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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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
Dear Conference USA Student-Athlete,

The member institutions of Conference USA are committed to competition in 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 created a sportsmanship policy that supports and holds everyone involved in Conference USA competition to the highest ideals of sportsmanship.

At the heart of sportsmanship is the commitment of the participants to respect the opposition and those officiating the contests. 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. Each student-athlete competing in Conference USA will sign a copy of this form indicating an understanding of expected behavior. This is done to help the Conference ensure that 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 FIU and the Conference provide the best experience possible for everyone involved.

Sincerely,

Britton Banowsky
Commissioner, Conference USA
### Athletics Administration

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
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</thead>
<tbody>
<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>Senior Associate Athletic Director/CFO</td>
<td>Bobby Staub</td>
<td>2398</td>
</tr>
<tr>
<td>Chief of Staff</td>
<td>Heath Glick</td>
<td>6711</td>
</tr>
<tr>
<td>Assistant Director, Administrative Services</td>
<td>Lucy Prosper</td>
<td>2761</td>
</tr>
<tr>
<td>Administration Operations Director</td>
<td>Joey Corey</td>
<td>1919</td>
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<tr>
<td>Director, University Athletic Compliance</td>
<td>Hank Harrawood</td>
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<tr>
<td>Associate AD, External Ops</td>
<td>Shawn Thorimbert</td>
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<tr>
<td>Assistant AD, Corporate Sales/Marketing</td>
<td>Alex Kelley</td>
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<tr>
<td>Assistant AD, Facilities &amp; Ops</td>
<td>Wes Harden</td>
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<tr>
<td>Assistant AD, Marketing</td>
<td>Maegan Azpiazu</td>
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<tr>
<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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<tr>
<td>Assistant AD, Media Relations</td>
<td>Paul Dodson</td>
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<td>Assistant AD, Student-Athlete Development</td>
<td>Liz Augustin</td>
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<td>Director, SAAC</td>
<td>Wesley Maas</td>
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### Student-Athlete Support Services

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<tr>
<td>Associate Director, SAAC</td>
<td>Ayssa Rosa</td>
<td>5725</td>
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<tr>
<td>Associate Director SAAC, Learning Specialist</td>
<td>Angela Cambareri</td>
<td>8003</td>
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<tr>
<td>SAAC Academic Advisor</td>
<td>Alfonso Ribero</td>
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<tr>
<td>SAAC Academic Advisor</td>
<td>Brenda Codallo</td>
<td>0134</td>
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<tr>
<td>SAAC Academic Advisor</td>
<td>Cristina Estevez</td>
<td>6403</td>
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<tr>
<td>SAAC Academic Advisor</td>
<td>Marieva Bastien</td>
<td>0137</td>
</tr>
<tr>
<td>Position</td>
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<tr>
<td>SAAC Academic Learning Specialist</td>
<td>Lisa Edmunds</td>
<td>3789</td>
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<tr>
<td>Tutor Coordinator</td>
<td>Jessica Tiru</td>
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<tr>
<td>SAAC Office Manager</td>
<td>Ron Reyes</td>
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<tr>
<td>Director of Athletic Training</td>
<td>Gabriel Casanova</td>
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<tr>
<td>Assistant Athletic Trainer</td>
<td>Ben Anderson</td>
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<tr>
<td>Assistant Athletic Trainer</td>
<td>David Ahouse</td>
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<td>Bailey Mintz</td>
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<td>John Steele</td>
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<tr>
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<td>Tim Vigue</td>
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<tr>
<td>Insurance Coordinator</td>
<td>Joyce Castro</td>
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<tr>
<td>Assistant Compliance Director</td>
<td>Mark Green</td>
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<tr>
<td>Assistant Compliance Director</td>
<td>Blake Simon</td>
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<tr>
<td>Director Strength &amp; Conditioning Coach</td>
<td>Chad Smith</td>
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<tr>
<td>Associate Strength &amp; Conditioning Coach</td>
<td>Mick Smith</td>
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<tr>
<td>Assistant Strength &amp; Conditioning Coach</td>
<td>Thomas Carroll</td>
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<tr>
<td>Assistant Strength &amp; Conditioning Coach</td>
<td>Cory Houston</td>
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<tr>
<td>Strength &amp; Conditioning GA</td>
<td>Spencer Phillips</td>
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**Coaching Staff**

**Baseball**

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<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Turtle Thomas</td>
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<tr>
<td>Assistant Coach</td>
<td>Frank Damas</td>
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</tr>
<tr>
<td>Assistant Coach</td>
<td>Sam Peraza</td>
<td>2145</td>
</tr>
<tr>
<td>Volunteer Assistant Coach</td>
<td>Jon Ubbenga</td>
<td>1048</td>
</tr>
<tr>
<td>Coordinator of Operations</td>
<td>Gui Cunha</td>
<td>7403</td>
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### Women's Basketball

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Head Women's Coach</td>
<td>Cindy Russo</td>
<td>3160</td>
</tr>
<tr>
<td>Associate Head Women's Coach</td>
<td>Inge Nissen</td>
<td>3460</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>Cristal Randolph</td>
<td>3427</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>Lindsay Bowen</td>
<td>3808</td>
</tr>
<tr>
<td>Coordinator of Operations</td>
<td>Diamond Ashmore</td>
<td>0245</td>
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### Men's Basketball

<table>
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<tr>
<th>Position</th>
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<tr>
<td>Head Coach</td>
<td>Anthony Evans</td>
<td>6684</td>
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<tr>
<td>Assistant Coach</td>
<td>Stephen Ott</td>
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<tr>
<td>Assistant Coach</td>
<td>Louis Rowe</td>
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<tr>
<td>Assistant Coach</td>
<td>James Gillian</td>
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<tr>
<td>Director of Ops</td>
<td>Jared Lockhart</td>
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</tr>
<tr>
<td>Asst Director Ops</td>
<td>Michael Oliva</td>
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### Football

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<th>Position</th>
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<tr>
<td>Head Coach</td>
<td>Ron Turner</td>
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<tr>
<td>Assistant Coach – Defensive Coord</td>
<td>Josh Conklin</td>
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<tr>
<td>Assistant Coach – Offensive Coord</td>
<td>Steve Shankweiler</td>
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<tr>
<td>Assistant Coach – Defensive Line</td>
<td>Randy Melvin</td>
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<tr>
<td>Assistant Coach – Linebackers</td>
<td>Robert Harley</td>
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<tr>
<td>Assistant Coach – Running Backs</td>
<td>Jason Brooks</td>
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<tr>
<td>Assistant Coach – Tight Ends</td>
<td>Cort Shankweiler</td>
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<tr>
<td>Assistant Coach – Defensive Backs</td>
<td>Kerry Dixon</td>
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<tr>
<td>Assistant Coach – Wide Receivers</td>
<td>Cameron Turner</td>
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<tr>
<td>Assistant Coach – Special Teams</td>
<td>Shannon Moore</td>
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<tr>
<td>Graduate Assistant – Offense</td>
<td>Josh Beekman</td>
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<tr>
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<td>Graduate Assistant – Offense</td>
<td>Pete Collins</td>
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<tr>
<td>Graduate Assistant – Defense</td>
<td>Matthew Garris</td>
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<tr>
<td>Graduate Assistant – Defense</td>
<td>Kasey Smith</td>
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<tr>
<td>Director of Operations</td>
<td>Marc Davis</td>
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<tr>
<td>Assistant Director of Ops</td>
<td>Jed Keime</td>
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<tr>
<td>Head Equipment Manager/Facility Assist.</td>
<td>Chris Terlizzo</td>
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<tr>
<td>Video Coordinator</td>
<td>Joe Maggio</td>
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**Golf**

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<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>Coordinator of Operations</td>
<td>Nika Cleary</td>
<td>0303</td>
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<tr>
<td>GA Assistant Coach</td>
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**Sand Volleyball**

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Rita Buck-Crockett</td>
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<tr>
<td>Graduate Assistant</td>
<td>Maritta Crockett</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>
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<tr>
<td>Assistant Coach</td>
<td>Kyle Schroeder</td>
<td>2923</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>Lauren Singer</td>
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**Men's Soccer**

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Scott Calabrese</td>
<td>1981</td>
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<tr>
<td>Assistant Coach</td>
<td>Kevin Nylen</td>
<td>2124</td>
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<tr>
<td>Assistant Coach</td>
<td>Jean Camere</td>
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<tr>
<td><strong>Softball</strong></td>
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<tr>
<td>Head Coach</td>
<td>Gator Rebhan</td>
<td>6155</td>
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<tr>
<td>Assistant Coach</td>
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</tr>
<tr>
<td>Coordinator of Operations</td>
<td>Gui Cunha</td>
<td>7403</td>
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<tr>
<th><strong>Swimming &amp; Diving</strong></th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Randy Horner</td>
</tr>
<tr>
<td>Assistant Coach (Head Diving)</td>
<td>Rio Ramirez</td>
</tr>
<tr>
<td>Assistant Coach</td>
<td>Ignacio Gayo</td>
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<tr>
<th><strong>Women's Tennis</strong></th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Katarina Petrovic</td>
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<tr>
<td>Graduate Assistant</td>
<td>Jaklin Alawi</td>
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<tr>
<td>Coordinator of Operations</td>
<td>Nika Cleary</td>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Ryan Heberling</td>
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<tr>
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<td>Wyleshia Myrick</td>
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<tr>
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<tr>
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<td>Jermaine Felix</td>
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<tr>
<td>Associate Head Coach</td>
<td>Felix Hou</td>
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<tr>
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<td>Tim Edfors</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>Lourdes DeBoyrie</td>
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<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>Fiscal Assistant</td>
<td>Jenna Silva</td>
<td>1392</td>
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<tr>
<td>Accounting Coordinator</td>
<td>Yue Wang</td>
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</tr>
<tr>
<td>Development Director</td>
<td>Chris Bultinck</td>
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</tr>
<tr>
<td>Assistant Development Coordinator</td>
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</tr>
<tr>
<td>Assistant Director, Media Relations</td>
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<tr>
<td>Assistant Sports Info Director</td>
<td>Gregory Kincaid</td>
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<tr>
<td>Sports Info Coordinator</td>
<td>Kristina Taylor</td>
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<tr>
<td>Sports Info Coordinator</td>
<td>Pete Pelegrin</td>
<td>6666</td>
</tr>
<tr>
<td>Game Management &amp; Ops Coordinator</td>
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<td>1043</td>
</tr>
<tr>
<td>Director Athletic Facilities</td>
<td>Justin Vannice</td>
<td>2885</td>
</tr>
<tr>
<td>Equipment Manager/Facilities Assist.</td>
<td>Wayne Rustad</td>
<td>2353</td>
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<tr>
<td>Assistant Equipment Manager</td>
<td>Rich Pareja</td>
<td>1977</td>
</tr>
<tr>
<td>Facilities/Equipment Assist.</td>
<td>Jean Byron</td>
<td>1119</td>
</tr>
<tr>
<td>Psychologist</td>
<td>George Shepeard</td>
<td><a href="mailto:shepeard@fiu.edu">shepeard@fiu.edu</a></td>
</tr>
</tbody>
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### Other Important Campus Offices

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Police/Fire/Emergency (from on campus)</td>
<td>5911</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>Campus Ministry</td>
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<td>Career Services</td>
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<td>Service</td>
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<td>----------------------------------------------</td>
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<tr>
<td>Cashier's Office</td>
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<tr>
<td>Counseling &amp; Psychological Services</td>
<td>2434</td>
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<td>Equal Opportunity &amp; Diversity Programs (Title IX Coordinator)</td>
<td>2785</td>
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<td>Financial Aid Office</td>
<td>2489</td>
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<tr>
<td>Health Clinic</td>
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<td>Housing Central Office</td>
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<td>Information: University Park Campus</td>
<td>2000</td>
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<td>International Student &amp; Scholar Services</td>
<td>2421</td>
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<td>Library Information</td>
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<td>Multicultural Programs &amp; Services</td>
<td>2436</td>
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<td>Parking &amp; Traffic</td>
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<td>Photo ID Office</td>
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<td>Registrar's Office</td>
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<td>Residence Hall Association</td>
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<td>Student Government</td>
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<td>Student Organizations</td>
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<td>Victim Advocacy Center</td>
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<td>Women's Center</td>
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<td>Date</td>
<td>Event</td>
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<td>--------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>August 25</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 1</td>
<td>Labor Day Holiday (University Closed)</td>
</tr>
<tr>
<td>September 2</td>
<td>Last day to drop courses/withdraw without financial liability.</td>
</tr>
<tr>
<td>September 19</td>
<td>SENIORS last day to apply for graduation for Fall 2014 term</td>
</tr>
<tr>
<td>November 3</td>
<td>Deadline to drop a course with a DR grade</td>
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<tr>
<td>November 11</td>
<td>Veterans’ Day Holiday (University Closed)</td>
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<tr>
<td>November 27-28</td>
<td>Thanksgiving Holiday (University Closed)</td>
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<td>December 8-13</td>
<td>Final Week of the Semester</td>
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<tr>
<td>December 14-16</td>
<td>Commencement</td>
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<tr>
<td>December 15</td>
<td>Student-Athlete Graduation Luncheon</td>
</tr>
<tr>
<td>December 17</td>
<td>Books/laptops must be returned to SAAC</td>
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<tr>
<td>January 12</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 20</td>
<td>Last day to drop courses/withdraw without financial liability</td>
</tr>
<tr>
<td>January 19</td>
<td>Martin Luther King Holiday (University closed)</td>
</tr>
<tr>
<td>February 6</td>
<td>SENIORS Last day to apply for graduation for Spring 2014</td>
</tr>
<tr>
<td>March 9-14</td>
<td>Spring Break</td>
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<tr>
<td>March 23</td>
<td>Last Day to drop a course with a DR grade</td>
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<tr>
<td>April 27-May 2</td>
<td>Final Week of the Semester</td>
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<tr>
<td>TBA</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 4</td>
<td>Student-Athlete Graduation Luncheon</td>
</tr>
<tr>
<td>May 6</td>
<td>Books must be returned</td>
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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.
NCAA FACULTY ATHLETICS REPRESENTATIVE

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 the C-USA Conference. 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 is 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 FIU’s men’s soccer program is entering its 9th year with Conference USA during the 2014-2015 season.

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. Eighteen 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:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte</td>
<td>North Texas</td>
<td>UAB</td>
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<tr>
<td>FAU</td>
<td>Old Dominion</td>
<td>UT El Paso</td>
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<tr>
<td>Louisiana Tech</td>
<td>Rice</td>
<td>UT San Antonio</td>
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<tr>
<td>Marshall</td>
<td>Southern Mississippi</td>
<td>Western Kentucky</td>
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<td>Middle Tennessee</td>
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**FIU INTERCOLLEGIATE ATHLETICS TEAMS**

<table>
<thead>
<tr>
<th>Baseball</th>
<th>Football</th>
<th>Women's Swimming &amp; Diving</th>
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<tbody>
<tr>
<td>Men's Basketball</td>
<td>Women's Golf</td>
<td>Women's Tennis</td>
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<td>Women's Basketball</td>
<td>Softball</td>
<td>Men's Indoor/Outdoor Track</td>
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<td>Men's Cross Country</td>
<td>Men's Soccer</td>
<td>Women's Indoor/Outdoor Track</td>
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<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 Sand Volleyball</td>
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**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 conference, 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 athletic program, and themselves. This means adhering to fundamental values including respect, civility, fairness, honesty, and responsibility on and off the field. Below are some examples of what FIU considers as good behavior.
Examples of Good Behavior:
• Exhibiting high moral character;
• Sportsmanship;
• Demonstrating responsibility and respect;
• Following team, University, C-USA conference, 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 conference 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 Conference: (see Attachment 2)

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 1006.63). FIU has zero tolerance for team initiations and/or hazing. Please report any observance or suspicious activity. The following is the link to the conduct website: 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 professional 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.

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, other personal profile, or social media site 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 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 Conflict and Dispute Resolution. Allegations of sexual harassment will also be referred to the University’s Title IX Coordinator (which is the Director of the Department for Equal Opportunity Programs & Diversity).

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
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 Head Coach, Sr. Associate AD/SWA, 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, among other discipline deemed appropriate based on the circumstances. The student-athlete will meet with the Head Coach and the Sr. Associate AD/SWA 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 Head Coach, Sr. Associate AD/SWA, 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 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, the Sr. Associate AD/SWA (the Director of Athletics designee) shall counsel the student-athlete within 24 hours of 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
The popularity of personal profile websites such as Facebook and Twitter has grown tremendously during the last couple of years. Like college students all across the country, most of you have created your own personal profiles on these websites. 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 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 Facebook and Twitter profiles; (2) females being sexually assaulted by men they met through MySpace; (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 Facebook 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 reviewing the Facebook and Twitter profiles.

Therefore, if you choose to create a personal profile on websites such as Facebook and Twitter, 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.

**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. Also, students know that individual success is dependent on their commitment to practice, dedication to proper physical conditioning, and willingness to follow the directions given by their coaches. 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; otherwise, any help provided may
be futile. To this end, the University, along with Undergraduate Education and 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 students 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 understandable, students are encouraged to ask their SAAC Academic Advisor, Faculty Athletics Representative (FAR) or the Athletics Compliance Office for clarification.

The Student-Athlete Academic Center (SAAC) is located on the west side of the FIU campus, adjacent to the FIU Arena. The Director of the Student-Athlete Academic Center manages and supervises an Associate Director Learning Specialist, 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. Only FIU student-athletes, FIU students working on a project with a student-athlete and coaches are permitted to utilize the Computer Lab. Anyone not abiding by these rules will be asked to leave the center, lose all corresponding study hall hours, and may face disciplinary action by the University as well as the Athletic Department.

All student-athletes are required to:

- Sign in using either Panther ID or Panther ID Card to use the SAAC computer lab and attend tutoring sessions;
- 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, POGO, DatPiff, BlackPlanet, MiGente, 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:

• Talking on cell phones in study halls, the computer lab or tutoring areas
• 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 “monitored study”. There are 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
• Complete required study hall hours weekly
• Effectively utilize SAAC tutoring services and attend all appointments on time
• Pick up and return text books on time.

Student-athletes are also expected to follow all SAAC policies and procedures as described below:
• Attend all scheduled advisor 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 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 advisor meeting attendance, study hall and 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 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.

**Monitored Study Halls**
Freshmen, transfers, and upperclassmen with a GPA of less than a 2.5 are required to attend weekly monitored study hall for a mandated period of time each week. The monitored study hall is open six days a week at times compatible with class and practice schedules. Tutors are available during day and evening study hall hours to
assist student-athletes. A Study Hall Monitor is on premise at all times to ensure proper use of study hall hours. Additionally, coaches should set monitored study time on team trips. Student-athletes must sign in and out of study hall through a computerized tracking system using their Panther ID. In “monitored study” areas, recreational reading materials are prohibited.

**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. 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.

- 1<sup>st</sup>-3<sup>rd</sup> offense (per academic term): The student-athlete’s coach will be notified and will result in progressive disciplinary action by the coach.
- 4<sup>th</sup> 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, advisor 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 Learning Coordinator, a tutor, an advisor, 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 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, 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/transition. 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 adjustment concerns. SAAC’s staff is not trained to offer psychological counseling to student-athletes.

Academic Advising
Each athletic team is assigned an academic advisor. All freshmen and sophomores will be advised by their SAAC advisor. 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 advisor and should be completed by all freshman and sophomore student-athletes.

Student-athletes should schedule an advising appointment with their advisor 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 advisor, 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 advisors their transcript and make sure all transfer credits, if applicable, are posted.
3. Ask their advisors 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 advisor to file.
3. Going into their 3rd year, student-athletes will be required to have their academic advisor 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 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 advisor 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 final exam is scheduled.

Registering for Classes
All student-athletes have an **Athletic Hold** placed and must see a SAAC Advisor 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 advisor and follow the Plan of Study for their intended major. Students in their 3rd and 4th year must 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 advisor. Registration forms are available with individual SAAC advisors.

Student-athletes are encouraged to register for 15 but must register for at least 12 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 regular students. 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 advisor. 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 Advisor. 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 ADVISOR, HE/SHE SHOULD NOT DROP OR ADD ANY CLASSES WITHOUT FIRST CHECKING WITH A SAAC ADVISOR AS DOING SO COULD RENDER HIM/HER INELIGIBLE TO COMPETE!

Late Drops
Student-athletes, with permission from a SAAC Advisor 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.

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 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.

Online Courses or Courses with Additional Fees
There is an additional fee associated with online and some other courses. This additional fee will only be paid by athletic scholarship if:
- Scholarship covers and additional fees are approved in advance
- There are no regular class sections offered, and it is required in major
- Regular class section is offered during team practice time.

All online courses must be approved in advance by completing the Online Course Agreement form and either email/deliver to Julie Berg, Senior Associate Athletic Director/SWA. Students must either scan, sign and email Julie Berg at bergj@fiu.edu or print, sign and deliver to Arena 202 the completed Online Course Agreement.
request form specifying the course prefix/#, reason and attach current class schedule. If reason meets above criteria the additional fee will be approved. If this procedure is not followed, students will have a hold on their account and be financially responsible for the additional online fee.

All student-athletes approved for online courses are responsible for maintaining the highest level of honesty and academic integrity when completing assignments, exams and any related coursework. Students are required to take quizzes and exams in the SAAC computer lab. **If it is determined that a student did not follow this procedure no future online course fees will be approved for that student.**

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.

**Grades**

Students obtain semester grades by using their personal access number at www, (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.

A list of all Dean’s List and Honor Roll student-athletes will be posted on SAAC’s Panther Pride Board.

**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 advisors.

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 advisor 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 form to Enrollment Services by the posted deadline (see academic calendar 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 advisor 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 everything has been verified, you will either borrow books from the SAAC, depending on the current inventory in the loan book program, or will be given a form and sent to pick up books from the FIU Bookstore.

If courses are dropped or added, books will not be given for any new class until the dropped course book is 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 books 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 fill out a form to return your books that is located at the front desk area of the SAAC or on SAAC’s website. 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 needs to fill out the *Book Reimbursement form* that is available at SAAC’s front desk or SAAC’s website.
Student-athletes must submit:
- Class schedule (printed within 24 hours of the submission)
- Course syllabus (highlighting the statement indicating the book is a required text)
- Original receipt for the item purchased

This complete packet must be turned in to SAAC’s Office Manager.

**EMAIL ADDRESS**

All FIU students are given an email address upon admittance to the university. Emails can be accessed through [http://myfiu.edu](http://myfiu.edu) or can be transferred to a Yahoo, Hotmail, or any other account. SAAC advisors 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 be bona-fide students. Our goal is that all student-athletes graduate from the University in a timely manner. 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 advising 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 at the **beginning of each semester** 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 conflict exists, the student’s academic advisor needs to be contacted immediately to help resolve this situation.

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 Advisor and the Faculty Athletics Representative (FAR) will be notified.

If it is concluded that the student-athlete is not making a noteworthy effort, appropriate action is required which may include suspension from competitive participation until a satisfactory effort is achieved. 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, should 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 beginning of each semester.

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. In addition, instructors may omit the assignment or the exam in question, provided that at least two other exams or assignments will be included in the course grading.

Instructors retain complete academic freedom to set limits on the number of excused absences and on special accommodations for students to make up missed exams, lab assignments, and papers. In particular, instructors have no obligation to excuse student-athletes from final exams given at the times specified in the University's Schedule of Classes.

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, and ipods during class 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:

- Documented illness of the student-athlete or an immediate family member
- Documented death of an immediate family member
- Religious Holiday
- Subpoena or court appearance
- Official excused absence for athletic travel and competition
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:

<table>
<thead>
<tr>
<th>Unexcused Absence</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Unexcused absence</td>
<td>Notification to coach and sport specific punishment</td>
</tr>
<tr>
<td>2nd Unexcused absence</td>
<td>Notification to coach and sport specific punishment; meeting with Academic Advisor and/or Director of SAAC.</td>
</tr>
<tr>
<td>3rd Unexcused absence</td>
<td>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.</td>
</tr>
<tr>
<td>4th Unexcused absence</td>
<td>Notification to coach, sport administrator and parents or legal guardian; Suspension from one practice; 5 additional study hall hours per week for the remainder of the season; loss of complimentary tickets for remainder of the season or if out of season 30% of the next season</td>
</tr>
<tr>
<td>5th Unexcused absence</td>
<td>Suspension from competition pending a meeting with the head coach and sport administrator.</td>
</tr>
</tbody>
</table>

Sport specific punishments can include, but are not limited to:
- Early a.m., late p.m., or extended study hall hours,
- 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, 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. A grant-in-aid may include tuition and permissible fees, room, board, 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.

Certain stipends will either be mailed to student-athletes or direct deposited into their bank accounts by the Office of Student Financials. Other times, students will be issued a room or meal plan. **Always ask your coach 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 RECEIVABLES**

Student-athletes will incur expenses for unreturned books, equipment 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.

The below 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:** Student-athletes will be charged the buyback price (determined by the bookstore) on any books not returned to the SAAC by the determined deadline. Students must make payment by the upcoming August prior to the start of the next academic year.

- **Failed/Dropped Summer Courses:** Returning student-athletes will be responsible for the in-state portion of tuition paid by the department for courses dropped/failed plus online fee when applicable during the summer semesters. The student-athlete must make a payment on amount owed before the date on which team activities start during the following academic year. 5th year/exhausted eligibility students will be financially responsible for all term (fall/spring/summer) failed/dropped courses.

Student-athletes who incur expenses for any of the above will have the option of making a payment plan. Such payment plans must be arranged in person with the Athletics Business Manager. The business office is located on the second floor of the FIU Arena.

**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 be approved by the Director of Athletics or Sr. Associate Athletic Director/SWA.

**CHAMPS LIFE SKILLS**

The mission of the NCAA is twofold: maintain intercollegiate athletics as an integral part of the campus educational program as well as maintain the athlete as an integral part of the student body. With this in mind, the CHAMPS/Life Skills was created to support the student development initiatives of its member institutions and to enhance the quality of the student-athlete experience within the university setting. FIU’s CHAMP’s Life Skills program focuses on five areas. CHAMPS/Life Skills Program Commitment Statements:

- **Commitment to Academic Excellence**
  To support the academic progress of the student-athlete toward intellectual development and graduation.

- **Commitment to Athletic Excellence**
  To build philosophical foundations for the development of athletics programs that are broad-based, equitable and dedicated to the well-being of the student-athlete.

- **Commitment to Personal Development**
  To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, personal growth and decision-making skills.

- **Commitment to Career Development**
  To encourage the student-athlete to develop and pursue career and life goals.

- **Commitment to Service**
  To engage the student-athlete in service to his/her campus and surrounding communities.

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 result in suspension from a game or competition.
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 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 paid by the University for courses 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 advisor.

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 aFIU Arena.

**POST ELIGIBILITY 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
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 Facility
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, Softball/Tennis Building and Baseball Stadium all on the first floor. The facilities and athletic trainers are available to all FIU student-athletes and 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 may 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 will 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. No illness will 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 or 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 will 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. No treatment will be given during practice time unless indicated 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. 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. 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; 786-596-4100. It is opened daily until 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.

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 competition.

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
Psychological issues (e.g., eating disorders, substance related problems, depression) typically also have medical consequences. Depression can also lead to an increased risk of injury. The athletic department encourages students experiencing any signs or symptoms to seek confidential assistance through the athletic trainers for guidance on the available resources through the Counseling & Psychological Services Center. A few common signs and symptoms can include: sleep difficulty; change in appetite; mood swings; feeling out of control; irritability; poor concentration; obsessive thoughts; suicidal thoughts; social withdrawal. The Counseling & Psychological Services Center phone number is (305)348-2434.

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.
• 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 Ergogenic Aids
The FIU sports medicine staff discourages the use of any nutritional ergogenic aids or performance enhancing supplements (i.e. creatine). See director of athletic training for and questions and/or list of NCAA Banned Substances (i.e. ephedrine). 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 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.

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

**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 Plan**

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 Loss</td>
<td>Sadness</td>
</tr>
<tr>
<td>Nausea</td>
<td>Reasoning Disorders</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>
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<tr>
<td>Light sensitivity</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:

- Symptom Checklist
- Cognitive (FIU IMPACT TEST) and Physical Evaluation
- Balance Examination – (Wii)

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>
</table>

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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.

The following steps will be taken for the student-athlete suspected of having a concussion and reports symptoms:
- Removal from participation for the remainder of the day
- * Symptom Checklist
- * 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
- 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.
- Should a student-athlete suffer from a third concussion during the same competitive season, he or she will be excluded from competition for the remainder of that season, referred back to the Baptist Brain Injury Program for further evaluation and treatment. A medical evaluation will be required prior to that athlete returning to competitive sports the following season.

**Exertional/Functional Testing Protocol (3 Day Progression):**

- 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 overcome 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, 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 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 athletic director/SWA, team physician, director of athletic training 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 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 discouraged from using any non-regulated substance and should seek advice from 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.

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 director of athletic training 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 Director of athletic training 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 seniors 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, director of athletic training, 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 would be permitted to provide a second sample within an hour.
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 director of athletic training 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 have them and your teammates read 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. Any students wishing to be nominated for this award should inform their coach or see 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
- 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. 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. (please refer to 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 start 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 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;
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 academic advisor to ensure compliance with them.

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 program advisor to be enrolled in less than 12 hours; Student-athletes enrolled in graduate school need to be enrolled in nine (9) semester hours; 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).

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;
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 receive a free admission to an FIU or booster club or recognition banquet;
5. Receiving typing services or had expenses paid 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, personal calling card, work phone, work cell phone, or work calling card.

Remember: This is not an “all inclusive” 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 than to put 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.

**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/discuss 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. Prior to the contact being initiated the student must submit a SA Relinquishment of Athletics Aid form.

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 able 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 one-time transfer 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 not to grant an exception to the transfer residency requirement, the student-athlete shall submit a written request to the Faculty Athletics Representative (FAR) Dr. Pete Markowitz at markowit@fiu.edu, indicating his/her intent to have an appeal hearing. 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, mailing address, and sport;

ii. The student-athlete's reasons for requesting an appeal and the student-
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, 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.

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 at 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 period leading to the final examination period, e.g. reading day.
5. Daily and weekly hour limitation 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 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-athletes 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 spend on the viewing of film. All activities beginning January 1 and outside the playing season shall be conducted per Bylaw 17.9.6 (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, more than four student-athletes from the team may be involved in skill-related instruction with their coaches.
2. Prior to September 15 and after April 15, no more than four student-athletes from the same team may be involved in skill-related instruction with their coaches at any one time in any facility.

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, more than four 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, no more than four 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 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 must initiate 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 or on the track). 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 covers transportation and room cost. 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.FIUsports.com](http://www.FIUsports.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 competition 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. You may also risk your draft status and publicly embarrassing yourself, your family/friends, and 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 personal (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**

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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 maximum $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 at 786 251-9469 or Hank Harrawood, Associate AD, Compliance at 305 348-2843 or rharrawo@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. 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.