NCAA, PacWest Conference and institutional rules regarding outside and unattached competitions and provided the necessary information to the Compliance Office.

Head Coach's Signature

Date

Signature of Compliance Office

Date



FRESNO PACIFIC ATHLETIC COMPLIANCE

Promotional Activity & Community Service Request Form

Sport: _____
 Name of Organization Requesting Permission _____
 Contact person of organization/title _____
 Address: _____
 Phone Number _____
 Fax Number or Email Address _____
 Coach or Staff Member of FPU _____

This organization is (please check)

Student-athletes requested:

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | 1. Institutional | _____ |
| <input type="checkbox"/> | 2. Commercial | _____ |
| <input type="checkbox"/> | 3. Local Sponsor | _____ |
| <input type="checkbox"/> | 4. Educational [K-8 / High School] (please circle) | _____ |
| <input type="checkbox"/> | 5. Corporate Sponsor | _____ |
| <input type="checkbox"/> | 6. Non-Profit Organization (501-C3 of the IRS) | _____ |
| <input type="checkbox"/> | 7. Other | _____ |

**If more than 5 student-athletes, please attach list*

Date of planned activity _____
 Location of planned activity _____
 Please describe the planned activity and purpose _____
 Number of hours completed per student-athletes _____
 Total number of hours completed by all student-athletes participating _____

Expenses provided to the student-athlete(s)	Meal(s)	Breakfast	Lunch	Dinner
Overnight Lodging <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount _____	
Mileage (not to exceed that set by the FPU)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

If "Yes", where or to whom will the proceeds go and for what will they be used for? _____

Will there be co-sponsorship, advertisement or promotion of a commercial agency? Yes No

If "Yes", with whom? Provide a copy of the printed material or use of logos/trademark.

I, _____ certify that all of the funds generated by the student-athlete's name, picture or appearance will be distributed directly to charitable, educational or nonprofit agency and that the agency understands and will adhere to all of the NCAA rules. I understand that it is not permissible of the institution or its representatives to participate in a fund raising activity or event that will benefit any students in grades 9 through 12.

Signature of Contact Person of Organization _____ Date _____

ATHLETICS COMPLIANCE OFFICE USE ONLY:

This request has been:

Approved

Denied

Athletic Director or Designee Signature Date



FRESNO PACIFIC ATHLETIC COMPLIANCE

Student-Athlete Employment Form

Student-Athletes & Coaches: This form must be completed by the student-athlete and approved by a coach and the Compliance Office prior to a student-athlete beginning any employment not indicated on the student-athlete employment form completed at the beginning of the academic year.

Name of Student-Athlete	_____	ID#	_____
Place of Employment	_____	Business Address	_____
Job Title	_____	Start Date	_____
Rate of Pay	_____	Average Hours per Week	_____
Supervisor Name	_____	Supervisor Phone #	_____

Summary of Job Duties:

How did you obtain this job?

My signature certifies that to the best of my knowledge, the above responses are correct. Furthermore, I understand that any improper employment under NCAA regulations or unreported employment may cause myself, the above named student-athlete, to become ineligible to participate in intercollegiate athletics at Fresno Pacific University.

I understand that student-athlete employment may not be based on my athletic abilities or my status as a student-athlete. Furthermore, I understand that student-athletes must be paid the going rate for a particular job.

Signature of Student-Athlete

Date

Signature of Coach

Date

Signature of Compliance Office

Date



Drug-Testing Consent – NCAA Division II

For: Student-athletes.
Action: Sign and return to your director of athletics.
Due date: At the time your intercollegiate squad first reports for practice or the first day of competition (whichever date occurs first).
Required by: NCAA Constitution 3.2.4.6 and NCAA Bylaw 14.1.4.
Purpose: To assist in certifying eligibility.
Effective date: This consent form shall be in effect from the date this document is signed and shall remain in effect until a subsequent Drug-Testing Consent Form is executed.

Requirement to Sign Drug-Testing Consent Form.

Name of your institution: _____

Name of student-athlete: _____ Sport(s): _____

You must sign this form to participate (i.e., practice or compete) in intercollegiate athletics per NCAA Constitution 3.2.4.6 and NCAA Bylaw 14.1.4. If you have any questions, you should discuss them with your director of athletics.

Consent to Testing.

You agree to allow the NCAA to test you on a year-round basis and in relation to any participation by you in any NCAA championship and in any postseason football game certified by the NCAA for the banned drugs listed in Bylaw 31.2.3 (attached). Examples of drugs under each class can be found at www.ncaa.org/drugtesting. Note: There is no complete list of banned substances. Check the Resource Exchange Center for questions about supplements, medications and banned drugs.

Consequences for a Positive Drug Test.

By signing this form, you affirm that you are aware of the NCAA drug-testing program, which provides:

1. A student-athlete who tests positive for a banned drug other than a “street drug” shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility. A student-athlete who tests positive for a “street drug” shall be withheld from competition for 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test);
2. A student-athlete who tests positive has an opportunity to appeal the positive drug test.
3. A student-athlete who tests positive a second time for the use of any drug other than a “street drug” shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (marijuana, THC or heroin), in whatever order, will result in the loss of an additional year of eligibility.

4. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug.
5. If a student-athlete immediately transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test, and competes in collegiate competition within the prescribed penalty at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for the entirety of the prescribed penalty.

Signatures.

By signing below, I consent:

1. To be tested by the NCAA in accordance with NCAA drug-testing policy, which provides among other things that:
 - a. I will be notified of selection to be tested;
 - b. I must appear for NCAA testing or be sanctioned for a positive drug test; and
 - c. My urine sample collection will be observed by a person of my same gender;
2. To accept the consequences of a positive drug test;
3. To allow my drug-test sample to be used by the NCAA drug-testing laboratories for research purposes to improve drug-testing detection; and
4. To allow disclosure of my drug-testing results only for purposes related to eligibility for participation in NCAA competition.

I understand that if I sign this statement falsely or erroneously, I violate NCAA legislation on ethical conduct, and will jeopardize my eligibility.

Date

Signature of student-athlete

Date

Signature of parent (if student-athlete is a minor)

Name (please print)

Date of birth

Age

Home address (street, city, state and zip code)

Sport(s)

What to do with this form: Sign and return it to your director of athletics at the time your intercollegiate squad first reports for practice or before the first date of competition (whichever date occurs first). This form is to be kept on file at the institution for **six years**.

2014-15 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance

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 Agonists.

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 the appropriate or designated athletics department staff!

- Dietary supplements, including vitamins and minerals, 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.**

Note to Student-Athletes: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient.

Check with your athletics department staff prior to using a supplement.

Some Examples of NCAA Banned Substances in Each Drug Class:

Stimulants:

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone) etc.
exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenedione):

Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; 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); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).

Peptide Hormones and Analogues:

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

Anti-Estrogens:

anastrozole; tamoxifen; formestane; clomiphene, etc.

Beta-2 Agonists:

bambuterol; formoterol; salbutamol; salmeterol; etc.

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting. Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

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 password ncaa1, ncaa2 or ncaa3.**

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



Form 14-3b

Academic Year 2014-15

Student-Athlete Statement – NCAA Division II

For: Student-athletes.
Action: Sign and return to your director of athletics.
Due date: Before your first competition each year.
Required by: NCAA Constitution 3.3.4.9 and NCAA Bylaw 14.1.3.
Purpose: To assist in certifying eligibility.
Effective date: This NCAA Division II Student-Athlete Statement/Drug-Testing Consent form shall be in effect from the date this document is signed and shall remain in effect until a subsequent NCAA Division II Student-Athlete Statement/Drug-Testing Consent form is executed.

Student-Athlete: _____
(Please print name)

Name of your institution: _____

Sport: _____

This form has five parts: a statement concerning eligibility, a Buckley Amendment consent, results of drug tests, an affirmation of a valid ACT or SAT score and a statement concerning the amateur status of the student-athlete subsequent to the request of final certification by the NCAA Eligibility Center. If you are an incoming freshman you must sign parts I through V of this form to participate in intercollegiate competition. If you are a transfer or continuing student-athlete, you must sign parts I through IV.

By signing this form, you affirm you have received and will read the Summary of NCAA Regulations, or another outline or summary of NCAA legislation, provided by your director of athletics, or read the bylaws of the NCAA Division II Manual that deal with your eligibility. You are responsible for knowing and understanding the application of all NCAA Division II bylaws related to your eligibility. If you have any questions, you should discuss them with your director of athletics, or you may contact the NCAA at 317/917-6222 or consult the NCAA website at www.ncaa.org.

The conditions that you must meet to be eligible and the requirement that you sign this form are indicated in the following articles and bylaws of the Division II Manual:

- NCAA Bylaws 10, 12, 13, 14, 15, 16, 18.4 and 31.2.3.

Part I: Statement Concerning Eligibility.

You affirm that you have been provided and will read the Summary of NCAA Regulations, or another outline or summary of NCAA legislation, or the relevant sections of the Division II Manual and that your director of athletics (or his or her designee) gave you the opportunity to ask questions about the regulations.

You affirm that you have knowledge of and understand the application of NCAA Division II bylaws related to your eligibility.

By signing this part of the form you affirm that, to the best of your knowledge, you have not violated any NCAA regulations.

You affirm that you meet the NCAA regulations for student-athletes regarding eligibility, recruitment, financial aid, amateur status and involvement in organized gambling.

You affirm that you are aware of the NCAA drug-testing program and that you have signed the 2014-15 Drug-Testing Consent (Form No. 14-3e).

You affirm that you will report to the director of athletics of your institution any violations of NCAA regulations involving you and your institution.

You affirm that you understand that if you sign this statement falsely or erroneously, you violate NCAA legislation regarding ethical conduct and you further will jeopardize your eligibility.

Name of student-athlete (please print)

Date of birth

Age

Signature of student-athlete

Home address (street or P.O. Box)

Date

Home city, state, and zip code

Sport(s)

Part II: Buckley Amendment Consent.

By signing this part of the form you certify that you agree to disclose your education records.

You understand that this entire form and the results of any NCAA drug test you may take are part of your education records. These records are protected by the Family Educational Rights and Privacy Act of 1974 and they may not be disclosed without your consent.

You give your consent to disclose only to authorized representatives of this institution, its athletics conference (if any) and the NCAA, the following documents:

1. This form;
2. Results of NCAA drug tests and related information and correspondence;
3. Results of positive drug tests administered by a non-NCAA national or international sports governing body;
4. Any transcript from your high school, this institution or any two-year college or other four-year institution you have attended;
5. Precollege test scores, appropriately related information and correspondence (e.g., testing sites, dates and letters of test-score certification or appeal) and, where applicable, information relating to eligibility for or conduct of nonstandard testing;
6. Graduation status;
7. Race and gender identification;
8. Diagnosis of any education-impacting disabilities;
9. Accommodations provided or approved and other information related to any education-impacting disabilities in all secondary and postsecondary schools;
10. Records concerning your financial aid; and
11. Any other papers or information pertaining to your NCAA eligibility.

You agree to disclose these records only to determine your eligibility for intercollegiate athletics, your eligibility for athletically related financial aid, for evaluation of school and team academic success, for awards and recognition programs highlighting student-athlete academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal-research studies and for activities related

to NCAA compliance reviews. You will not be identified by name by the NCAA in any such published or distributed information.

Further, you authorize the NCAA to disclose personally identifiable information from your educational records (including information regarding any NCAA violations in which you may become involved while you are a student-athlete) to a third party (including but not limited to the media) as necessary to correct inaccurate statements reported by the media or related to a student-athlete reinstatement case, infractions case or waiver request or to recognize your selection for an academic award (e.g., Elite 89). You also agree that necessary case information (i.e., information from your student-athlete reinstatement case, infractions case or waiver request) may be published or distributed to third parties as required by NCAA bylaws, policies or procedures. You will not be identified by name by the NCAA in any such published or distributed information.

Name of student-athlete (please print)

Signature of student-athlete

Date

Part III: Results of Drug Tests.

1. Future positive test – all student-athletes sign.

Should I test positive for a substance banned by the NCAA and/or by a non-NCAA national or international sports governing body; violate their drug-testing protocol; or fail to show for their drug test, at any time after I sign this statement, I acknowledge I must report the results to my director of athletics.

Name of student-athlete (please print)

Date

Signature of student-athlete

2. Positive test by NCAA or other sports governing body -- sign either a or b.

a. No positive drug test.

I affirm that I have never tested positive for a substance banned by the NCAA and/or by a non-NCAA national or international sports governing body; or violated their drug-testing protocol; or failed to show for their drug test.

Name of student-athlete (please print)

Signature of student-athlete

Date

b. Positive drug test.

I have tested positive for a substance banned by the NCAA and/or by a non-NCAA national or international sports governing body; or violated their drug-testing protocol; or failed to show for their drug test. Should I subsequently transfer, I am obligated to report this to the transferring institution.

Name

Signature

Date of test

Organization conducting test

Substance

Are you currently under such a drug-testing suspension? Yes ____ No ____

Part IV: Affirmation of Status as an Amateur Athlete.

You affirm that you have read and understand the NCAA amateurism rules.

By signing this part of the form you affirm that, to the best of your knowledge, you have not violated any amateurism rules since you requested a final certification from the Eligibility Center or since the last time that you signed a Division II student-athlete statement, whichever occurred later.

You affirm that since requesting a final certification from the Eligibility Center, you have not provided false or misleading information concerning your amateurism status to the NCAA, the Eligibility Center and the institution's athletics department, including administrative personnel and the coaching staff.

Name of student-athlete (please print)

Date

Signature of student-athlete

Part V: Incoming Freshmen – Affirmation of Valid ACT or SAT Score.

You affirm that, to the best of your knowledge, you have received a validated ACT and/or SAT score. You agree that, in the event you are or have been notified by ACT or SAT of the possibility of an invalidated test score, you immediately will notify the director of athletics of your institution.

Name of student-athlete (please print)

Date

Signature of student-athlete

What to do with this form: Sign and return it to your director of athletics before your first competition. This form is to be kept in the director of athletics' office for **six years**.

Any questions regarding this form should be referred to your director of athletics or you may contact the NCAA at 317/917-6222.



Summary of NCAA Regulations – NCAA Division II

For: Student-athletes.
Purpose: To summarize NCAA regulations regarding eligibility of student-athletes to compete.

DISCLAIMER: THE SUMMARY OF NCAA REGULATIONS DOES NOT INCLUDE ALL NCAA DIVISION II BYLAWS. FOR A COMPLETE LIST, GO TO WWW.NCAA.ORG. YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING THE APPLICATION OF ALL BYLAWS RELATED TO YOUR ELIGIBILITY TO COMPETE. CONTACT YOUR INSTITUTION’S COMPLIANCE OFFICE OR THE NCAA IF YOU HAVE QUESTIONS.

TO: STUDENT-ATHLETE.

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics.

This summary has two parts:

1. Part I is for **all** student-athletes.
2. Part II is for **new** student-athletes only (those signing the Student-Athlete Statement for the first time).

If you have questions, ask your director of athletics (or his or her official designee) or refer to the 2013-14 NCAA Division II Manual. The references in brackets after each summarized regulation show you where to find the regulation in the Division II Manual.

Part I: For All Student-Athletes.

This part of the summary discusses ethical conduct, amateurism, financial aid, academic standards and other regulations concerning your eligibility for intercollegiate competition.

1. Ethical Conduct – All Sports.

- a. You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. [NCAA Bylaw 10.01.1]
- b. You have engaged in unethical conduct if you refuse to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution. [Bylaw 10.1-(a)]
- c. You are **not eligible** to compete if you knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics

competition; solicit a bet on any intercollegiate team; accept a bet on any team representing the institution or solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. [Bylaw 10.3]

- d. You are **not eligible** to compete if you knowingly participate in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]
- e. You are **not eligible** to compete if you have shown dishonesty in evading or violating NCAA regulations. [Bylaws 10.1 and 14.01.3.3]

2. **Amateurism – All Sports.**

- a. You are **not eligible** for participation in a sport if after initial full-time collegiate enrollment you have ever:
 - (1) Taken pay, or the promise of pay, for competing in that sport;
 - (2) Agreed (orally or in writing) to compete in professional athletics in that sport;
 - (3) Played on any professional athletics team as defined by the NCAA in that sport; or
 - (4) Used your athletics skill for pay in any form in that sport. [Bylaw 12.1.2]
- b. You are **not eligible** in a sport if you ever have accepted money, transportation or other benefits from an agent, or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaw 12.3]
- c. You are **not eligible** in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service, or allowed your name or picture to be used for promoting a commercial product or service. [Bylaw 12.5.2]
- d. You are **not eligible** in any sport if, because of your athletics ability, you were paid for work you did not perform, were paid at a rate higher than the going rate, or were paid for the value an employer placed on your reputation, fame or personal following. [Bylaw 12.4]

3. **Seasons of Competition – All Sports.**

The following rules are applicable to all Division II student-athletes first entering a collegiate institution on or after August 1, 2010:

If you did not enroll in a collegiate institution as a full-time student in the regular academic term that begins immediately after a one-year time period (the next opportunity to enroll after the one calendar-year period has elapsed) following high school graduation, you have used one season of intercollegiate competition for each consecutive 12-month period after the one-year time period

and before initial full-time collegiate enrollment in which you participated in organized competition. [Bylaws 14.2.4.2 and 14.2.4.2.1.2]

- a. Activities constituting use of a season:
 - (1) Any competition that is scheduled in advance;
 - (2) Any competition in which official score is kept;
 - (3) Any competition in which individual or team standings or statistics are maintained;
 - (4) Any competition in which an official timer or game officials are used;
 - (5) Any competition in which admission is charged;
 - (6) Any competition in which teams are regularly formed or team rosters are predetermined;
 - (7) Any competition in which team uniforms are used;
 - (8) Any competition in which an individual or team is privately or commercially sponsored; or
 - (9) Any competition that is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency. [Bylaw 14.2.4.2.1.2]
- b. If you discontinued high school enrollment before graduation and participated in any of the activities constituting use of a season, you have used one season of intercollegiate competition for each consecutive 12-month period after a one-year time period (the next opportunity to enroll after one calendar year has elapsed) following the discontinued enrollment and before initial full-time collegiate enrollment. [Bylaw 14.2.4.2.1.1.3]
- c. If you have used a season(s) of competition according to the regulations above, you must fulfill an academic year in residence at any member institution prior to being eligible to represent your institution in that specific sport in intercollegiate competition. [Bylaw 14.2.4.2.1.3]

4. Financial Aid – All Sports.

- a. You are **not eligible** if you receive financial aid other than the financial aid that your institution distributes. However, it is permissible to receive:
 - (1) Money from anyone on whom you are naturally or legally dependent;

- (2) Financial aid that has been awarded to you on a basis other than athletics ability;
 - (3) Financial aid from an entity outside your institution that meets the requirements specified in the Division II Manual; [Bylaw 15.01.3] or
 - (4) On- or off-campus employment earnings, provided the compensation does not include remuneration for value that the student-athlete may have for the employer because of publicity, reputation, fame or personal following; the student-athlete is compensated only for work actually performed; and the student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.
- b. You must report to your institution any financial aid that you receive from a source other than your institution. However, you do not need to report financial aid received from anyone on whom you are naturally or legally dependent.

5. Academic Standards – All sports.

- a. Eligibility for Competition.
- (1) To be **eligible to compete**, you must:
 - (a) Have been admitted as a regularly enrolled, degree-seeking student according to the published entrance requirements of your institution;
 - (b) Be in good academic standing according to the standards of your institution; and
 - (c) Be enrolled in at least a minimum full-time baccalaureate degree program (not less than 12 semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (as defined by the institution for all graduate students in that program) or be enrolled and seeking a second baccalaureate degree at your institution. [Bylaws 14.01.2, 14.1.7 and 14.1.8]
 - (2) If you are enrolled in less than a full-time program, you are **eligible to compete** only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree. [Bylaw 14.1.7.1.7.3]
 - (3) You are **eligible to compete** during the official vacation period immediately before initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer enrolled in your previous educational institution

and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.7.1.7.1]

- (4) You are **eligible to compete** between terms if you are continuing enrollment, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.1.7.1.7.2]

b. Eligibility for Practice.

- (1) You are **eligible to practice** if you are enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution, which shall not be less than 12 semester or quarter hours, regardless of the institution's definition of a minimum full-time program of studies. [Bylaw 14.1.7.1]
- (2) You are **eligible to practice** during the official vacation period immediately preceding initial enrollment provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at the time of your initial participation, you no longer are enrolled in your previous educational institution, and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.7.1.7.1]
- (3) You also are **eligible to practice** if you are enrolled in the final semester or quarter of a baccalaureate program while enrolled in less than a minimum full-time program of studies and your institution certifies that you are carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution. [Bylaw 14.1.7.1.7.3]

c. Continuing Eligibility – All Sports.

- (1) In order to be eligible for competition at the end of each academic term, a student-athlete must successfully complete six semester or six quarter hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full-time at any collegiate institution. [Bylaw 14.4.3.1-(a)] (Beginning in the fall 2005 term and all terms after that.)
- (2) If you have transferred to your current institution midyear, or you have completed one academic year in residence at your current institution or used one season of eligibility in a sport at your current institution, your eligibility shall be determined by your academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year and you must satisfy the following requirements for academic progress to **be eligible to compete**.

- (a) You satisfactorily must have completed at least an average of 12 semester or quarter hours of academic credit during each of the terms in each of the academic years in which you have been enrolled, or you satisfactorily must have completed 24 semester hours or 36 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of your institution's preceding regular two semesters or three quarters. [Bylaw 14.4.3.1-(b)]
 - (b) You must earn at least 75 percent of the semester or quarter hours required for satisfactory progress during the regular academic year. You may not earn more than 25 percent of the semester or quarter hours required for satisfactory progress during the summer or through correspondence courses taken during the 1993-94 academic year and thereafter. [Bylaw 14.4.3.1.4]
 - (c) You must achieve the following minimum grade-point average (based on a maximum of 4.000) at the beginning of the fall term or at the beginning of any other regular term of the academic year, based on you earning:
 - i. 24 semester or 36 quarter hours: 1.800;
 - ii. 48 semester or 72 quarter hours: 1.900;
 - iii. 72 semester or 108 quarter hours: 2.000; and
 - iv. 96 semester or 144 quarter hours: 2.000. [Bylaw 14.4.3.2]
 - (d) You must meet the minimum grade-point average at the certifying institution based on the method of calculation used by the institution for calculating grade-point averages for all students, and the calculation shall only include coursework normally counted by the institution in calculating the grade-point average for graduation. [Bylaw 14.4.3.2.1]
 - (e) You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment. (This includes transfer students who have not completed an academic year in residence yet or used one season of eligibility in a sport at their current institution.) [Bylaw 14.4.3.1.5]
- d. Freshmen.
- (1) You are referred to as a qualifier and are eligible to practice and compete in your sport and to receive financial aid (institutional and athletically related) during your first academic year under Bylaw 14.02.10, if you:
 - (a) Graduate from high school;

- (b) Attain a minimum high school grade-point average of 2.000 in 16 core-curriculum courses as specified in Bylaw 14.3.1.1; and
 - (c) Achieve the required sum ACT (68) or SAT (820) score as specified in Bylaw 14.3.1.1.
- (2) You are referred to as a partial qualifier and are eligible to receive institutional and athletically related financial aid if you fail to meet the criteria for a qualifier, but at the time of graduation from high school you attain a minimum high school grade-point average of 2.000 in 16 core-curriculum courses as specified in Bylaw 14.3.1.1 or achieve the required sum ACT (68) or SAT (820) score. You may not compete in your sport during your first academic year in residence; however, you may practice on campus or at your institution's regular practice facility. [Bylaws 14.02.10, 14.3.1.1 and 14.3.2.1.]
 - (3) You are referred to as a nonqualifier if you fail to meet the criteria above for qualifiers or partial qualifiers. Although a nonqualifier is ineligible for practice and competition during the first academic year in residence, a nonqualifier may receive nonathletics institutional aid, provided certification by the faculty athletics representative and the chair of the financial aid committee that the financial aid was granted without regard to athletics ability is on file in the office of the director of athletics. [Bylaws 14.02.10.3, 14.3.2.2.1 and 15.5.1-(b)]
 - (4) If you are a nonqualifier or partial qualifier, you will have four seasons of eligibility after your first academic year in residence. However, student-athletes who have exhausted three seasons of competition in Division I are not eligible for further seasons of competition in Division II. [Bylaw 14.3.3]

6. Other Regulations Concerning Eligibility – All Sports.

- a. You are **not eligible** to participate in more than four seasons of intercollegiate competition. [Bylaw 14.2]
- b. You are **not eligible** after the first 10 semesters or 15 quarters in which you were enrolled at a collegiate institution in at least a minimum full-time program of studies as determined by the institution, except for extensions that have been approved in accordance with NCAA legislation. [Bylaws 14.2.2 and 14.2.2.3]
- c. You are **eligible** at an institution other than the institution from which you have received or satisfied the requirements for a baccalaureate degree or an equivalent degree and you have eligibility remaining as set forth in Bylaw 14.2.2.
- d. You are **eligible** for championships that occur within 60 days of the date you complete the requirements for your degree. [Bylaw 14.1.8.3]

7. All Sports Other Than Basketball.

- You are **not eligible** in your sport for the rest of your season if, after enrollment in college and during any year in which you were a member of an intercollegiate team, you competed as a member of any outside team in any noncollegiate, amateur competition in the sport during the playing season. Competing in the Olympic Games tryouts and competition, and other specified national and international competition is permitted. [Bylaws 14.7.1, 14.7.3 and 14.7.5]

8. Basketball Only.

- a. You are **not eligible** if, after you become a student-athlete, you participate in any organized basketball competition except while representing the institution in intercollegiate competition. Competing in the Olympic Games tryouts and competition, and other specified national and international competition is permitted. [Bylaws 14.7.2, 14.7.4 and 14.7.5]
- b. There are no restrictions on the participation of Division II student-athletes in outside basketball competition during the summer. [Bylaw 14.7.5.2-(a)]

9. Transfer Students Only.

- a. You are a transfer student if:
 - (1) The registrar or admissions officer from your former institution certified that you officially were registered and enrolled at that institution in any term in a minimum full-time load and you attended a class or classes while enrolled as a full-time student; **or**
 - (2) The director of athletics from your former institution certified that you reported for the regular squad practice that any staff member of the athletics department of your former institution announced before the beginning of any term. [Bylaw 14.5.2]
- b. If you are a transfer student from a four-year institution, you are **not eligible** during your first academic year in residence unless you meet the provisions of one of the exceptions specified in Bylaw 14.5.5.3 or one of the waivers specified in Bylaw 14.8.1.
- c. If you are a transfer student from a two-year institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the academic and residence requirements specified in Bylaw 14.5.4 or the exceptions specified in Bylaw 14.5.4.5.
- d. If you transferred from a four-year college to a two-year college and then to your new institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the requirements specified in Bylaw 14.5.4.2 or the exceptions specified in Bylaw 14.5.4.5.

10. Drugs – All Sports.

- a. A student-athlete who, as a result of a drug test administered by the NCAA, is found to have used a substance on the list of banned drug classes shall be declared ineligible for further participation in postseason or regular-season competition during the time period ending one calendar year after the collection of the student-athlete's positive drug test specimen. The student-athlete shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition (i.e., the remainder of contests in the current season and contests in the next season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible until the student-athlete tests negative (in accordance with the testing methods authorized by the NCAA Executive Committee) and the student-athlete's eligibility is restored by the NCAA Committee on Student-Athlete Reinstatement. [Bylaw 31.2.3]
- b. If the student-athlete who tested positive for any drug other than a "street drug" as defined in Bylaw 31.2.3.4 tests positive a second time for the use of any drug other than a "street drug" as defined in Bylaw 31.2.3.4, he or she shall lose all remaining regular-season and postseason eligibility in all sports. If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he or she shall lose a minimum of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. Bylaw 18.4.1.5.2 also provides that the Executive Committee shall adopt a list of banned drugs and authorize methods for drug testing of student-athletes on a year-round basis. [Bylaws 31.2.3.2 and 18.4.1.5.1.2]
- c. A policy adopted by the Executive Committee establishes that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug. You will remain ineligible until you retest negative and your eligibility has been restored by the Committee on Student-Athlete Reinstatement. [Bylaws 18.4.1.5.1 and 18.4.1.5.1.1]

11. Non-NCAA Athletics Organization Positive Drug Test - All Sports.

- a. If you test positive for banned substances by a non-NCAA athletics organization, you must notify your director of athletics regarding the positive drug test. You also must permit the NCAA to test you for the banned drugs listed in Bylaw 31.2.3.4.
- b. If the result of the NCAA drug test is positive, you will lose all remaining eligibility during the season in which you tested positive and an additional season of competition.
- c. The director of athletics must notify the NCAA chief medical officer in writing regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.

- d. If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1.3]
- e. The list is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA website (www.ncaa.org) or may be obtained from the NCAA Sport Science Institute staff.

Part II: For New Student-Athletes Only.

This part of the summary contains information about your recruitment, which is governed by Bylaw 13 of the Division II Manual.

- **Recruitment.**

- a. Offers – All Sports.
 - (1) You are **not eligible** if, before you enrolled at your institution, any staff member of your institution or any other representative of your institution's athletics interests provided or offered to you, your relatives or your friends any financial aid or other benefits that NCAA legislation does not permit. [Bylaw 13.2.1]
 - (2) An institution's staff member or any representative of its athletics interests shall not be involved, directly or indirectly, in making arrangements for or giving or offering to give any financial aid or other benefits to the prospect or the prospect's relatives or friends, other than expressly permitted by NCAA regulations. Receipt of a benefit by prospective student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's prospective students or their relatives or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability. For violations of this bylaw in which the value of the offer or inducement is \$100 or less, the eligibility of the individual (i.e., prospective or enrolled student-athlete) shall not be affected conditioned on the individual repaying the value of the benefit to a charity of his or her choice. The individual, however, shall remain ineligible from the time the institution has knowledge of the receipt of the impermissible benefit until the individual repays the benefit. Violations of this bylaw remain institutional violations per NCAA Constitution 2.8.1, and documentation of the individual's repayment shall be forwarded to the enforcement staff. [Bylaw 13.2.1]

b. Contacts – All Sports.

- (1) For purposes of this section, contact means “any face-to-face encounter between a prospective student-athlete or the prospective student-athlete’s relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., positions himself/herself in a location where contact is possible) or that takes place on the grounds of the prospective student-athlete’s educational institution or at the site of organized competition or practice involving the prospective student-athlete or the prospective student-athlete’s high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of whether any conversation occurs.” [Bylaw 13.02.3]
- (2) You are **not eligible** if any staff member of your institution:
 - (a) Contacted you, your relatives or your legal guardians in person off your institution’s campus before you completed your junior year in high school (except for students at military academies) as described in Bylaw 13.1.1.1;
 - (b) Contacted you in person off your institution’s campus more than the number of times specified in Bylaw 13.1.6; or
 - (c) Contacted you in person off your institution’s campus outside the time periods specified in Bylaw 13.1.4 for football and basketball.
- (3) You are **not eligible** if anyone from your institution, other than an authorized staff member, contacted you, your relatives or your legal guardian in person on or off your institution’s campus to recruit you. [Bylaw 13.1.2.1]
- (4) You are **not eligible** if, while you were being recruited, any staff member of your institution or any other representative of your institution’s athletics interests contacted you during the day or days of competition at the site of any athletics competition in which you were competing. It was permissible for such contact to occur (during the permissible period) after the competition if the appropriate high school authority released you prior to the contact. [Bylaw 13.1.7.2]

c. Publicity – All Sports.

- (1) You are **not eligible** if, before you enrolled at your institution, your institution publicized any visit that you made to its campus. [Bylaw 13.10.4]
- (2) You are **not eligible** if, before you enrolled at your institution, you appeared on a radio or television program that involved a coach or another member of the staff of the athletics department at your institution. [Bylaw 13.10.3]

- d. Letter-of-Intent Signing.
- You are **not eligible** if a staff member of your institution was present while you were signing, at an off-campus site, a National Letter of Intent or an acceptance of a financial aid offer from your institution or your conference. [Bylaw 13.1.6.1]
- e. Source of Funds – All Sports.
- You are **not eligible** if any organization or group of people outside your institution spent money recruiting you to attend your institution, including entertaining, giving gifts or services and providing transportation to you or your relatives or friends. [Bylaw 13.14.4]
- f. Sports Camps.
- You are **not eligible** if, before you enrolled at your institution, the institution, members of its staff or a representative of its athletics interests employed, or gave you free or reduced admission privileges to attend its camp or clinic after you started classes for the ninth grade. [Bylaw 13.12.1.5.1]
- g. Visits, Transportation and Entertainment – All Sports.
- (1) You are **not eligible** under Bylaws 13.5, 13.6 or 13.7 if, before you enrolled at your institution, any of the following happened to you:
 - (a) Your institution paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit; or
 - (b) Your institution entertained you, your parents (or legal guardians) or your spouse excessively during your expense-paid visit or entertained your friends or other relatives at any site.¹
 - (2) A prospect may not be provided an expense-paid visit earlier than the opening day of classes of the prospect's senior year in high school. Violations of this bylaw shall be considered institutional violations per Constitution 2.8.1; however, such violations shall not affect the prospective student-athlete's eligibility. [Bylaw 13.6.1.2]
 - (3) A member institution may not provide an expense-paid visit to a high school or preparatory school prospect until he or she: (a) presents the institution with a score from a PSAT, an SAT, a PLAN or an ACT test taken on a national testing date under national testing conditions. The score must be presented in writing through a testing-agency document or on a high school (or college) academic transcript (official or unofficial) or through the use of the applicable testing

¹ Unless the value of the benefit was \$100 or less.

agency's automated voice system. An international or learning-disabled prospect who requires a special administration of the PSAT, SAT, PLAN or ACT may present such a score on the approval of the appropriate academic requirements committee; (b) registers with the NCAA Eligibility Center; and (c) is placed on the institution's Institutional Request List with the Eligibility Center. [Bylaw 13.6.2]

- (4) You are **not eligible** if, at any time that you were visiting your institution's campus at your own expense, your institution paid for anything more than the following:
- (a) During an unofficial visit, the institution may not pay any expenses or provide any entertainment except a maximum of three complimentary admissions to a campus athletics event in which the institution's intercollegiate team practices or competes. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued on an individual-game basis. Providing seating during the conduct of the event (including intermission) for the prospect or those persons accompanying the prospect in the facility's press box, special seating box(es) or bench area is specifically prohibited. For violations of this bylaw in which the individual receives an excessive number of complimentary admissions, and the value of the excessive admissions is \$100 or less, the eligibility of the individual (i.e., prospective or enrolled student-athlete) shall not be affected conditioned on the individual repaying the value of the benefit to a charity of his or her choice. The individual, however, shall remain ineligible from the time the institution has knowledge of the receipt of the impermissible benefit until the individual repays the benefit. Violations of this bylaw remain institutional violations per Constitution 2.8.1, and documentation of the individual's repayment shall be forwarded to the enforcement staff. [Bylaw 13.7.2.1]
 - (b) During any unofficial recruiting visit, the institution may provide the prospect with transportation to view practice and competition sites in the prospect's sport and other institutional facilities and to attend an institution's home athletics contest (on or off-campus). An institutional staff member must accompany the prospect during such a trip. For violations of Bylaw 13.5.3 in which the value of the transportation is \$100 or less, the eligibility of the individual (i.e., prospective or enrolled student-athlete) shall not be affected conditioned on the individual repaying the value of the benefit to a charity of his or her choice. The individual, however, shall remain ineligible from the time the institution has knowledge of the receipt of the impermissible benefit until the individual repays the benefit. Violations of this bylaw remain institutional violations per Constitution 2.8.1, and documentation of the

individual's repayment shall be forwarded to the enforcement staff with the institution's self-report of the violation. [Bylaw 13.5.3]

- (c) A meal at the dining hall of your institution or a meal at an off-campus site if all institutional dining halls were closed and the institution normally provides similar meals to all visiting prospective students. [Bylaw 13.7.2.1.1]
 - (d) An institution shall not permit its athletics department staff members or representatives of its athletics interests to pay, provide or arrange for the payment of transportation costs incurred by relatives, friends or legal guardian(s) of a prospect to visit the campus or elsewhere. [Bylaw 13.5.2.8]
- (5) You are **not eligible** if, when you were being recruited, your institution gave you complimentary admissions to more than one regular-season home game scheduled outside your institution's community or gave you more than three complimentary admissions to that one regular-season home game scheduled outside your institution's community. [Bylaw 13.7.2.2]
- (6) You are **not eligible** if, when you were being recruited, a staff member of your institution's athletics department spent money other than what was necessary for the staff member's (or representative's) personal expenses during an off-campus visit with you. [Bylaw 13.14.2]

h. Precollege or Postgraduate Expense – All Sports.

An institution or a representative of its athletics interests shall not offer, provide or arrange financial assistance, directly or indirectly, to pay (in whole or in part) the costs of the prospect's educational or other expenses for any period before his or her enrollment or so the prospect can obtain a postgraduate education. For violations of Bylaw 13.15 in which the value of the benefit received directly by the prospective student-athlete is \$100 or less, the eligibility of the prospective student-athlete shall not be affected conditioned on the prospective student-athlete repaying the value of the benefit to a charity of his or her choice. However, the prospective student-athlete shall remain ineligible from the time the institution has knowledge of receipt of the direct impermissible benefit until the prospective student-athlete repays the benefit. Violations of this bylaw remain institutional violations per Constitution 2.8.1, and documentation of the prospective student-athlete's repayment shall be forwarded to the enforcement staff. [Bylaw 13.15.1]