2016-2017
STUDENT-ATHLETE
HANDBOOK/PLANNER

FIU Alma Mater
We pledge to thee dear F.I.U.,
with voices loud and true.
Alma Mater falter never,
shine forever Gold and Blue.

We fly our banners high,
ev’ry culture we embrace.
All our love and Panther spirit,
young and old we make this place.

We hail together F.I.U.,
ev’ry scholar side-by-side.
We hail to Alma Mater,
Alma Mater be our guide!

PROPERTY OF: ___________________________________________

EMAIL: ___________________________________________________
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Policies, procedures and requirements in this handbook are subject to change at any time without advanced notice. The responsibility to adhere to the University/Athletic Department requirements rests with the student.
Dear Student-Athlete:

To returning students welcome back and to new students welcome, to the University, and to the Department of Athletics. As a student, you are affiliated with a major research University offering bachelor's, master's and doctoral degrees in more than 200 fields of study. As an athlete, you have the opportunity to compete at the highest level of NCAA Division I competition. You will learn and grow from your experiences as both a student and as an athlete in the coming weeks, months, and years.

Student-athletes are faced with unique opportunities and unique challenges. This handbook has been prepared to assist you in understanding the roles and responsibilities you assume at FIU. It highlights athletic department procedures and expectations, NCAA compliance rules, and University policies. You are held accountable for all of these and the specific team procedures established by your coach.

Your coach, the academic support staff, the intercollegiate athletic department staff, the University faculty, and the wide range of University support services are here to assist you. Use these resources as you need them. Develop your full potential – as a student and as an athlete. Pursue your goals. Develop the skills that will serve you well in your life. Graduate!

Pete Garcia
Executive Director of Sports and Entertainment
July 25, 2016

Dear Conference USA Student-Athlete,

Conference USA and its member institutions are committed to an atmosphere where the principles and standards of sportsmanship are at the forefront. The Conference understands that, as athletes, the sense of fair play is critical to your experience. For that reason, the presidents, athletics administrators and faculty representatives have created a sportsmanship policy that supports and holds everyone involved in Conference USA competition accountable to the highest standards of sportsmanship.

At the heart of sportsmanship, there shall be a strong commitment to respect not only the participants but also the officials. To demonstrate that commitment, the “The Principles and Standards of Sportsmanship” policy details the ideals of sportsmanship and conduct standards for participants in the league. We ask that each student-athlete competing in Conference USA sign a copy of this form indicating an understanding of expected behavior. This will help the Conference ensure your experience as a student-athlete will be one that involves respect, fair play and appreciation for your efforts.

Thank you for everything you do to help your institution and the Conference provide the best experience possible for all individuals involved.

Sincerely,

Judy MacLeod
Commissioner
<table>
<thead>
<tr>
<th>Athletics Administration</th>
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</thead>
<tbody>
<tr>
<td><strong>(305-348) Prefix</strong></td>
<td></td>
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</tr>
<tr>
<td>Executive Director of Sports and Entertainment</td>
<td>Pete Garcia</td>
<td>0182</td>
</tr>
<tr>
<td>Senior Associate Athletic Director/SWA</td>
<td>Julie Berg</td>
<td>2352</td>
</tr>
<tr>
<td>Deputy Athletic Director</td>
<td>Bobby Staub</td>
<td>3159</td>
</tr>
<tr>
<td>Senior Associate Athletic Director/COO</td>
<td>Heath Glick</td>
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</tr>
<tr>
<td>Assistant Director, Administrative Services</td>
<td>Lucy Prosper</td>
<td>2761</td>
</tr>
<tr>
<td>Director Administration Operations</td>
<td>Joey Corey</td>
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</tr>
<tr>
<td>Sr. Associate Athletic Director, Compliance</td>
<td>Jessica Reo</td>
<td>2843</td>
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<tr>
<td>Assistant AD, Facilities &amp; Ops</td>
<td>Drew Auguste</td>
<td>4327</td>
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<tr>
<td>Sr. Associate AD, Development</td>
<td>Mercy Dorta</td>
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<td>Assistant AD, Marketing</td>
<td>Alex Kelley</td>
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<td>Assistant AD, Game Management/Ops</td>
<td>Dave Scott</td>
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<td>Assistant AD, Ticket Sales/Box Office Ops</td>
<td>Jeremy Lamb</td>
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<td>Assistant AD, Media Relations</td>
<td>Paul Dodson</td>
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<tr>
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<td>Liz Augustin</td>
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<tr>
<td>Director, SAAC</td>
<td>Wesley Maas</td>
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</table>

| Student-Athlete Support Services               |                                |       |
| Associate Director, SAAC                       | Ayssa Rosa                     | 5725  |
| Assistant Director, SAAC                       | Shirley Caballero              | 8003  |
| SAAC Academic Coordinator                      | Donald Senat                   | 0137  |
| SAAC Academic Coordinator                      | Brenda Codallo                 | 0134  |
| SAAC Academic Coordinator                      | Cristina Estevez               | 6403  |
| SAAC Academic Coordinator                      | Alison Riccobono               | 7896  |
| SAAC Academic Coordinator                      | Lyzbeth Armenteros             | 7893  |
SAAC Academic Support Coordinator                      Lisa Edmunds                     3789
Tutor Coordinator                                      Jessica Tiru                    0135
SAAC Office Manager                                    Ron Reyes                       0136
Director of Athletic Training                          Gabriel Casanova                1072
Assistant Athletic Trainer                             Kevin O’Neill                   0260
Assistant Athletic Trainer                             Ben Anderson                    6229
Assistant Athletic Trainer                             Bailey Mintz                    6200
Assistant Athletic Trainer                             Mick Thompson                   0131
Assistant Athletic Trainer                             Tim Vigue                       2059
Insurance Coordinator                                  Joyce Castro                    2759
Assistant Compliance Director                          Adam Hubbard                     0507
Assistant Compliance Director                          Octavia Gibbs                    1782
Assistant Compliance Director                          Ernest Washington               1774
Director Strength & Conditioning Coach                 Chad Smith                      1317
Associate Strength & Conditioning Coach                Jacob Talcott                   2651
Assistant Strength & Conditioning Coach                Thomas Carroll                  2651
Assistant Strength & Conditioning Coach                TBD                            2651
Strength & Conditioning GA                             Charlie Rhea                    2651
Head Equipment Manager/Facilities Assistant           Wayne Rustad                    2353

Coaching Staff

Baseball

Head Coach                                             Mervyl Melendez                 3166
Assistant Coach                                        Jered Goodwin                   1048
Assistant Coach                                        Steven Norris                   2145
Volunteer Assistant Coach                              TBD                            1048
Coordinator of Operations                               Ryan Traylor                    7403
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<thead>
<tr>
<th><strong>Women's Basketball</strong></th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Tiara Malcolm</td>
<td>3427</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>Kuenta Miles</td>
<td>3808</td>
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<tr>
<td>Assistant Coach</td>
<td>LaSondra Barrett</td>
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<tr>
<td>Assistant Coach</td>
<td>Joe Silvestri</td>
<td>3460</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>Paige Mesalam</td>
<td>0245</td>
</tr>
<tr>
<td>Asst Director Ops</td>
<td>Sydney Durrah</td>
<td>8392</td>
</tr>
<tr>
<td><strong>Men's Basketball</strong></td>
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<tr>
<td>Head Coach</td>
<td>Anthony Evans</td>
<td>6684</td>
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<tr>
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<td>James Gillian</td>
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<tr>
<td>Assistant Coach</td>
<td>Spencer Wright</td>
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<tr>
<td>Assistant Coach</td>
<td>Erik Pastrana</td>
<td>2200</td>
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<tr>
<td>Director of Operations</td>
<td>Jared Lockhart</td>
<td>3962</td>
</tr>
<tr>
<td>Asst Director Ops</td>
<td>Michael Oliva</td>
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<td><strong>Football</strong></td>
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<tr>
<td>Head Coach</td>
<td>Ron Turner</td>
<td>4155</td>
</tr>
<tr>
<td>Assistant Coach – Defensive Coordinator</td>
<td>Ron Cooper</td>
<td>7521</td>
</tr>
<tr>
<td>Assistant Coach – Offensive Coord</td>
<td>Steve Shankweiler</td>
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</tr>
<tr>
<td>Assistant Coach – Defensive Line</td>
<td>Paul Volero</td>
<td>7520</td>
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<tr>
<td>Assistant Coach – Defensive Backs</td>
<td>Bobby Babich</td>
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</tr>
<tr>
<td>Assistant Coach – Running Backs</td>
<td>Tim Harris</td>
<td>0439</td>
</tr>
<tr>
<td>Assistant Coach – Tight Ends</td>
<td>Jason Brooks</td>
<td>2331</td>
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<tr>
<td>Assistant Coach – Cornerbacks</td>
<td>Greg Moss</td>
<td>4154</td>
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<tr>
<td>Assistant Coach – Wide Receivers/QB’s</td>
<td>Kort Shankweiler</td>
<td>2760</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Phone</td>
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<tr>
<td>Assistant Coach – Special Teams</td>
<td>Kirk Doll</td>
<td>4153</td>
</tr>
<tr>
<td>Graduate Assistant – Offense</td>
<td>Adam Miller</td>
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</tr>
<tr>
<td>Graduate Assistant – Offense</td>
<td>Ronnie Regula</td>
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<tr>
<td>Graduate Assistant – Defense</td>
<td>Blair Peterson</td>
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<tr>
<td>Graduate Assistant – Defense</td>
<td>Derek Walker</td>
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<tr>
<td>Director of Operations</td>
<td>Marc Davis</td>
<td>7522</td>
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<tr>
<td>Assistant Director of Ops</td>
<td>Jed Keime</td>
<td>0438</td>
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<tr>
<td>Head Equipment Manager/Facility Assist.</td>
<td>Chris Terlizzo</td>
<td>3604</td>
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<tr>
<td>Video Coordinator</td>
<td>Alex Knisely</td>
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<tr>
<td>Assistant to the Head Coach</td>
<td>Samantha Pujols</td>
<td>4152</td>
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**Golf**

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<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Joe Vogel</td>
<td>2804</td>
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<tr>
<td>Director of Operations</td>
<td>Nika Cleary</td>
<td>0303</td>
</tr>
<tr>
<td>GA Assistant Coach</td>
<td>Lucia Fernandez</td>
<td>2804</td>
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**Beach Volleyball**

<table>
<thead>
<tr>
<th>Position</th>
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<tr>
<td>Head Coach</td>
<td>Rita Buck-Crockett</td>
<td>4716</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>Rico Guimaraes</td>
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**Women's Soccer**

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Thomas Chestnutt</td>
<td>3411</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>Paula Zuluaga</td>
<td>2923</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>Brock Duckworth</td>
<td>2923</td>
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**Men's Soccer**

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<tr>
<td>Head Coach</td>
<td>Scott Calabrese</td>
<td>1981</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
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<tr>
<td>Assistant Coach</td>
<td>Graeme Jaap</td>
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<tr>
<td>Assistant Coach</td>
<td>Jean Camere</td>
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**Softball**

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<tr>
<td>Head Coach</td>
<td>Gator Rebhan</td>
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<tr>
<td>Assistant Coach</td>
<td>Maeghan Asselta</td>
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<tr>
<td>Assistant Coach</td>
<td>Hillary Barrow</td>
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<tr>
<td>Coordinator of Operations</td>
<td>Ryan Traylor</td>
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**Swimming & Diving**

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<th>Position</th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Randy Horner</td>
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<tr>
<td>Assistant Coach (Head Diving)</td>
<td>Rio Ramirez</td>
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<tr>
<td>Assistant Coach</td>
<td>Ignacio Gayo</td>
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<tr>
<td>Director of Operations</td>
<td>Nika Cleary</td>
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**Women's Tennis**

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<tbody>
<tr>
<td>Head Coach</td>
<td>Katarina Petrovic</td>
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<tr>
<td>GA Assistant Coach</td>
<td>Georgi Rumenov</td>
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<tr>
<td>Director of Operations</td>
<td>Nika Cleary</td>
<td>0303</td>
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**Women's and Men's Track/Cross Country**

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<tr>
<td>Head Coach</td>
<td>Ryan Heberling</td>
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<tr>
<td>Assistant Coach</td>
<td>Jermaine Felix</td>
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<tr>
<td>GA Assistant Coach</td>
<td>Katrina Dekrey</td>
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<tr>
<td>Director of Operations</td>
<td>Nika Cleary</td>
<td>0303</td>
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## Volleyball

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<tbody>
<tr>
<td>Head Coach</td>
<td>Rita Buck-Crockett</td>
<td>4716</td>
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<tr>
<td>Assistant Coach</td>
<td>Quan Scott</td>
<td>2722</td>
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<tr>
<td>Assistant Coach</td>
<td>Camillo Guerci</td>
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## Other Athletic Department Offices

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<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Faculty Athletic Representative</td>
<td>Dr. Pete Markowitz</td>
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<tr>
<td>Asst AD Business &amp; Finance</td>
<td>Jonathan Evans</td>
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<tr>
<td>Accountant/Financial Aid Coordinator</td>
<td>Natalie Perez-Carmona</td>
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<tr>
<td>Fiscal Assistant/Personnel</td>
<td>Flo Berrouet</td>
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<tr>
<td>Accounting (Travel) Coordinator</td>
<td>Michele McDonald</td>
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<tr>
<td>Accounting (Travel) Coordinator</td>
<td>Chelika Louissant</td>
<td>6244</td>
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<tr>
<td>Fiscal Assistant (student accounts receivable)</td>
<td>Jenna Silva</td>
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<td>Accounting Coordinator</td>
<td>Raul Velez</td>
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<td>Mercy Dorta</td>
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<td>Video Production Director</td>
<td>Brian Duval</td>
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<tr>
<td>Assistant Sports Info Director</td>
<td>Michael Hogan</td>
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<tr>
<td>Sports Info Coordinator</td>
<td>Ryan Rose</td>
<td>0261</td>
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<tr>
<td>Sports Info Coordinator</td>
<td>Pete Pelegrin</td>
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<tr>
<td>Game Management &amp; Ops Coordinator</td>
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<tr>
<td>Assistant Athletic Director, Facilities</td>
<td>Ricky Ramirez</td>
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<tr>
<td>Assistant Equipment Manager</td>
<td>Rich Pareja</td>
<td>1977</td>
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<tr>
<td>Facilities/Equipment Assist.</td>
<td>Jean Byron</td>
<td>1119</td>
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<tr>
<td>Psychologist</td>
<td>George Shepeard</td>
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Other Important Campus Offices

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<tr>
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<tr>
<td>Equal Opportunity &amp; Diversity Programs (Title IX Coordinator)</td>
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<td>Police/Fire/Emergency (from on campus)</td>
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<td>Police Main Line (non-emergency)</td>
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<td>Campus Life Event/Entertainment Line</td>
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<td>Career Services</td>
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<td>Cashier's Office</td>
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<td>Housing Central Office</td>
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<tr>
<td>International Student &amp; Scholar Services</td>
<td>2421</td>
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<td>Multicultural Programs &amp; Services</td>
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<td>Registrar's Office</td>
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<tr>
<td>Residence Hall Association</td>
<td>6345</td>
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<tr>
<td>Student Government</td>
<td>2121</td>
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<td>Student Organizations</td>
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<tr>
<td>Victim Advocacy Center</td>
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</tr>
<tr>
<td>Women's Center</td>
<td>3692</td>
<td></td>
</tr>
</tbody>
</table>
# Academic Calendar and Key Dates

## Fall Semester 2016 (August 22 – December 10)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>August 29</td>
<td>Last day to drop courses/withdraw without financial liability</td>
</tr>
<tr>
<td>September 5</td>
<td>Labor Day Holiday (University Closed)</td>
</tr>
<tr>
<td>September 16</td>
<td>SENIORS last day to apply for graduation for fall 2016</td>
</tr>
<tr>
<td>October 31</td>
<td>Deadline to drop a course with a DR grade</td>
</tr>
<tr>
<td>November 11</td>
<td>Veterans’ Day Holiday (University Closed)</td>
</tr>
<tr>
<td>November 24-25</td>
<td>Thanksgiving Holiday (University Closed)</td>
</tr>
<tr>
<td>December 5-10</td>
<td>Final Week of the Semester</td>
</tr>
<tr>
<td>December 12-14</td>
<td>Commencement</td>
</tr>
<tr>
<td>December 12</td>
<td>Student-Athlete Graduation Luncheon</td>
</tr>
<tr>
<td>December 14</td>
<td>Books/laptops must be returned to SAAC</td>
</tr>
<tr>
<td>December 12-Jan. 3</td>
<td>Mini-Term Classes Begin</td>
</tr>
</tbody>
</table>

## Spring Semester 2017 (January 9 - April 29)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 9</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 17</td>
<td>Last day to drop courses/withdraw without financial liability</td>
</tr>
<tr>
<td>January 16</td>
<td>Martin Luther King Holiday (University closed)</td>
</tr>
<tr>
<td>February 3</td>
<td>SENIORS last day to apply for graduation for spring 2017</td>
</tr>
<tr>
<td>March 13-18</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 20</td>
<td>Last Day to drop a course with a DR grade</td>
</tr>
<tr>
<td>April 24-29</td>
<td>Final Week of the Semester</td>
</tr>
<tr>
<td>TBA</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 1</td>
<td>Student-Athlete Graduation Luncheon</td>
</tr>
<tr>
<td>May 3</td>
<td>Books/laptops must be returned to SAAC</td>
</tr>
</tbody>
</table>
ATHLETIC DEPARTMENT MISSION STATEMENT

FIU Department of Athletics adheres to the belief that intercollegiate athletics is an integral part of the educational framework of the institution and the program exists to support and compliment the mission and goals of the University. The mission of the Department of Intercollegiate Athletics at FIU is to initiate, stimulate and continually improve the athletic program for students by (1) promoting academic excellence and educational leadership, (2) striving to obtain athletic distinction at the Division I level, (3) assuring gender equity and cultivating diversity, (4) fostering and promoting personal integrity among its participants, and (5) encouraging activities and experiences which instills the value of lifelong participation for physical fitness and total well-being, (6) providing an avenue for the social development of the student through participatory interaction within and outside athletic and campus community.

In addition to augmenting the academic, athletic and personal development of students, events sponsored by the Department are conducted to facilitate unity, promote camaraderie and further social bonding within the community, foster and maintain institutional support from FIU alumni, university affiliates and external constituents, positively increase the visibility of the University and the C-USA Conference and enhance international and cultural understanding.

The Department and University fulfill these functions through the enforcement of developed and adopted eligibility rules that comply with standards of scholarship, sportsmanship, personal conduct and amateurism. The Department strives to operate programs at the highest level of competition within budgetary constraints while respecting NCAA legislation, conference mandates, state and institutional regulations.

Participation in FIU Athletics will provide student-athletes with the opportunity to pursue a quality education in one of America’s leading urban universities and develop a value system which encourages discipline, teamwork, self-confidence, leadership skills and sportsmanship in an equitable and diverse environment. Ultimately, the goal is to assure the experience that the students have in the department of Intercollegiate Athletics is profound and meaningful and serves to form a lasting bond with FIU.

UNDERGRADUATE EDUCATION MISSION STATEMENT

The Mission of Undergraduate Studies is to assist students, University units, and faculty in fostering students’ successful progress from admission to graduation.
The Faculty Athletics Representative (FAR) is a member of FIU faculty who is appointed by the University President to represent the institution and its faculty in the institution’s relationship with the NCAA and Conference USA. The primary duties of the FAR include: 1) assist with certifying the academic eligibility of student-athletes for practice, financial aid and intercollegiate competition; 2) assist with investigating and processing of rules violations, as required, in cooperation with the Department of Intercollegiate Athletics; 3) facilitating student-athlete welfare by providing a place outside the athletics department where student-athletes may express concerns or discuss appeals of matters which affect them; 4) preparing reports on the academic preparation, performance and graduation rates of student-athletes; 5) serving on FIU, Conference and NCAA committees; and 6) serving as liaison to colleges on intercollegiate athletics issues.

CONFERENCE USA

Beginning July 1, 2013 FIU Athletics became a member of Conference USA in all sports. Conference USA was formed in 1995 and quickly emerged as one of the nation's top conferences.

C-USA sponsors competition in 20 sports - nine for men (baseball, basketball, cross country, football, golf, soccer, tennis and indoor and outdoor track and field) and 11 for women (basketball, cross country, golf, rowing, softball, soccer, swimming and diving, tennis, indoor and outdoor track and field and volleyball).

The league sponsors numerous academic awards, including the Commissioner's Honor Roll and the Commissioner's Academic Medal, indicative of outstanding achievement in the classroom.

C-USA annually awards 12 postgraduate scholarships, along with the Sport Academic Award, Scholar Athletes of the Year and the Institutional Academic Excellence Award. Conference USA also added a Spirit of Service Award, recognizing student-athletes three times a year for a combination of significant community service efforts, good academic standing and participation in their elected sport.

Since its formation, C-USA has established a strong foundation, an identity and a history that reflects the league's national presence. Twenty years of remarkable history has reinforced the league's position in collegiate athletics, setting the course for the next decade and beyond.
Conference USA is comprised of the following fourteen universities across ten states:

<table>
<thead>
<tr>
<th>University</th>
<th>University</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte</td>
<td>North Texas</td>
<td>UAB</td>
</tr>
<tr>
<td>FAU</td>
<td>Old Dominion</td>
<td>UT El Paso</td>
</tr>
<tr>
<td>Louisiana Tech</td>
<td>Rice</td>
<td>UT San Antonio</td>
</tr>
<tr>
<td>Marshall</td>
<td>Southern Mississippi</td>
<td>Western Kentucky</td>
</tr>
<tr>
<td>Middle Tennessee</td>
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</tbody>
</table>

The FIU beach volleyball program enters its second year as Founding Member of the newly expanded Coastal Collegiate Sports Association. Prior to 2015, the CCSA entered its ninth year of providing championship opportunities for its swimming and diving members. FIU along with other programs sponsoring beach volleyball that did not have the opportunity to provide a championship experience through their multisport conference joined to create an expansion of the CCSA for beach volleyball. Members are: UAB, FAU, Georgia State, Florida State, LSU, South Carolina, Tulane.

**FIU INTERCOLLEGIATE ATHLETICS TEAMS**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Sport</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Football</td>
<td>Women's Swimming &amp; Diving</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>Women's Golf</td>
<td>Women's Tennis</td>
</tr>
<tr>
<td>Women's Basketball</td>
<td>Softball</td>
<td>Men's Indoor/Outdoor Track</td>
</tr>
<tr>
<td>Men's Cross Country</td>
<td>Men's Soccer</td>
<td>Women's Indoor/Outdoor Track</td>
</tr>
<tr>
<td>Women's Cross Country</td>
<td>Women's Soccer</td>
<td>Women's Volleyball</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Women's Beach Volleyball</td>
</tr>
</tbody>
</table>

**CODE OF SPORTING BEHAVIOR AND CONDUCT**

This policy covers all student-athletes who are members of a Florida International University (FIU or the University) intercollegiate sports team, including student-athletes participating in pre-season practice or competition. This policy also covers conduct which is or would be classified as a felony and/or misdemeanor under Florida law if the conduct occurs after the student-athlete signs a national letter of intent to attend FIU or initially enrolls at the University, whichever occurs first. The policy applies to student-athletes’ behavior on or off campus. This policy does not supersede any other NCAA, C-USA, FIU Student Code of Conduct, or University rule, policy, and/or regulation. Each student athlete is expected to read and abide by this policy, the Student Athlete Handbook, and applicable team rules (if any) and to sign the FIU Conduct Agreement (Attachment 1) acknowledging their agreement to abide by these policies.

**Expectations**

Participation in FIU athletics is a privilege, not a right. Student-athletes have a special responsibility to conduct themselves in a manner which reflects well on FIU, the
Examples of Good Behavior:
- Exhibiting high moral character;
- Sportsmanship;
- Demonstrating responsibility and respect;
- Following team, University, C-USA, and NCAA rules;
- Compliance with academic procedures as set forth by the University;
- Adhering to expected behavior during team travel and team-related functions; and
- Contributing to a diverse environment that fosters respect, sensitivity, and understanding of others.

Effect of Failing to Adhere to Expectations
The failure of student-athletes to comport themselves with this Code reflects negatively on the student-athlete and FIU. When a student-athlete demonstrates unacceptable behavior, the Athletic Department will take action to address the conduct. This portion of the Student-Athlete Handbook explains the consequences of unacceptable behavior, which includes conduct described in this Code; a violation of the team’s rules; the regulations/policies of FIU; the C-USA and/or the NCAA; or a violation of the FIU’s Student Code of Conduct. These rules/regulations can be found as follows:
- FIU Regulations: http://regulations.fiu.edu/
- FIU’s Student Code of Conduct: http://www2.fiu.edu/~sccr/standards_of_conduct_code.html
- NCAA: www.ncaa.org; and
- C-USA: See page 25

Examples of Unacceptable Behavior:
The following are examples of unacceptable behaviors in key areas of concern. The list is not intended to be an exhaustive list but to serve an illustration of what is considered unacceptable behavior. Questions about what constitutes unacceptable behavior can be answered by the Head Coach, Sr. Associate AD/SWA, or the Director of Athletics.

Violations of law, NCAA and/or C-USA rules:
- Use of illegal or performance-enhancing drugs or misuse of prescription drugs. Such use is totally inconsistent with the purpose of intercollegiate athletics and creates a danger to the health and safety of student-athletes and their teammates.
- Team initiations and/or hazing (as defined by Florida Statute Section
FIU has zero tolerance for team initiations and/or hazing. Please report any observance or suspicious activity immediately to the sport administrator or the following is the link to the conduct website: [http://conduct.fiu.edu/](http://conduct.fiu.edu/) you can initiate any conduct report by clicking the report heading.

- Participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or pro athletics competition.
- Knowingly giving false or misleading information to a University official.
- Any attempt by a student-athlete to strike an opponent or any contest participant in a combative manner unrelated to the sport involved or any act that incites an opponent to retaliate by acting in a similar manner.
- Use of tobacco products is prohibited by all game personnel (student-athletes, coaches, athletic trainers, managers and game officials) in all sports during practice and competition. All FIU students and employees are required to abide by FIU 113 Smoke & Tobacco-Free Campus. [http://bot.fiu.edu/files/FIU%20113%20Smoke%20and%20Tobacco-Free%20Campus%2011-17-10.pdf](http://bot.fiu.edu/files/FIU%20113%20Smoke%20and%20Tobacco-Free%20Campus%2011-17-10.pdf).

Violations of the FIU Student Conduct Code:

- Any form of harassment based on race, color, creed, age, sex, sexual orientation, marital status, disability, religion, national origin, or any other legally protected status. Sexual harassment is defined as incidents in the aggregate that are sufficiently pervasive, persistent, or severe that a reasonable person would be adversely affected to a degree that interferes with his/her ability to participate in or to realize the intended benefits of a University activity, employment, or resource. Sex-based cyber harassment and sexual violence also constitute sexual harassment.
- Alcohol consumption is highly discouraged at all times and prohibited for student-athletes under the age of 21. Students who are of legal drinking age must abide by NCAA rules, this Code, and the FIU Student Code rules relating to the consumption of alcohol. Student-athletes are prohibited from drinking alcoholic beverages when appearing as official representatives of the University for athletic competition (including travel time), community and public service events, and any and all Department of Athletics events.
- Violating the FIU Student Code of Conduct as determined by the appropriate University official under the established procedures for determining responsibility for such violations.

Unsportsmanlike behavior:

- Physically or verbally abusing an official, coach, athlete, opponent or spectator.
- Leaving the bench and entering the playing surface during competition.
• Taunting opponents and/or displaying a disrespectful attitude toward opponents.
• Throwing objects at an individual, spectators, or onto a playing surface during competition.
• Inciting anyone to violent action.
• Using obscene gestures, profane language, or a display of hostile action toward officials, opponents, team members, or spectators.

Unethical Behavior:
• Academic dishonesty, including, but not limited to, cheating and plagiarism. Plagiarism is using others’ ideas and words without clearly acknowledging the source of the information.

Other Unacceptable Behavior:
• Content on Facebook, Twitter, Snapchat other personal profile, or social media sites which might cause embarrassment to you, your team or FIU (e.g., obscene language or pictures, references to use of illegal drugs, etc.) or content which might be used against you or your team when competing or which might provide someone an advantage (e.g., the existence of injuries).
• Intolerance towards another or a group based on race, color, creed, national origin, gender, disability, sexual orientation, religious beliefs, or any other legally protected status.
• Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively impose domination over others. Bullying is defined by three main factors:
  1. Intent by the bully to cause harm to the victim.
  2. The behavior is repeated over time.
  3. There exists an imbalance of power between the bully and the bullied. Often bullies are stronger than their victims or they perhaps hold a higher status among their peers.

The athletic department strongly urges the reporting (Sr. Associate Athletic Director/SWA or AD) of all incidents of hazing, bullying, discrimination, harassment or retaliation, regardless of the offender’s identity or position. Violations of this policy will result in disciplinary action being taken by the Athletics department and/or the Office of Student Conduct and Dispute Resolution.

Allegations of sexual violence/harassment will also be referred to the University’s Title IX Coordinator (which is the Director of the Department for Equal Opportunity Programs & Diversity at x-2785 or smcwhort@fiu.edu).

Consequences of Violating the Athletics Department Code of Conduct
No discipline policy can be expected to address every situation requiring corrective
action that may arise. Therefore, the Athletics Department takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making a decision regarding discipline. Appropriate action will be determined based on factors such as severity, frequency, and the degree of deviation from expectations and length of time involved. Prior to imposing discipline based on this Code, the Athletics Department will obtain the student-athlete’s version of the incident.

In cases where the FIU Athletics Department has determined that student-athletes have engaged in unacceptable behavior, discipline will be imposed based on the guidelines described below. Early, less stringent discipline may be skipped for serious offenses such as theft, fighting, drug or alcohol use or sale, etc. at the discretion of the FIU’s Director of Athletics or designee. FIU’s Director of Athletics or designee may also institute additional or different discipline at any of the steps as is deemed appropriate. The student-athlete will receive written notification of the discipline imposed on any of these steps.

First Incident – If the student-athlete is involved in a first incident, the Sr. Associate AD/SWA, Head Coach, and Director of Athletics will confer as to the appropriate discipline. Discipline may include: receiving a verbal reprimand, a written reprimand to be maintained in the student’s file, suspension from competition, and/or referral to the Counseling and Psychological Services Center for anger management counseling, among other appropriate discipline based on the circumstances. The student-athlete will meet with the Sr. Associate AD/SWA to review the unacceptable conduct and agree upon strategies to address the behavior. The student will be reminded of the FIU Conduct Agreement he/she signed at the beginning of the academic year and will be informed of the consequences of further violations.

Second Incident - If the student-athlete is involved in a second incident of the same or different unacceptable behavior, the Head Coach, Sr. Associate AD/SWA, and Director of Athletics will confer as to the appropriate discipline. Discipline may include: receiving a written reprimand, being suspended from a percentage of competitions, and/or being required to participate in counseling for behavior modification, along with other discipline deemed appropriate based on the circumstances. The student-athlete will meet with the Sr. Associate AD/SWA and Head Coach to review the unacceptable conduct and to discuss strategies to assist with behavior modification.

Third Incident - If the student-athlete is involved in a third incident of the same or different unacceptable behavior, the Sr. Associate AD/SWA, Head Coach, and Director of Athletics will confer as to the appropriate discipline. Discipline may include: revocation of the privilege of participating in any competition on behalf of FIU, suspension from competition for the remainder of season, and/or termination of any athletic financial support, among other discipline deemed appropriate based on the circumstances. The student-athlete will meet with the Director of Athletics, the Head
Coach, and/or Sr. Associate AD/SWA to review the unacceptable conduct and the discipline to be instituted.

**Criminal Conduct**

If there is a reasonable basis from the available information (e.g., arrest records, statements by the participants or others, university records) for believing that a student-athlete has engaged in behavior which constitutes a violation of a criminal law within the State of Florida or in another jurisdiction that would be classified as a criminal violation under the Florida laws if it had occurred in Florida, he/she will automatically be suspended from play and practice by the Athletics Department until the Athletics Director reviews the facts of the incident (including the student-athlete’s version of the incident) and makes a determination, using these guidelines, as to what discipline should be imposed. The Director of Athletics reserves the right to lift or modify the suspension from competition and/or practice after consultation with the President or designee, the General Counsel or designee, and any other appropriate University officials. Factors the Athletics Director may consider include, but are not limited to, the nature of the offense, any aggravating or mitigating circumstances, the extent of the student-athlete’s cooperation and acceptance of responsibility, the student-athlete’s conduct since the offense, and the compliance of the student-athlete to any requirements imposed by the Athletics Department as a result of the conduct.

The student-athlete will be informed in writing of the suspension from competition. By taking this action, the Department and University are not prejudging whether a crime has been committed. Such action is taken to protect the integrity of the intercollegiate athletics program.

A. Felony Charge. Generally, if the student-athlete is charged with a felony, he/she will not be permitted to represent FIU Athletics in game competition until such time as the charge is resolved and all court, University and Athletics Department conditions for reinstatement have been met.

B. Misdemeanor Charge. Generally, if the student-athlete is charged with a misdemeanor, the Director of Athletics will review the circumstances, background, and current and past behavior of the student-athlete involved in determining the discipline. Depending on the type of misdemeanor, discipline may include reprimand, warning, the requirement to seek counseling, and/or community service, among other discipline based on the circumstances.

C. Effect of Being Suspended From Competition for a Criminal Charge (Which Constitutes the First Incident of Unacceptable Behavior). While on suspension, the student-athlete may not practice or compete with the team. However, financial aid will remain in place and the student-athlete’s name will remain on the squad list. He/she may utilize student-athlete academic support services. The student-athlete is expected to fulfill all academic requirements.
D. When a Criminal Charge is Not the First Incident of Unacceptable Behavior. If the misdemeanor and/or felony charge is not the student-athlete’s first incident of unacceptable behavior, discipline may include suspension from practice and competition and may ultimately lead to the loss of scholarship among other discipline. If criminal charges result in a sentence which involves serving time in jail, the student-athlete will not be permitted to represent FIU athletics in game competition until the time is served and a final determination about the ultimate discipline is made.

Game Ejections for Non-Sporting Behavior
Any student-athlete involved in instances of flagrant misconduct including flagrant fouls, regardless of circumstance, shall receive a minimum penalty of a suspension from one or more contests. The suspension shall be served during the University’s next contest. If the student-athlete is cited for non-sporting behavior during a game that does not lead to an ejection and it is not a first offense, the Sr. Associate AD/SWA (the Director of Athletics designee) shall counsel the student-athlete following the contest. The student-athlete may appeal the suspension by following the C-USA appeal procedure.

Consequences of Violations of Team Rules
Each coach may develop his/her own set of team rules. These rules may be more restrictive than the Athletic Department, University, C-USA, or NCAA rules. The Head Coach of each team will present to his/her student-athletes and sport administrators the team rules each fall. The Head Coach of each sport has the authority to discipline any student-athlete on his/her team if the student-athlete violates team rules separate and apart from proceedings under this Code and/or the FIU Student Code of Conduct.

Effect of Discipline under the Student-Athlete Code
Separate and apart from any discipline the student-athlete may or may not receive under this Code for unacceptable behavior, a student-athlete may face discipline under the FIU Student Code of Conduct and/or pursuant to other University policies and/or regulations. In addition, discipline under the FIU Student Code of Conduct may be imposed although any criminal or University charges have been reduced or dismissed. If cancellation, reduction, or non-renewal of financial aid is contemplated, the University will follow the procedures required by the NCAA. (See NCAA Bylaws 15.3.4 and 15.3.5 Institutional Obligation.)

Student-Athlete Right to Appeal Disciplinary Action
Student-athletes have the right to appeal any disciplinary action under this Code with the exception of discipline for a violation of a team rule. Only a student-athlete has the right to submit an appeal. A written request to appeal must be submitted to the Director of Athletics prior to the next scheduled competition date or within 48 hours from the time the individual was informed of his/her discipline, whichever is later.
The student-athlete can present a written statement about the circumstances surrounding his/her conduct and why the discipline was not appropriate under the circumstances. The appeal will be reviewed by the Faculty Athletics Representative and members of the Athletic Council. The student-athlete will be informed of the outcome of the appeal in writing.

A student-athlete who disagrees with a decision made by the Director of Athletics or by his/her Head Coach which results in termination of his/her athletic financial aid may appeal that decision through the existing University appeal procedures that apply when a student’s athletic financial aid has been terminated.

Responding to Press Inquiries
When action is taken to sanction a student-athlete for unacceptable behavior and/or a potential or actual criminal charge, the University may make a public announcement and respond to press inquiries about the action and any subsequent modification of the sanction. Unless the student-athlete specifically consents to the release of additional information, the announcement shall be limited to information relating to the student-athlete’s eligibility for participating in competition in the future at the University, information of a public nature, and information that does not constitute a student record entitled to privacy under federal or state law or University policy.

ONLINE SOCIAL NETWORKS
As the popularity of personal profile websites such as Facebook, Twitter, Instagram and Snapchat continues to grow these websites can serve as a useful communication tool when used appropriately. It is important for you to realize that almost anything you post on your personal site may be viewed and saved by others. Because you are NCAA Division I student-athletes, the media and general public are more likely to view your profiles than the profiles of other students. Our concerns are:

Personal Safety/Privacy Concerns: Some students mistakenly believe these websites have a veil of privacy about them, and they assume their profiles are viewed only by a close circle of friends and fellow students. To the contrary, these sites are accessible by anyone in the general public with an e-mail address ending in “.edu”. Disturbing items have been published regarding: (i) student-athletes being stalked as a result of their profiles; (2) females being sexually assaulted by men they met through sites; (3) student-athletes being contacted through the personal profiles by agents and gamblers; (4) people showing up uninvited at an off-site competition from information discovered on profiles and (5) information shared regarding the medical condition of a teammate.

Viewing by Potential Employers/Graduate School Admissions Offices: Again, it is important to emphasize that anyone can view the information you share on these websites, these include potential employers, professional team scouts and graduate school admissions officers. Some of the corporations you wish to work with, and some
of the universities to which you may apply for graduate school, are taking the time to screen their applicants by googling and reviewing Facebook and Twitter profiles.

Therefore, if you choose to create a personal profile on social media websites, please be selective about the personal information you share. For your own security and protection:

- Keep your phone number, physical address and other personal information confidential -- do not include this information in your personal profile.
- Limit the access of others to your e-mail address and screen carefully those who you accept as “friends” on your site.
- Use whatever security and privacy features are available to restrict the ability of others to post pictures, messages and other content on your site.
- Content which might be used against you or your team when competing or which might provide someone an advantage (e.g., the existence of injuries).

It is the Athletic Department policy that you will not post any pictures or other content that might cause embarrassment to you, your team or FIU (e.g., obscene language, pictures at parties with alcohol, references to drugs or sex, etc.).

The department is prepared to take disciplinary action if it becomes necessary. If you elect to create a personal profile on these sites, it is imperative that you protect yourself, your teammates and FIU when doing so.

**CONFERENCE USA
PRINCIPLES AND STANDARDS OF SPORTSMANSHIP**

1. Preface.
Conference USA member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

2. Principles of Sportsmanship.
The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and six core principles: respect, responsibility, fairness, honesty, integrity and good citizenship. The highest potential of sports is achieved
when competition reflects these six principles.

   a. Member institutions' student-athletes, coaches and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate ("Events"). They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants, and comment about other institutions, coaches and student-athletes only in a positive manner.

   b. Behavior that is not considered sportsmanlike or appropriate in connection with Events includes, but is not limited to, the following:
      - Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
      - Obscene, profane, demeaning or unduly provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member or spectator;
      - Public criticism of or publicly disparaging statements about an opposing team, institution, contest official, staff member, or spectator;
      - The appropriate public response to media questions regarding officiating is "per Conference policy, I am unable to comment". Any other response is a violation of the sportsmanship policy.
      - All other actions, as determined by the Commissioner, in violation of the principles and standards of sportsmanship.

4. Penalties.
   a. Specifically and without limitation, the Commissioner has the authority to require a member institution to take any one or more of the following actions
      - publicly or privately reprimand any participant;
      - forfeit any sports events or competitions;
      - suspend or expel any person from attendance at or participation in one or more events; or
      - pay a fine to the Conference (not to exceed $50,000) for each occurrence of unsportsmanlike or inappropriate conduct.

   b. In instances of flagrant misconduct, all individuals involved shall receive a minimum penalty of a suspension from one or more contests. Flagrant misconduct shall include, but not be limited to, striking (e.g., kicking, hitting, throwing objects at), or attempting to strike an official, coach, player or spectator. In the sport of basketball, standard NCAA penalties will apply for Flagrant Fouls. However, all Flagrant 2 Fouls will be reviewed by the conference office which has the authority to implement further penalties for egregious actions.

   c. Repeat violations by an individual, team or institution will subject them to increasingly greater penalties.
d. In instances in which there is a failure of host institutions security measures which places the visiting team or officials at risk, the hosting institution shall be fined an amount not to exceed $10,000 on the first offense, $20,000 on the second offense, and $30,000 for each offense thereafter in the same five year period.

e. In instances in which there is a failure of host institutions security measures which places the visiting team or officials at risk, the hosting institution shall be fined an amount not to exceed $10,000 on the first offense, $20,000 on the second offense, and $30,000 for each offense thereafter in the same five year period.

STUDENT-ATHLETE ACADEMIC SERVICES PROCEDURES

Student-Athlete Academic Center: Introduction and Mission Statement
Student-athletes are aware of how important it is to play and win. Student-athletes must also be keenly aware that the University requires student-athletes to meet academic standards set by the NCAA and FIU; failure to meet these standards will result in forfeiting the chance to compete. To help ensure that student-athletes are successful in the classroom as well as their sport, FIU has established an advisement system that is most successful when student-athletes make a commitment to their academic success.

The mission of the FIU Student-Athlete Academic Center is to provide a comprehensive academic support services program for student-athletes to assist them in balancing their academic priorities, athletic success, and personal commitments. In order to win in the game of academics, student-athletes need to be dedicated and active participants in their learning. To this end, the University, along with the Athletic Department, provides academic support services for all student-athletes. Academic support programming includes innovative learning techniques implemented by leaders in the field of education and resources focused on building skills for academic, personal, and professional success. The goal of all services offered by the Student-Athlete Academic Center is to empower student-athletes to be leaders and build upon their skill base. Services are offered in a number of different formats as to be inclusive for individual differences in learning styles, via one-on-one support, group learning environments, and workshops. Goals for student-athlete development include the ability to adjust to the different transitions during their undergraduate studies, timely graduation, and preparation for life after intercollegiate sports.

This handbook will help student’s access pertinent academic support information. Student-athletes are advised to read it carefully and make use of the information. If any part of this handbook is not clear or understood, students are encouraged to ask their SAAC Academic Coordinator, Faculty Athletics Representative (FAR) Sr. Associate AD/SWA or the Athletics Compliance Office for clarification.

The Student-Athlete Academic Center (SAAC) is located on the west side of the FIU
MMC, adjacent and west of the FIU Arena. The Director of the Student-Athlete Academic Center manages and supervises an Associate Director, Assistant Director, and six (6) academic coordinators (advisors), an academic success coordinator, an office manager, and numerous tutors hired to assist student-athletes with their academic courses. The SAAC staff works with student-athletes to teach and assist them with the development of proper learning habits, as well as create and implement learning plans and monitor students’ academic progress. The center is open six days per week, including evening hours, to accommodate the needs of student-athletes.

**SAAC Rules and Regulations**
To ensure a comfortable and professional learning environment, all student-athletes must use computer resources in an effective, ethical, and legal manner. In addition, student-athletes are expected to maintain a respectable noise level. Anyone not abiding by these rules will be asked to leave the center and may face disciplinary action by the University as well as the Athletic Department.

All student-athletes are required to:

- Use the lab computers to complete class work directly related to course assignments.
- Review only websites and materials that are academically-related and suitable for public viewing; therefore Facebook, Twitter, Instagram, ESPN, and gaming websites are unacceptable, and;
- Respect the privacy, copyrights, and intellectual property rights of others.

The following are not allowed in the SAAC anytime:

- Food in any room except the study hall (room 151) note: only light snacks and beverages in covered containers are permitted in remaining areas

**SAAC Hours**
The SAAC has several areas for formal studying, individual private study rooms, a classroom, two conference rooms as well as an open study area. A computer lab is available to students from 7:30 AM – 9 PM Monday – Thursday, 7:30 AM – 5 PM on Friday and 3PM – 9PM on Sundays. Other University computer labs (PC 411, PC 413, and PC 414) are also available seven days a week, including evenings (hours are subject to change).

**Stakeholder Expectations**
There are three distinct parties that, at times, have competing agendas regarding the desired focus of student-athletes’ academic support. Though students, SAAC staff, and coaching staff, all have timely student-athlete graduation as the main goal, each party should be held accountable for different areas.
Student-Athletes as Stakeholders:
In an effort to create a culture of academic success **student-athletes** are expected to:

- Exhibit appropriate behavior in the classroom and in the SAAC
- Communicate competition/travel schedule to professors (secure and present travel letter to professors the first week of class)
- Attend all classes unless away at competition
- Participate in class discussions
- Complete all course assignments in a timely manner
- Effectively utilize tutoring services and attend all appointments on time
- Pick up and return text books on time (see loaned book program section).

Student-athletes are also expected to follow all SAAC policies and procedures as described below:

- Attend all scheduled coordinator meetings with SAAC staff
- Meet with major department advisor for major course advisement and course selection early in the semester prior to early registration
- Follow registration procedure
- Clear all account holds to allow early registration
- Apply for graduation by the appropriate semester deadline
- Inform a SAAC staff when experiencing academic concerns.

SAAC Staff as Stakeholders:
In an effort to ensure a quality academic environment that fosters learning and academic success, **SAAC staff** are required to:

- Advise and Counsel student-athletes in all matters concerning the Undergraduate Curriculum (UCC requirements), NCAA progress towards degree, major selection, and UCC and elective course selection
- Refer student-athletes to major department advisors for major course advisement and course selection
- Communicate with departments regarding course and curriculum changes, as needed.
- Communicate to coaching staff student-athletes’ academic progress, class attendance, weekly coordinator meeting attendance, tutor attendance, forecasting future academic requirements
- Meet with at-risk and freshmen student-athletes weekly, or more often, as necessary
- Provide the coaching staff with accurate academic information regarding student-athletes
- Compile academic summary reports at the conclusion of each semester and summer session. Reports are provided to the Athletic Director and the Senior Associate Athletic Director/SWA.
- Maintain accurate program plans based on the institutional degree audit.
- Refer student-athletes to tutoring, testing and other campus resources as needed.

Coaches as Stakeholders:
In order to support and facilitate student-athletes’ learning, **coaches** are expected to:
- Hold student-athletes accountable for everything listed above
- Establish and reinforce a consistent set of team rules regarding academic policies
- Motivate student-athletes’ academic performance
- Provide the SAAC staff with all schedule changes and updated practice schedules
- Endorse the recommendations of the SAAC staff.

**Academic and Personal Development**

Time management is a vital aspect of students’ college success. Balancing school, personal time, athletic practices and training, work commitments, and study time is a significant challenge for all incoming college students, especially student-athletes. In order to assist student-athletes with the transitions they face in their first year, a number of support services are required. These include:

1. Tutoring (Subject-specific and general)
2. Reading and Writing Development
3. ESOL Assistance, as-needed
4. Time Management
5. Life Skill Development
6. Personal Counseling

Many of the services mentioned above are coordinated through the SAAC and the Athletics GOLD programming. In addition, the SAAC collaborates with various on-campus departments to provide these services to all students.

**Tutoring**

Student-athletes receive free tutoring by highly qualified and dynamic tutors in various subjects and disciplines. All content tutoring is led by peer tutors who have completed courses with exceptional achievement and/or been recommended by a faculty member. All tutors receive training prior to working at the SAAC.

General and subject-specific tutoring is available in the SAAC. Basic subjects, such as math, English, and science are the primary focus of tutoring services; however, tutoring is also available in some advanced level courses such as calculus, accounting and differential equations. In order to receive tutoring, students are required to bring
their course syllabi the first time they meet with a SAAC tutor. Thereafter, student-athletes are required to bring their textbooks and assignments to all tutoring sessions.

Writing assistance is provided to student-athletes by professional writing tutors. Writing tutoring is available to students who need support in the various stages of the writing process: brainstorming, planning, organizing and revising. In addition, tutors work on sentence structure, grammar, sentence and paragraph development, punctuation and citations. Students receive support with academic issues such as college-level reading skills that may include vocabulary development, comprehension strategies and techniques and processes of critical-thinking. Lastly, students can receive training in time management, effective note-taking, test-taking strategies and more.

Students are expected to have a working draft of the assignment, attempted their work individually, and bring specific questions to each tutoring session. General tutoring is designed to provide short-term assistance focused on a specific assignment’s requirement. SAAC will provide the coaches with a weekly report of scheduled appointments, cancellations, and late arrivals and no shows.

Tutoring Procedure
Some tutoring appointments are automatically assigned or required based on a student’s academic standing. These appointments are made by the tutor coordinator, in conjunction with the learning specialist. Tutoring may also be requested and assigned by the student’s academic coordinator should it be deemed necessary. Students may also request tutoring appointments themselves. A new appointment may be scheduled immediately after a tutoring session. Walk-in appointments are acceptable, but not recommended because a tutor may be unavailable.

Cancellations
Student-athletes wishing to cancel a tutoring appointment must call the SAAC three hours before their scheduled appointment time.

Late Cancellations:
Student-athletes who cancel less than 3 hours before their tutoring appointment will be deemed a “No Show”.

“No Show”
Student-athletes are considered a “No Show” if appointments are not cancelled 3 hours in advance, or they arrive more than 15 minutes late.

- 1st-3rd offense (per academic term): The student-athlete’s coach will be notified and will result in progressive disciplinary action by the coach.
- 4th offense (per academic term): All tutoring appointments will be cancelled and the student-athlete will lose complimentary admission privileges.
Following this, tutor services will be available on a walk-in basis until the coach, academic coordinator and student-athlete have met to create an academic plan that is approved by the SAAC Associate Director/Learning Specialist and the Director.

**Tutoring Sessions**

Tutoring sessions are scheduled for 50 minutes. A **15 minute grace period** is allowed before an appointment may be assigned to another student. Late students are tutored for the remaining scheduled tutoring time. Students should bring necessary materials (pens, notes and/or books, and syllabus) to the tutoring sessions and be prepared to work with tutors on specific topics, questions, and/or concerns. Assignments should be **attempted** prior to tutoring appointment.

*It is mandatory to bring a copy of your syllabi for the first tutoring session.*

Tutoring sessions are designed to guide and assist students with their work. **Therefore, tutors will not do students’ work.** After a student studies and attempts the class materials, a student may schedule a tutoring appointment. Students who miss a math, science, and/or business class are strongly encouraged to review the appropriate sections from their textbook which cover the materials taught in class before coming for tutoring.

Coaches are provided with reports related to students’ scheduled appointments, cancellations, and no shows to help monitor student progress.

**Confidentiality**

All tutors complete a confidentiality contract where they agree not to divulge any information related to the Student Athlete Academic Center (SAAC) and its corresponding services to any third party or parties. Under this agreement, tutors take all appropriate and reasonable steps to prevent the disclosure of confidential student and SAAC information.

**ESOL Skills**

Student-athletes for whom English is a second language are provided with tutoring and assistance by a trained ESOL specialist. Work with the ESOL specialist will include vocabulary development, writing in English, and reading skills development. Students may be referred for ESOL courses at FIU’s English Language Institute or at a community college if an assessment of their English skills suggests a need for more intensive work.

**Study Skill Development**

Students are assisted with developing their study skills and habits through a series of workshops offered in conjunction with the Learning Center, the Counseling Center,
and Multicultural Affairs. Topics include time management, stress management, test-taking strategies, note-taking, reading strategies, critical thinking, learning styles, writing strategies, library research, computer research and more. Workshops will focus on a single topic and offer practical suggestions and tips.

Student-athletes select workshops based on an assessment of their personal strengths and weaknesses, or may be referred by the Learning Specialist, Academic Success Coach, Academic Coordinator, a tutor, or a coach. Student-athletes may attend one workshop or several different workshops depending on individual needs.

Life Skill Development
In collaboration with the Counseling Center, Career Services and Athletics CHAMPS Life Skills Department, workshops are offered to students to enhance personal growth. Sessions may focus on topics such as selecting a major, talking with the media, giving an interview, surviving in social settings, conducting a speech, living with roommates, financial planning, nutrition, sexual violence, alcohol and substance abuse, coping with coaches, professors, family and/or friends.

Time Management
Student-athletes have strict schedules that require effective time management skills. All new student-athletes are provided with a basic time management workshop designed to prepare them to successfully handle school, study time, practices, and team travel.

Personal Counseling
The SAAC staff offer a safe environment to assist student-athletes on certain personal concerns/transitions. However, student-athletes may be referred to a member of the Counseling and Psychological Services staff for personal counseling if he or she is experiencing major personal concerns or mental health. SAAC’s staff is not trained to offer psychological counseling to student-athletes.

Academic Advising and Counseling
Each athletic team is assigned an academic coordinator. All freshmen and sophomores will be advised by their SAAC academic coordinator. Second year students who have selected a major should also see their major advisor to ensure that they are registering for the right courses. Intended Major Declaration Forms are available through each SAAC academic coordinator and should be completed by all freshman and sophomore student-athletes.

Student-athletes should schedule an advising and counseling appointment with their academic coordinator and always bring a copy of their Panther Degree Audit (PDA) and unofficial transcript to their appointment both can be accessed on MyFIU. To print a transcript: Log into MyFIU. Click on Academics. Click on Unofficial
Transcript.

During student-athletes’ first advising session with their SAAC academic coordinator, students are required to complete the following:

1. Ensure Panther Degree Audit is correct and that all transfer credits (including dual enrollment, AP, A-level and IB courses) have been posted in the appropriate category.
2. Show their academic coordinator their transcript and make sure all transfer credits, if applicable, are posted.
3. Ask their academic coordinator for a copy of their Plan of Study for their “intended” major.

During the first advising session with a major advisor, student-athletes must complete the following:

1. Review their Panther Degree Audit, make sure they understand what courses are needed to complete their degree, and confirm that all UCC courses are posted.
2. If their major advisor uses a course checklist for their major, ask for a copy and bring it to their SAAC academic coordinator to file.
3. Going into their 3rd year, student-athletes will be required to have their SAAC academic coordinator complete a Progress toward Degree form, which will be used as documentation for the NCAA.
4. Going into their 3rd year, student-athletes must have completed 40% of their degree requirements (48/120). Students must find out which courses, if any, do not apply toward their degree.

Note: If an academic coordinator/advisor substitutes another course for a required course or makes any other changes in students’ Program of Study, student-athletes must verify that their academic coordinator made a notation in their file and updated their Panther Degree Audit. Student-athletes are encouraged to ask for a copy for their records. KEEP A PERSONAL FILE OF ALL FIU RECORDS, PAPERS, RECEIPTS, ETC.

Laptop and Technology Loan Procedure

The SAAC may loan a laptop computer to student-athletes on a first-come-first-served basis. Only eligible student-athletes, on book scholarship, may check-out a laptop. Student-athletes must sign a contract when checking out a laptop. The contract is available at the front desk of the SAAC.

Borrowed equipment must be returned to SAAC’s Office Manager intact. All laptops will be inspected upon check-out and check-in; a process which takes 10-15 minutes.
Students who sign out a laptop and/or accessories will be financially responsible to the SAAC for any damage sustained and/or its replacement, excluding any normal wear and tear as determined by FIU’s UTS department. In case of damage or loss, the UTS department will assist in determining the repair and/or replacement cost to be billed to the student. Until restitution has been made, a financial hold will be placed on the student's records.

All laptops and technology must be returned to the SAAC Office Manager no later than three (3) business days after the last official final exam date.

**Registering for Classes**

All student-athletes have an **Athletic Hold** placed and must see a SAAC academic coordinator prior to registering for classes. The athletic hold prohibits students from dropping classes, although they are allowed to add or swap classes upon having discussed changes with their advisor. Freshmen and sophomores should see their SAAC academic coordinator and follow the Plan of Study for their intended major. Students in their 3rd and 4th year must also see their major advisor and complete a **Registration Form**, which must be signed by their major advisor. Students must bring that signed form to their SAAC academic coordinator. Registration forms are available with individual SAAC academic coordinators.

Student-athletes are encouraged to register for 15 but must register for at least 12 degree applicable semester credit hours for the fall and spring terms to be eligible to practice or compete. **Student-athletes may not drop their course load below 12 semester credit hours** during these semesters. Registering for less than 12 credits/hours in either the fall or spring semester will cancel student-athletes’ eligibility and prohibit them from practicing or competing. Furthermore, it may also lead to termination of all athletic aid.

Student-athletes are required to register during priority registration which is earlier than general student population. Therefore, it is important to make sure that ALL holds, have been resolved prior to the priority registration date. Student-athletes must check their MyFIU accounts and take care of ALL holds (i.e.: cashiers, advising, parking tickets, library fines, immunization, CLAST, housing, etc.) before attempting to register for the upcoming term. **Course Registration is done online**; simply go to [http://my.fiu.edu/](http://my.fiu.edu/) and follow the directions.

Dropping and Adding Courses

After priority registration, student-athletes will have an **Athletic Hold** preventing them from dropping classes without permission from their SAAC academic coordinator. Students are allowed to Drop and/or Add courses until the end of the first week of classes. Exchanges of courses can be made during the second week of classes. In
order to Drop/Add courses, student-athletes must see their SAAC academic coordinator. Students who fail to attend a class and do not officially drop the course will receive an “F”. Always print a new schedule after dropping and/or adding a course to verify that the drop/add was processed!

NOTE: ONCE A STUDENT-ATLETE’S SCHEDULE HAS BEEN APPROVED BY HIS/HER MAJOR ADVISOR AND/OR SAAC ACADEMIC COORDINATOR, HE/SHE SHOULD NOT DROP OR ADD ANY CLASSES WITHOUT FIRST CHECKING WITH A SAAC ACADEMIC COORDINATOR AS DOING SO COULD RENDER HIM/HER INELIGIBLE TO COMPETE!

Late Drops
Student-athletes, with permission from a SAAC academic coordinator and the Athletics Compliance Officer may drop classes until the LAST DAY TO DROP as posted on the Academic Calendar. Student-athletes on scholarship who drop late, may be held financially responsible for dropped courses and must complete the form to request to drop a course.

Students may appeal the deadline for a late drop by submitting an Appeal to Drop/Withdraw With or Without Refund form available in the SAAC office or from Enrollment Services, located in the Office of the Registrar, PC 130. A drop after the deadline will be approved only when circumstances beyond the student’s control, such as a death in the family or illness, make it impossible for the student to continue in the course. Approval is contingent on the receipt of documentation demonstrating these extenuating circumstances.

Late Registration/Payment Fees
Student-athletes who register for classes after the last Registration Day will incur a $100 late registration fee. Partial or non-scholarship student-athletes, who fail to pay for their classes by the deadline, will be charged a $100 late payment fee. Students are encouraged to pay for their classes on time to avoid a late fee. Late fees may be appealed with due cause to the registrar’s office. Student-athletes are personally responsible for all late fees.

Failed/Dropped Courses during Summer Terms
Student-athletes will be responsible for the in-state portion of tuition and any course fees (i.e., online fee) paid by the athletic department for courses dropped/failed (grade below C) during the summer semesters. Student-athletes must make a payment on the amount owed on or before the date on which team activities start during the following academic year.

Courses with Online Fees
Student-athletes should only be taking online courses if a regular class section is not
offered or if the only in-class section offered is during the official practice time for your sport. All students are responsible for maintaining the highest level of honesty and academic integrity when completing assignments, exams and any related coursework.

In accordance with INS regulations, international students are restricted to three online course credits in a twelve credit schedule. Three additional online credits can be taken if registered for fifteen in a term. Summer terms do not have a limit.

**Procedure for Courses with Additional Fees**
The Athletics Department encourages all student-athletes to register for traditional in-class courses but we do understand there are a number of courses that must be taken on-line, additional fees due to practice conflicts, or the course is only offered online. The $90 additional online course fee will be handled differently based on your sport (head count or equivalency) and the cost of attendance “miscellaneous expense” allotment. The head count sports (men’s and women’s basketball, football, tennis, and volleyball), will be responsible for the $90 per course on-line fee as part of the additional dollars received from their cost of attendance allotment. The amount will be reduced from the “miscellaneous expense” stipend the student will receive at the end of fall and spring semesters. If you are an equivalency sport (baseball, beach volleyball, golf, men’s and women’s soccer, softball, swimming & diving, and men’s and women’s track), you MUST check with your coach to determine if these online fees will be covered by your scholarship and you will need to receive pre-approval from your coach before the fee can be reviewed for approval by athletics. The equivalency sports will be required to complete the online course agreement form and email request form to bergj@fiu.edu or jmcorey@fiu.edu or print out the form and deliver to the arena room 202 along with class schedule as per the current procedure.

All courses with additional other fees must be approved in advance by completing the **Additional Course Fee Agreement** form and either email/deliver to Julie Berg, Senior Associate Athletic Director/SWA office. Students must either scan, sign and email Julie Berg at bergj@fiu.edu or print, sign and deliver to Arena 202. If this procedure is not followed, students will have a hold on their account and be financially responsible for the additional fee.

**Grades**
Students obtain semester grades by using their personal access number at www, [http://my.fiu.edu](http://my.fiu.edu) or at the on-campus kiosks.

**Dean’s List / Honor Roll**
Fully admitted undergraduate students who earn a term GPA of 3.5 or higher on nine (9) or more semester credits of course work is placed on the University Semester Dean's List. This achievement is noted on the student's semester report of grades and permanent academic record.
Fully admitted undergraduate students who earn a term GPA between 3.0 – 3.49 on nine (9) or more semester credits of course work is placed on the Athletic Department Honor Roll.

**Good Academic Standing and Satisfactory Progress**

NCAA policies require that all student-athletes be in "good academic standing" as well as demonstrate "satisfactory progress towards a degree."

At FIU, academic difficulties are categorized for all students by the following terms:

- **WARNING:** Undergraduate students whose cumulative GPA falls below 2.0 will be placed on WARNING, a formal indication of academic difficulty. Similarly, graduate students whose cumulative GPA falls below 3.0 will be placed on WARNING.

- **PROBATION:** Undergraduate students on WARNING whose cumulative GPA falls below 2.0 will be placed on PROBATION, indicating a status of serious academic difficulty. Similarly, graduate students on WARNING whose cumulative GPA falls below 3.0 will be placed on PROBATION. To remain in full-time status, student-athletes on PROBATION must follow all instruction dictated by the College or School in charge of their degree.

- **DISMISSAL:** A student on PROBATION who’s cumulative and semester GPA falls below a 2.0 (undergraduate) and 3.0 (graduate) will automatically be dismissed from his or her program and the University. An undergraduate student will not be dismissed if his/her GPA remains above a 2.0 and has attempted a minimum of 20 semester hours of course work. A graduate student will not be dismissed if his/her GPA remains above a 3.0 and has attempted a minimum of 12 hours of course work as a graduate student. The student has ten working days to appeal the dismissal. If this appeal is denied, registered courses will be deleted. Dismissals from the University are for a minimum of one year. After one year, the student may apply for readmission to the University. Students will need to apply either to the same program of study or to the college of his/her choice.

**Forgiveness Policy**

FIU’s Forgiveness policy allows students to repeat a limited number of courses to improve their grade point average (GPA). When a student retakes a failed class and earns a better (passing) grade, the passing grade replaces the failed grade, but does not remove the initial attempt of the course from the transcript. Students must submit a
Repeated Course Form to the Office of Enrollment Services located in the Office of the Registrar (PC 130) after the repeated course is completed. Repeated Course Forms are available with individual SAAC academic coordinators.

The forgiveness policy may be used a maximum of three times by undergraduate students. While there is no time limit on use of the forgiveness policy; however, student-athletes should submit the Repeated Course Form immediately upon completion of the repeated course to increase their GPA.

The quickest way to increase a student’s GPA is by repeating a failed course and taking advantage of the forgiveness policy. If a student wishes to repeat a course not failed, the student must meet with his/her SAAC academic coordinator as it could impact the student-athlete’s eligibility (or they may be financially responsible) for the current year. Once the degree is posted, forgiveness will no longer be granted. See the University Catalog for details.

Application for Graduation
Students who have met the criteria to graduate must submit an Application for Graduation to enrollment services by the posted deadline (see academic calendar on page 14 for dates). The deadline is usually 3 weeks into the graduating semester. Student-athletes who fail to meet this deadline may be withheld from further competition.

- **Warning:** Students who receive an incomplete grade (IN) in their last semester or who have prior NR or IN grades on their transcripts will not be allowed to graduate and must re-apply for graduation for the next semester. Therefore, it is required that all student-athletes fulfill incompletes prior to their semester of graduation.

Disability Resource Center (DRC), [http://drc.fiu.edu/](http://drc.fiu.edu/)
The Disability Resource Center, located in GC 190, provides information and assistance to students with disabilities and/or those who need special accommodations. Individual services are available to students with learning disabilities, visual, hearing, or speech disabilities, as well as physical disabilities. Students with learning disabilities may be given alternative test sites, extended time for testing, a note-taker, reader, and adopted testing. Services are also available for those with chronic health problems, psychological disorders and/or temporary disabilities.

Students, who have documented learning disabilities, should provide proper documentation/paperwork to the SAAC Learning Specialist to receive assistance getting accommodations set. If diagnosed with a learning disability in high school, please bring in all test documents to SAAC’s Learning Specialist and/or academic success coordinator so these can be reviewed by the DRC. Retesting may be required and can be paid for by the athletic department for student-athletes. Student-athletes
should not wait until they are in academic difficulty to receive assistance for which they are entitled. ALL INFORMATION IS CONFIDENTIAL.

Student-athletes who have or think they may have a learning disability or some other need for special accommodations, must notify their coach, SAAC’s Learning Specialist, and/or their SAAC academic coordinator immediately to begin testing procedures. Testing for learning disabilities involves a process which includes a reading assessment, meeting with the Assistant Director of the Disability Resource Center, and a 2 – 3 day psychological-educational evaluation through the Counseling Department.

**BOOK LOAN PROGRAM**

Each semester, student-athletes on scholarship are allowed to borrow textbooks and request items that are required for their courses. SAAC will pre-order textbooks and required items for student-athletes on book scholarship prior to the start of each term. Student-athletes must be fully registered for their classes two weeks prior to the start of each term in order to have their textbooks and items pre-ordered.

**To Request:** Please come into the SAAC front desk personnel to request your books. Once verified, you will either borrow books from the SAAC book room, or be sent to the FIU Bookstore (B&N) with a form to pick up one or more of your required books.

If courses are dropped or added, books will not be given for any new class until the dropped course book(s) are returned. A new schedule must be presented when drop/adds occur.

Please see the SAAC Office Manager for items required for your class that are not available at the university bookstore. You will be required to fill out a book order form, as well as attach a class syllabus and class schedule in order to have book/item ordered.

**Book Returns:**

All books are to be returned to the SAAC immediately upon completion of the final exam in that course, but no later than three (3) business day from the last official University final exam day. Students not returning books by the deadline will owe the replacement cost of the book. Student-athletes will be charged the purchase price if new or the buyback price if used (determined by the bookstore) on any books not returned to the SAAC by the determined deadline. Students must make payment by the end of the semester following the semester for which they failed to return the books or the upcoming August prior to the start of the next academic year. Dates and times
for book returns will be posted in the SAAC and you will also be notified via email. You will need to complete a returning book form when bringing the books to the SAAC or in advance you can print the form from on SAAC’s website and bring it to the SAAC front desk. Please do not leave your books at the SAAC without securing a receipt for their return.

**Book Reimbursement:**
Student-athletes who are on book scholarship may occasionally need to purchase a book out-of-pocket if the book is not available at the SAAC Library or at the FIU Bookstore. When this occurs, the Student-Athlete must complete the **Book Reimbursement form** that is available at SAAC front desk or on the SAAC website. Student-athletes must submit:
- Class schedule (printed within 24 hours of the submission)
- Course syllabus (highlighting the statement indicating the book/item is required)
- Original receipt for the item purchased
This complete packet must be turned in to SAAC’s Office Manager.

**EMAIL ADDRESS**

All FIU students are issued an email address upon admittance to the university. E-mails can be accessed through [http://myfiu.edu](http://myfiu.edu) or can be transferred to a gmail, yahoo, hotmail, or any other account. SAAC academic coordinators can guide students on how to make this transfer.

*Student-athletes are responsible to check their FIU emails daily for information from instructors, SAAC, University Housing, and the Athletic Department.*

The academic section of this handbook is a guide and not meant to replace the University Catalog. Rather, the academic section emphasizes the following:
- Student-athletes must understand their responsibilities.
- Student-athletes must understand all University rules and regulations.
- Student-athletes must know all important dates.
- Student-athletes should comprehensively read the University Catalog.

**CLASS ATTENDANCE AND MAKEUP WORK**

Student-athletes representing the University are expected to insure all assignments and coursework are completed as per the instructor’s requirements. Our goal is that all
student-athletes graduate from the University within four years. In order to achieve this goal it is required that all student-athletes attend all regularly scheduled classes.

Class attendance is monitored closely by the athletic support staff and coaches. Periodic class checks will be performed. Student-athletes are expected to attend class regularly and complete course requirements on time. **NO CLASS TIME** is to be missed for practice, with the exception of practice in conjunction with away games (NCAA bylaw 17.1.6.6.1). It is **required** that all student-athletes provide their instructors with a copy of their sport's schedule and a travel letter from the SAAC staff the first week of classes and discuss any possible exam or assignment conflicts. If a student presents the travel schedule to the professor during the 1st or 2nd class meeting and a conflict is identified, the student must contact their academic coordinator immediately for help resolving the issue or to assist in changing classes.

The expectations for class attendance, exams, papers, lab work, projects, and similar academic requirements are the prerogative of the faculty and may vary from one course to another. In all cases, the University expects instructors to communicate their policies to the students during the first week of the course, preferably in writing, via the course syllabus.

Should a faculty member, coach, or any other member of the University community become aware of a lack of good faith effort, reflected in class absences, failure to complete exams or assignments, the SAAC academic coordinator and the Faculty Athletics Representative (FAR) will be notified.

If it is concluded that the student-athlete is not making appropriate effort, action will be taken which may include suspension from competition until satisfactory effort is demonstrated. Additionally, disciplinary action may be initiated by the coach or the Athletic Director. Disciplinary action and sanctions will be initiated in accordance with the missed class policy.

The Faculty Senate has adopted the following policies regarding class absences:

**Religious Holidays**

1. Upon notifying their instructor, students shall be excused from class to observe a religious Holy day of their faith.

2. While students will be held responsible for the material covered during their absences, students shall be permitted a reasonable amount of time to make up missed work.

3. No major test, major class event, or major University activity will be
scheduled on a significant religious Holy day.

4. Professors and University administrators shall, in no way, arbitrarily penalize students who are absent from academic or social activities due to religious observances.

University-Sponsored Activities
A student who is required to participate in University-sponsored activities, such as intercollegiate competition or official travel associated with an athletic contest, will not be penalized for class absences. In order to fulfill this requirement, student-athletes must provide their instructors with a list of competitive events which will result in class absences. **Again, student-athletes are responsible for providing their instructors an official travel letter and a copy of their competition schedules at the first or second class meeting.** If a student encounters an issue with making up work/exams please contact our SAAC Director or Faculty Athletics Representative for assistance.

It is students’ responsibility to make up all assignments missed as a result of travel. Instructors may stipulate a date by which all assignments are to be completed. Instructors have the option to allow student-athletes to complete either the class assignment or exam during an off-campus trip. Proctors can be secured at the institutions the students are traveling to.

Short term serious Illness or Death of an immediate family member
Upon notification of either the death or serious illness of a student-athlete’s immediate family member, both athletic and academic departments of the University will make necessary arrangements for the student's short term absence from class and competition. Should family requirements prolong the student-athlete’s absence, additional arrangements will be made to either allow the student-athlete to make up the missed class work or to repeat the class without academic penalty.

**STUDENT-ATHLETE CLASS ATTENDANCE**

The FIU Athletic Department expects that all student-athletes to attend all of their regularly scheduled classes, arrive on time and remain in class until dismissed by the instructor. The use of cell phones, laptop computers for non-course related purposes, are prohibited. To be a successful student it is also required that student-athletes attend all regularly scheduled classes prepared with all necessary textbooks, note taking materials, and course assignments.

An unexcused absence is defined as missing, or leaving class early for reasons other than:
Due to the extreme importance of class attendance, the Student-Athlete Academic Center works closely with the coaching staff to monitor the class attendance of student-athletes. The FIU policy for unexcused class absences is outlined below. All student-athletes should also be mindful of the fact that each University academic department may have and enforce its own missed class policy in addition to the Athletic Department’s policy on class attendance. All freshmen and transfer student-athletes, and any student-athlete with a cumulative GPA below 2.5 will be held to the following sanction structure for each class:

1st Unexcused absence  Notification to coach and sport specific punishment
2nd Unexcused absence  Notification to coach and sport specific punishment; meeting with academic coordinator and/or Director of SAAC.
3rd Unexcused absence  Notification to coach, and sport administrator, sport specific punishment; student forced to create academic recovery plan; and loss of complimentary tickets for 10% of scheduled contests.
4th Unexcused absence  Notification to coach, sport administrator and parents or legal guardian; Suspension from one practice; loss of complimentary tickets for remainder of the season or if out of season 30% of the next season.
5th Unexcused absence  Suspension from competition and loss of all complimentary tickets. Meeting with the head coach and sport administrator.

Sport specific punishments can include, but are not limited to:
- Early a.m., late p.m., or extended study session,
- Decreases in total number of practice hours for the week,
- Suspension from competition
If a student-athlete feels as though they were incorrectly marked absent, or that there were extenuating circumstances as to why he or she missed class they are entitled to an appeal. The appeal must be submitted in writing to the Director of Student-Athlete Academic Center within 3 calendar days from notification of the unexcused absence in dispute. There will be no sanctions for the disputed absence until after the appeal is heard, and a decision is rendered by the committee. The appeals panel will consist of the SAAC Director, Sr. Associate AD/SWA, and the Assistant Athletic Director for Student-Athlete Development.

**FINANCIAL AID AND CRITERIA FOR RENEWAL/NON-RENEWAL OF ATHLETIC AID**

Each team is provided with a specific number of scholarships (head count or equivalency based) as permissible per NCAA rules. These grants are awarded by the University upon approval of the coach and Director of Athletics/designee. A grant-in-aid may include tuition and permissible fees, room, board, miscellaneous expenses, and required course-related books. All financial aid (including loans, awards from outside groups or outside employment) must be reported to the Office of Student Financials and the Athletics Compliance Office. *Note: All FIU student-athletes are required to fully complete FAFSA applications annually and within the department timeline in order to participate in a sport.*

Certain stipends will either be mailed to student-athletes or direct deposited into their bank accounts by the Office of Student Financials. **Always ask your coach/compliance office prior to cashing any check you receive from the University.** It is students’ responsibility to keep their current address in the Registrar’s Office and their MY FIU account to ensure that documents are not mailed to old addresses. All students are highly encouraged to open a direct deposit account. Electronically dispersed funds are received much quicker than funds received by US Mail.

**Period of Award- Athletic grant in aid are awarded for an academic year.**

1. Athletically related financial aid *may not* be increased, decreased or cancelled during the period of its award:
   - On the basis of the student-athlete’s ability or contribution to a team’s success
   - Because of an injury that prevents the recipient from participating
   - For any other athletic reason, except lack of effort.

2. Athletically related financial aid *may be* reduced or cancelled during the period of award if the recipient:
   - Renders him/herself ineligible for intercollegiate competition
• Fraudulently misrepresents any information on an application, NLI, or financial aid agreement
• Engages in serious misconduct
• Voluntarily withdraws from a sport at any time for personal reasons
• Violates any FIU or NCAA Drug Testing policies.

In cases where a scholarship is reduced or canceled, student-athletes will be notified in writing by the Office of Financial Aid by July 1st. Students may appeal scholarship reduction or cancellation to the Office of Financial Aid in writing within 15 days of the notification. A hearing will be conducted by the Office of Financial Aid to determine the outcome of all appeals.

STUDENT-ATHLETE ACCOUNTS RECEIVABLE
Unreturned Books/Online Fees/Dropped Failed Courses/Repeat Course Charges

Student-athletes will incur charges for unreturned books, technology, online course fees, failed/dropped classes between the fall and spring terms, repeat course surcharges, equipment not returned and failed/dropped courses during the summer. Student-athletes who fail to make payments on such expenses by the determined due date will be prohibited from participating in any team activities, practicing or competing in their respective sports and will be placed on an athletic hold that will prevent transactions in the your student account (i.e., registration, add/drop, securing transcripts).

The below procedure outlines the expenses that will be incurred for each item and the time period in which students will be obligated to make payment.

Unreturned Books/Technology
Student-athletes will be charged the buyback price (determined by the bookstore) on any books not returned to the SAAC by the determined deadline. If a student needs a book beyond the deadline (for a test or late assignment) the student must in advance get permission to keep the book for the longer period of time. See the SAAC office manager to request the extension. Students must make payment by the upcoming August prior to the start of the next academic year.

Online Course Fees
The Athletics Department encourages all student-athletes to register for traditional in-class courses but we do understand there are a number of courses that must be taken on-line due to practice conflicts, or the course is only offered online. The $90 additional online course fee will be handled differently based on your sport (head count or equivalency) and the cost of attendance “miscellaneous expense” allotment. The head count sports (men’s and women’s basketball, football, tennis, and volleyball) receiving the additional funds from cost of attendance, will be responsible for the $90 per course on-line fee. The amount will be reduced from the “miscellaneous expense”
stipend the student will receive at the end of fall and spring semesters. If you are an equivalency sport (baseball, beach volleyball, golf, men’s and women’s soccer, softball, swimming & diving, and men’s and women’s track), you MUST check with your coach to determine if these online fees will be covered by your scholarship and you will need to receive pre-approval from your coach before the fee can be reviewed for approval by athletics. The equivalency sports will be required to complete the online course agreement form and email to bergj@fiu.edu or jmcorey@fiu.edu or print out the form and deliver to the arena room 202 along with course schedule as per the current procedure.

Dropped Courses
Student-athletes MUST seek approval from a SAAC Coordinator and their head coach prior to withdrawing from any course. The “Course Withdrawal Form” must be completed prior to dropping a course after the University Drop/Add period. This form must be signed by all parties indicated. After all signatures are gathered, the student-athletes hold will be temporarily lifted to unable the student to drop the class. Based on a totality of circumstances, the Department of Athletics may require student-athlete to repay the in-state portion of the cost of a dropped course (and any applicable fees). 5th year/exhausted eligibility students will be financially responsible for all dropped courses. Students must make payment by the upcoming August prior to the start of the next academic year.

Please note: Student-athletes MUST be registered for a full-time course load (12 credits) in order to practice or compete.

Failed Courses /”Does Not Count”
If a student-athlete receives a tuition scholarship and fails a course (or if the course is deemed NOT DEGREE APPLICABLE/WILL NOT COUNT, or receives the same grade in a repeated class the student may be billed for the scholarship funds received (this may include tuition, fees, room, board, and books). Student-athletes who fail two courses in two consecutive semesters, or two failures in one semester, will be required to pay the in-state tuition for the next failed course. In other words, any failed course above the two in a year period will be an accounts receivable charge. The student will be required to meet with their head coach, and SAAC Coordinator before being able to compete the next term and will be expected at that time, to pay for that course. If a student-athlete cannot pay for the course at that time, a payment plan may be established. Students must make payment by the upcoming August prior to the start of the next academic year.

Please note: This is applied AFTER the conclusion of a student-athlete’s first full-time semester (regular academic term) of enrollment.

Repeat Course Charges
The athletic department will not pay repeat course surcharges.
Excess Credit Charges
If a student-athlete changes his/her major and that results in excess hour charges, the Athletics Department may consider covering those charges if the student-athlete HAS NOT previously failed any courses. This will have to be pre-approved by the Senior Associate Athletics Director/SWA. Any other charges will be deducted from the “Miscellaneous Expense” stipend.

Forfeiture of Cost of Attendance “Miscellaneous Expense” Stipend
You will forfeit your “miscellaneous expense” stipend if you test positive for two institutional drug tests or one NCAA drug test.

NON-SCHOLARSHIP STUDENT-ATHLETES

The department encourages programs to conduct a team try-out and if a student can contribute to the team will permit the student to be a member of athletic program provided they meet the following criteria:

The individual must be a fully matriculated student; the student must have a 2.4 GPA after their first year; and must possess a primary coverage insurance policy that does not exclude coverage for athletically related injuries.

If a student does not meet one of the indicated criteria permission to be added or to remain active on a team roster must approved by the Director of Athletics or Sr. Associate Athletic Director/SWA.

STUDENT-ATHLETE DEVELOPMENT OFFICE

PANTHER GOLD

The mission of the Student-Athlete Development Office is to prepare our student-athletes for life after graduation through the Panther GOLD program. In order to accomplish this mission, quality programs and services are organized and provided throughout the academic year. The focus of these programs is to promote the personal, educational, and professional development of student-athletes. Our expectation is for our student-athletes to follow our GOLD standard:

- **Grab** opportunities (community engagement)
- **Optimize** your experience (personal development)
- **Lead** your team (leadership development)
- **Determine** your future (career development)

Each student-athlete will participate on individual, group and team level in this program during various mandatory seminars and interactive workshops throughout the year.

It is student-athletes’ responsibility to bring their student ID card to these meetings to
insure proper attendance sign-in. Failure to attend mandatory sessions will be reported to head coaches for disciplinary action. Those will class or competition schedule conflicts will be excused.

**Panther GOLD Cup**
FIU Athletics is committed in the holistic development of our student-athletes. We are also committed to recognizing the accomplishments of these student-athletes through the Panther GOLD Cup. This competition was created to promote five core values:
- Academic excellence
- Athletic excellence
- Personal development
- Career development
- Community outreach

Student-athletes are given the opportunity to earn points for their team in the following categories:

**Academic Achievement:**
Teams will be awarded points based on how their team GPA ranks against other teams. The team with the top GPA (previous spring semester and current fall semester) receives 100 points, second place 90 points, third place 80 points, etc. Only the top 10 teams will earn points. Additionally, teams that meet the 925 APR mark will receive 100 bonus points, and student-athletes that earn a 4.0 GPA will receive 10 bonus points.

**Athletic Achievement:**
Teams that place in the top two of their conference will be awarded points. Conference Champions will receive 100 points and second place 90 points. NCAA/bowl qualifiers earn 150 bonus points.

**Student-Athlete Bonus Points:**
- Pre-Season Recognition 5 points
- Student-Athlete of the Week 10 points
- Conference First Team (champion) 15 points
- Setting a Record (school, conference, NCAA) 20 points
- Player of Year/MVP/Individual Champion 25 points
- All-American 25 points

**Personal Development:**
Teams can earn points for attending any Panther GOLD event related to personal development. Examples include career workshops, diversity, drug and alcohol speakers, and nutrition workshops. AOL graduates will also earn points.
Community Service:
Teams earn points by completing community service hours. Points are calculated by dividing the total number of hours completed and the total number of student-athletes on the roster. Team events are worth 75% and individual events are worth 25% of total points. Based on the final standings, first place will earn 100 points, second place 90 points, third place 80 points. Only the top 10 teams will receive points. The top team in this category will be awarded the Dr. Paul Gallagher Community Service Award.

Panther Pride/Felsberg Spirit Award:
This category awards points to teams and student-athletes that go the extra mile to support their fellow student-athletes by attending each other’s sporting events. Points will also be given to teams that participate in university events that promote school spirit (i.e. Trail of the Torch, ice cream socials, etc). The top team or individual in this category will be awarded the Michael Felsberg Spirit Award.

SALC Participation:
Team will earn 10 points for each meeting they have two representatives in attendance. In the case that a meeting conflicts with practice, games, traveling, etc, the team can earn points by notifying the Assistant Athletic Director for Student-Athlete Development and Community Relations of their absence and reading the minutes to their team during the following week.

NCAA STUDENT-ATHLETE OPPORTUNITY FUND
In 2008, the NCAA combined the Special Assistance Fund and the Student-Athlete Opportunity Fund (SAOF) to maximize students’ academic achievement and success. As a result of SAOF, NCAA institutions and athletics administrators are able to provide direct benefit and services to student-athletes and aid family members in cases of emergency. Some of the benefits for our students have been; insurance premiums, course supplies, summer school tuition, student-athlete handbook/planner, counseling services, international withholding taxes, interview suits or essential clothing items, medical expenses, dental expenses, travel for family emergencies. Only current student-athletes are eligible for this fund. Student-athletes can contact the Sr. Associate Athletic Director/SWA or Athletics Compliance Staff for further information and to request funds.
SUMMER SCHOOL AND POST ELIGIBILITY AID

The department may pay for tuition, room, board and books for students who request or need to go to summer school. Awarding of aid is based on need and fund availability. University policy requires students to attend one (1) summer term or what is equal to nine (9) credit hours. In most cases, the department will pay for one summer term (9 credits max) per student. However, additional summer terms may be granted providing funds are available and academic progress is being made. All scholarships granted will be equal or less than the student-athlete’s scholarship equivalency from the prior year.

Housing is usually only provided to students who do not reside in the Dade area or meet the requirements for a post eligibility grant. In order to be considered for summer housing aid a student must be enrolled in a minimum of six (6) credits. The room type is based on availability of funds not based on previously awarded room. Please do not enter into a housing agreement prior to knowing the room type awarded.

The department will only pay for a total of 132 credits towards graduation.

The Athletic Department may pay up to 6 credits of repeat courses (previously failed/fee liable dropped). Repeat tuition surcharges or graduate courses will not be paid.

All courses in which students receive a grade of F, or a grade that does not count toward their degree or receive the same grade in a repeated class will be the financial responsibility of the student-athlete. Additionally, any course dropped after the drop/add date or failed online class fees will be the financial responsibility of the student-athlete.

Post eligibility students will be financially responsible for any failed/dropped courses throughout all academic terms.

Student-athletes will be responsible for the in-state portion of tuition/fees paid by the athletic department for a course dropped or failed during the summer semesters. Student-athletes must make a payment for the amount owed before the date team activities start during the following academic year. The student will not be allowed to participate until payment is made. Payments and payment plans can be made with the Athletics Business Office on the second floor of the Arena.

Post eligibility (5th year) grants are available to student-athletes who have received aid for at least two years. Board may not be provided for 5th year aid. Board decisions are based on fund availability and all students must be enrolled in a minimum of six (6)
credits to be eligible for consideration of summer board.

Students who have earned a minimum of a 2.4 GPA and completed 105 credits toward graduation will be automatically eligible for post eligibility aid. Any student who does not meet these criteria may appeal to the Sr. Associate Director of Athletics/SWA utilizing the Post Eligibility Aid Appeal Form. Forms can be secured from the coach or SAAC coordinator.

All students awarded post eligibility aid will be required to sign a contract indicating they accept the terms of the award including that any failed or dropped courses will be their financial responsibility.

**Procedure:**

*Summer Aid*
It is student athletes’ responsibility to get advised and complete the Summer/Post Eligibility Aid Request forms prior to the indicated deadline (typically first week in April). The student must attach signed plan for graduation from their major advisor if junior/senior along with unofficial transcript and SAAC academic plan. Incomplete packets or forms turned in after the deadline will likely be denied.

*Post Eligibility Aid*
It is student athletes’ responsibility to get advised, and complete the Summer/Post Eligibility Aid Request form indicating their request for an additional term(s) of scholarship support. The student must attach signed plan for graduation from their major advisor along with unofficial transcript and SAAC academic plan. If students do not meet criteria to be automatically eligible they must complete a Post Eligibility Aid Appeal Form. The head coach will sign the endorsement and forward the completed Summer and Post Eligibility Aid Request Forms, along with appeal form if appropriate, to Director for Academic Services.

These forms are typically due the first week in April for fall semester aid and first week in October for spring semester aid. Dates may be adjusted

Students qualifying for a post eligibility grant must sign their Scholarship Award Letter Contract the first week of class. Award letters are at the Athletics Compliance office located in room 154B of the Arena.

**POST ELIGIBILITY (5th Year) WORK PROGRAM**

The FIU Athletic Department is committed to helping every student-athlete graduate in a timely manner. Due to a variety of circumstances, student-athletes sometimes
require four (4) or five (5) years to meet degree requirements. Please see summer and post eligibility aid policy for details on criteria to receive post eligibility aid.

Once awarded post eligibility aid, students may be required to work in the athletic department. The nature of that work will be agreed upon in writing by the student and the department. When possible, the assignment will be made with consideration to the student’s academic major and/or areas of interest. The required number of weekly work hours will be based on the amount of aid received. A minimum of five (5) hours and a maximum of 20 hours per week may be required during each semester the aid is awarded. The department work assignment will take priority over any other job students may obtain.

Typical assignments are event operations, ticket sales, tutoring, marketing, videotaping games, facility set ups for events, office work, assist with sports program or other duties that are needed.

**STUDENT HOUSING**

The Department of Housing and Residential Life recognizes and acknowledges the importance of student-athletes to the entire campus and, more specifically, to the residential community. We recognize the unique challenges that student-athletes experience in their day to day interactions both within and outside the classroom. It is for these reasons, among others, that we have made a commitment to student-athletes and to their successful residential living experience.

Part of having a successful residential experience involves operating within departmental and community standards. Policies, procedures, rules, and regulations are outlined in the Student Handbook and the Housing Agreement. The standards must be upheld to ensure a positive living experience for all members in the residential community.

**Housing & Residential Life Staff**

It is important for student-athletes to be familiar with the Housing & Residential Life Staff and their roles. The people in these positions are available to assist with problems and to help facilitate a positive living and learning experience.

**The Resident Assistant (RA)** is a student employee who serves as a resource and community facilitator. The RA is trained to assist in dealing with personal, educational and housing related problems, from roommate conflicts to a lost key. The RA is a valuable link because he/she lives in the halls and can serve the resident in ways that differ from the rest of the staff. It is important that the student-athlete recognize the RA's role as a University official and understand his/her responsibility for maintaining
and upholding community standards. All student-athletes should make an effort to know who their RA's are and should acknowledge both their skills and responsibilities.

The Residence Life Coordinator is a professional staff member who supervises the Resident Assistants, processes policy violations, and other administrative responsibilities. This professional staff member's primary responsibility is to establish a community environment in which the individual student can achieve higher learning. The Residence Life Coordinator has graduate training in counseling, advising, and problem-solving techniques and should be viewed as a resource.

The Assistant Residence Life Coordinator has direct responsibility for managing the front desk in the residence hall, advising the Village and/or Hall Council, and coordinating comprehensive social and educational programs. He/she also assists the Residence Life Coordinator with supervision of the Resident Assistants and in maintaining community standards.

In addition to these specific staff persons, the residence hall complex offices, the Housing Office, and Office of Residential Life are staffed with other people who perform various tasks. These people assist the student-athlete in completing his/her responsibilities.

Housing Policies and Procedures
It is important for the Athletic Department and all student-athletes to be aware of the housing policies and procedures. Please take the time to read and comply with all stated policies.

Housing Agreement
The Housing Agreement, once signed, is a binding Agreement between the University and the respective student. A student-athlete is responsible for reading and understanding the Agreement before signing it; he/she will be held accountable for all the terms and conditions within the Agreement. The Agreement outlines check-in and check-out procedures, assignment and payment policies, and issues relating to the use of the facility. It also addresses behavior and conduct that is appropriate for the community and refers the student to the "Student Handbook." A student-athlete is also responsible for reading and understanding the Student Handbook, as he or she (and not the Athletic Department) will be held accountable.

It is important that all student-athletes understand that living in University housing within Athletic held space is a privilege and is reserved for athletes in good standing with their respective teams. If a student is removed from a squad/roster due to disciplinary reasons or quitting the team they will likely be removed from the athletic
department space and moved to another similar (whenever possible) housing unit.

It is the responsibility of each new student-athlete to submit the Housing Agreement and the $100.00 non-refundable processing fee. It is important to mail in the Housing Agreement and $100 processing fee as soon as the student-athlete is able to commit to FIU. Agreements are processed on a first come basis.

Returning student-athletes should follow the normal procedures and deadlines for Fall/Spring Housing Sign-Up and/or Summer Housing Sign-Up

Payment
Housing fees are due in full by the dates specified in the Housing Invoice. Failure to adhere to these deadlines may result in either a $25.00 late fee or cancellation of the Housing Agreement. It is the responsibility of each individual student to pay his/her fees. In the case of a deferment of fees due to financial aid scholarship (as in the case with full scholarship student-athletes), the student is responsible to see that proper procedures are followed. The student should:

1. Complete and turn in a deferment form with a copy of the award letter from Financial Aid or the Athletic Department to the Housing Office two weeks prior to the payment date.
2. Indicate if they have any other non-athletic aid deferment (i.e., Florida Pre-Paid).
3. The student will receive an indication of whether the request has been approved or denied. If the deferment has been denied, the student is responsible for making full payment on housing fees.
4. If the deferment is partially approved, the student athlete is responsible for paying the remainder of the fee by the payment deadline.

Again, the responsibility for making sure that deferment papers are filled out correctly and turned in with the appropriate documentation is that of the student-athlete.

Check-in/ Check-out
The student-athlete is required to go through the check-in and check-out process. This is a good opportunity for the resident to get to know the complex office staff. During check-in, the student-athlete will:

1. Pick up and sign for the room key.
2. Obtain other housing related information, including.
3. Fill out and return the Room Inventory Form to the residence hall complex office. This form is used during check-out to assess damages and charges.

Pre-season training camp (checking-in early) students are notified by the Head Coach
and are expected to show up at the assigned time. In all other cases, a student-athlete is expected to check-in during the established times. Any outstanding housing fees must be paid in full prior to checking in housing.

In the event that individuals from an athletic team are checking-out after the housing check-out deadline, students are notified by the Head Coach of their new check-out deadline. Any student checking out after the deadline (NCAA requires the check-out be within 24 hours after individual/team returns to campus) will be charged a daily rate that must be paid upon check-out.

**Room Changes**
If a student-athlete wishes to move from his/her current room to another unit, the appropriate process must be followed.

1. A transfer request must be completed on-line during the transfer period at the start of the semester.
2. Once the transfer is approved the students will be notified by the Housing Office via email.
3. In the case where a transfer is approved, the student will have 24 hours to move from his/her current unit to the newly assigned room. Failure to do so may result in a loss of the transfer. Payment for the difference in room rate must be paid prior to the transfer.
4. Additionally, a confirmation from the respective coach must be sent to the Housing Office in order for the transfer to take place.

Only under these conditions is a student-athlete allowed to change rooms. Any student who transfers rooms without going through the appropriate process will be charged a $100.00 improper transfer fee. Information about transfer periods and procedures can be obtained from the residence hall complex office.

**Housing Correspondence**
The student-athlete, as a resident, has a responsibility to read and respond to all housing information. This may include e-mails, memos, letters, and any other correspondence distributed to him/her. Failure to do so may result in the student-athlete's inability to fulfill his/her obligations or to meet a deadline. As with all residents, a student-athlete is responsible for all information communicated to him/her through housing correspondence. It is critical that all students check their FIU email regularly for important housing information.

**Student-athletes graduating after Fall semester must cancel their Spring agreement by the deadline (October 31) in order to avoid the $200 late cancelation fee.**
Any scholarship student-athlete wishing to live off-campus must get prior approval from their coach and the senior associate athletic director/SWA.

**MEDICAL SERVICES**

**Physical Examination**
Each student athlete must successfully pass a physical examination, complete a parent information form, a medical history form, provide sickle cell trait status and provide medical insurance information to be eligible to practice or compete in our intercollegiate athletic program. The physical exam will be performed every year by a member of our sports medicine team. All forms must be approved and filed in the athletic training room before an athlete will be allowed to participate in any intercollegiate practice or competition.

**Training Room Facilities**
The athletic training room is a coeducation medical facility designed to prevent, treat, and rehabilitate athletic injuries. The facilities are located in the FIU Arena on the first floor in room 156, R. Kirk Landon Fieldhouse, and Baseball Stadium all on the first floor. The facilities and athletic trainers are available to all FIU student-athletes and with pre-arrangements to visiting intercollegiate teams.

**Insurance Procedures**
The FIU Athletics department covers all student-athletes under an excess or secondary injury coverage for FIU athletic related accidents/injuries. It is advised that all student-athletes carry a primary insurance plan that covers illnesses. Walk-on student-athletes must provide proof of insurance with athletic injury coverage with a deductible no greater than $1,000.00. Please call the insurance coordinator at 305-348-2759 for further information.

**Pre-Existing Injuries**
It must be understood that our insurance carrier and the university will not accept the financial responsibility of medical expenses for an athlete with a pre-existing injury. A pre-existing injury means any condition for which the insured person received medical treatment, advice, or care and which occurred prior to their arrival at FIU. The student will not be medically cleared to participate if the nature of the condition places him or her at an increased risk of further injury.

**In-Season Injury or Illness Medical Services**
It is the responsibility of the student-athlete to report all injuries and illness in a prompt and accurate manner to our sports medicine team. The athletic department will assume the financial responsibility for authorized medical services administered to student-athletes who are injured during the academic year in a scheduled practice/game or
supervised physical activity that will prepare them for competition. The Athletic Department cannot be financially responsible for injuries or illnesses not directly the result of participation in athletics, or not reported to the athletic training staff. Illnesses will be referred to the University Health Services Complex or appropriate provider with documentation indicating FIU is financially responsible. If there is a referral for the student-athlete for a consultation off campus for an illness, the student-athlete will assume financial responsibility. The student can apply for coverage through the NCAA Opportunity Fund for non-covered medical expenses. If a student-athlete is on a roster but not participating, illnesses may not be covered by FIU Athletics.

Out-of-Season Injury or Illness Medical Services
All athletic injuries and illnesses must be reported to a staff athletic trainer. The athletic department will not be responsible for any injuries that might occur during a non-intercollegiate activity. The athletic department will only be financially responsible for reported injuries when the student-athlete is engaged in supervised activities during the academic year. An illness may not be covered in the out-of-season; however, the athletic training staff will be available for advice and consultation. For your convenience, The University Health Services Center’s phone number is (305) 348-2402.

Referral to Medical Specialist
If, following a consultation with the team physician, the director of athletic training and physician feel that a follow-up with a medical specialist is necessary; this referral procedure will be followed:

1. A medical referral form is completed by the athletic trainer.
2. The insurance status will be checked, and necessary authorization will be obtained.
3. The athletic trainer will secure an appointment with the medical consultant covered under the student's primary insurance.
4. The student-athlete will secure transportation to the doctor, and return the completed medical referral form from the doctor to the athletic training room staff.
5. If the athlete decides to receive treatment from a physician without following the procedures or refuses treatment from a physician arranged through the athletic department, the university or department of intercollegiate athletics will not be responsible for any expenses or quality of care.

All medical care must be coordinated by the director of athletic training (designee).

Treatments and Rehabilitation
Each athlete is required to report to the athletic training room on time for any scheduled
appointment. Failure of an injured athlete to keep his or her treatment appointments will be interpreted as an unwillingness to cooperate and it is required to be reported to the head coach for disciplinary action. Student-athletes are responsible for communicating with their athletic trainer to set up times for treatment or rehabilitation. Treatment will not be given during practice time unless approved by a staff athletic trainer. A medical referral form is to be completed by a staff athletic trainer each time a student-athlete receives treatment outside of the athletic training room facility. The FIU Sports Medicine department will be billing the student-athletes primary insurance policy for injury rehabilitation provided. This will be at no cost to the student-athlete or their family. Any student-athlete receiving medical treatment without appropriate documentation and referral is in violation of departmental procedure and the athletic department will not be financially responsible.

Clearance for Participation following an Injury
Any medical decision concerning an athlete’s participation in a practice or game will be the sole responsibility of the sports medicine staff. Each athlete is expected to report to all practice sessions, dressed and ready for practice or a workout.

Emergency Care
Life threatening situations (e.g. difficulty breathing, chest pain, severe bleeding, etc) should be referred immediately to the closest emergency room or call 911 for assistance. The closest hospital emergency room is located at Kendall Regional Medical Center (11750 SW 40th Street), located 3.2 miles to the south of campus at the corner of 117th Ave and Bird Road. For a situation that is not life threatening (after hours) student-athletes should seek care at an urgent care center. The facility closest to campus is Baptist Medical Plaza on Tamiami Trail 14660 SW 8 Street; suite 120. 786-596-4100. Opened daily, 11 AM-11 PM. An athletic trainer should be notified as soon as possible.

Dental Issues
NCAA rules permit the athletic department to only pay for an injury to sound and natural teeth incurred while participating in an official practice session or game. Teeth cleaning, provisional filling or other dental work that is not directly related to an injury to the teeth is not an NCAA permissible expense. Student-Athletes that participate in a sport that requires a mouthpiece will be held financially responsible for dental injuries if they choose not to wear mouth protection.

Corrective Lens
The athletic department may purchase corrective lenses if the student-athlete requires visual correction in order to participate in their intercollegiate sport. We highly encourage all student-athletes to keep an extra pair of lenses with them when traveling for competition or with their athletic trainer in case a lens is lost or damaged during
Physical Impairment/Medical Condition
Clearance for participation for any student-athlete with a physical impairment or any medical condition (i.e. impaired or missing an organ, eating disorder, and pregnancy) that could be affected by athletic activity will be determined by consultation with the team physicians. Eating disorders are a growing problem with serious health consequences. Any student-athlete with concerns regarding a possible eating disorder is encouraged to confidentially seek the assistance of the head athletic trainer for guidance on available resources through nutritional, psychological and/or psychiatric counseling. The Counseling & Psychological Services Center phone number is (305) 348-2434.

Mental Health Issues
College student-athletes, not unlike the general student population, are adapting to a new or changed environment, are responsible for successfully managing their time, meeting the demands of professors and college classwork, exploring being on their own, and are making choices regarding their social and personal behavior regarding sexuality, alcohol and drug use. Participation in intercollegiate athletics can increase the demands and stressors on student-athletes. A typical day of a student-athlete is busy from dawn to dusk, whether their sport is in or out of season. Classes, tutoring, studying, meetings with instructors, homework or projects, the demands of practice sessions, competing for starting positions, the actual competitions, traveling, athletic training room obligations, film review, and not to mention the added responsibility with community service. This leaves virtually no personal or private time for the student-athlete. We understand these time demands and multiple commitments add additional stress to the student-athletes. The athletic department has resources available to assist students that experience symptoms of depression, anxiety, increased stress, mood disorders, suicidal thoughts, panic attacks, disordered eating, substance related disorders etc.

Psychological issues also have medical consequences. Depression can also lead to an increased risk of injury. The athletic department encourages students experiencing any signs or symptoms or has any questions or concerns about either themselves or a teammate to seek confidential assistance through the athletic trainers for guidance on the available resources through the Counseling & Psychological Services Center or directly from our psychologist Dr. George Shepeard at (305) 348-2434. A few common signs and symptoms can include: sleep difficulty; change in appetite; mood swings; feeling out of control; irritability; poor concentration; panic attacks; feeling of difficulty breathing; obsessive thoughts; suicidal thoughts; social withdrawal. The Counseling & Psychological Services Center phone number is (305)348-2434. George Shepeard our psychologist can also be contacted directly at shepeard@fiu.edu.
Pregnancy Guidelines
NCAA Sports Medicine Handbook Guidelines: The student-athletes are required to inform an athletic trainer at the earliest known date of pregnancy.

- The safety to participate in each sport must be dictated by the movements and physical demands required to compete in that sport. Many medical experts recommend that women should avoid participating in competitive contact sports after the 14th week of pregnancy. Athletic activities associated with a high risk of falling should be avoided during pregnancy.
- Women who have medical conditions that place their pregnancies at high risk for complications should avoid physical activity until consultation with their obstetrician.
- The student-athlete should be aware of the warning signs to terminate exercise while pregnant: vaginal bleeding, shortness of breath prior to exercise, dizziness, headache, chest pain, calf pain or swelling, pre-term labor, decreased fetal movement, amniotic fluid leakage and muscle weakness.
- The American College of Sports Medicine discourages heavy weight lifting or similar activities that require straining or Valsalva movement.
- The American College of Obstetrics and Gynecology has recommended that pregnant women avoid supine positions during exercise as much as possible.
- The student-athlete should be informed that NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.

Nutrition and Dietary Supplements
The FIU sports medicine staff highly discourages the use of any nutritional ergogenic aids or performance enhancing supplements. Be aware these dietary supplements are not well-regulated and may contain banned substances that are not indicated on the ingredients label. Again student-athletes are highly discouraged from using any of these non-regulated substances and should seek approval by providing the supplement in question to the director of athletic training prior to ingesting. Ultimately, you are responsible for anything you ingest. See director of athletic training for questions and/or list of NCAA Banned Substances. In addition to the risk, these widely advertised expensive supplements have been proven ineffective and may be harmful to health or performance. A high carbohydrate diet consisting of complex carbohydrates, fruits and vegetables, low-fat dairy products, adequate protein, and whole grains is the optimal diet for peak performance. There is no substitute for hard work, sleep and sound nutritional habits. Nutritional counseling is available for all of our student-athletes either by team or on an individual basis. The sports medicine staff encourages all student-athletes to eat a minimum of 3-4 well balanced meals daily, get adequate sleep and drink plenty of water.
SHARE

Participation in FIU athletics requires an acceptance of risk of injury. Your decision to participate in athletics at FIU indicates your acceptance of this risk. In order to minimize this risk as a participant, you must be aware of and abide by certain procedures, safety rules, and guidelines. Sound conditioning and training programs are designed to help in the prevention of injury; rehabilitation programs are designed to enable recovery and return to participation safely. Your responsibility to these programs is as important as your responsibility to learning and using proper skills, techniques, and the strategies for your sport. Any improper use, modification to or abuse of your equipment, or technique may result in serious, life threatening injuries or death. Participation in sports is a risk for injuries that include but are not limited to, strains, sprains, contusions, concussions, head and neck injuries, paralysis, internal injury and death. Periodic analyses of injury patterns lead to refinements in the rules and other safety decisions, but safety cannot be legislated solely through a rulebook and equipment standards. All involved must share the responsibility for sport safety, and “compliance” with the rules means respect on everyone’s part for the intent, spirit and purpose of the rule or guidelines. The FIU Athletic Administration, Coaches, and Staff expressly condemn any act by FIU Athletes to intentionally injure another player or be reckless with the safety of myself or others.

I,

I. Agree to allow the FIU Sports Medicine Staff to evaluate, treat and care for any injury or illness, which may occur to him/her.

II. Understand that he/she will refrain from practice or play while ill or injured, whether or not receiving medical treatment, and maintain medical treatment until he/she is discharged from treatment or is given permission by the FIU Sports Medicine Staff to restart participation while continuing treatment.

III. Understand that having passed the medical qualifying evaluation does not necessarily mean that he/she is physically qualified to engage in athletics, only that the evaluation did not find a medical reason to disqualify him/her at the time of said evaluation.

IV. Agree to report to the FIU Sports Medicine Staff:
   A. All injuries and illnesses sustained
   B. Any change in injury or medical history
   C. Medications (prescription, over-the-counter, supplements) taken for any reason

V. Give consent for FIU Sports Medicine Staff to release information to the coaching staff, emergency personnel, and other medical professionals as appropriate for the purpose of communicating the nature of and status of injury sustained and treatment.
VI. Hereby acknowledge my shared responsibility for the risks of injury which could occur as a result of my athletic participation whether official and supervised or voluntary training on my own.

**Sickle Cell Trait/Disease**

All student-athletes will be required, effective Fall 2010, to know and provide documentation about their SCT/D prior to participation in any athletic related activity or to sign a waiver and decline testing after being educated on signs and symptoms, including death, of the sickle cell trait.

The following guide will be utilized in obtaining SCT/D documentation, testing procedures and for notifying and educating those who have tested positive.

**Definition:**

- Sickle cell trait is an inherited condition of the oxygen-carrying protein, hemoglobin, in the red blood cells.
- Sickle cell trait is a common condition (> three million Americans)
- Although Sickle cell trait is most predominant in African-Americans and those of Mediterranean, Middle Eastern, Indian, Caribbean, and South and Central American ancestry, persons of all races and ancestry may test positive.
- An undiagnosed trait can be dangerous, even fatal. During intense, sustained exercise, hypoxia (lack of oxygen) in the muscles may cause sickling of red blood cells (red blood cells changing from a normal disc shape to a crescent or “sickle” shape), which can accumulate in the bloodstream and block blood vessels, leading to collapse from the rapid breakdown of muscles starved of blood and possible death. Twenty-one college football players with sickle cell trait have collapsed and died over the past decade.
- This condition may become aggravated at altitude. Risk of splenic infarction has been documented at higher altitudes.
- More information on sickle cell trait may be found at the following NCAA website: [www.NCAA.org/health-safety](http://www.NCAA.org/health-safety)

**Symptoms:** Including but not limited to:

- Dehydration
- Dizziness
- Lightheadedness
- Breathlessness
- Passing out
- Undue or abnormal muscle fatigue

**Obtaining Documentation**
A SCT Informational Sheet/Waiver will be mailed home annually to the parents of all incoming freshman and transfer student-athletes. Within this form, the parents and the athletes will have 4 options. Option one: Parents will be able request this information from their child’s PCP as SCT/D was included in the infant screening blood test beginning in 1988. Option two: If the pediatrician does not have this information, the parents can opt to request that their child be tested through the child’s PCP’s office. Most laboratories will accept the informational sheet/waiver as a lab prescription.

Option three: The athlete can be tested when they arrive on campus with the understanding that the athlete will not be cleared to participate until the results of the test are known. Option four: Parents and/or the student-athlete can sign a waiver acknowledging the risks associated of not knowing their sickle cell status, including death. A prepaid envelope will be placed in the packet of information for the parent’s convenience to return the results. Once the Athletic Training Department has the results and/or the copy of the signed waiver, then the student-athlete will be able to participate immediately as long as s/he is deemed medically cleared to participate.

The Athlete who Signs the Waiver
If an athlete opts to sign the waiver, s/he will be required to watch the video and will have to sign the waiver annually or opt to be tested.

The SCT Positive Athlete
If an athlete tests positive for SCT/D, then s/he will meet with the team physician and head athletic trainer or designee. At this meeting, s/he will be notified that s/he has tested positive for SCT/D and be counseled as to what this means. They will sign a form affirming they have been notified of their SCT status and consent to release information to the parents, coaches, strength coaches, University Health Services Medical Records and the FIU sports medicine team (see appendix A-20). A carbon copy of the signed affirmation form will be kept in the athlete’s file, FIU University Health Services Center, a copy to the parents and a final copy to the student-athlete. These athletes will then be allowed to participate normally with simple precautions. During this signing process, all SCT positive student-athletes will watch the video produced by the NCAA educating them further on this trait. All SCT positive student-athletes will then have an opportunity to inform the FIU Athletic Training Staff if they have ever experienced symptoms. Limited participation will be allowed until further tests are done.

Routine Labs: Will be up to the discretion of the physician at UHS.

The SCT Positive Athlete and High Altitude
If a SCT (+) student-athlete is traveling to a high altitude during the competitive season, the student-athlete and the parent/guardian will be advised of potential increase risk of traveling and participating to high altitude. On average, less than 5% of individuals with sickle cell trait have complications related to traveling to high altitude. In accordance with the NCAA, a student-athlete cannot be restricted from
competition due to sickle cell trait. FIU will, however, refer each SCT (+) student-athlete to a qualified pulmonologist to undergo a HAST (High Altitude Simulation Test) prior to departure to identify athletes that may be at greater risk for sickling while traveling to high altitude. It may be determined at this time that it would be ill advised for the student-athlete to travel to high altitude. Please see separate High Altitude Addendum appendix A-20. The athletic trainer responsible for the student-athlete’s sport will be responsible for facilitating the visit as soon as the official competitive schedule is released.

Precautions
- Build up slowly in training with paced progression, allowing longer periods of rest and recovery between repetitions.
- Encourage participation in preseason strength/conditioning programs to enhance the preparedness for performance testing which should be sport specific.
- Cessation of activity with onset of symptoms
- Consider the ambient heat stress, dehydration, asthma, illness, and altitude predispose the athlete with SCT to an onset of crisis in physical exertion
- Emphasize hydration
- Control asthma
- No workout if the SCT athlete is ill with a fever over 100.4°F.

Concussion Management Protocol
A concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces which most commonly occurs after various mechanisms and is characterized by the rapid onset of cognitive impairment that is self-limited and spontaneously resolves. A concussion may or may not result in a loss of consciousness.

Signs and Symptoms:
Following a concussion, a student-athlete may exhibit the following signs or symptoms

<table>
<thead>
<tr>
<th>Physical Symptoms</th>
<th>Cognitive Symptoms</th>
<th>Emotionality Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache</td>
<td>Memory Loss</td>
<td>Irritability</td>
</tr>
<tr>
<td>Vision Difficulty</td>
<td>Attention Disorders</td>
<td>Sadness</td>
</tr>
<tr>
<td>Nausea</td>
<td>Reasoning Difficulty</td>
<td>Nervousness</td>
</tr>
<tr>
<td>Dizziness</td>
<td></td>
<td>Sleep Disturbances</td>
</tr>
<tr>
<td>Balance Difficulty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light sensitivity</td>
<td></td>
<td></td>
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<tr>
<td>Fatigue</td>
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</tbody>
</table>

Initial Baseline Screening:
The FIU Athletic Training Department will provide to incoming freshman
and transfer student-athletes an initial baseline test during pre-participation physicals or on another designated day that will include the following:

- History/previous injury reviewed through medical history questionnaire
- Symptom Checklist
- Cognitive (FIU IMPACT TEST) and Physical Evaluation
- Balance Examination – (Wii)
- Visual Recognition - (King-Devick)

The FIU Athletic Training Department will also provide mandatory baseline neuropsychological screening (Impact Testing) for all the following sports which have been identified as collision or contact sports or who have a previous history of concussions as detailed on their health history questionnaire. The IMPACT™ system is a Windows-based user-friendly computer program which consists of 10 modules designed to test cognitive functioning:

<table>
<thead>
<tr>
<th>Football</th>
<th>Men’s Basketball</th>
<th>Softball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Women’s Basketball</td>
<td>Women’s Diving</td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>Volleyball</td>
<td>Women’s Soccer</td>
</tr>
<tr>
<td>Men’s Pole Vaulters</td>
<td></td>
<td>Women’s Pole Vaulters</td>
</tr>
</tbody>
</table>

Concussion Management:

Once an athlete reports his/her symptoms to a member of the FIU sports medicine team and if a concussion is suspected, a thorough sideline assessment will be done. If a concussion is confirmed, the athlete will be removed from activity for the remainder of the day. Furthermore, if there is a question about the state of mental status, the athlete will be withheld from further practice or competition until a physician assessment can be arranged.

The recommendations of this policy are based on, but not inclusive of a review of the medical literature, the NATA position statement and the NCAA Manual for Sports Medicine, NCAA Concussion Safety Protocol Checklist.

The following steps will be taken for the student-athlete suspected of having a concussion and reports symptoms:

- Removal from athletic activity/notify coach
  * Administer King Devick test
  * Symptom Checklist
  * Visual Recognition
  * Cognitive and Physical evaluation
  * Balance Examination
The athlete will be monitored by a member of the athletic training staff for a minimum of one (1) hour after the initial injury to assess any increase in symptoms.

Injured student-athlete will not be able to drive home after the initial injury

The student-athlete and whenever possible, a roommate, parent, other responsible individual will:
* Receive post-concussion pocket guide
* Receive a verbal review, and pocket guide on what to expect and what to do if status deteriorates.
* Receive instructions on the need to get “brain rest” (i.e., limit use of computers, cell phone, studying, listening to music etc.)
* To return for a follow up evaluate within 24 hours.

Reported to a team physician or designee within a 24 hours

Referral to the Emergency Room when deemed necessary

To be performed at regular intervals until post-concussive signs and symptoms subside or a HEP is provided.

Managing a Post Concussed Student-Athlete:
- Daily evaluation by a member of the athletic training staff
- Each student-athlete will receive a Post-Concussion Pocket Guide
- Recommending cognitive rest when necessary which means excuse from class, film sessions, study hall, video games, texting, computers, radio, etc. (Awareness letter is sent to SAAC)
- Impact test within a 24 hour period
- The team physician or designee notification of athlete’s current status
- Appropriate referral to the Emergency Room if status is deteriorating or if athlete does not show signs of improvement in what is deemed a medically reasonable amount of time

Return to Participation:
- Athlete must be asymptomatic for a total of 72 hours
- Athlete must have returned to baseline scores on their neurocognitive, neuropsychological and Wii testing
- Athlete must participate in functional/exertional testing without return of symptoms (please see below)
- No return to participation until medically cleared by team physician or designee.
- Should an athlete sustain a second concussion in the same competitive season, referral to the Baptist Brain Injury Program for an evaluation, treatment, and return to play prescription is required.
Exertional/Functional Testing Protocol (3 Day Progression) if no symptoms:

- 10 minutes on a stationary bicycle. Target heart rate > 160bpm (Day 1)
- 10 minutes of continuous jogging on a treadmill (Day 1)
- 5 sprints of 30 yards (Day 1)
- Sports specific agility drills (Day 2)
- **Strength Component** 3 circuits of 5 repetitions: body weights squats, push-ups, full sit ups, mountain climbers, up downs (Day 2)
- Non-contact practice 24 hours following completion of functional protocol (Day 2)
- Full participation in a full contact practice (Day 3)

Return to full activity after medical clearance by the team physician or designee.

**STUDENT-ATHLETE ALCOHOL POLICY**

The athletic department policy is to be utilized in addition to the Campus Alcohol Policy located in the FIU Student Handbook. Alcohol consumption is highly discouraged at all times. Student-athletes are advised that the legal drinking age in the State of Florida is 21 years of age. Even students that are of legal drinking age must abide by NCAA, Athletic Code and Student Code rules and regulations relating to the consumption of alcohol. Student-athletes are prohibited from drinking alcoholic beverages whenever appearing as official representatives of the University for athletic competition (including travel time), community and public service events and any and all Department of Athletics events.

Coaches are required to educate their team regarding the adverse effects of alcohol on athletic performance and enforce the alcohol policy. Student-athletes are required to attend at least one alcohol education session annually. Coaches have latitude to establish more restrictive team alcohol consumption rules.
DRUG EDUCATION AND TESTING PROGRAM

The FIU Department of Intercollegiate Athletics condemns the use of illegal drugs, and the abuse of alcohol and legal drugs. The Department of Intercollegiate Athletics is committed to maintaining a safe and healthy environment where student-athletes can develop socially and academically to their fullest potential. The use and abuse of such substances not only endangers the health, safety and welfare of the user, but also creates an atmosphere of potential harm to others caused by acts or omissions resulting from impaired judgment. Moreover, such conduct is inappropriate for student-athletes who are deemed to be representatives of the University and role models for the community. To this end, the University has created a Drug Education and Testing Program which is designed to meet the following goals and objectives:

1. To provide educational and counseling services to enable student-athletes to make informed decisions regarding the use of drugs and alcohol. Through the program, student-athletes will learn about the negative physical and psychological effects substance abuse may have on them personally and on the team as a whole.

2. To develop and maintain a competitive environment that encourages student-athletes not to use or abuse drugs and alcohol. To meet this goal, the university has implemented a routine and random drug screening program to identify student-athletes who may be using or abusing drugs and alcohol. The intent of the program is not to interfere with your right to privacy, but rather to provide each student-athlete with a reason to say no to drug use. Those student-athletes who are found to have violated the terms of the program will be initially referred for treatment to insure that chronic dependency is addressed in a timely fashion, and encourage student-athletes to remain drug-free after graduation or upon leaving the athletic program.

3. Student-athletes who are identified as substance users and abusers will be counseled to over-come behavioral and emotional problems related to their perceived need to engage in such activity.

Program Implementation
FIU coaches will provide information and address questions concerning the Drug Education and Testing Program to prospective student-athletes and their parents or legal guardians during the recruiting process. It should be fully understood that FIU’s Drug Education and Testing Program is designed to educate student-athletes regarding substance abuse, identify student-athletes who are improperly using illegal drugs, prescription drugs, alcohol and/or legal drugs, and assist them before they injure themselves or others, or become physiologically or psychologically dependent.
Prospective student-athletes, parents or guardians are encouraged to engage in discussion about the program’s implementation at any time. The prospective student-athlete and their parents or legal guardians will sign a statement acknowledging receipt of written information on, and full understanding of the program prior to becoming affiliated with the University. Prospects that sign a letter of intent or who enroll at the university will be deemed to have consented to participation in the Drug Education and Testing Program.

At the beginning of the academic year, an orientation will be held for all members of intercollegiate athletic teams. A presentation will be made describing the program and how it will be implemented. Based on reasonable suspicion that a student-athlete may be using or abusing illegal drugs, the Head Coach, Athletic Director, Sr. Associate Athletic Director/SWA or Head Athletic Trainer may request that such student-athlete be tested. Random testing involves random selection of student-athletes from all sports and, must include representatives from each sport. Written materials will be distributed to each student-athlete. Each will sign a statement acknowledging receipt of the written materials and full understanding of program requirements.

To participate in intercollegiate athletic programs at FIU, student-athletes must:

1. Consent in advance to urinalysis testing and/or breathalyzer test both random, and on a reasonable suspicion basis.

2. Provide an adequate urine specimen (60-80ml) within a predetermined period of time.

3. Sign a release permitting testing information and results to be reviewed by the Athletic Director, Sr. Associate Director/SWA, Team Physician, Head Athletic Trainer and Head Coach of the student-athletes’ sport.

4. Attend and/or participate in workshops, seminars, lectures, counseling, medical follow-up and other educational activities required for all athletes, or those specially arranged if positively identified as a substance user or abuser.

Student-athletes who do not comply with these requirements will be referred to the Athletic Director (designee) who will render the student-athlete ineligible for competition according to NCAA guidelines.

**Drug-Screening**

All student-athletes will be subject to an initial drug screening for pre-determined levels of amphetamines, barbiturates, cocaine, opiates, morphine, codeine, and tetrahydrocannabinol (THC or marijuana). All student-athletes will be subject to announced and unannounced drug screenings throughout the academic year either on a random or reasonable suspicion basis. All student-athletes participating in NCAA championships or post-season events may be screened prior to participation in the event.
Be aware that certain dietary supplements may contain banned substances that are not indicated on the label. Student-athletes are highly discouraged from using any non-regulated substance and should seek advice and provide supplement to the director of athletic training prior to taking any dietary supplements. Dietary supplements are not well-regulated and could be contaminated with NCAA banned substances that are not listed on the ingredients label. Ultimately, you are responsible for anything you ingest.

Documentation is required for all prescription drugs as many also fall under the NCAA banned substance list (i.e., ADHD medications). All prescription medications must be reported to the sports medicine staff and the use of prescription drugs without a valid physicians’ prescription is strictly prohibited. Banned medications include but are not limited to:

- Stimulants (Adderall, Ritalin, Vyvance)
- Anabolic Agents (Testosterone, Androstenedione, Nandrolone, Stanozolol)
- SARMS (ostarine, ligandrol, LGD-4033)
- Street Drugs (heroin, marijuana, THC)
- Peptide Hormones (hGH, hCG, colostrum)
- Diuretics (Acetazolamide, Bumetanide, Metolazone, Thiazides)
- Anti-Estrogens (anastrozole, tamoxifen, SERMS)
- Beta-2 Agonists (bambuterol, formoterol, salbutamol)

Questions or additional examples of banned drugs can be found in the training room or [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

The drug screening shall consist of the collection of a urine sample from the student-athlete under the supervision of a clinical laboratory technician and/or an athletic trainer of the same sex. Each urine sample shall be analyzed for the presence of the indicated drugs by an independent laboratory contracted by the university to provide such services. Every possible measure will be taken to insure integrity of the sample and to protect the privacy and identity of the student-athlete throughout the specimen collection and testing process.

The independent laboratory shall meet NCAA requirements for collection, security, screening and transportation, storage and analysis of urine sample. The independent laboratory shall report all test results to the Head Athletic Trainer or designee within 48 hours or less. The athletic trainer will review the results to determine which, if any, of the screenings are considered positive as reported by the independent laboratory. A positive result is defined as a urine sample which reveals the presence of one or more of the above-named drugs or metabolites in the student-athletes’ urine at a level at or above the cut-offs established by the National Institute for Drug Abuse. Student-athletes will be notified of a confirmed positive test result. The Head Athletic Trainer will also notify the Sr. Associate Athletic Director/SWA, Team Physician and Head Coach for the student-athlete’s sport.

FIU reserves the right to screen for additional substances at any time or conduct on-site screening with a multi-drug screen test panel due to reasonable suspicion. The on-site screening will be tested Noble Medical Service 10 Panel Dip Test or equivalent as approved by the FDA. The on-site screening will follow the same chain of custody
controls procedure as the outside lab conducts. FIU reserves the right to test any student-athlete at any time. The Department of Intercollegiate Athletics encourages voluntary admission of illegal drug use and abuse of alcohol and legal drugs. Any voluntary admission will be considered a positive test.

**First Positive Test**

1. The student-athlete will be referred to the Counseling & Psychological Services Center. Counseling & Psychological Services will conduct a substance abuse screening and counsel the student-athlete and/or refer the individual to a certified drug and alcohol counselor.

2. The student-athlete will be referred to the Assistant Athletic Director, Student-Athlete Development to begin the community service program. The student-athlete will be required to complete a 50 hour program consisting of various community service projects, including but not limited to elementary school visits, research papers, video presentations and any other projects deemed appropriate.

3. Student-athlete is required to complete the assigned 3rd Millennium Classrooms webinar at their expense. Website located at [www.3rdmilclassrooms.com](http://www.3rdmilclassrooms.com).

4. The Athletic Director and/or Sr. Associate Athletic Director/SWA will meet with the student-athlete and will impose competition suspensions for a period of time deemed appropriate (minimum of one competition/based on a percentage of competitions). If the sport is out of season, the suspension will carry over to the next regular season contest. If the student-athlete is unable to participate due to injury, illness or other reason, the suspension will be served once the student is cleared for participation.

5. The Athletic Director or Sr. Associate Athletic Director/SWA will prepare a confidential written reprimand informing the student-athlete that future positive test results will render the student-athlete ineligible for more competitions and may affect financial aid and/or scholarship support. The Athletic Director reserves the right to impose NCAA declarations for ineligibility for competition at any time. The Athletic Director reserves the right to take such other action as is deemed appropriate under the circumstances.

6. The student-athlete will be referred to University Health Services for a medical examination and consultation.

7. The Athletic Director, Sr. Associate Athletic Director/SWA and/or head coach will notify the parent/legal guardian of the student-athlete of the
positive test result.

8. The student-athlete’s attendance, participation and compliance with counseling and health services recommendations will be monitored closely. The student-athlete may be suspended from competition if attendance is not maintained. A missed appointment or late cancellation charge will be assessed for any appointments not attended without a 24 hour advanced cancellation notice. A $25.00 charge will be applied for any missed appointments at the University Health Services as well as the cost for the Addiction Treatment Program (currently $100.00 per visit). The student will be responsible for these charges.

The **second time** a positive test result is reported:

1. The student-athlete will be referred back to Counseling and Psychological services and referred to a certified drug and alcohol counselor for further treatment.

2. The student athlete will report back to the Assistant Athletic Director of Student-Athlete Development to continue the community service program. The student athlete will be required to complete 100 program hours consisting of various community service projects, including but not limited to elementary school visits, research papers, video presentations and any other projects deemed appropriate.

3. The Athletic Director and/or Sr. Associate Athletic Director/SWA will meet with the student-athlete and will impose suspensions from competitions and other athletic activities for a period of time deemed appropriate (minimum of two competitions/based on a percentage of competitions). If the sport is out of season, the suspension will carry over to the next regular season contest. If the student-athlete is unable to participate due to injury, illness or other reason, the suspension will be served once the student is cleared for participation.

4. The Athletic Director and/or Sr. Associate Athletic Director/SWA and or Head Coach will notify the parent/legal guardian of the student-athlete of the positive test result.

5. Attendance, participation and compliance with counseling and health services recommendations will be monitored closely. The student-athlete will be suspended from competition if attendance is not maintained. A $25.00 charge will be applied for any missed appointments at the University Health Services as well as the cost for the Addiction Treatment Program (currently $100.00 per visit). The student will be responsible for these charges if the appointment is not re-scheduled 24 hours in advance.
The third time a positive test result is reported:

1. The student-athlete will be referred back to their certified drug or alcohol counselor.

2. The athletic director will declare the student-athlete ineligible for all regular season and post season competition during the time period ending one calendar year after the student-athlete’s third positive drug test.

3. The athletic director or Senior Associate Athletic Director/SWA will notify the parent/legal guardian of the positive test result.

4. If the Athletic Director deems appropriate, financial aid and scholarship support will be withdrawn during the period of time the student-athlete is ineligible.

Any scheduled drug screening that is missed by a student-athlete will be treated as a positive test, unless excused. If a student-athlete tampers with a sample, that sample will treated as a positive test. Student-athletes, who test positive, will be subject to screenings on a more frequent basis.

A student-athlete can eliminate one positive test result by successful compliance with his/her counseling program and by remaining drug free for 730 consecutive days, as demonstrated by clean test results.

**Appeals**

A positive finding may be appealed in writing to the athletic director. An appeal form can be obtained from the director of athletic training. Written Notification of intent to appeal must be given within 24 hours after being informed of a positive test result. The appeal is heard by the FIU Drug Testing Appeal Committee. The committee consists of the Sr. Associate Athletic Director/SWA, the Faculty Athletics Representative (FAR) or designee, and a faculty member of the Athletic Council appointed by the Chairperson of the council. The committee may utilize consultation services from a Drug Education Counselor, Physician, Head Athletic Trainer or any technical or legal expert in connection with such appeals. The committee will hold a hearing with all parties present or via telephone conference call. The Sr. Associate Athletic Director/SWA will open the hearing by inviting the student-athlete and or her/his representatives to provide orally any information they wish to have heard before the committee. All parties will have the opportunity to have questions answered. The Athletic Director will be notified of the result of the appeal and will subsequently inform the student-athlete.

**Drug Screening Protocol and Specimen Collection Procedures**
1. Student-athletes will be assigned a numerical identification code that will be placed in a computer database for the purpose of generating a random list. Random selections may be arbitrary, or based on a particular sport, gender, position, or playing time. Numerical identification codes will be changed to avoid breaches of confidentiality or security.

2. The Athletic Director or designee will provide written notification to student-athletes of their selection for random testing. Notification may take place immediately prior to the test, or a maximum of 24 hours before the test.

3. At the time of notification the student-athlete will receive an acknowledgment form bearing his or her name, sport, and coach’s name; and the date, time and location of the test; the time the form was received; and an area for signatures of the student-athlete and the person notifying the student. This form will be prepared in duplicate and the student-athlete will receive a copy after it is properly signed.

4. The student-athlete will report to the testing site at the specified time. Failure to appear within one hour of the specified time without valid justification will result in a missed test. All missed tests will be treated as positive tests.

5. At the test site, the student-athlete will sign and date a test result release form. This will be witnessed by the laboratory technician or an athletic trainer, and initialed accordingly.

6. The student-athlete will be given a specimen sample sheet with the numerical identification code on it. He or she will write the names of, or describe any prescription or over-the-counter medications currently being used. The student-athlete will initial this sheet. A signature is not required to insure confidentiality.

7. The student-athlete will be directed to the urine collection area. Only those persons authorized by the Athletic Director (designee) or the independent laboratory technician will be permitted access to the specimen collection area.

8. The certified laboratory technician will record the student-athlete’s time of arrival, take the specimen sample sheet.

9. The student-athlete will wash his or her hands and prepare to provide an adequate urine sample (60-80 ml). Students unable to void at the time of the test will be required to remain at the testing area until a sample can be obtained. Fluids given to student-athletes who have difficulty voiding will be from sealed containers (certified by the independent laboratory technician) that are opened and consumed in the collection area. These fluids will be caffeine and alcohol-free. The student-
athlete is responsible for keeping the specimen bottle covered and controlled during this period.

10. When the student-athlete is ready to urinate, he/she will select a container or cup to receive the specimen. If the specimen is incomplete the student-athlete must remain in the collection station until an adequate sample is completed.

11. The certified laboratory technician of the same gender will observe all sample collections in order to assure the integrity of the specimen; and provide documentation of procedures used to secure the specimen and supplies used in the collection procedure. Custody of the specimen will remain solely with the student-athlete and the clinical laboratory staff.

12. Once a specimen (60-80 ml) is provided, the student-athlete will select two sealed containers, and pour at least 40 ml of the specimen into the “A” bottle and most of the remaining into the “B” bottle, leaving a small amount in the container or cup. The student-athlete will place the cap on each bottle and place the security seal around each specimen bottle.

13. After the specimen is sealed, the student-athlete gives it to the laboratory technician who will place it in a plastic bag with the specimen sheet and other necessary documents. The plastic bag will then be sealed by the lab technician under the observation of the student-athlete. The student-athlete will then apply security tape.

14. The laboratory technician will check the specific gravity and the pH of the urine remaining in the initial specimen container or cup. This finding is recorded on the laboratory manifest and the student-athlete signature form. If the finding is not adequate (below 1.010) the student-athlete must remain at the testing station until an additional specimen is provided. The entire procedure will be repeated using new bottles and documentation.

15. All urine specimens will be tested at the independent laboratory using only the “A bottle” specimen provided. Any positive tests will result in the testing of the “B bottle” specimen. The student-athlete will be notified of the “A bottle” result and may choose to witness the opening of the “B bottle” specimen. All confirmed positive test samples will be frozen and stored for a minimum of seven (7) days at the lab. The lab will provide the Athletic Director or designee with all test results within 48 hours of the test.

**Specimen Collection Procedures for 10 Panel Dip Test**

At the collection site, the student-athlete will sign and date a test result release form. This will be witnessed by the laboratory collector or a Certified Athletic Trainer, and
initialed accordingly.

The student-athlete will wash his or her hands and prepare to provide an adequate urine sample (60-80 ml). Under the direct observation of a collector of the same gender, the student-athlete will fill the cup/bottle provided with acceptable urine specimen.

If the specimen is insufficient, too dilute (using visual inspection or specific gravity), or the student is unable to void, then the student-athlete must remain in the collection station until an acceptable sample is obtained.

If an acceptable specimen cannot be obtained by the end of the collection period, the student-athlete must provide a sample at the laboratory or at the university as directed by the Head Athletic Trainer.

Once the specimen is provided, the specimen will be poured into the primary and split bottles, leaving a small amount in the collection cup panel dip test and for specific gravity testing if necessary. Caps and evidence tape will be placed on the bottles, in the presence of the collector and the student.

**Transportation, Testing and Storage of Specimen through Toxicology Lab**

All specimens and positive Panel Dip Tests will be placed in a locked metal box and transported to the laboratory using standard chain of custody procedure.

The specimen will be tested at the independent laboratory using the primary specimen bottle to confirm a positive result.

The laboratory will provide the Head Athletic Trainer or designee with the screening results within 48 hours and the confirmation results within three to five working days to confirm positive Panel Test.

All confirmation positive specimens and their split specimen will be stored frozen for a year at the independent laboratory.

NOTE:
The independent laboratory contracted by FIU to provide these services may use a slightly different procedure than the one outlined above. Any deviations from these procedures will be provided to student-athletes prior to the drug screening.

**EQUIPMENT ROOM**

The men’s and women’s intercollegiate sports equipment room is located in FIU Arena 185. The equipment room supplies athletes and teams with all their uniforms, supplies, and equipment needs for both practice and games.

Per NCAA By-Law 16.11.1.6 student-athletes may not retain equipment issued by the
University. Items that may be permissible to retain will be identified by your head coach. The equipment room staff also supervises locker room usage. If you have any questions regarding your locker room or sports equipment, see your coach or the facility/equipment manager.

**STRENGTH AND CONDITIONING FACILITY**

The Doctors’ Hospital Center for Orthopedics & Sports Medicine weight room is a co-educational weight room facility located at the R Kirk Landon Fieldhouse at the west side of the football stadium. The facility and strength and conditioning staff are here to enhance the physical and mental development of all our student-athletes through the establishment of sports specific training programs that intensify the physical strength, speed, agility and cardiovascular conditioning. The staff will instruct and educate regarding proper weight training techniques. The strength staff will schedule all teams for weight training and conditioning sessions.

**ATHLETIC MEDIA RELATIONS**

As your athletic career at FIU progresses, so will the attention by members of the local, regional and national media. Don't be worried or anxious about dealing with the media. The Athletic Department has a specific office, Athletic Media Relations that works directly as a liaison between the media and our student-athletes. Athletic Media Relations serve in a variety of other capacities at your home events, sometimes traveling as your team's publicist on the road, developing and updating your team's web pages, creating publications (like media guides and programs) and working with the media.

All interviews must be arranged through the athletic media relations office. It is preferred to have personal one-on-one interviews as often as possible, but there are times when the reporter needs to do the interview by phone.

When asked to do an interview, there are several rules of the media you should consider:

- **BE COOPERATIVE.** Reporters have jobs to do just like everyone else. There are times they really don't want to ask a specific question but, because it's their job, they have to. They need your comments for their story. Never get angry with a reporter, no matter what the question.

- **BE ON TIME.** Whether the interview is in person or by phone, tardiness to an interview, is a bad reflection on you, your team and FIU.

- **ALWAYS ACT PROFESSIONAL.** Attitude is everything. Stay calm. Remain in control despite the situation. Whenever possible, concentrate on
being the "good guy" who is above pettiness and unprofessional behavior. Such an approach builds integrity and enhances credibility.

- **LISTEN TO THE QUESTION CAREFULLY.** Make sure you understand the question before you answer. If you don't understand, ask for a clarification or have the interviewer repeat the entire question.

- **THINK BEFORE YOU ANSWER.** Reporters are often on deadlines. Don't feel rushed or goaded into giving quick answers. Speak clearly. Avoid jargon and clichés.

- **DON'T TRASH THE OPPOSITION or anybody else.** Above all, always respect and support your teammates and always respond utilizing the principles of sporting behavior.

- **AVOID NO COMMENT.** It makes you look like you have something to hide. Try to find a response for every question.

- **IF YOU DON'T KNOW, SAY SO.** Talk about what you DO know, don't talk about what you DON'T know. This is better than giving incorrect, misleading or damaging information. Not every question can or should be answered. You should not speak for someone else. Certain questions are best answered by others. Don't comment on things outside your personal experience, knowledge and expertise. After telling a reporter that a question cannot be answered, nothing else needs to be said.

- **NO "OFF THE RECORD."** Everything you say is quotable. If you don't want your words to show up in tomorrow's newspaper, don't say them. You are always "on" with a reporter.

- **PERSONAL APPEARANCE COUNTS.** Maintain good eye contact with the reporter and don't worry about the camera. Keep your voice strong and animated. Never appear on camera wearing another school or team's letters, logo or colors. Pride is expected and is shown through the way an athlete speaks and appears in public.

- **PERSONALIZE.** In one-on-one interviews, use the reporter's name. It helps you take control and makes you sound more confident and conversational.

- **PRACTICE MODESTY IN VICTORY AND SELF-CONTROL IN DEFEAT.** In victory or defeat, the successful communicator controls emotions and language. Negative comments make headlines. Whenever possible, share positive accounts, information and voice optimism about the
future.

- **NEVER GIVE OUT YOUR TELEPHONE NUMBER,** no matter how friendly you become with a reporter. Most times, we'll ask you to do the interview in the Athletic Media Relations offices.

- **SAY "THANKS."** Your final actions in the interview may leave the strongest impression with the reporter. Make every encounter a memorable one. Chances are you'll get more favorable stories in the future.

Feel free to talk with the media relations staff about how the interview went. The media relations staff is here to help. Don't hesitate to talk with your coach about the outcome, either. If you feel you may have said something you didn't mean to say, talk to your coach about it. Be honest and up front with your coach rather than them and your teammates reading it in the newspaper first.

**ATHLETIC AWARDS**

Student-athletes must meet specific criteria established by the Athletic Department to be eligible to receive an athletic award. All award nominations are recommended first by the appropriate Head Coach, group of coaches or an athletic administrator, and approved by the Director of Athletics. Recognition of awards by student-athletes will occur at the annual athletic awards banquet.

**Awards Banquet**

Each year the Department of Intercollegiate Athletics honors the student-athletes academic and athletic accomplishments by hosting a banquet in which all student-athletes, coaches and athletic department administrators attend. In addition we invite University administrators, department staff and members of our Athletic Council.

Student-athletes in each sport may receive special awards at the discretion of the head coach. Criteria for all awards will be established by each sport.

**Academic Excellence Award**

Presented to the graduating senior scholarship student-athlete, who achieves the highest cumulative GPA.

**adidas Athletic Director’s Award**

Presented to the team with the highest spring semester (prior year) and current year fall semester GPA.
Student-Athlete of the Year
This award is given to the student-athlete (one male and one female) who has demonstrated superior athletic achievement, leadership, and character during the academic year.

Michael Felsberg Spirit Award
Athletics Senior Administrators will select a female and a male Spirit Award recipient, who best exemplify the qualities of the ideal Golden Panther spirit.

Paul D. Gallagher Community Service Award
This award is presented to the student-athletes (team or individual) that were the most active in the community during the past year.

CHAMPS/Life Skills Challenge Cup
This award is presented to the team that earns the most points in the following categories: academic achievement, athletic achievement, personal development, community service, school spirit, and SAAC participation. Student-athletes will be given opportunities to earn points throughout the academic year.

Conference USA Commissioner’s Academic Medal
C-USA honors student-athletes with a medal for academic achievement. Honorees must attain a cumulative 3.75 GPA or higher.

Conference USA Commissioner’s Honor Roll
The Academic Honor Roll is compilation of all student-athletes to be honored for academic achievement. Each student-athlete must attain a cumulative 3.0 GPA.

Jim Castañeda Postgraduate Scholarships
C-USA accepts nominations annually for a $4,000 postgraduate scholarship award. Each institution is permitted to nominate one female and one male nominee per year. A student wishing to be nominated for this award should inform their coach, academic coordinator or the Assistant Athletic Director for Student-Athlete Development.

NCAA Postgraduate Scholarship Award
The NCAA currently offers approximately 100 post-graduate scholarship awards annually. These are one-time awards worth $5,000 per scholarship. To be eligible to receive this award, a student-athlete must be nominated by the Director of Athletics, have a minimum of GPA of 3.2 on a 4.0 scale, and have obtained significant athletic achievement. Demonstrated campus and community leadership ability is also taken
into consideration. Approximate deadlines for application: Fall sports are early December, winter sports are late February and spring sports are early May. If you meet the criteria and would like to be considered for nomination please see the SAAC Director.

**NCAA Degree Completion Scholarships**
To be considered for this award, the student-athlete must have completed eligibility at an NCAA Division I member institution; exhausted institutional eligibility for athletics-related aid (five years) and be within 30 semester hours of completing an undergraduate degree. Qualified applicants should submit applications to the NCAA by the early October deadline. If you meet the criteria and would like to be considered for nomination, please see the SAAC Director.

**Championship Awards**
All teams winning the C-USA Conference Championship Tournament (or deemed the SBC Champion) will be awarded championship rings.

**HURRICANE (EMERGENCY) PREPAREDNESS**
The Department of Intercollegiate Athletics has constructed a procedure to assist in preparing in the event a hurricane (natural disaster or emergency) poses a danger to the South Florida or University. The procedure is intended to assist the department in addressing all areas to protect the safety and well-being of our student-athletes, staff and facilities. The policy is developed based on the event triggers as follows:

**Pre-Planning** (prior to hurricane season/academic year)
- Update student-athlete directory for contact information
- Review procedure at August head coaches meeting
- Prepare emergency contact list and calling tree for staff and student-athletes
- Confirm numbers and addresses of student-athletes living on campus
- Review procedures with all student-athletes at team orientations

**Alert Phase** (tracking storm for potential threat)
- Meet with head coaches to discuss timeline and possible upcoming competitions

**Critical Alert** (begins when hurricane is likely to take place within 48 hours)
- Notify visiting teams of possible situation and probable cancellation of events
- All student-athletes from Dade, Broward and Palm Beach (out-of-season) will be instructed to go home
• Student-Athletes asked to help with facilities (rolling up windscreens and outdoor banners, assistance in securing loose objects at facilities etc)
• Secure and confirm number of students staying on campus in dorms (advise them to pick up snacks for their dorm rooms)

Watch (begins when occurrence is likely to take place within 36 hours)
• Head Coach will conduct a team meeting to discuss communication throughout the event and set a post-hurricane meeting time and location

Warning (begins when occurrence is likely to take place within 24 hours)
• No practices after 12:00 PM the day prior to the event

Recovery (post-event)
• Telephone tree to touch base
• Teams meet at pre-arranged time and location

**STUDENT-ATHLETE LEADERSHIP COUNCIL**

The Student-Athlete Leadership Council (SALC) is a committee of student-athletes gathered to provide insight on the student-athlete experience. The Student-Athlete Leadership Council consists of two representatives from each team selected by the student-athletes from each intercollegiate athletic team and endorsed by the coaching staff. The council meets regularly to discuss and offer input on the rules, regulations and athletic policies that affect student-athlete welfare within the NCAA and the athletic department. A representative of the committee attends the annual C-USA Student Athlete Advisory Committee meeting held in Dallas, Texas each academic year, and the NCAA Foundation Leadership Conference.

Currently, there are three separate national SAACs for NCAA Division I, II and III. NCAA legislation mandates that all member institutions have SAACs on their campuses. The national SAACs have focused on the following areas:
• Generate a student-athlete voice within the NCAA structure.
• Solicit student-athlete response to proposed NCAA legislation (Sept/Oct annually).
• Recommend potential NCAA legislation.
• Review, react and comment to the governance structure on legislation, and subjects of interest.
• Actively participate in the administrative process of athletics programs and the NCAA.
• Promote a positive student-athlete image.
The mission of the National Collegiate Athletic Association Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.

An athletic administrator will attend a SALC meeting each semester as requested to hear concerns or recommendations regarding any aspect of the student-athlete experience at FIU.

The SALC will elect new officers each year, update its constitution, establish goals for each year and establish regular meeting times. Goals from year to year may include recommending athletic department policies, participating in or starting service projects, and integrating athletics with general university activities.

**ATHLETICS GRIEVANCE POLICY**

A student-athlete has the opportunity to bring grievances that may arise from actions concerning them by their coach or other departmental staff members to the Senior Administration of the Athletic Department. The following grievance procedure may be used by the student-athlete for actions such as the following: being subject to abusive language, threats or harassment; subjected to, unsafe conditions, or threats to withdraw grant-in-aid for reasons not permissible according to the financial aid policy. Playing time issues or practice/competition suspension for breaking team rules are not appropriate issues for this procedure.

1. The student athlete should seek a meeting with the person whom they believe has taken action against them to discuss the complaint and attempt to resolve the matter. A third party may be requested by both parties to attend. All parties shall be notified in advance of the meeting if a third party will be attending.

2. If a student athlete is not able to resolve the complaint, then the student-athlete must submit a written request (include an explanation of the situation) to meet with the Sr. Associate Athletic Director/SWA to discuss the grievance and seek resolution. A written finding will be provided to the student-athlete.

3. If the student-athlete is not able to resolve the complaint with the Sr. Associate Athletic Director, the student athlete must submit a written request to meet with the Faculty Athletic Representative (FAR). After the meeting, the FAR will make a judgment on the merits of the grievance and inform the student athlete in writing. The decision of the FAR is final.
a. If the FAR determines the grievance is without merit, they will inform the student-athlete in writing. The reasons for the determination will be stated.

b. If the FAR determines the grievance has merit, he/she is required to arrange a meeting with the Director of Athletics, Sr. Associate Athletic Director and the other parties involved in the grievance. The student-athlete will be informed in writing the outcome of this meeting.

Note: Complaints about sexual harassment, or harassment based on race, religion, color, national origin, ancestry, age, sexual orientation, disability, marital or veteran status, the student-athlete may consult the University’s Policy Prohibiting Harassment or contact the Title IX Coordinator. If the complaint of harassment arises from actions of another student, the procedure set forth in the University Code of Student Conduct should be followed. (Refer to the FIU Student Handbook)

UNIVERSITY POLICIES/NCAA RULES

The following is a brief summary of some of the many NCAA rules and is taken from the NCAA Operating Manual. More details are reviewed during the athletics compliance meetings are the beginning, throughout and at the end of each academic year.

NCAA ELIGIBILITY REQUIREMENTS

FIU Department of Intercollegiate Athletics implements policies, procedures, and systems to ensure that the departmental operations are carried out in accordance with University policies and procedures, Florida Board of Trustees regulations, NCAA and the conference rules and regulation, and Federal and State laws. Each and every member of the University community should seek to play a vital role in fostering an institutional culture that promotes both ethical conduct and compliance with NCAA Legislation.

As staff members, coaches, student-athletes, alumni and boosters, we all need to join to create and maintain a healthy, compliant University environment. You, as an individual, need to make yourself knowledgeable in NCAA, University, and FIU Athletics procedures, practices and systems, and commit yourself to following them. However, if you are unsure about any rules, the most important thing you can do is ask questions and raise concerns with a member of the Athletics Compliance Office staff. We are here to help.

Athletic Eligibility (Seasons of Competition)
The following are important NCAA Division I athletic eligibility requirements:

1. You have four years of intercollegiate eligibility to compete in your sport(s);
2. You have five years to complete your four years of eligibility from the time you first register as a full-time student in any collegiate institution (2 or 4 year college). Once this clock starts in cannot stop even if you are not enrolled in school; and
3. You must maintain your amateur status in that sport to be eligible for intercollegiate competition.

Amateurism

DO NOT:

1. Accept or designate to anyone else payment for your athletic performance;
2. Agree orally or in writing to be represented by or use the services of a professional sports agent or someone employed by a sports agent, or agree to play professionally;
3. Play on a professional team; or
4. Accept payment for promoting a commercial product, allow your name, or picture to be used for the promotion of a commercial product or service.

Academic Eligibility

The NCAA, C-USA, and FIU each have specific criteria a student-athlete must meet in order to be eligible for practice and competition during each year. It is critical that you understand these guidelines and work closely with your SAAC academic coordinator and major college academic advisor to ensure compliance with the appropriate rules.

1. Full Time Status for Practice and/or Competition. Student-athletes must be registered and remain enrolled in at least a minimum, full-time program of studies as defined by the institution, which shall not be less than 12 semester hours each term, excluding summers.
   Exception: Student-athletes in the final semester of the baccalaureate program and with less than 12 semester hours needed to graduate may obtain written verification from their major college advisor to be enrolled in less than 12 hours; Student-athletes enrolled in graduate school need to be enrolled in nine (9) semester hours in order to be considered full-time; or Student-athletes who have a documented learning disability and have been approved by the NCAA (via a waiver) do not have to be enrolled in 12 semester hours.

2. Progress Towards Degree - Eligibility for competition shall be determined based on satisfactory completion of at least:
   a. Six (6) semester hours of academic credit during the preceding term (cannot include summer). In football, six (6) to participate in a post-season Bowl and
nine (9) in order to participate in all the following season games (inter-term hours cannot be used);

b. Eighteen (18) semester hours of academic credit since the beginning of the previous fall term or since the beginning of the preceding two (2) semesters. Hours must be earned in the fall and spring semesters (summer hours may not be used);

c. Twenty-four (24) semester hours of academic credit prior to the start of the student-athlete’s second year of collegiate enrollment (can include summer hours); and

d. A student-athlete must designate a degree program before the 1st day of classes at the beginning of his or her first year (FIU requirement) (the NCAA requirement is that a student-athlete declare his/her major prior to the beginning of his/her fifth semester of college).

3. GPA and Percentage of Degree Completion Requirements

   After 1st year: 1.80 cumulative GPA
   After 2nd year: 1.90 cumulative GPA; 40% of degree completed
   After 3rd year: 2.00 cumulative GPA; 60% of degree completed
   After 4th year: 2.00 cumulative GPA; 80% of degree completed

Prior Approval of Off-Campus Summer Classes

If you are going to take summer school classes at another institution, the classes must be approved in writing by your department prior to you taking the classes. Correspondence courses may not be used to meet the continuing eligibility standards.

EXTRA BENEFITS

An extra benefit is defined as any special gift or arrangement provided to an enrolled student-athlete or student-athlete’s parent, relative or friend that is not available to the general student body at FIU. Extra benefit legislation also may apply to gifts or arrangements (other than legitimate jobs) following the student-athlete’s graduation.

If a student-athlete accepts any benefit based on his or her athletic ability, that athlete will lose all eligibility for the intercollegiate athletic participation. If the student-athlete has completed eligibility, the institution is still responsible and may receive penalties applied to the sport program.

Examples of “extra benefits” to enrolled student-athletes that are prohibited by the NCAA:

1. An arrangement or co-signing a loan with a booster, institutional staff member, or someone identified as a representative of the athletics interests;
2. Receiving the use of a car;
3. Receiving a ticket to any athletic, institutional or community event free or at a discount rate;
4. The parents, family or friends of a student-athlete receiving free admission to an FIU or booster club or recognition banquet;
5. Receiving typing services or expenses for course-related papers or projects;
6. Receiving any special discounts, credits, or special payment arrangements on any purchase or service;
7. Receiving any type of gift, gift-in-kind, or money; or
8. Using an FIU staff member’s home phone, personal cell phone, work phone, work cell phone.

Remember: This is not an “all inclusive” list. If there is any doubt about the permissibility of any benefit, it is better to check with the Athletics Compliance Office or your head coach rather than to putting your eligibility in jeopardy.

**COMPLIMENTARY ADMISSIONS**

In accordance with NCAA rules, a student-athlete may be provided a maximum of four (4) complimentary admissions per home or away contest in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete PRIOR to the contest. The individual using the complimentary admission must present photo identification to the person supervising the pass list at the admission gate. Please make sure that you have a JumpForward account (www.jumpforward.com) in order to request tickets for family members.

**TRANSFER AND APPEAL PROCEDURE**

Per NCAA Bylaw 13.1.1.3, student-athletes wishing to transfer to another institution, must request a written release from the head coach or Athletic Director (or designee) in order to speak to a coach or representative of another institution. There are several steps that must occur to ensure the student-athlete is operating within the NCAA rules. Any student wishing to request/inquire about transferring should contact Senior Associate Athletic Director/SWA (Julie Berg) at bergj@fiu.edu or 305 348-2352. After the meeting with Julie Berg the athlete will be asked to formally request their release in writing.

An official written response will then be sent to the student either granting or denying the release request. The student will be notified within seven business (7) days of the written release request.
1. In the event the release is granted, the student-athlete will receive a letter detailing the official response to their request and the rules for contacting other institutions by the Athletics Compliance Office.

2. In the event the release is not granted, per Bylaw 13.1.1.3.1., the student-athlete may appeal the Athletic Directors’ decision. The student will receive a letter from the Athletics Compliance office detailing the Bylaw and appeal process. (please see appeal process below)

It is the decision of the Athletic Department whether or not to give certain schools permission to contact the student-athlete, as well as whether to grant a one-time transfer (if appropriate). In sports other than football, basketball and baseball, in order to be eligible to compete during the initial year of enrollment at the new institution, FIU would need to grant a waiver of the transfer residency requirement. (i.e., allowing the student-athlete to compete during the first year of transfer). The department policy is not to grant permission to speak or the one-time transfer (if appropriate) to any Division I school within the State of Florida or within Conference USA. The department does not grant permission to speak or a one-time transfer exception when a head coach search is in progress. The Athletic Department at its discretion may impose further transfer restrictions (i.e., GPA requirement) beyond the general department policy. All the above restrictions may be appealed.

Appeal Process (Hearing Opportunity)

a. A student-athlete who wishes to appeal the athletic department's decision to deny the request to transfer/contact another four-year institution or the denial of the exception to the transfer residency requirement, shall submit a written request to the Faculty Athletics Representative (FAR) Dr. Pete Markowitz at markowit@fiu.edu, indicating his/her intent to appeal the decision of the athletic department. Once the written request is received, a hearing shall be conducted, and a written determination provided to the student-athlete within fifteen (15) business days. Such written request must include the following:

i. The student-athlete's name, Panther ID number, address, and sport;

ii. The student-athlete's reasons for requesting an appeal and the student-athlete's reasons for his/her belief that the athletic department's decision was unfair. Include names of institutional staff members with whom the student-athlete has discussed the transfer; and

iii. The name of the institution(s) to which the student-athlete may possibly transfer.

b. The FAR will assemble the Appeal Committee, consisting of members outside the Department of Athletics, and set a date for the hearing.
c. Once a date has been set for the appeals hearing, the FAR shall notify both the student-athlete, the Senior Associate Athletics Director/SWA, and the ACO of the date, time and location where the hearing will take place.
d. The Department of Intercollegiate Athletics may submit written documentation outlining its position on the matter to the FAR. Such written report shall be submitted within five (5) days of receiving notice that an appeal hearing has been requested.
e. The FAR will forward all written submissions to the Appeal Committee members.
f. An appeal hearing will be conducted, at which both the student-athlete and the Department of Intercollegiate Athletics will have an opportunity to present their positions. The student may have a representative accompany them to the hearing.
g. After hearing both parties and asking any questions, the Appeal Committee will deliberate in private and render a decision.
h. The Appeal Committee may decide to uphold or reject the athletic department's decision. In the latter instance, the student-athlete would be permitted to contact other four-year institutions and/or receive a waiver of the one year of residency requirement.
i. The FAR will provide written notification to both the student-athlete and the Department of Intercollegiate Athletics of the Appeal Committee's decision within the fifteen (15) day window.
j. The Appeal Committee's decision shall be final.

COUNTABLE & VOLUNTARY ATHLETICALLY RELATED ACTIVITIES

Each sport has a designated and distinct playing season. Sports seasons are determined dependent upon when the championship occurs. This is known at the Championship Segment. However, all sports except the winter sports that span two semesters also have a Non-Championship Segment. Each has specified start and finish dates. The time in between these segments is the Out-of-Season time.

Championship Segment semesters:
Fall sports Football, Volleyball, Soccer, and Cross Country
Winter sports Basketball, Swimming/Diving, and Indoor Track
Spring sports Baseball, Softball, Tennis, Golf, Sand Volleyball and Outdoor Track.

Non-championship Segment semesters:
Fall term Baseball, Softball, Tennis, Golf, Sand Volleyball, and Outdoor Track
Spring term Football, Volleyball, Soccer and Cross Country

Definition of Countable Athletically Related Activities
Countable athletically related activities include any REQUIRED activity with an athletics purpose involving student-athletes and at the direction of, or supervised by,
one or more of an institution’s coaching staff (including the strength and conditioning coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g. academic meetings, compliance meetings), shall not be considered as countable athletically related activities.

Daily and Weekly Hour Limitations – Playing Season (Championship and Non-Championship Segments)
1. A student-athletes participation in countable athletically related activities shall be limited to a maximum of four (4) hours per day and twenty (20) hours per week. Exception – Golf Practice Round – a practice round of golf may exceed the four (4) hours per day limitation, but the weekly limit of 20 hours shall remain in effect. A practice round played on the day prior to the start of an intercollegiate golf tournament at the tournament site shall count as three (3) hours, regardless of the actual duration of the round.
2. A competition counts as three (3) hours within the 20 permissible hours per week, regardless of the actual length of the competition.
3. A week is defined as seven (7) consecutive days defined and designated by the sport prior to the start of the segment and cannot change during that segment.
4. Hourly limitations count during the final examination period (provided the final examinations period falls during a championship segment) and to all preparatory periods leading to the final examination period, e.g. reading day.
5. Daily and weekly hour limitations DO NOT count during pre-season, vacation periods and between terms, when classes are not in session.

Required Days Off – Playing Season (Championship and Non-Championship Segments)
During the playing season all countable athletically related activities shall be prohibited on one (1) calendar day per week, except during participation in one conference and postseason championship. During the non-championship segment, there should be two (2) days off per week. The following may be counted as the day off:
1. Travel day provided no countable athletically related activities occur during that day;
2. Cancelled competition – provided it is cancelled prior to the start of the competition or canceled prior to the competition being considered a completed event in accordance with the sport playing rules; or
3. During a vacation period, a vacation day can satisfy the day-off per week requirement.

Day off NOT Required – Playing Season (Championship and Non-Championship Segments)
1. During Pre-season practice prior to the first day of classes or the first scheduled competition; or
2. During conference and championship play.

Weekly Hour limitation – Outside the Playing Season (Championship and Non-Championship Segments)

Sports other than Football – Outside the playing season (Championship and Non-Championship Segments), from the institution’s first day of classes of the fall term until one (1) week prior to the beginning of the institution’s final examination period at the conclusion of the spring term, only a student-athlete’s participation in required weight training, conditioning and skill instruction shall be permitted.

A student-athlete’s participation in such activities shall be limited to a maximum of eight (8) hours per week with not more than two (2) hours per week spent on skill related workouts. All countable related activities outside the playing season are prohibited one week prior to the beginning of the final examination period for the applicable term through the conclusion of each student-athlete’s final exams.

In Football – Activities between the institution’s last contest and January 1 are limited to required weight training, conditioning, and the review of game film.

A student-athlete’s participation in such activities shall be limited to a maximum of eight (8) hours per week, of which not more than two (2) hours per week may be spent on the viewing of film. All activities beginning January 1 and outside the playing season shall be conducted per Bylaw 17.10.6 (spring ball rules).

Individual Skill Instruction – ALL Sports other than Football and Baseball
1. From first day of fall classes until one week prior to the spring final examinations – From September 15 through April 15, student-athletes from the team may be involved in skill-related instruction with their coaches.
2. Prior to September 15 and after April 15, student-athletes from the same team may be involved in skill-related instruction with their coaches.

Individual Skill Instruction – Baseball
1. From first day of fall classes until one week prior to the spring final examinations – From September 15 through one week prior to the final examination period for the fall term, and from January 15 through April 15, student-athletes may be involved in skill-related instruction with their coaches.
2. Prior to September 15, from the opening day of classes of the institution's second academic term to January 15 and after April 15, student-athletes may be involved in skill-related instruction with their coaches at any one time in any facility.
Definition of Conditioning Activities
1. May simulate game activities provided no offensive or defensive alignments are set up and no equipment related to the sport is used.
2. In swimming and diving, may do in-pool conditioning activities and use swim-specific equipment (e.g., starting blocks, kickboards, pull buoys).

All athletically related activities **outside** the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete’s final exams.

Summer Workouts
The general rule is that a summer workout can only be voluntary in nature. However, there are some exceptions.
1. In the sports of Track, Cross Country, Swimming/Diving, Tennis and Golf, workouts with the coach are permitted during the summer months, provided the student-athlete initiates the assistance.
2. In the sport of men’s basketball, for a maximum of eight (8) weeks, the student-athletes may participate in required weight training, conditioning and skill related instruction with the coaching staff, provided the student-athlete is enrolled in summer school. If the student-athlete meets specific academic criteria, it may also be permissible for them to participate in these same activities without being enrolled in summer school. In the sport of football, for a maximum of eight (8) weeks, the student-athletes may participate in required weight training, conditioning and film review

Voluntary Athletically Related Activities
In order for any athletically related activity to be considered "voluntary," all of the following conditions must be met:
1. The student-athlete must not be required to report to a coach or other athletics department staff member (e.g., strength coach, athletic trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, athletic trainer, manager) may report back to the student-athlete's coach any information related to the activity;
2. The activity must be initiated and requested solely by the student-athlete. (Student-athlete wishing to utilize their sports facilities or weight room for voluntary practice use should first complete the Voluntary Practice Request form available in the Athletics Compliance office) Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information.
to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;

3. The student-athlete’s attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and

4. The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

**STUDENT-ATHLETE EMPLOYMENT**

Earnings must be conducted in accordance with both FIU regulations and NCAA Bylaws. Earnings from a student-athletes on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete’s cost of attendance or in the institution’s financial aid limitations, provided:

1. The student-athlete shall complete and submit to the Athletics Compliance Office (ACO) the required SA Employment Form;

2. The student-athlete’s compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of publicity, reputation, fame or personal following that he or she has obtained because of athletic ability;

3. The student-athlete is compensated only for work actually performed; and

4. The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

**Guidelines for Fee-for-Lesson**

A student-athlete may receive compensation for teaching or coaching sports skills or techniques in his or her sport on a fee-for-lesson basis, provided:

1. Must get prior approval from the Head Coach;

2. The student-athlete shall complete and submit to the Athletics Compliance Office the required SA Fee-for-Lesson Form;

3. **FIU facilities are not used**;

4. Playing lessons shall not be permitted;

5. FIU obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for lesson(s) provided during any time of the year;
6. The compensation is paid by the lesson recipient (or the recipient’s family) and not another individual or entity;
7. Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time; and
8. The student-athlete does not use his or her name, picture, or appearance to promote or advertise the availability of fee-for-lesson sessions.

Other considerations/requirements
1. Student-athletes should carefully weigh the time demands that employment places upon them and assess whether the time needed for employment and academic study is in balance;
2. Student-athletes are representatives of the Athletic Department, the University, as well as the surrounding community and are to conduct themselves in a responsible and honorable manner at all times, and in all situations;
3. The rate of pay must be normal for the duties actually performed;
4. The hours paid must equal the hours worked;
5. Payment in advance of hours worked is not acceptable;
6. Transportation to and from the place of employment may occur only if transportation is made available to all employees; and
7. All work performed must be useful. The student-athlete's employment may not be based upon his or her reputation as a student-athlete.

TEAM TRAVEL

Each coach will establish dress and behavior standards prior to traveling as a team. This includes curfew times and an itinerary indicating where to be at certain times. The State of Florida allows the Athletic Department a per day per diem to cover meals. The department procedure requires that the team be provided three (3) meals per day while traveling.

In most cases cash will not be dispersed, but the teams will attend team meals. If cash is distributed for meals a per diem sheet must be signed by the student-athlete at the time of receiving the cash. The form should include; names and signatures of individuals receiving funds, the amount paid to each individual, and date and meals applicable.

The Athletic Department also provides transportation and hotel rooms. Athletic department travel procedures require each student-athlete have their own bed while traveling for athletic competitions. It is the policy of the athletic department that injured student-athletes do not travel with team. An exception must be approved by
the Senior Associate Athletic Director/SWA. Other costs (such as phones, laundry, and room service) are the responsibility of the student-athlete and must be paid at the hotel prior to check-out.

**AGENTS AND FINANCIAL ADVISORS**

It is intention of FIU to protect the welfare of the student-athlete, his/her family, and our athletic program from severe consequences that can be experienced from a violation of FIU policy, State of Florida law, and NCAA regulations regarding sports agents.

FIU policy requires all agents, financial advisors and/or any associates employed by the aforementioned, to register with the athletic department before making any contact with a student-athlete. If an agent or advisor calls you or your parents/legal guardians, we require that you request they not contact you again until they register with athletics and the State of Florida. Florida law requires that sports agents register with the Florida Department of Business and Professional Regulation. The agent/financial planner’s registration instructions is available at www.FIUathletics.com under the Athletics Compliance tab. If you are contacted by an agent, financial planner or one of their employees, get their contact information and pass it on to the Head Coach or the Athletics Compliance Office. The ACO will then make contact and ask them to register with FIU. Once that has been completed, if you want to meet with them, this can be arranged provided the meeting takes place on campus and a member of the ACO is present.

As a student-athlete, the following activities are strictly **prohibited**:

1. Agreeing, either orally or in writing, to be represented by any agent or organization in the marketing of his/her athletic ability or reputation until after completion of the athlete’s last intercollegiate contest, including postseason tournaments, bowls, or all-star games. This prohibition includes entering into an agreement that is “not effective” until after the last game;

2. Negotiating or signing a playing contract in any sport in which he/she intends to compete;

3. Accepting expenses or gifts of any kind (including meals and transportation);

4. Receiving preferential benefits or treatment because of the athlete’s reputation, skill or payback potential as a professional athlete (i.e. loans on a deferred payback basis); or

5. Retaining professional services for personal reasons at less than the normal charge from a booster.

If FIU’s policy is violated, you will lose your eligibility at FIU and at any NCAA school.
SPORTS WAGERING POLICY

The NCAA has a strict policy on gambling which all students must follow. Staff members of a member conference, staff members of the athletic department of a member institution and student-athletes shall not knowingly:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition;
2. Solicit a bet on any NCAA sponsored intercollegiate team;
3. Accept a bet on any team representing the institution;
4. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
5. Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling.
6. Bet on any sporting event, at any level, in any sport that conducts an NCAA championship.

PROHIBITED USE OF TOBACCO

The use of tobacco products by all student-athletes and all game personnel (e.g., coaches, athletic trainers, managers, and game officials) is prohibited during practice, weight room, and competition. Anyone that uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

RECRUITING AND OFFICIAL/UNOFFICIAL VISITS

FIU is committed to recruiting student-athletes that possess not only outstanding athletic ability, but those that possess a commitment to academic, integrity and character. The student-athlete host is expected to portray these values while hosting a prospective student-athlete with the understanding that they are representatives of FIU, their team, their families and themselves at all times.

Responsibility as Student-Host

As a student host, you are responsible for hosting a prospective student-athlete during their 48-hour NCAA official visit or during an unofficial visit. The role of the student-athlete host is to introduce the prospective student-athlete to the various aspects of University life, the department of athletics and the social environment of Miami and the surrounding communities. Depending on the duration of the visit, the student-athlete host will be asked to accompany the prospect to a meal, free time involving entertainment-related activities and/or a tour of the campus. Your head coach and assistant coaches are responsible for providing you guidance regarding your role as a student-athlete host, information on the prospective student-athlete you will be hosting, and clearly explain the aforementioned policies and procedures as it relates to
your responsibility as a student-athlete host.

As a student-athlete who accepted the responsibility of hosting a perspective student-athlete, you represent FIU and the Department of Athletics. We expect you to conduct yourself with the highest degree of integrity. Please understand that failure to follow the policies and procedures listed below could lead to disciplinary action, event suspensions or dismissal from the team.

1. **Emergencies:** You must always carry the cell number of an assistant coach or an athletic department administrator. Prior to leaving your prospect unsupervised you must call and reach an administrator or coach. In the event of an emergency, injury or an incident that causes discomfort to the prospect or is contrary to the FIU recruiting policies, you are asked to contact the appropriate official immediately. If you carry a cell phone, it is advisable that the designated FIU official has your number in the event the prospect needs to be reached.

2. **Entertainment Funds:** For official visits, you will receive a maximum of $40.00 per day to entertain the prospect. Please understand that these funds are for the sole purpose of entertaining the prospect and cannot be used for anything else. You will be asked to account for the funds at the end of the visit by completing the student host expense report. Detailed student-host instructions will be provided prior to the visit.

3. **Leaving the Prospect:** Under no circumstances are you to leave the prospect during the designated time you are hosting him/her. If for some reason, the prospect expresses a need or reason to leave your presence, please contact either the coach or the designated FIU administrator immediately.

4. **FIU Student-Handbook and Student-Athlete Handbook:** Hosting a prospective student-athlete is a University-sanctioned extracurricular activity. Please understand that all rules governing FIU students and student-athletes are in effect when taking part in this activity.

5. **Alcohol:** Providing underage individuals with alcohol and arranging for underage prospects to illegally enter clubs or bars is strictly prohibited.

6. **Adult Entertainment:** Sexual favors including adult nightclubs, escort services, prostitutes and other sexual arrangements are strictly prohibited.

7. **Drugs:** Illegal drugs of any kind (including prescription drugs) are strictly prohibited. This entails both usage and possession.

8. **Weapons and Fireworks:** Firearms, weapons of any kind and fireworks are strictly prohibited. If you carry a penknife or a pocket knife, you must inform your coach or designated administrator in advance of the visit.

9. **Hazing, Bullying or Teasing:** Hazing, initiating or teasing a prospect in any manner strictly prohibited. This includes any reference to race, religion or sexual orientation.

10. **State and Local Laws:** You are required to follow any state or local law and
follow the directive of any law enforcement, fire department or emergency medical professional while hosting the prospect on campus or in public.

11. **NCAA Rules/Extra Benefits/Contact With Boosters:** It is your responsibility as a student-athlete host that NCAA rules concerning extra benefits and contact with boosters or athletics representatives are followed. Please understand that introducing the prospect to supporters of the program (other than just saying hello if seen in public), providing inducements (shoes, clothing, money, limo rides, etc.) to influence the prospect to attend FIU is strictly prohibited and will have serious eligibility ramifications for you and the prospect.

12. **Gambling:** Gambling of any kind is prohibited during official or unofficial visits. In addition, it is important that soliciting a bet on your team, the prospect’s team or any intercollegiate event that has tangible value is strictly prohibited by NCAA rules and carries serious eligibility consequences.

13. **Curfew:** There will be curfew for all official and unofficial visits (determined by head coach) unless the activity is sanctioned and supervised by FIU Athletics or the Division of Student Affairs.

14. **Reporting Violations:** If you feel uncomfortable about an incident that occurred during a prospect’s visit or you are aware of any violation of FIU policy or the law, you may report it directly to Julie Berg, Sr. Associate AD/SWA at 786 251-9469 or the Athletic Compliance Office at athletic.compliance@fiu.edu. Violations may also be reported anonymously in the mailbox located on the second floor of the arena adjacent to room 261.

15. **Missed Class:** You are not to miss class or study hall hours to serve as a student-athlete host. Absences for this purpose are in violation of Department policy and will be considered unexcused absences.

### Recruiting Sanctions

**Student-Athlete Host:**

A student-athlete host alleged to be involved in violation of FIU Student-Athlete Recruiting policies and procedures will be immediately suspended from athletic-related activities until a meeting with his/her head coach and the Athletic Director/Sr. Associate AD/SWA. The student-athlete will be allowed to present facts pertaining to the alleged violations.

If it is found that violations have occurred, the following sanctions will be imposed depending on the degree and frequency of the violation.

1. No longer be allowed to serve as student-athlete host.
2. Sanctions according to the appropriate University, Department or NCAA policies and regulations.
3. Subject to contest suspension or team dismissal.

**Prospective Student-Athlete:**
A prospective student-athlete alleged to be involved in violation of FIU Recruiting Policies will have his/her recruitment and/or admission to FIU suspended immediately pending the outcome of an investigation. The prospect will be allowed to present facts pertaining to the alleged violations. If it is found that the prospect is determined to have violated FIU policy, there admission to FIU may be revoked.

Please understand that it is your responsibility that the in event of a crime, violation of policy, injury or an unforeseen event, you are to contact your coach, Assistant Athletic Director for Student-Athlete Development, Senior Associate Athletic Director/SWA, or Athletics Compliance office immediately. Failure to report an incident contrary to University and Department Policy or the law will carry serious consequences.

Please understand that a student-athlete host cannot be taken from class or academic obligations to carry out hosting duties.

If you have any questions regarding any compliance matter or NCAA rule, please contact the Athletics Compliance Office at (305) 348-4417, or athletic.compliance@fiu.edu or drop by the office at the FIU Arena, Room 154.