KEY PERSONNEL

ADMINISTRATION

Vice President and Director of Athletics…...Brian White……………………athleticdirector@fau.edu
Executive Assistant to the AD………………Meneftha Pierre……………………menefthapier2016@fau.edu
Deputy Director of Athletics…………………Ryan Alpert……………………ralpert@fau.edu
Senior Associate AD/Internal Operations……Brian Battle……………………battleb@fau.edu
Associate AD/Internal Operations/SWA……Danielle Daniel……………………dddaniel@fau.edu
Associate AD/Academics…………………Eric Coleman……………………colemane@fau.edu
Associate AD/Business and Finance………Patricia Dobiecki………………pdobieck@fau.edu
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Assistant AD/Facilities, Operations and Events…Titus Queen……………………tqueen@fau.edu
Assistant AD/Media Relations………………Katrina McCormack………………kmccormki@fau.edu
Faculty Athletics Representative…………Dr. Kim Dunn……………………kdunn@fau.edu
Interim University Title IX Coordinator……Elizabeth Rubin………………………………………………..

ACADEMICS

Asst. AD/Assoc. Director of SACAE…………Nicole Alderson……………………nalderson@fau.edu
Director of Advising Services………………Eric Zeaman……………………jzeaman@fau.edu
Director of Football Academic Support……Mike Lacey……………………laceym@fau.edu
Director of Learning Services………………Jacqueline Perez……………………jperez46@fau.edu
Assistant Director of SA Development…………Dasha Cherkasov……………dccherkasov@fau.edu
Academic Counselor……………………Kiersten Coffman……………………kcoffman2016@fau.edu
Academic Counselor……………………Leslie Chang……………………lesliechang@fau.edu
Assistant Academic Counselor……………Garrett Lawson……………………glawson2017@fau.edu
Assistant Academic Counselor……………Jessica Theulen……………………jtheulen2016@fau.edu
Assistant Academic Counselor……………Brianne Wojciakowski……………bwojciakowski2013@fau.edu
Assistant Academic Counselor……………Ethan Swingle……………………eswingle2016@fau.edu
Learning Specialist……………………Cindy Crosby……………………crosbyc@fau.edu
Learning Specialist/Tutor Coordinator……Jana Pladevall-Guyer……………jpladevallgu2016@fau.edu
**EQUIPMENT**

Director of Equipment Operations.............. Ryan Zluticky........................................rzluticky@fau.edu

**SPORTS MEDICINE**

Director of Sports Medicine....................Craig Wilder.................................................. wilderc@fau.edu

Head Football Athletic Trainer..................Adam Bennett.................................................. bennetta@fau.edu

Director of Rehab/Assistant Football Trainer..... Rudy Rodriguez.................................rodolforodriguez@fau.edu

Athletic Trainer...................................... Cory Kaplan..................................................... kaplanc@fau.edu

Athletic Trainer...................................... Bruce Hamelin................................................ bhamelin@fau.edu

Athletic Trainer...................................... TBD................................................................

Fellowship Athletic Trainer...................... Max Diaz......................................................... maxdiaz2017@fau.edu

Graduate Assistant................................. Ali Costello....................................................... costelloa2017@fau.edu

Graduate Assistant................................. Margaret Johns.............................................. mjohns2017@fau.edu

Graduate Assistant................................. Emma Hindes............................................... ehindes2018@fau.edu

Graduate Assistant................................. Rachel Lewis.................................................. rachellewis2018@fau.edu

Certified Intern....................................... Daniella Eiroa............................................... deirola@fau.edu

Insurance Coordinator............................ Lisa Snowden................................................... snowden2001@fau.edu
### Important Dates

#### Fall Semester 2018

- **Freshman Convocation**: Sunday, August 19
- **Welcome Back Event**: Sunday, August 19
- **First Day of Classes**: Monday, August 20
- **Last Day to Add/Drop**: Friday, August 24
- **Last Day to Pay Tuition & Fees**: Monday, August 27
- **Labor Day (NO CLASS)**: Monday, September 3
- **Last Day to Submit Application for Degree**: Friday, September 7
- **Veteran’s Day (NO CLASS)**: Monday, November 12
- **Last Day to Withdraw**: Friday, November 16
- **Thanksgiving Recess (NO CLASS)**: Monday, November 22-25
- **Last Day of Classes**: Saturday, December 1
- **Final Exams**: Monday, December 3-5
- **Commencement**: Friday, December 13-14
- **Semester Ends**: Friday, December 14
- **Grades Due**: Monday, December 17
- **Winter Holiday Break**: December 24 – January 1

#### Spring Semester 2019

- **First Day of Classes**: Saturday, January 5
- **Last Day to Add/Drop**: Friday, January 11
- **Last Day to Pay Tuition & Fees**: Monday, January 14
- **MLK Holiday (NO CLASS)**: Monday, January 21
- **Last Day to Submit Application for Degree**: Friday, January 25
- **Spring Break**: March 4-10
- **Last Day to Withdraw**: Friday, April 25 – May 1
- **Last Day of Classes**: Monday, April 23-24
- **Final Exams**: Monday, April 22
- **Commencement**: May 23-24
- **Semester Ends**: Friday, May 2
- **Grades Due**: Monday, May 6
Summer Term 1 2019

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Last Day to Add/Drop ........................................... Friday ............................................. May ............... 17
Last Day to Pay Tuition & Fees ................................ Monday ........................................ May ............... 20
Memorial Day (NO CLASS) ...................................... Monday ........................................ May ............... 27
Last Day to Submit Application for Degree .................. Friday ........................................ May ............... 31
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Summer Term 2 2019

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Summer Term 3 2019

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Last Day of Classes ........................................... Friday ........................................ August ............... 2
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# Key Personnel

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MISSION STATEMENT

In support of the educational mission of Florida Atlantic University (hereafter “FAU” or “University”), we prepare and empower our student-athletes for academic, athletic and lifetime achievement. We share an expectation of excellence. We unify and engage our students, alumni and the community.

CORE VALUES

- Excellence
- Innovation
- Teamwork
- Integrity

COMMITMENT TO DIVERSITY

The Florida Atlantic University Department of Athletics (hereafter “Department of Athletics”) strives to create a supportive environment for student-athletes of all genders, races, cultures, ethnicities, and lifestyles. Discrimination of any kind will not be tolerated. Immediately report suspected discrimination to a coach, sport administrator, academic counselor, or faculty athletics representative.

STANDARDS OF CONDUCT AND DISCIPLINARY PROCEDURES

OVERVIEW

Florida Atlantic University student-athletes (hereafter “student-athletes”) are extended the privilege of participating in intercollegiate athletics and acting as representatives of their team and University. In return, student-athletes must accept personal responsibility for their behavior:

Student-athletes are expected to:

- Abide by all applicable team, Department of Athletics, University, affiliated conference, NCAA, and governmental regulations (e.g., laws, rules, policies, procedures, etc.);
- Immediately report any violations of NCAA rules to the associate athletics director of compliance, director of athletics, or faculty athletics representative;
- Refrain from and be intolerant of physical abuse, harassment, and intimidation;
- Demonstrate responsible citizenship and good sportsmanship; and
- Engage in conduct which creates a positive image of the people, values, and traditions associated with FAU, affiliated conferences, and NCAA.

LEGAL SYSTEM

Student-athletes are subject to all applicable statues and laws and are in no way exempt from the consequences, as determined by the appropriate legal authorities, of unlawful behavior. The Department of Athletics does not attempt to interfere with the outcome of legal matters involving student-athletes.

---

1 See subsections below for additional information.
Any student-athlete arrested for a criminal offense must notify his or her head, or sport administrator if the head is not available, as soon as possible after the arrest.

In cases of arrest, the student-athlete will be immediately suspended from practice and competition. The director of athletics will determine if and when practice and competition privileges resume.

THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)
Student-athletes are subject to the rules and regulations of the NCAA. All such rules and regulations are found in the NCAA Manual, available online at www.ncaa.org.2

CONFERENCE USA (CUSA)
Conference USA (hereafter “C-USA” or “Conference”) member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. C-USA believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the C-USA Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

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

Pursuant to C-USA rules, unacceptable student-athlete behavior includes, but is not limited to, the following:

- physically or verbally abusing officials, coaches, opponents or spectators;
- engaging in any comment, whether critical or not, of game officials or the officiating of any contest;
- making negative comments about Conference personnel, another institution, its student-athletes or its personnel;
- using obscene or otherwise inappropriate language or gestures;
- making public statements which are derogatory, controversial, or outside the Department of Athletics media policy.

The Department of Athletics investigates all incidents of unsportsmanlike conduct and may discipline student-athletes who engage in unsportsmanlike behavior.

UNIVERSITY

Student-athletes are subject to University regulations, as published in the University Student Code of Conduct. This can be found online at http://www.fau.edu/studentconduct/. Any student-athlete who is charged with violating the Student Code of Conduct must notify his or her head coach, or sport administrator if the head coach is not available, as soon as possible after the alleged violation occurs.

The Office of Student Affairs is responsible for discipline associated with violations of the Student Code of Conduct. All student-athletes are subject to University sanctions and disciplinary actions as determined by the Office of Student Affairs. The Department of Athletics does not attempt to interfere with the outcome of University Code of Conduct matters involving student-athletes. In cases of University suspensions or dismissals, the student-athlete will forfeit practice and competition privileges and possibly scholarship support during the suspension or dismissal period.

2 The NCAA Compliance section below provides additional guidance.
DEPARTMENT OF ATHLETICS

Athletic related penalties associated with unlawful behavior or violations of NCAA, affiliated conference, University, and/or Department of Athletics regulations (e.g., rules, policies, procedures, etc.) are determined by the director of athletics. Athletic penalties could include a written reprimand, temporary or permanent loss of practice or participation status, team suspension, reduction or termination of athletic aid and/or dismissal from the team.³

TEAM

The team head coach is responsible for team rules and discipline. The team head coach may impose discipline greater than, but not less than, the penalties imposed by the legal system, University, affiliated conference and/or Department of Athletics. However, all team disciplinary actions are subject to review by the sport administrator and director of athletics.⁴

SELECT POLICIES

TOBACCO

In accordance with NCAA bylaws, the use of tobacco products is prohibited by all game personnel (e.g. student-athletes, coaches, trainers, managers, and game officials) in all sports during practice and competition. In addition, smoking and chewing tobacco are not permitted in athletics facilities. Please see this link for further details https://www.fau.edu/owlscare/caring_for_fau/tobacco_free.php.

GAMBLING

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contest and jeopardizes the welfare of student-athletes and the intercollegiate athletics community.

Student-athletes are not permitted to participate in sports wagering, any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value. Examples of sports wagering include, but are not limited to the following:

- placing, accepting or soliciting a wager of any type with any individual or organization on any intercollegiate, amateur, or professional team contest;
- using a bookmaker or parlay card;
- internet sports wagering;
- placing bids in auctions on teams, individuals, or contests;
- participating in pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize;
- soliciting or accepting a bet on a Bowl Game or a Final Four Game;
- soliciting or accepting a bet on NFL, NBA, or MLB game; and
- soliciting or accepting a bet on any aspect of an intercollegiate competition even on statistical categories (number of home runs, number of penalties, yardage earned, etc.)

³ Reduction or cancellation of grant-in-aid may also be subject to the review and approval of the University Scholarship Committee. See subsection below for additional guidance.
⁴ For grievance options available to student-athletes, see Student-Athlete Grievance Procedures below.
In addition, student-athletes are not permitted to provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition (i.e., reporting information about injuries, new plays, team morale, discipline problems, or anything else).

See NCAA Bylaw, Article 10 for more complete information.

Student-athlete participation in sports wagering can result in disciplinary action and loss of eligibility.

**Student-athletes are required by the NCAA and the Department of Athletics to report any individuals who offer gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest to their coach and/or the associate athletics director for compliance.**

**HAZING**

The Department of Athletics supports only those activities which are constructive, educational and inspirational and contribute to the intellectual and personal development of students. The Department of Athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.

FAU interprets hazing as any act whether physical, mental emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirements by a member which compels another member to participate in any activity which is against university policy or state/federal law will be defined as hazing.

Actions and activities which are prohibited include, but are not limited to, the following:

- any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them regardless of the person’s willingness to participate;
- forcing, requiring or pressuring an individual to consume alcohol or any other substance;
- forcing, requiring or pressuring an individual to shave any part of their body, including hair on the head;
- any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, and publicly indecent, contrary to genuine morals and/or beliefs, e.g., public profanity, indecent or lewd conduct or sexual gestures in public;
- required eating of anything the individual would refuse to eat otherwise;
- any forced or coerced activity or action that creates a risk to the health, safety or property of the University or any member of its community;
- forcing or requiring calisthenics, such as push-ups, sit-ups and runs other than those imposed by the Department of Athletics and its employees as part of the sport and the training;
- assigning or endorsing pranks such as stealing or harassment of another individual or organization;
- awakening or disturbing individuals during normal sleeping hours;
- expecting or pressuring individuals to participate in an activity in which the full membership is not will to participate;
- physical abuse of any kind;
- forcing, encouraging or pressuring someone to wear, in public or private, apparel which is conspicuous and not within the norm of what is considered to be in good taste;
- engaging in public students and buffoonery;
- nudity at any time or forced reading of pornographic material;
- paddling, beating or otherwise permitting a member to hit other members;
- having substances such as eggs, mud, paint, and honey thrown at, poured on or otherwise applied to the body of a member;
- morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule, or intimidation;
- subjecting a member to cruel and unusual psychological conditions.

**STUDENT-ATHLETE EXPERIENCE**

**EXIT SURVEY**

As part of ongoing efforts to improve the student-athlete experience, the Department of Athletics asks departing student-athletes to complete an online exit survey. This survey provides student-athletes with an opportunity to give a candid assessment of their experiences. This exit survey provides valuable information that will be used to identify areas where changes and improvements are needed.

Student-athletes should give careful consideration to all of the survey items and provide thoughtful, candid, and accurate responses to each question. Upon completion of the online survey, student-athletes can also request a confidential in person meeting with a Department of Athletics administrator or the faculty athletics representative.

Graduating student-athletes will receive a stole which is worn during the commencement ceremony to represent commitment to academics and athletics and the achievement of receiving a college degree. To be eligible to receive a graduation stole, you must fulfill the following:

- complete the entire Exit Survey; and
- graduate within the current academic year

**RETURNING STUDENT-ATHLETE SURVEY**

Returning student-athletes are asked to provide feedback on their athletic experience through an online survey. The survey is completely anonymous and confidential. This survey results will help the Department of Athletics enhance the student-athlete experience. At any time, returning student-athletes can request a confidential in person meeting with a Department of Athletics administrator or the faculty athletics representative.

**SPORT SUPERVISORS**

Each team at FAU is assigned a Department of Athletics administrator who serves as the program’s sport supervisor. Student-athletes are encouraged to contact their sport supervisor to discuss any special issues or concerns that may arise during their time at FAU. Sport supervisors work closely with their respective head coaches and support units within the Department of Athletics.

**FACULTY ATHLETICS REPRESENTATIVE**

The faculty athletics representative (hereafter “FAR”) is appointed from the faculty by the President of the University. The FAR chairs the Intercollegiate Athletics Committee (hereafter “IAC”) and, with the assistance of the IAC, advises the Department of Athletics and the University President on intercollegiate
athletics program policies. The FAR is the voting representative of the campus to the conference and the NCAA.

Student-athletes may contact the FAR at any time for any reason. Student-athletes may recommend policy changes to the IAC by asking Student-Athlete Advisory Council (SAAC) to support the change. The current FAR is Dr. Kimberly Dunn. She can be reached by phone at (561)703-3065 or by email at kdunn@fau.edu.

ACADEMIC SUPPORT SERVICES FOR FAU STUDENT-ATHLETES

As a student-athlete at FAU, you will have a wide variety of support services available to help you become a successful student. Student-athletes are often faced with additional responsibilities and time constraints that are not imposed on the general student body. In response to these additional responsibilities, the Student-Athlete Center for Academic Excellence (SACAE) was created to assist you in your academic endeavors and personal development throughout your college career (see description of services below).

It is important to point out that while utilizing available support services will positively impact your performance, you are ultimately responsible for your academic success. You are expected to attend all classes, take notes, and engage in appropriate academic behavior at all times. You also should plan to meet with your professors during their office hours whenever necessary.

Please remember that the SACAE is only one resource and was not established to keep you isolated from other parts of the University community. You must also interact with college advisors, faculty and a wide variety of University personnel. Your academic counselor can, however, serve as a liaison between you and other University officials, providing you with the necessary knowledge to help you gain academic and social independence.** You can request a tutor by accessing GradesFirst and clicking on "Request Tutor Appt." or through your academic counselor.

ACADEMIC INTEGRITY

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Dishonesty is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility.

The FAU Code of Academic Integrity prohibits dishonesty and requires a faculty member, student, or staff member to notify an instructor when there is reason to believe dishonesty has occurred in a course/program requirement. The instructor must pursue any reasonable allegation, taking action where appropriate. Examples of academic dishonesty include, but are not limited to, the following:

A. Cheating
   - The unauthorized use of notes, books, electronic devices, or other study aids while taking an examination or working on an assignment.
   - Providing unauthorized assistance to or receiving assistance from another student during an examination or while working on an assignment.
   - Having someone take an exam or complete an assignment in one’s place.
   - Securing an exam, receiving an unauthorized copy of an exam, or sharing a copy of an exam.
B. Plagiarism

- The presentation of words or ideas from any other source or another person as one’s own without proper quotation and citation.
- Putting someone else’s ideas or facts into your own words (paraphrasing) without proper citation.
- Turning in someone else’s work as one’s own, including the buying and selling of term papers or assignments.

C. Other Forms of Dishonesty

- Falsifying or inventing information, data, or citations.
- Failing to comply with examination regulations or failing to obey the instructions of an examination proctor.
- Submitting the same paper or assignment, or part thereof, in more than one class without the written consent of both instructors.
- Any other form of academic cheating, plagiarism, or dishonesty.

**NCAA ACADEMIC MISCONDUCT**

A violation of FAU’s Code of Academic Integrity may also result in an NCAA academic misconduct violation, which may result in a student-athlete becoming ineligible to compete. FAU is required to report an NCAA academic misconduct violation pursuant to NCAA Bylaw 14.02.1 and 14.02.10.

The different types of academic integrity-related offenses that are considered to be NCAA violations are:

1. Academic misconduct (as defined and limited by the legislation);
2. The provision or arrangement of impermissible academic assistance by a current or former institutional staff member or representative of athletics interests to a student-athlete;
3. A departure from academic misconduct policies and procedures in the investigation and adjudication of alleged academic misconduct involving a student-athlete; and
4. Pre-enrollment academic misconduct (as defined by NCAA legislation previously in NCAA Bylaw 10, moved to Bylaw 14).

**STUDENT-ATHLETE CENTER FOR ACADEMIC EXCELLENCE**

The Student-Athlete Center for Academic Excellence is located in room 261 of the Oxley Center. The SACAE is open from:

8:00 a.m. until 9:00 p.m. Monday through Thursday
8:00 a.m. to 5:00 p.m. on Friday,
6:00 p.m. to 8:00 p.m. on Sundays.
(Summer hours: Monday through Friday 8:00 a.m. until 5:00 p.m.).

The primary goal of the SACAE is to assist you in reaching your educational goals while you compete in intercollegiate athletics. As academic affairs officers, counselors function as liaisons between the athletic and academic communities. Your academic counselor is available to assist you by instituting academic and social support programs which include, but are not limited to Academic Enhancement, Tutorial Services, Secondary Advising, Study Hall, and Life Skills Programs.

The academic expectation is that all student-athletes will earn a minimum of a 3.0 GPA and will strive to earn a 4.00 GPA.
ACADEMIC ENHANCEMENT/TUTORIAL SERVICES

As an FAU student-athlete, you will be assigned to an academic counselor who will work closely with you on a variety of academic enhancement activities. You will have regular meetings with your academic counselor throughout your college career to structure your individualized learning plan and coordinate your academic plan of study. This will all take place in close collaboration with the academic advisor within your major. Your counselor can also provide assistance with important fundamental academic skills such as note taking, exam taking strategies, communication, and time management. The academic counselor assigned to your team will be at your first team meeting in the fall to introduce him or herself and answer any questions you might need addressed.

The Student-Athlete Center for Academic Excellence also offers a comprehensive tutorial program for student-athletes. The purpose of FAU's tutorial program is to supplement all of the sound educational practices (class attendance, note taking, time management, professor contact, etc.) that are necessary for the academic success of all students. Each semester a tutorial staff is hired consisting of well-trained graduate and undergraduate students who have demonstrated high levels of proficiency in their respective subject areas. Special emphasis is given during your freshmen year to help you develop strong written and quantitative skills. In addition to this writing assistance, math and other subject tutors are available on an appointment basis. While tutors are generally available on an individual basis, group sessions may also be arranged.

Please remember that you should never be embarrassed to ask for a tutor. Almost everyone needs some help in a course at some point during their academic career. One of the most common mistakes that students make is waiting until they are in serious trouble in a course before asking for help. If you use the tutorial services when you begin having trouble, you'll save a lot of time, frustration and wasted effort. Even if you are doing well in a class and simply wish to improve your grade, you are welcome and encouraged to use the free tutorial program that is available to all student-athletes. Please keep in mind that it is your responsibility to attend the sessions you requested. If you miss a session, there will be a charge accessed on your FAU account.

ACADEMIC ADVISING

As a student-athlete at Florida Atlantic University, you will benefit from a comprehensive dual advising process. You will work closely with your primary academic advisors (faculty or college representatives) to formulate plans of study that coincide with your areas of academic interest. In addition, you will also be assigned to an academic counselor from the Student-Athlete Center for Academic Excellence who educates you regarding NCAA eligibility rules and takes steps to keep conflicts between academic tasks, practices, or competitions to a minimum. The goal of this dual advising process is to allow you to pursue the degree of your choice, while simultaneously maintaining your athletic eligibility and getting the most out of your potential in the classroom. While assistance and guidance exist to support your efforts, you are ultimately responsible for your own progress toward a degree, registration, and compliance with university policies and procedures.

- Freshman: You will be advised through University Advising Services. At 30 credit hours, if you have a declared major, you will be advised through your respective college/department. Each college and department has a different advising system. You may be advised by faculty advisors or professional advisors.

- Transfer students (with more than 30 credit hours): You will be advised by the college/department faculty or professional advisor determined by your major. You are encouraged to determine early in your academic career which major you would like to pursue and to take courses that are directly
applicable toward that major. For NCAA eligibility, you are accountable for earning credits required for your declared major (see NCAA Compliance for a complete description of academic eligibility requirements). Prior to your fifth semester of collegiate enrollment, it is necessary to officially declare a major. To declare a major, you will need to complete a change of major form. You can obtain this form from the Student-Athlete Center for Academic Excellence or from the Registrar's office. After completing the form, you will take it to the advising center for your intended major. The process may vary depending on the center with which you are working. You may need to take the completed paperwork to the Registrar's Office to be processed. Once you have submitted the paperwork, you should take your copy to your academic counselor in the SACAE who will keep a copy on file. In addition, you will need to keep your copy for your records. This dated paperwork is important for your NCAA eligibility.

You are encouraged to determine early in your academic career which major you would like to pursue and to take courses that are directly applicable toward that major. For NCAA eligibility, you are accountable for earning credits required for your declared major.

Please be advised of the following NCAA continuing eligibility requirements are provided below:

- Must be enrolled as a full time student (12 credit hours for undergraduates, 9 for graduate students) in order to practice and compete
- Earn six (6) credits per semester in order to be eligible for the following semester
- Earn eighteen (18) credits during the academic year (fall + spring) – **summer cannot be included**
- Earn twenty four (24) credits prior to the beginning of third semester
- Must formally declare a degree prior to the beginning of fifth semester
- Meet applicable percentage toward degree (40-60-80) requirements based on your semester of enrollment
  o Must have 40% of degree program completed prior to beginning of fifth semester
  o Must have 60% of degree program completed prior to beginning of seventh semester
  o Must have 80% of degree program completed prior to beginning of ninth semester
- Maintain minimum GPA requirements after each semester of enrollment

### ACADEMIC ELIGIBILITY

Your academic eligibility is officially determined by a representative from the Registrar's Office, in collaboration with members of the Compliance Office, Student-Athlete Center for Academic Excellence, and the Faculty Athletic Representative. Your eligibility to participate in intercollegiate athletics is determined by reviewing your NCAA Eligibility Center information (incoming freshmen), and your official university transcript (transfers). A detailed description of the requirements that you need to satisfy in order to maintain your eligibility is described below.

In order to be eligible to practice and compete, you must meet with the Compliance Office to review NCAA rules and regulations and fill out the Student-Athlete Affirmation Statement and the NCAA Drug Testing Policy, along with additional forms.

### FAU ACADEMIC REQUIREMENTS

#### GOOD ACADEMIC STANDING

Students are in good standing if their cumulative (FAU) grade point average is 2.0 or higher and their current (most recent term) grade point average is 2.0 or higher.
ACADEMIC PROBATION

All students whose grade point average in a given term is below a 2.0 or whose cumulative grade point average is below a 2.0 are placed on academic probation. Academic probation is removed when a student earns at least a 2.0 average in all work attempted during the next period of enrollment and has a cumulative grade point average of 2.0 or higher at FAU. Student-athletes are allowed to compete while on probation.

SUSPENSION OR DISMISSAL

An undergraduate student on academic probation who fails to earn a 2.0 average in all work attempted in any term and who has a cumulative FAU GPA of lower than 2.0 at Florida Atlantic University will be suspended from the University. If at any time after having once been suspended, an undergraduate student fails to earn a 2.0 average in all work attempted in any term and has a cumulative FAU GPA of lower than 2.0 at Florida Atlantic University, the student will be dismissed from the University. A student-athlete is not eligible to compete in intercollegiate athletics during a semester in which you are suspended from the university.

Failure to satisfy NCAA or University rules will render you ineligible for competition.

LEARNING SPECIALIST

Student-athletes at Florida Atlantic University have access to using the services of the learning specialist at the SACAE. The learning specialist can assist you with developing and implementing individualized academic plans alongside your academic advisor that will contribute to your academic success. The learning specialist can also assist you with skill building including: time management, study, test taking, and learning strategies.

The learning specialist also serves as the liaison for the Student Accessibility Services Office (SAS), Counseling and Psychological Services (CAPS), and Owls Care Health Promotion (OCHP).

If you have received academic accommodations in the past, have a documented learning disability or been diagnosed with a behavioral academic limitation, you are encouraged to meet with the learning specialist. As a student-athlete, you also have access to a consult with the learning specialist if you have never received accommodations, but feel that you would benefit from accommodations. In addition, the learning specialist is a resource for support in the event of an academically limiting injury or surgery.

EMERGING SCHOLARS (OBJECTIVE-BASED STUDY HALL)

All freshman student-athletes, incoming transfer student-athletes, and student-athletes who have a history of academic difficulties (e.g., probation, behind on credits, etc.) will participate in the Emerging Scholars Program. The FAU system is objective based and task oriented. You should not view having a study plan as a punishment, but rather as an opportunity to ensure that you are structuring your time properly and keeping up with your academic responsibilities. Your academic athletic counselor creates your Academic Plan specifically for you. It is designed to help you study efficiently and effectively. If you utilize your study time in an effective manner, you will undoubtedly make positive strides toward attaining your academic goals.

Your Academic Plan is designed in conjunction with the Risk Assessment developed by learning specialists, which evaluates the potential academic risks on college students. The Risk Assessment measures the academic plan hourly requirements for student athletes.

Who has an academic plan?
FRESHMEN, TRANSFERS, ELIGIBILITY CONCERNS:

All freshmen and transfers are in an academic plan. The academic plan designed by your academic counselor, may consists of tutoring, weekly counselor meeting, mentor meetings, learning specialists meeting (if applicable), supplemental instruction, and structured study hall. The plan should not exceed 8 hours per week and the hour requirement can fluctuate based on academic performance and discretion of the counselor.

Absolution from an academic plan requires a freshman to receive a 3.00 GPA in their first semester and have earned a minimum of 12 PTD credits. The weekly academic meetings with counselor and tutoring based on need will continue regardless of GPA and PTD credits. The freshmen student-athletes who earn below a 3.00 or less than 12 credits are retained to an academic plan determined by their counselor and learning specialist if applicable.

ACADEMIC PLANS FOR UPPERCLASSMEN AND AT-RISK STUDENT-ATHLETES:

Student-athletes who are identified as having major academic concerns or student-athletes at risk of becoming ineligible and not making timely progress toward graduation will have academic plans. These students are identified as follows:

- Eligibility concerns
- On probation and have the possibility of getting suspended or dismissed
- All incoming student-athletes admitted through Special Talents Executive Committee (STEC)
- Any student based on Athletic Counselors professional judgment
- All upperclassmen with less than a 2.50 CUM GPA

The following are appropriate activities during structured study hours:

- Reading or completing assignments for a specific class
- Working on writing assignments on the computer
- Meeting with a tutor or academic mentor
- Working on a group assignment for a specific class (in the Oxley Center)
- Communicating with professors via email
- Searching the internet for material that is directly related to coursework

The following activities are not appropriate during study hall hours:

- Surfing the internet for non-academic related material (e.g., Facebook, YouTube and Twitter)
- Use of personal cell phones
- Sending personal emails
- Reading any materials that are not directly linked to coursework (e.g., newspapers, magazines, etc.)
- Loud or disruptive behavior
- Use of inappropriate language
- Playing computer games
- No food or drink allowed
- No loud music playing
- No feet on desk or chairs

LIFE SKILLS FOR STUDENT-ATHLETES

The student-athlete development program is an all-encompassing program that enhances the collegiate experience of the student-athlete during his/her collegiate career. This comprehensive student support system serves as a link between the student-athlete and the campus-wide opportunities that student-athletes often have difficulty accessing due to athletic commitments.
The student-athlete development program’s mission is to provide holistic programming which encourages the student-athletes to further enhance themselves academically, athletically, and emotionally. The program aims to afford each student-athletes the opportunity to discover and develop strengths, values, goals, and vision as an individual, focusing on the well-being of the whole person, not just the student or the athlete.

The student-athlete development program enhances the student-athletes experience in the areas of Personal Development, Community Service Outreach, Career Development, and Diversity programming.

**CAREER DEVELOPMENT FOR STUDENT-ATHLETES**

The Student-Athlete Center for Academic Excellence offers a variety of life skills workshops regarding career development programs for student-athletes. There will be a series of workshops that vary each semester that focus on such topics as resume and cover letter writing, interview skills, and job networking.

In addition to these services that are offered through the Academic Center, the Career Development Center at FAU offers many programs designed to help you prepare for future entry into the workplace. The Career Development Center serves as a useful resource to help you choose a major, clarify career goals, complete career assessment inventories, and participate in career planning workshops (resume writing, interview preparation, job searches, salary negotiation, etc.). The Career Center also offers a variety of career days and graduate/professional school fairs during each semester. If you are interested in participating in an internship or job co-op opportunity, or if you simply want to begin your career development journey, you are strongly encouraged to visit the Career Development Center in the Student Services Building, room 222.

**STUDENT-ATHLETE ADVISORY COUNCIL**

The Student-Athlete Advisory Committee (SAAC) is a student run organization that exists to help student-athletes cope with and understand the overall collegiate experience. This committee gives student-athletes a venue to express their needs and concerns about their overall well-being, and help initiate and impact future improvements within the Athletic Department. If you have concerns about a specific issue within the Athletic Department, you may want to contact the SAAC representative from your team to have the issue raised at the next meeting.

Members of SAAC also organize a wide variety of community service projects each semester. Past projects have included Holiday food drives, toy drives, and after-school tutoring. The SAAC committee also arranges several activities to promote student-athlete unity, including student-athlete social events and group trips to support FAU’s athletic teams. The SAAC consists of at least two representatives from each FAU athletic team and a staff member who provides guidance in the various endeavors the committee undertakes each semester. If you would like to get involved with the SAAC committee or any community outreach activities, please contact your coach or academic counselor.

**STUDENT-ATHLETE BOOK POLICIES AND PROCEDURES**

As part of your athletic scholarship, the Athletic Department may provide you with the required textbooks for your academic courses. Your athletic academic counselor will provide you with details on the book pick up process for your team. Books must be picked up promptly once you have been notified that they are available or they will be returned to the bookstore. Please remember that you are allowed to receive only the "required" textbooks for courses in which you are officially registered. You are strongly
encouraged to purchase "optional" textbooks as well, but you must purchase these books with your own money.

You are expected to return all textbooks that were purchased for you by the Athletic Department on or prior to the day and time indicated on the book contract that you sign when you pick up your books. You will be provided a schedule of the return dates and times prior to the end of each semester. You will be charged 50% of the full price for any books that are not returned. Any student who abuses these book policies could be in violation of NCAA rules and may face disciplinary action from the Athletic Department.

**CLASS ATTENDANCE AND EXCUSED ABSENCES**

**It is essential that you communicate with each of your professors during the first week of classes regarding any anticipated absences due to team travel.** Communicating with your professors during the first week will allow you to identify any problematic situations while there is still time to make adjustments to your schedule via add/drop period. These conversations also will demonstrate to your professors that you are a conscientious student who is serious about the course. Your academic counselor will provide you with a letter at the start of the semester that documents your excused absences. It is your responsibility to bring this letter to your instructors and make the necessary arrangements to make up any missed work.

According to university "instructors must allow each student who is absent for a University-approved reason (athletic related travel) the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence". **This policy is only valid if you properly notify your professor during the first week of classes and prior to each subsequent excused absence.** Any unexcused absences on your part may alter the implementation of the policy. If you encounter a professor who you believe is penalizing you as a result of excused absences related to team travel, contact your academic counselor immediately.

**DEFINITION OF APPROPRIATE CONDUCT**

All student-athletes are expected to follow the FAU Student Code of Conduct and the University Code of Academic Integrity. In addition, student-athletes are expected to demonstrate appropriate conduct including attend classes, complete all assignments, take all exams, and display appropriate behavior in class. Appropriate class conduct includes but is not limited to: maintaining academic integrity, no cheating, dressing in suitable attire for classes; being on time to class and remaining in class until the class has been dismissed by the instructor; arriving to class prepared to work with pencils, pens, books, notebooks, paper and other required materials; being awake and paying attention during class (not reading newspapers, sleeping, talking); cell phones turned off; no use of cell phone/text messaging during class; treating classmates and instructors with the same respect with which you would like to be treated.

Depending on your sport, there will likely be several instances each semester when you miss classes as a result of team travel. **It is essential that you communicate with each of your professors during the first week of classes regarding any anticipated absences due to team travel.** Communicating with your professors during the first week will allow you to identify any problematic situations while there is still time to make adjustments to your schedule via add/drop. These conversations also will demonstrate to your professors that you are a conscientious student who is serious about the course. Your academic counselor will provide you with a letter at the start of the semester that documents your excused absences. It is your responsibility to bring this letter to your instructors and make the necessary arrangements to make up any missed work.
There is an official policy at FAU which states that "instructors must allow each student who is absent for a University-approved reason (athletic related travel) the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence". This policy is only valid if you properly notify your professor during the first week of classes and prior to each subsequent excused absence. Any unexcused absences on your part may alter the implementation of the policy. If you encounter a professor who you believe is penalizing you as a result of excused absences related to team travel, contact your academic counselor immediately.

DEFINITION OF ABSENCE AND MONITORING PROCEDURE

Class attendance will be monitored by the SACAE, communication with faculty, personal counselor or coach visits to class, and class checking by SACAE staff members. SACAE staff is instructed to check class attendance at any time during the class period. Students are considered absent if they are not present within 4 minutes of the time the course is officially scheduled to begin. For example, if a student arrives at 11:05am or after for an 11:00am class, then they are considered absent for the class. If a student is late less than 5 minutes from the start of class (i.e. arrives at 11:04am for an 11:00am class) 4 different times, it equals one absence.

All students are required to attend class and stay for the duration of the class period regardless of the instructor’s class attendance policy, student’s overall grade or cumulative grade point average. Professors’ reports of 2 or more absences will take a student to immediate 2nd Warning status. These sanctions pertain to the number of classes missed, not the point at which the SACAE counselors are notified of classes missed.

In an effort to minimize the loss of class time and to ensure that you are available to take midterm and final exams when scheduled, the following additional policies are in effect:

- You will not be required to attend practice activities that result in a missed scheduled class or final exam. Activities considered to be practice include: Conditioning (weight training and running), training room appointments, meetings (to include individual film watching), on-field practice.

- Whenever possible, competition and travel time will not be scheduled to conflict with final exams. In the event that you have a competition during the final exam period, you will have the option of being excused from the competition without penalty if you have a conflict with a specific exam, or if you need additional time to prepare.

- Media and recruiting requests will not interfere with class or exam schedules.

- You will not be excused from class for drug testing. The training room can give you a letter to give to your professors. The letter will inform them of the drug test but we cannot ask that you are excused from class.

DEFINITION OF EXCUSED ABSENCE

The following definition of excused absences applies only to the Athletics Department Policy to determine sanctions. It is the responsibility of the student-athlete to know the policy for each course. Many professors do not accept absences due to illness or extenuating personal circumstances. The following are excused absences:

1. Absence due to team/travel and competition
2. **Absence due to illness**: Student-athlete must provide documentation from the Sports Medicine/Athletic Training staff to both the professor and SACAE counselor **prior** to the next class meeting.

3. **Absence due to extenuating personal circumstances**: This might include the death in the immediate family. The student-athlete must notify professor and a member of the SACAE staff prior to the next class meeting.

### TEAM TRAVEL POLICY

All student-athletes are required to attend all classes, unless approved for travel with their respective athletic program and/or an excused absence (see class attendance section for definition). During out of season (non-championship segment), student-athletes are not permitted to miss class for practice, travel and/or competition.

If in season (NCAA championship segment), the sports program must not depart campus prior to 48 hours from the start of their athletic contest, unless reviewed by their sport administrator. During the NCAA championship segment, non-conference contest(s) must not be scheduled during final exam period unless reviewed and approved by the sport administrator in conjunction with the Faculty Athletic Administrator (FAR). For an exemption to be granted, the head coach must submit to their athletic sport administrator a reason for travel during the final exam period, a projected timeline, as well as a list of student-athletes that will be missing additional class time or missing a final exam.

### TRAVEL LETTERS

Travel letters are provided to document university approved class absences due to team travel and competition only. All student-athletes are responsible for informing their professors of upcoming excused absences and for arranging to make up any missed exams or assignments. Travel letters will be provided by the athletic academic counselor. The letters must be distributed by the student-athlete to each professor during the first week of classes regarding any anticipated absences due to team travel. In addition, a reminder to the professor is required one week prior to the excused absence. The student-athlete is required to get professor signatures at the time the travel letter is submitted for verification purposes. The student-athlete must then return the signature verification form to their respective athletic academic counselor by a designated date.

### EXCEPTION

A Blanket Waiver has been established for travel to the following contest, but each student-athlete must be approved **PRIOR** to travel:

If the Penn Relay travel period coincides within the FAU Spring Final Examination period, the following criteria must be met in order for a student-athlete to be approved of travel:

- Each student-athlete must be approved for travel by the Penn Relay Travel Committee, consisting of these members: SWA, FAR, Sport Oversight, and Associate AD for Academics
- Each traveling student-athlete must receive documentation from each of their professors regarding their academic progress in the courses up to date. The attached form will be provided by their Athletic Academic Counselor and must be completed and returned for each course prior to the Penn Relay Travel Committee meeting.
- To be approved for travel by the committee, each student-athlete must meet the following criteria:
  - The student-athlete must be in good academic standing with the University
The student-athlete must NOT be at risk with any NCAA eligibility concerns, including PTD, GPA, or the 6/18 credit rule.

The student-athlete must NOT be at risk of failing any current courses which final is scheduled during the Penn Relay travel period. This includes any course where a “C” is the minimum grade requirement to pass the course.

The student-athlete must have a reasonable plan approved by their professors to make up any missed final exam that will not affect their academic standing in each course.

- Based on the information provided by the student-athletes professors and their Athletic Academic Counselor, the Penn Relay Travel Committee will either approve or deny travel for each student-athlete.
- The committee will set the meeting date at the beginning of spring semester. To occur no less than 4 weeks prior to competition date.
- Head coach will provide names of potential participants no later than 6 weeks prior to competition.

**SUMMER SCHOOL**

As a student-athlete at FAU, you are expected to make every effort to satisfy continuing eligibility requirements during the regular academic year (see the academic advising section for an overview of continuing eligibility requirements). However, situations may arise in which you need to enroll in summer school for eligibility purposes. You may also choose to attend summer school to continue making progress toward your degree. Due to budgetary constraints, the Athletic Department cannot guarantee that funding will be available for summer school. However, your academic progress is very important to us and every effort will be made to provide assistance; especially if you have demonstrated a history of responsible academic behavior (e.g., regular class attendance, positive feedback from professors, utilization of support services, etc.). Students who abuse the Attendance Policy or do not comply with the FAU Code of Academic Integrity will not be granted summer school funding.

Since summer school funding is not automatically provided, you must formally request for financial support by completing the summer school application form. You should complete this form in collaboration with your academic counselor and head coach. Please be aware that the Athletic Department will only provide financial aid for summer school at a level that is directly proportional to your aid during the regular academic year (e.g., if you are on a 50% scholarship, you can be funded for 50% of your summer school expenses). Please click the link for the Summer School Request Form.

When a student-athlete does not earn a passing or degree applicable grade or drops a class without prior permission, he or she may be held financially responsible for the full balance of financial aid awarded by the Athletics Department. Financial responsibility will be determined by and combination of the Summer Financial Aid Committee and/or the Director of Intercollegiate Athletics or designee.

The Committee and/or Director of Athletics or designee will always assume good effort/intent, on behalf of the student-athlete, to pass the class but also know that extraordinary circumstance may be present precluding acceptable academic performance. Student-athletes who do not earn a passing or degree applicable grade or dropped or withdrew from a class without prior permission will be reviewed by the Summer Aid Committee to determine if the student-athlete should be charged for the class or classes. Student-athletes who can demonstrate a good faith effort (i.e., attended all classes, received tutorial support) will not be charged. Those who cannot, may be required to pay for a portion of all of the financial aid costs awarded. The committee’s recommendations will be forwarded to the Director of Athletics or his/her designee for review and final determination.

If a student-athlete is charged for a failing a class, not earning a passing grade, or dropping a class without prior permission:
The head coach will be notified.

The student-athlete will be charged a one-time fee of $201.29/per credit. Any additional fees for the course will be added on a case-by-case basis (i.e., online fee, lecture capture fee, lab fee). The charges will be applied to his/her student account.

The student-athlete may be denied additional summer term financial aid as a result of the remaining balance (above and beyond the initial $603.87 charge)

TRANSIENT STUDENT

Many student-athletes often decide to enroll in courses at other universities to earn additional credits in the summer. This course(s) are not covered by an athletics scholarship. If you decide to pursue this option, you need to complete the following steps:

- Meet with your college advisor and academic counselor to decide which course(s) you plan to enroll in. You may need to get a copy of the course description from the university where you are taking the class.
- Complete a "transient student form" on-line. You can access the on-line Transient Application. Make sure you hit the "submit" icon once the form is completed.
- You will need to complete the registration process at the other school. You may need to wait for their "non-degree" registration period to open.
- In order to guarantee that credits from other institutions will count toward your degree program, you must complete this pre-approval process described above, and the course must be applicable to your designated major. You should also keep in mind that the grade point average you earn at other institutions does not have any impact on your cumulative FAU grade point average that is used to determine NCAA eligibility. If you are taking courses abroad, you will be required to pay and have your courses evaluated by an outside agency.

FAU DEGREE COMPLETION PROGRAM

It is the goal of the FAU Athletic Department to support all student-athletes who are conscientiously working toward a degree. In an effort to support this goal, the department may provide "5th year aid" to students who have not graduated by the time their athletic eligibility is exhausted. This aid cannot exceed five years and must occur within six years of initial enrollment. The Athletic Department is committed to paying for 120 attempted credits for student-athletes who begin their careers at FAU as first-time freshmen and receive an athletic scholarship for four years. The number of attempted credits that will be paid for transfer students or students who receive an athletic scholarship after their first semester will be assessed on a case by case basis and may vary depending on students' major and previous academic history.

Transfer students are expected to consult with their head coach and academic counselor prior to enrollment to discuss their selected major, length of scholarship commitment, and corresponding timetable for graduation. If you are interested in being considered for 5th year aid, you will need to complete the application form (see academic counselor for form), have it signed by your head coach, and return it to your academic counselor. The deadline for Degree Completion applications is the first day of Advance Registration in the spring semester prior to your 5th year. Applications for 5th year aid will be reviewed by the Athletic Scholarship Committee and funding determinations will be made accordingly. Funding for 5th year aid is not an automatic benefit. Preference will be given to students who have demonstrated a history of responsible academic behavior. As a requirement of the degree completion
program, all student-athletes who enter this program must work within the athletic department and complete community service hours. The number of hours required will be as follows:

<table>
<thead>
<tr>
<th>COMMUNITY SERVICE HRS</th>
<th>HRS WITHIN THE ATHLETIC DEPARTMENT</th>
<th>INSTATE SCHOLARSHIP (FY)</th>
<th>OUT OF STATE SCHOLARSHIP (FY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>20</td>
<td>$9,001 - Full</td>
<td>$16,001 - Full</td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>$3,600 - $9,000</td>
<td>$6,400 - $16,000</td>
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<tr>
<td>10</td>
<td>0</td>
<td>$1 - $3,599</td>
<td>$1 - $6,399</td>
</tr>
</tbody>
</table>

**NCAA COMPLIANCE**

Student-athletes at FAU are expected to maintain strict adherence to all University, C-USA and NCAA policies and procedures. A member of the Compliance Office will meet with your team at the beginning and end of each school year to review all relevant information. The information in this handbook is provided as a general introduction to NCAA compliance information and University standards of conduct. If you have any specific questions in this area, you should contact the Florida Atlantic Athletics Compliance Office (FAACO) immediately at (561) 297-0756.

**EXTRA BENEFITS**

An "Extra Benefit" is defined as any special arrangement by an athletic representative (booster), an institutional staff member, and/or any individual, group or entity to provide a student-athlete or his or her relatives with a benefit not permitted by the NCAA legislation.

Friendships or acquaintances with individuals established during the recruitment process or after a student-athlete’s arrival on campus in most instances are considered to result from the student’s status as a student-athlete; therefore, receipt of benefits from these individuals by a student-athlete, their relatives, or their friends is prohibited by NCAA regulations. However, receipt or acceptance of such a benefit/service by a student-athlete and/or his/her relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit/service is available to the University’s students, their relatives or friends, or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletic ability.

The University recognizes that a student-athlete may befriend individuals or families in the community who might wish to provide the student-athlete with a more “home-like” atmosphere. However, student-athletes must keep in mind that friendship with a fan, a representative of the University’s athletics interests (also known as a “booster”) and/or employee of the University does not change the person’s status under NCAA rules; therefore, all rules and restrictions pertaining to extra benefits continue to apply. For example, the provision of any type of material item (e.g., birthday gift, use of car, meals, lodging, loan of money, Christmas gift) by such an individual or family to a student-athlete, his/her relatives and/or friends could result in an NCAA rules violation and jeopardize the student-athlete’s eligibility to compete.

Receipt by a student-athlete of an award, benefit, or expense will render the student-athlete ineligible for athletic competition in the sport in which the improper award, benefit, or expense was received.
THE FOLLOWING ARE EXAMPLES OF EXTRA BENEFITS, BUT NOT LIMITED TO:

- Transportation which is not paid for by the student-athlete.
- Gifts or Loans of money from anyone other than parent(s), guardian(s) or family.
- Long distance telephone calls not paid for by the student-athletes.
- Gifts of clothing or other personal items.
- Arrangements for the purchase of automobiles on "favorable" terms.
- Free admission or special discounts not available to all students.
- Special favors to parents or legal guardians.
- Unusual housing or living arrangements.
- Selling (or allowing the sale of) the student-athlete's tickets to an athletic event or special entertainment not available to other students.
- Special discounts on goods or services such as a car repairs and haircuts
- Discounted meals at local restaurants not available to all students

YOU ARE NOT ELIGIBLE FOR COLLEGIATE PARTICIPATION IN A SPORT IF YOU HAVE EVER:

- Taken pay, or promise of pay, for competing in that sport.
- Agreed (orally or in writing) to compete in professional athletics in that sport.
- Played on any professional athletics team as defined by the NCAA in that sport, even if no pay or remuneration for expenses was received.
- Used your athletic skill for pay in any form in that sport.
- Because of your athletic ability, been paid for work you did not perform, paid at a rate higher than the going rate, or paid for the value an employer placed on your reputation, fame, or personal following.
- After becoming a student-athlete, you accept any pay for promoting a commercial product or service, or allow your name or picture to be used for promoting a commercial product or service.
- Local business, friends, or other companies may use your name or picture without your consent. If you find out that has happened, contact the Compliance Office.
- Subsequent to initial full-time collegiate enrollment, entered into a professional draft.
- Signing or entering a verbal contract with an Agents

AGENTS

NCAA Bylaw 12.3.1 states that both prospective and current student-athletes are ineligible for intercollegiate competition if they have ever agreed (oral or written) to be represented by an agent for the purpose of marketing their athletic ability or reputation in that sport. This includes contracts that are not sport-specific. Additional actions that will result in the loss of intercollegiate eligibility include:

1. Entering into a verbal or written agreement with an agent for future representation
2. Receiving (you or your family / friends) any form of benefits or expenses from an agent or any individual who represents individuals in marketing their athletic ability or personal reputation
3. Allowing a lawyer or advisor to be present during proposed contract negotiations, or to have any direct contact with a professional sports organization on behalf of you or your family.
**MAINTAINING YOUR ACADEMIC ELIGIBILITY**

All student-athletes are required to abide by a number of standards set by the University, CUSA, and NCAA. Each student-athlete is ultimately responsible for keeping track of his/her eligibility status, with the support of his/her coach and SACAE counselor. Each student-athlete should meet regularly with his/her counselor to ensure understanding of all academic rules and regulations that relate to athletics eligibility. Any specific questions regarding academic eligibility should be discussed with the student-athletes SACAE counselor or a staff member of the Athletics Compliance Office.

**TRANSFER REGULATIONS**

Those student-athlete(s) who have determined he/she will no longer attend FAU will need to follow the steps below to request permission to contact. Due to legislative changes the following transfer regulation is only **effective 8/1/18 through 10/14/18. Beginning October 15, 2018, #2-4 are no longer applicable as an institution will not be permitted to restrict or deny permission to contact. The compliance staff will provide additional information closer to the effective date.**

1. The student-athlete will communicate their request to be released from the institution to the head coach. The head coach must notify the sport oversight and Compliance Office. If the student-athlete is not comfortable speaking with the head coach, the student-athlete may contact the compliance office to initiate the request. The Compliance Office will in turn communicate with the head coach.
2. A permission to contact to other institutions is granted (**no blanket release, unless requested by head coach**).
3. If there are restrictions on the “permission to contact” then the coach will submit these restrictions to the Compliance Office.
4. A student-athlete has the right to appeal the restrictions and must notify the Dean of Students in writing to set the appeal.

Implications of permission to contact and intention to transfer requests are governed by NCAA bylaw 13.1.1.3.1. At FAU we will continue to provide access to the following services and benefits to a student-athlete who has requested permission to contact another institution or who indicated his/her intentions to transfer:

**SCHOLARSHIP STUDENT-ATHLETES**

- Tutoring
- Academic Advising and/or the Learning Specialist (Upon termination of participation, the student-athlete may refuse assistance by declaring their intent in writing to their SACAE counselor).
- Training Room (only if the student-athlete has a PRIOR documented injury)

**NON-SCHOLARSHIP STUDENT-ATHLETES**

- Tutoring (only through campus resources)
- Academic Advising (only through the university advising program)
- Training Room (only if the student-athlete has a PRIOR documented injury)

**NO LONGER AVAILABLE**

- Usage of the Oxley Center computer lab and/or study rooms.
- Use of the athletic weight room
- Use of the training room for any medical purpose other than a pre-existing injury
- Use of all athletic department training facilities.
You must return all equipment and gear upon request.
Access to the Student Assistance Fund
Membership to the Student-Athlete Advisory Committee

The Athletic Director and/or sport administrator reserves the right to withdraw the above allowable services in situations deemed necessary.

**ONE-TIME TRANSFER RULE**

Pursuant to NCAA Bylaw 14.5.5.2.10, a student-athlete who transfers from one four-year college/university to another may be eligible at the second institution without being required to serve an academic year in residence if he/she meets specific criteria and the student-athlete’s first institution certifies in writing that it has no objection to use of the “one-time transfer rule.” If a student-athlete transfers away from FAU and qualifies to use the “one-time FAU denies the request to use the one-time transfer rule to permit a student-athlete to compete without serving an academic year in residence, the student-athlete has a right to appeal the denial pursuant to the Transfer Appeal Hearing Procedure outlined below. For more information on transferring, please speak with someone in the Compliance Office.

Please note that the Conference USA Intra-Conference transfer rule requires NCAA regulation determination of a student-athlete who has signed a National Letter of Intent (NLI) with a C-USA institution who transfers directly or indirectly from one conference member institution to another. In the event that NCAA regulations require the student-athlete to complete one full academic year in residence before being eligible to compete in a sport, the student-athlete shall also forfeit one season of competition in that sport.

**TRANSFER STUDENT APPEAL MEETING**

A student-athlete who wishes to appeal the athletic department's decision not to release a student-athlete under the one-time transfer exception or transfer residence requirement outlined in NCAA bylaw 13.1.1.3 and/or 14.5.5.2.10(d) shall submit a written request to the Dean of Students (Chair of the Transfer Appeals Committee) indicating his/her request to have an appeals hearing. Dr. Larry Faerman will receive transfer appeal requests at lfaerman@fau.edu. Beginning October 15, 2018, the appeal committee will accept only appeals for restrictions per NCAA bylaw 14.5.5.2.10(d). Please include the following in your request to appeal:

- The student-athlete's name, student number, mailing address, year in school and sport.
- The student-athlete's reasons for requesting an appeal and the student-athlete's reasons for his/her belief that the athletic department's decision should be reversed. Include names of institutional staff members with whom the student-athlete has discussed the transfer.
- The name of the institution to which the student-athlete wishes to transfer. The student-athlete must submit this information to the Chair of the Transfer Appeals Committee no later than 15 working days from the date of the letter notifying the student-athlete that a release is not being granted.

The Transfer Appeals Committee designated to hear student-athlete's appeals under NCAA bylaw 13.1.1.3 and/or 14.5.5.2.10(d) is composed of up to three individuals, whom are the Dean of Students (or his/her designee), the Faculty Athletic Representative (FAR) (or his/her designee), and the Dean of Undergraduate Studies (or his/her designee). Dr. Larry Faerman will receive transfer appeal requests at lfaerman@fau.edu. Beginning October 15, 2018, this committee will only hear appeals under NCAA bylaw 14.5.5.2.10 (d).
1. Upon receiving a student-athlete's request for an appeal hearing the Chair of the committee will notify the Associate Athletics Director for Compliance that an appeal hearing has been requested. In addition, the Chair of the Committee will contact each committee member and set a date for the hearing.

2. If the appeal is submitted during the academic year, the Transfer Appeals Committee will schedule a hearing within 15 working days of receiving the student-athlete request. If the appeal is submitted during the summer session, a hearing will be scheduled upon a quorum of three Committee members availability. In the absence of three committee members, the chair may appoint an Interim Transfer Appeals Committee.

3. Once a date has been set for the appeals hearing, the Chair shall notify both the student-athlete and the compliance office of the date, time and location where the hearing will take place. The student-athlete shall be provided the opportunity to actively participate, either in person or via conference call, in the hearing.

4. The Athletic Department may submit written documentation outlining its position on the matter to the Chair of the Committee. Such written report shall be submitted within five business days of receiving notice that an appeal hearing has been requested, or as requested by the Chair of the Committee.

5. The student-athlete’s position for appeal will be submitted to the Athletics Department from the Chair of the Committee.

6. The Chair of the Committee will forward all written submissions to the Committee Members.

7. 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 position on the matter.

8. Upon entering the room, the chair of the committee will call the hearing to order, followed by introductions of all parties on the room.

9. The compliance officer in the room will be present to answer any questions pertaining to NCAA regulations.

10. The Head coach/designee will be given the opportunity give the first statement, followed by the student-athlete. Each party will be given the opportunity for a rebuttal.

11. After hearing both parties and asking any questions, the committee will deliberate in private and render a decision on the matter. The committee may decide to uphold the athletic department's decision or reject the athletic department's decision.

12. The Chair of the Committee will provide written notification to both the student-athlete and the Department of Athletics of the committee's decision within the 15 business day period from receipt of the student-athlete’s appeal request. The Committee's decision shall be final.

WITHDRAWING FROM SCHOOL/DROPPING BELOW FULL-TIME STATUS

If, for any reason, you withdraw from the University during any semester of enrollment or drop below full-time enrollment (defined as 12 credits for undergraduate students and 48 units for graduate students), you may be billed the entire cost of your athletics aid and/or any other scholarship. You will also immediately forfeit your athletics eligibility for the remainder of that semester and potentially jeopardize your future eligibility status.

Prior to withdrawing from the institution or dropping below full-time status, all student-athletes are expected to:

1. Schedule an appointment with your Academic Counselor in SACAE to discuss your reason for withdrawal.

2. YOU are responsible for contacting the residence life, dining services, and parking services offices directly. The Department of Athletics is NOT permitted to process your cancellations for housing, course registration, room, board, or any other service. In addition to cancellation of all agreements, you
must immediately return your textbooks to the SACAE. You will be responsible for any and all fees incurred as a result of a failure to complete withdrawal procedures in their entirety.

3. Should you wish to transfer to another institution, refer to the Transfer Procedure section above and follow all relevant steps listed.

**IMPACT ON ATHLETICS AID**

If a student-athlete receiving athletically-related financial aid (even exhausted eligibility aid) decides to withdraw from classes, drop below full-time enrollment, or drop/withdraw from any winter or summer course, the Department of Athletics reserves the right to cancel that student-athlete’s athletics aid and/or charge the cost of the dropped course(s) back to the student-athlete’s account.

**ENROLLED STUDENT-ATHLETES AS RECRUITERS**

**INTERACTIONS WITH PROSPECTIVE STUDENT-ATHLETES**

- Off-campus, in-person, recruiting contacts between enrolled students or student-athletes and prospective student-athletes (“prospects”) are permissible only if such contacts are incidental and do not occur at the direction of a coaching staff member.
- An institution may not provide an enrolled student-athlete with transportation or expenses to recruit a prospect, except those permitted when the student-athlete serves as a student host on a prospect’s official visit.
- An enrolled student-athlete may not telephone prospects at the request of coaches or use any intercollegiate athletics resources (e.g., telephones) to contact prospects.

**HOSTING A PROSPECTIVE STUDENT-ATHLETE**

When hosting a prospective student-athlete at our institution for an official visit there are some NCAA policies that you must follow:

- Prior to hosting recruits, each team's prospective student hosts will meet with the Head Coach (and or designee) to review the guidelines provided by the compliance office and address any questions.
- Each student athlete will affirm his or her understanding of the guidelines by signing the FAU student-athlete host affirmation before receiving host funds.

As a host, treat the prospective student-athletes with the friendliness that typifies FAU's athletic program. Please remember to represent the University and the Athletic Department in a favorable manner.

**COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)**

**COMPETITION AND PRACTICE ACTIVITIES DURING THE DECLARED PLAYING & PRACTICE SEASON**

A student-athlete may participate in up to a maximum of four (4) hours per day and twenty (20) hours per week of countable athletically-related activities during the official playing season determined by the NCAA. There must also be one scheduled day off per week.

**Examples of countable athletically-related activities include, but are not limited to:**

- Competition (counts as 3 hours regardless of the actual duration of the competition).
- Required on-court/on-field activities.
- Required weight training or conditioning.
- Watching film and/or team meetings.
- Athletically-related meetings initiated by coaches.
- Required weight training and conditioning.
- Participation in a Divisional physical fitness class or individual workouts.
- Required camps, clinic or workshop participation during your 8hr (out of season) or 20 hr (in season) segments.

**Examples of non-countable activities include:**

- Training table meals.
- Training room service.
- Study halls, tutoring, and/or other academic meetings.
- Compliance meetings.
- Travel to and from practice and competition.
- Travel to and from a doctor’s office.
- Voluntary conditioning drills.

### PRACTICE / COMPETITION REGULATIONS

<table>
<thead>
<tr>
<th>DURING YOUR SEASON...</th>
<th>IN THE OFF SEASON...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max 4 Hours/Day</td>
<td>Max 8 Hours/Week</td>
</tr>
<tr>
<td>Max 20 Hours/Week</td>
<td>Max 2 Hours/Week - Skill instruction/Film Review</td>
</tr>
<tr>
<td>1 Day Off Per Week</td>
<td>2 Days off Per Week</td>
</tr>
</tbody>
</table>

### PRACTICE ACTIVITIES OUTSIDE THE DECLARED PLAYING AND PRACTICE SEASON

During the regular academic year, but outside the declared playing and practice season, student-athletes’ participation in athletically related activities is limited to a maximum of eight (8) hours per week, of which no more than two (2) hours per week may be spent on individual skill instruction. In sports other than football, from the institution's first day of classes to one (1) week prior to the beginning of the institution's final examination period at the conclusion of the academic semester, only a student-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted.

Remember there are exceptions to every rule. Sports such as golf may practice more than 4 hour day maximum as long as below the maximum of 20 hours per week.

**If you have any questions, check with the Compliance office regarding your particular sport.**
VOLUNTARY ACTIVITIES

Voluntary Skill, Film, Weight Training & Conditioning Activities are subject to the following guidelines:

- You are permitted to engage in voluntary weight training and conditioning activities during the summer and/or at any time during the regular academic year.
- You may meet individually with a coach to ask questions, provided the meeting occurs at your request and no practice activities or film review may occur.
- You are not required to attend.
- All activities are initiated and requested solely by student-athletes.
- Attendance at and participation in summer activities must not be recorded for the purposes of reporting information to the coaching staff.
- You must not be rewarded or subject to penalty for choosing to participate or electing not to participate.
- You are permitted to track your weight lifting and conditioning progress, but any records or progress logs must be kept for your use only and must not be submitted to the coaching staff.

Involvement of Coaches

There should be no sport coaches or operational staff (i.e., director of operation, graduate assistant, at voluntary activities. Strength and Conditioning Coaches may design and conduct specific workout programs. In individual sports, (i.e., Cross Country, Golf, Tennis, Track & Field), a coach may participate in individual workout sessions with student-athletes, provided the request for the assistance is initiated by the student-athlete(s). In all other sports, coaches may not observe student-athletes participating in voluntary athletically-related activities during the summer or at any other time.

Weekly countable athletically-related activity logs, commonly referred to as CARA logs, are completed and submitted on a weekly basis to the Compliance Office by a member of each coaching staff. Each week, one or more student-athlete(s) will be selected at random and will be sent copies of the completed CARA logs from the previous week. If selected, the student-athlete will receive an email message directing him/her to log in to the JumpForward software system and review all CARA logs. If the logs are accurate, the student-athlete should simply approve all countable hours. If there is an error regarding the hours listed on the CARA log, the student-athlete should not approve it. Student-athletes should make any comments in the “comments” section describing why the week’s activities were inaccurate.

TIME MANAGEMENT PLAN (TMP)

A time management plan (TMP) is established for each sport program to provide student-athletes with greater predictability and transparency in their athletic schedules for the upcoming academic year. TMPs are intended to provide student-athletes adequate advance notice of future athletically-related activities in order to effectively plan their academic and non-athletically related activities. All TMPs must, at a minimum, include the following:

- All countable athletically-related activities (practice, film, weights, conditioning, etc.);
- All required athletically-related activities (institutional promotions, media activities, community service, student host/recruiting duties, etc.);
- One (1) day off per week during the playing season;
• Two (2) days off per week outside of the playing season;
• One (1) day off per week during preseason and vacation periods, and (3) consecutive days for winter sports conducting countable athletically-related activities during winter vacation period;
• Seven (7) days off immediately after the end of the championship playing season;
• Fourteen (14) additional days off during the academic year while classes are in session or during breaks that occur within the playing season; and
• Continuous eight-hour overnight period when no required activities can take place (no activities prior to 5AM).

A day off cannot be provided on a travel day unless approved by administration for extraordinary circumstances.

The head coach (or his/her designee) must complete and submit a playing season declaration preliminary and final TMP for each month to the compliance staff. The sport administrator and head coach will identify two student-athletes from each sport to be involved in the TMP review. An annual end-of-the-year review and report to the university president of all TMPs.

REQUIRED ATHLETICALLY RELATED ACTIVITIES (RARA) INCLUDE:
• Meeting with compliance
• Academic weekly meetings conducted by coaches
• Study Hall
• Recruiting activities, including being a student host (does not include overnight stay in dorm)
• Team promotional activities or community service
• Team building and entertainment
• Competition travel
• Media or marketing activities

Neither required nor countable athletically related activities may occur on a student-athlete’s day off.

COMPLIMENTARY ADMISSIONS

Complimentary admission to team competitions are distributed in accordance with the NCAA rules and Florida Atlantic University regulations. You are eligible to receive a maximum of four complimentary admissions per event in your sport. The NCAA DOES NOT permit the distribution of "hard tickets" and admission must be completed through a pass list. It is NOT permissible to receive anything valuable in exchange for use of complimentary admissions, nor are they for resale.

All student-athletes are required to submit complimentary ticket request PRIOR to the start of the game. The deadline for request are set by the administration and/or coach.

The guests then must present a photo ID and sign for their complimentary ticket at the Player Pass Gate prior to halftime of the event. Each guest may only receive one ticket. Once the guest has signed for the ticket, they must immediately enter the facility. Only the student-athlete may change the names on his/her guest list, and this must be done prior to the close of the ticket window. If you have any questions, please contact the Athletic Ticket Office, the compliance office, or your coach.

EMPLOYMENT

• As a student-athlete, you must report employment to the FAU compliance staff using the Employment Form
• You are allowed to have a job as long as the following standards are met (but coaches can place restriction above the NCAA rules on employment):

1. Your compensation does not include any remuneration because of your reputation, fame or personal following obtained by your athletic ability.
2. You are compensated for work you actually performed.
3. You are being compensated at a rate commensurate with the going rate in that locality for similar services.

STUDENT-ATHLETE FINANCIAL AID

Each Division I athletic program is provided with specific number of grants-in-aids (scholarships) in accordance with budgetary restrictions and NCAA regulations. These grants are awarded by the University upon the recommendation of the Head Coach and the approval of the Director of Athletics and Financial Aid. An athletic scholarship is restricted to educational expenses and cannot exceed the cost of tuition, fees, room, board, books, and other costs related to attendance.

Once a grant-in-aid is awarded, the University is committed to fulfilling its financial obligation to you for the period of the award (either one semester or one academic year). However, please remember that grants may be cancelled if you (not an exhaustive list):

• Failure to meet the athletic and academic expectations, including, but not limited to, all ethical conduct provisions, team policies, athletics support obligations, etc, as presented in team, Athletics department, university, C-USA and/or NCAA rules, policies or standards.
• Render yourself ineligible for athletic competition. Student-athletes who are on medical or fifth year aid scholarships must still satisfy all applicable NCAA and University eligibility requirements to remain on scholarship.
• Misrepresent information on your application, Letter of Intent, or Financial Aid Agreement.
• Engage in misconduct that brings disciplinary action from the university.
• Engage in misconduct that results in arrest by campus, local, or state police.
• Voluntarily withdraw from your sport for personal reasons.

Your grant-in-aid may not be renewed the following academic year if you:

• Failure to meet the athletic and academic expectations, including, but not limited to, all ethical conduct provisions, team policies, athletics support obligations, etc, as presented in team, Athletics department, university, C-USA and/or NCAA rules, policies or standards.

The Financial Aid Office and the Athletic Departments Compliance Office must approve any financial assistance in addition to your athletic grant-in-aid. This is to ensure that any additional grant or loan amount sought is in accordance with the NCAA and C-USA regulations.

RENEWAL OR NON-RENEWAL OF ATHLETIC SCHOLARSHIPS

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded whether the grant has been renewed or not renewed for the upcoming academic year. Notification of renewals and nonrenewal must come from the University Financial Aid Office.
Violation of team or athletic department policies, inability comply with team policy/requirements, problems of motivation, incompatibility with the coaching staff or teammates, etc., are considered legitimate reasons for non-renewal. If, during the school year, you feel there is a possibility your scholarship may not be renewed, you should talk with your coach. Should you disagree with his or her assessment of your scholarship status, contact your sport administrator as soon as possible.

If you believe the decision to reduce or cancel your aid is unfair or unjustified, you may request a hearing as provided by NCAA regulations. To make this request, contact the Student Financial Aid Office in writing by the date listed in the notification sent. A hearing will be scheduled with the Financial Aid Appeals Committee.

Prior to Hearing

1. Student has 14 days to appeal decision for cancellation of athletic aid. Within 5 University business days, the student and coach must submit written documentation regarding the cancelation of the athletic scholarship.

2. Representatives from the Athletic Department provide written documentation outlining the reasons for not renewing the scholarship of the student-athlete in question.

3. Student-athlete provides written documentation outlining the reasons why he/she believes that the non-renewal decision should be reversed.

Present at Hearing

- Director of Financial Aid or designee, who will serve as Chairperson of the Financial Aid Committee
- Members of the Financial Aid Appeals Committee (a committee of 3, 5 voting members), selected from departments not associated with Athletics or Financial Aid
- Student-Athlete (and advisor if requested)
- Athletic Department Coach or designee
- Athletic Compliance Representative
- Athletic Scholarship Coordinator

Hearing Protocol

1. The Director of Financial Aid or designee will open the hearing and summarize relevant procedures, and introduction of the committee members.

2. Athletic Compliance Representative will provide an overview of relevant NCAA regulations that apply to the reduction or cancellation of athletic related financial aid. The Compliance Representative will present NCAA and FAU policy and procedures. The Athletic Compliance Representative can answer questions regarding NCAA and FAU policies and procedures if the committee members have a question.

3. The student athlete and coach will have the opportunity to briefly summarize the written material that was previously submitted to the committee and clarify or expand on any relevant issues.

4. The Athletic Department Coach or Designee will first explain why they have decided to reduce/cancel/not-renew the Athletic Scholarship. During this time he/she will provide the Committee with documentation or any evidence of why the scholarship reduction/cancellation/non-Renewal is warranted.
5. The Student-Athlete will then present his/her case to the Committee. Here he/she will address why they have requested an appeal and provide the Committee with any relevant evidence and/or documentation.

6. At the conclusion of the Student Athlete and Coach or designee statements, the Committee members may take this opportunity to question each party regarding the specifics of the case.

7. At the conclusion of the hearing, all non-voting members will be excused for deliberation. The Athletic Compliance Representative can be called back into the conference room, upon the request of the committee, to address any further questions the committee may have regarding NCAA and FAU policy and procedures and then be excused.

8. The Financial Aid Appeals Committee will then deliberate the findings and reach a decision and the Director of Financial Aid or designee will notify both parties in written form of the committee’s decision. The committee's decision is final and cannot be appealed.

### SPECIAL ASSISTANCE FUND

Student-athletes are eligible to apply for funds donated by the NCAA to help out with excess cost of living. To be eligible for this fund you must be a student-athlete in need. This fund may be used to pay for (not an exhaustive list):

- Medical expenses (except those covered by another insurance program)
- Hearing and vision therapy
- Family emergency expenses
- Insurance premiums
- Academic course supplies (NO BOOKS)

All expenses in the Special Assistance Fund must receive prior approval by the Compliance office before appointments can be made or bills reimbursed.

### UNIVERSITY HOUSING

Student-athletes living in on-campus housing are subject to the same Federal, State, University, and Housing rules and regulations as the rest of the student body. All students are expected to uphold all of the policies outlined in the Department of Housing and Residential Life Guidebook, the University Housing Contract and the University Student Information Handbook. Policies and procedures established by the Department of Housing and Residential Life are outlined in the Guidebook; click to see a copy of the [GUIDEBOOK](#).

Each student-athlete is responsible for all additional charges that maybe incurred from living on campus (i.e., locked out of dorm, change lock, damage to the dorm room).

**If the answers cannot be found on the website, please contact housing at:**
Boca Raton Housing Office
Department of Housing and Residential Life
Florida Atlantic University
777 Glades Road
Boca Raton, FL 33431
Phone: 561-297-2880
Fax: 561-297-2881
Email: Housing@fau.edu
Florida Atlantic University Sports Medicine staff is committed to providing the best quality of health care to all student-athletes. As Certified Athletic Trainers it is our responsibility to provide athletic injury prevention, injury evaluation, immediate emergency care, rehabilitation and reconditioning of illnesses and injuries related to sports trauma. It is our goal to educate the student athlete as to the prevention and rehabilitation of athletic injuries, nutrition, effects of illegal/banned drugs and to monitor their overall well-being. Florida Atlantic University has two athletic training facilities located on the Boca Raton campus. One training room is located in the Tom Oxley Athletic Center and the other at the Arena. Hours of daily operation:

**ATHLETIC TRAINING ROOM AVAILABILITY**

<table>
<thead>
<tr>
<th>Location</th>
<th>Days</th>
<th>Hours</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fieldhouse</td>
<td>Monday - Friday</td>
<td>8AM- 3PM</td>
<td>(561) 297-3825</td>
</tr>
<tr>
<td>Oxley Center</td>
<td>Monday - Friday</td>
<td>8AM- 5PM</td>
<td>(561) 297-2125</td>
</tr>
</tbody>
</table>

*Game day, early morning, late night, weekend, and holiday hours vary by sport and season. Please check with your Athletic trainer for availability and times.*

**ATHLETIC TRAINING ROOM RULES**

1. Be ON TIME to any taping, treatment, or appointments.
2. No profanity, disrespectful language or behavior.
3. No shouting or horseplay in the Athletic Training Room.
4. No food in the Athletic Training room (Gum included).
5. No cleats are to be worn in the Athletic Training Room.
6. No shoes on the Athletic Training Room tables.
7. The Athletic Training Room is not your locker room; that means cleats or other sports equipment is not allowed in the Athletic Training Room.
8. No loitering/lounging in the Athletic Training Room.
9. All athletes in the Athletic Training Room must wear a shirt at all times. A sports bra is not a shirt.
10. Report early to the Athletic Training Room to avoid being late to practice.
11. Treatment is on a first come first serving basis. We reserve the right to refuse treatment if the athlete is late.
12. The only exception is on game-day these athletes come first.
13. Do not remove Athletic Training Room possessions without the permission of a staff member.
14. Return any used equipment to its proper location, place used towels in laundry bin, and remove anything you brought with you.
15. All equipment given to the athlete from the Athletic Training Room is the property of the University, which means a hold will be placed on your account if the equipment is not returned.

16. Leave your backpack or personal items in your locker room. The athletic training room or athletic trainers are not responsible for lost, misplaced, or missing items.

17. The Athletic Training Room is like your second home, keep it tidy; respect the rules, equipment and staff. Any failure to do so will result in loss of Athletic Training Room privileges and you will be asked to leave.

**SUBSTANCE ABUSE EDUCATION AND TESTING PROGRAM**

In each of your beginning of the year team meetings you were made aware of the athletic department policy on substance abuse and education testing. For your reference find the link below to the department policy.

Substance Abuse Education and Testing Program

**INSURANCE COVERAGE AND CLAIMS PROCEDURES**

**PRIMARY INSURANCE**

Student-athletes must provide proof of insurance prior to the beginning of each academic year prior to participation in intercollegiate athletics. The student-athlete is responsible for maintaining all records with the sports medicine department to ensure their primary insurance is active during their time at FAU. **It is the responsibility of the student-athlete to notify the sports medicine staff as to any changes in their primary insurance while at FAU.** If accurate information is not provided to the sports medicine staff, the responsibility of the bill will fall on the student-athlete. The following items must be completed to ensure coverage by FAU secondary insurance. **It is the responsibility of the students:**

- Provide FAU with a copy (front and back) of current insurance card
- Complete student-athlete insurance information paperwork prior to each academic year with the sports medicine staff (signed by policyholder)
- Submit student enrollment to primary insurance company at the beginning of each coverage period (must provide proof of full-time student status)
- Bring any insurance paperwork to the training room in a timely manner when received at home, including documents such as explanation of benefits for coverage provided.

**SECONDARY CARRIER**

Florida Atlantic University is a secondary carrier only for injuries and illness that occurs as a result of participation in intercollegiate athletics. **The student-athlete's primary insurance is always the first method of payment for any medical expense incurred.** Once the primary insurance responds, the athletic training staff is responsible to submit secondary insurance information to the provider to process additional payment. Again, it is important that all primary insurance is kept current on-file with the sports medicine staff at all times to ensure payment and coverage for all athletic related illness / injury.

- In the event that a student athlete receives a medical bill at home it should be sent immediately to the following address.
- It can also be faxed to the attention of the sports medicine staff @ 561-297-0468.

Lisa Snowden  
Athletics Insurance Coordinator  
Tom Oxley Athletic Center  
Florida Atlantic University  
777 Glades Road  
Boca Raton, FL 33431

The following is the **responsibility of the sports medicine staff and student-athletes** to assist with proper management of claims related to FAU athletics.

- Fill out appropriate claim form and submit claim to secondary carrier within 30 days of the injury
- Communicate with medical providers to ensure student-athlete has secondary insurance information on file.
- Track the insurance claims with information provided by the student-athlete in timely manner to ensure proper payment.
- Work with medical providers to pre-authorize certain procedures (MRI, Surgery, etc) when necessary

**LENGTH OF COVERAGE LIMITATION**

Florida Atlantic University's secondary insurance coverage will cover athletic related injury / illness for 104 weeks (2 years) after the initial injury, from the date of the initial injury / illness / accident. Outstanding bills received after 2 years will be the responsibility of the student-athlete following the 104 week benefit period.

**UN-INSURED STUDENT-ATHLETES**

Un-Insured Student Athletes must provide the following information in order to become eligible for primary insurance purchase through the NCAA student-athlete special assistance fund (SAOF).

- Student-athlete can verify he/she does not have primary insurance through a parent/and or guardians employer
- Student-athletes must be eligible for financial aid and apply for student aid through the compliance office prior to the beginning of each academic year.
- Student-athletes must receive approval through director of compliance prior to the University's purchase of primary insurance for that athlete.
- Student-athletes must fill out all necessary paperwork via the Athletics Insurance Coordinator prior to purchase of primary insurance.

**INTERNATIONAL STUDENTS**

International students must purchase a primary insurance policy prior to enrolling in school at FAU. The compliance department and administration will determine the student-athletes eligibility for athletics to purchase a primary insurance policy prior to the academic year.

**LIMITATIONS OF COVERAGE**
FAU will provide coverage for athletic injuries that occur while participating in NCAA sanctioned conditioning, practice, or competition. FAU is not responsible for any injury / illness that may occur outside of NCAA sanctioned conditioning, practice, or competition. Other instances which will not be the responsibility of Florida Atlantic University may include the following:

1. Contact lenses or other non-athletic related medical devices
2. Cosmetic procedures unless directly related to athletic injury
3. Expenses related to recurrences of old injuries / and or illness unrelated to participation in FAU athletics.
4. Expenses that occurred due to an injury after the graduation of a student - athlete.
5. Dental Care unless directly related to athletic injury

PRE-EXISTING MEDICAL CONDITIONS

FAU is not responsible for any pre-existing medical conditions that occurred prior to the student - athlete's arrival to FAU. Cost for additional testing needed to determine a student-athletes ability to participate in intercollegiate athletics at FAU must be the responsibility of the student - athlete.

SECOND OPINIONS

Second opinions are not a covered expense by FAU and any re-imbursement for office visits, MRI, x-ray, etc. that is done outside of the FAU physician network is the responsibility of the student-athlete. FAU is NOT responsible for payment of surgical procedures done by an outside provider without the consent and authorization of the athletic department.

REPORTING INJURIES

Athletic injuries must be reported to the athletic training staff at FAU in a timely manner to ensure proper medical care. Any student-athlete that does not report athletic injuries within 72 hours of the injury will be responsible for costs that may incur for services provided to care for that injury.

PRIMARY CARE PHYSICIAN

It is highly recommended that student-athletes who are covered under their parent / guardian's insurance register their primary care physician with a physician at the Boca Raton Regional Hospital. Boca Regional Hospital provides medical services for Florida Atlantic University as team physicians. Please check with your insurance company to see if one of the following primary care physicians listed below is in network. This will ensure quick and efficient access to team physicians in attaining medical referrals and or doctor's visits. The following is a list of recommended PCP at Boca Raton Regional Hospital.

- Dr. Jason Perry
- Dr. David Strong
- Dr. Lisa Evans
- Dr. Aaron Klein

PREGNANCY AND PARENTING POLICY

The Florida Atlantic University athletics department is committed to the personal health and development of all our members, and to the educational mission of our school. We strive to provide an environment
that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion.

This Policy sets forth the protections that should be provided for pregnant and parenting students, including those with pregnancy related conditions. We want to protect every student-athlete’s physical and psychological health, and their ability to complete their education.

- Our athletics department will not require any student-athlete to reveal pregnancy or parenting status. Our department will work to create an environment which encourages the student-athlete to voluntarily reveal her pregnancy and his or her parenting status, in order for our institution to provide optimal support for physical and mental health with professional health care. The coach’s attitude toward pregnancy and parenting can be pivotal in creating such a safe environment.
- Our athletics department will allow a pregnant student-athlete to continue to participate in a limited manner on the team, including all team-related activities, unless the student-athlete’s physician or other medical caregiver certifies that partial participation is not medically safe.
- Our athletics department will not allow a hostile or intimidating environment on the basis of pregnancy or parental status to exist. Acts or statements that are hostile toward pregnancy or parenting, or that shun or shame the student-athlete because she is pregnant or parenting, will not be tolerated. Such conduct prevents an individual from effectively participating in, or denies a person the benefits of, the educational opportunities provided by this institution.
- Our athletics department will not terminate or reduce a student-athlete’s athletics aid because of the student-athlete’s pregnancy, marital or parental status during the term of the award.
- Our athletics department will renew a pregnant, formerly pregnant, or parenting student athlete’s award, so long as the student-athlete is in good standing academically, remains engaged with our athletics department and meets NCAA eligibility standards. Returning students may be evaluated in the same manner as any other team member to determine their specific position on the team.
- FAU’s Secondary Insurance Policy does not cover pregnancy.
- The student-athlete should be informed that the NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.

**STUDENT HEALTH CENTER**

Florida Atlantic University will be responsible for the following services provided by the health center

- Lab work as ordered by a FAU team physicians
- Athletic-injury related pharmacy charges
- In-season non-athletic related pharmacy charges, excluding pre-existing medical conditions (i.e. epilepsy, diabetes)

The following is a list of additional services **not** paid for by FAU athletics

- Any appointment made without the referral of a sports medicine staff member
- Charges from OB / GYN visits
- Out of season non-athletic related illness
- Pharmacy chargers for out of season non-athletic related illness
- Walk on pre-participation physical exams
- All pre-existing medical conditions (i.e. epilepsy, diabetes)
LATE/MISS POLICY

It is the individual athlete's responsibility to notify his or her supervising strength coach of an excused absence from a scheduled training session ATLEAST 24 hours prior to the session. It is also the individual athlete's responsibility to notify their supervising strength coach of any possibility of being late to a training session. If the athlete does not inform his or her supervising strength coach the athlete will be disciplined. Anything other than direct communication from the athlete is unacceptable.

INJURY/ILLNESS POLICY

Any injury/illness that limits your ability to fully perform in any training session must be reported to FAU sports medicine staff or strength coach prior to start of the training session. Any injury that occurs during training must be reported to the sports medicine staff immediately. Sports medicine appointments should not cause athletes to miss or be late to any scheduled training session. If treatment is needed before a training session it is the athletes responsibility to arrive to the training room early enough to receive treatment.

WEIGHT ROOM PROCEDURES

1. Respect your coaches, teammates, and other athletes at all times.
2. Follow all instructions given by the strength staff.
3. Respect this facility; it is a privilege to use this facility not a right.
4. Focus, diligence, and a sense of urgency is expected at every training session.
5. Early is on time, on time is late, and late is unacceptable.
6. The strength staff is not responsible for lost or stolen items or holding valuables.
7. Athletes do not have permission to enter the storage area unless instructed by staff.
8. Immediately report any facility related injury or equipment problem to a strength coach.
9. No cell phones (even if ringer is off).
10. Spotters and safety collars must be used at all times.
11. Rack all weights in their appropriate spot when you are done with them, do not leave them for someone else to use.
12. Never lean any weights against walls or mirrors.
13. Never set dumbbells on benches or anything else that is elevated above ground level.
14. Never take equipment out of weight room unless instructed.

EQUIPMENT ROOM POLICIES AND PROCEDURES

The equipment room is a support area for student athletes, coaches, and staff of all intercollegiate teams here at FAU. This includes the issuing, maintenance, inventory, laundering, and retrieval of all equipment and apparel.

- All equipment and apparel issued to the student athlete is the property of the Florida Atlantic University Athletic Department. It is for your use for practice, training and game competition.
- All issued items are to be returned to the equipment room at the completion of the season or academic year. Items that are deemed to be non-reusable may be retained by the athlete. You will be informed as to what items must be returned and what items may be retained.
- Failure to return items may result in a hold being placed on your account and/or a charge for the replacement cost of the item.
- No alterations should be made to any issued item without permission of the head coach and the equipment room.
- Laundry service will be provided year round as needed. Please no personal items! The equipment room will be staffed year round and equipment personnel will be available to help you with your needs.

### MEDIA RELATIONS

As a member of an FAU athletic team, you have a responsibility to the University, your coaches and teammates to cooperate with the media whenever possible. This should always be coordinated by/with a member of the Media Relations Office. In general, when speaking to the media, be confident, courteous and prompt. Most importantly, your encounter with the media is a direct reflection of your coaches, the University and you.

Interviews may serve as a great learning and growing experience. The opportunity for you to deal with the media will help to develop communication skills that can be helpful, not only during the intercollegiate experience, but in future professional and business careers.

Take the time to organize your thoughts. Often a comment that seems innocent verbally looks different when it appears in print. What may seem inspirational or positive for your team, may appear as locker room art for another team.

All telephone interviews should be coordinated through the Media Relations Office. The Media Relations Office DOES NOT release your phone number or the phone number of your parents. We suggest you return all calls in our office to prevent caller ID and caution you against providing the home number of your parents.

You should never receive calls or visits from the media that have not been arranged by the Media Relations Office. If you are approached by a member of the media, including classmates who are media members, away from the competition field or at a public event, please be cordial, but refer all questions to a more appropriate time. This is a suggestion that will help you enjoy other campus events and your life as an FAU student without the responsibility of representing your team.

The same policies apply to all forms of social media. Reporters should not contact you through Facebook, Twitter or Instagram. In fact to preserve your college experience, the Media Relations Office suggest that your social media accounts be as private as they possibly can be, knowing that nothing you say or put into print is ever completely private.

More often than not, interviews set-up through the Media Relations Office will be positive; however, should you feel uncomfortable with a question and/or the direction of an interview, feel free to tell the interviewer you are not comfortable answering the question and refer them to your coach or a representative of the Media Relations Office (561-297-3163).

As your collegiate career progresses, you will more than likely develop a casual relationship with several of the reporters. The Media Relations Office encourages these relationships, but remember that regardless of what is said, a reporter's first obligation is to report. It may or may not appear in print, but it could very well be a seed for another story. Don't say it if you don't want it in print with your name attached!
Also, remember that postings (including pictures) on social networking sites ARE public, even seemingly innocent items can be misinterpreted. Athletes at numerous colleges (including FAU) have been suspended and or dropped from the team for their social media postings. FAU’s brand and your personal brand are being affected with each post. Our suggestion is that you make your site private and are careful with who you follow and who you allow to follow you. These individuals are your character references.

HELPFUL INTERVIEWING TIPS

1. Dress appropriately. Should a specific dress be required the Media Relations Office will advise.

2. Your responses to questions will give people who read or listen to the interview, not only an impression of you, but also an impression of FAU.

3. There is nothing wrong with saying, "I am not comfortable answering that question."

4. The Media Relations Office will not tell you what to say, however, we advise that you do not criticize others: teammates, coaches, opponents, officials or others. The Media Relations officer will attempt to prepare you with topics prior to the interview.

5. Most teams have social media rules as well but one common is no discussion of injuries. This also is a Federal Law (HIPPA) so please do not disclose or discuss injuries other than your own or you may open yourself to criminal charges. What is posted on social media sites can be pulled and used in stories or generate story ideas you may or may not want to discuss.

The most important thing to remember about the Media Relations Office is that we are here to help both the coaches and you present yourself and the team in the best positive light. We will try to tell you what every interview is about prior to the interview. Our goal is to make you as comfortable about the interview process as possible. At times it is hard to grant interviews and we are aware of that fact. The media representative is not opposed to a student-athlete denying an interview; however, before we do we will discuss the reasons for the denial in an attempt to accommodate both the team needs as well as the University and the reporter.

SOCIAL MEDIA GUIDELINES

Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, LinkedIn, Flickr, Foursquare, Instagram, Vine, Snapchat and blogs of all types. Tools of communication through video games could also be included in this category. The growth of social media combined with ease of use, “anonymity” in some cases and pervasiveness make it an attractive form of communication. However, these tools also hold the possibility of unintended consequences. Applications that allow you to interact with others online require careful consideration to assess the implications of “ friending,” “liking,” “ following,” “geolocating,” or accepting such a request from another person. Not only your content, but the content of the people you follow or who follow you becomes your references or character witnesses.

GUIDELINES

These guidelines are designed to help you understand your unique responsibilities as a Florida Atlantic student-athlete, identify and avoid potential issues, and protect your reputation and privacy as you utilize social media technologies.
• **Represent Florida Atlantic with Honor**
  - As a Florida Atlantic student-athlete, you are responsible for your social media activities and are expected to follow the same behavioral standards on-line as you are in your everyday life. The same laws, rules, and guidelines for interacting with family, friends, teammates, coaches, faculty, staff, and fans apply on-line as in the real world. Conduct or activities that would violate the Student Code of Conduct offline are also considered violations online. Never compromise your personal reputation and integrity – or that of your team and university – through your use of social media technologies. Please remember it is detrimental to the team to discuss injuries and playing time and in the case of teammate injuries it is actually illegal under the laws of HIPPA.

• **Think Before you Post**
  - There is no such thing as a truly “private” social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it is wise to delay posting until you are calm and clearheaded. Post only thoughts and pictures that you would be comfortable sharing with the general public. Use good ethical judgment and always err on the side of caution.

• **Does It Pass the Publicity Test?**
  - If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this message or image as the result of a Google search tomorrow or 10 years from now? Would I want my mother or my grandmother to see it? Remember, too, that comments made via social media can be and have been used by members of the media as attributed quotes.

• **Be Respectful**
  - Remember that with rights come responsibilities. While you may have the right to freely express certain ideas or beliefs, you should weigh the values of civility and mutual respect when deciding to engage in certain forms of expression on-line. Think before you post to consider the hurt that may result from the use of slurs or epithets intended to discredit, for example, another’s age, ethnicity, gender, handicap, national origin, political beliefs, race, religion or sexual orientation. Your on-line expressions also reflect on your team and your university.

• **Be Authentic & Transparent**
  - Be honest about your identity. In personal posts, you may identify yourself as a Florida Atlantic student and student-athlete. However, always be clear that you are sharing your personal views and are not speaking as a representative of your team, FAU Athletics, or Florida Atlantic University. If you identify yourself as a Florida Atlantic student-athlete, ensure your profile and related content are consistent with the Student Code of Conduct and how you wish to present yourself to your family, friends, teammates, coaches, faculty, staff, and fans.

• **Protect Your Identity**
  - While you should be honest about yourself, think twice before providing personal information that could be used by scam artists, identity thieves, stalkers, or others who may wish to do you harm. The same is true for the information of your family, friends, teammates, and coaches. You should avoid providing your home or campus address, phone number or date of birth on social media. It is a good idea to create a separate email address that is used only with social media sites.

• **Maintain Privacy**
  - Do not discuss a situation involving named or pictured individuals on a social media site without their permission. Do not publish the personal information of others without their
explicit permission. Do not collect sensitive information, such as phone numbers, ID numbers, social security numbers, payment information, etc., via social media, as those are not secure channels. As a guideline, do not post anything that you would not present in any public forum.

- **Understand your Personal Responsibility**
  - You are personally responsible for what you post on your own site and on the sites of others. Individuals have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous or obscene. Be sure that what you post today will not come back to haunt you.

- **Abide by NCAA Rules**
  - Ensure that you do not violate NCAA rules in your use of social media. For example, it is impermissible for student-athletes to promote or endorse any product whether on-line or off-line. It is also not permissible for current student-athletes to contact prospective student-athletes (recruits) in any manner, including via social media. Student-athletes must also be cautious in their social media interactions with athletic boosters.

- **Monitor Comments**
  - Most people who maintain social media sites welcome comments as a way to engage their audience and build community. However, you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

- **Do Not Use FAU Logos**
  - Do not use Florida Atlantic or FAU Athletics word marks, logos, or images without written permission. Do not use OwlPix.com photos, even if the images are of you. They are copy righted by the photographer.
  - Complete FAU logo and trademark guidelines can be found at: http://www.fau.edu/otlm/contact/contact.php

- **Respect for the Student-Athlete Center for Academic Excellence**
  - Use of social media is strictly prohibited on SACAE computers and during time spent in study hall, with SACAE Academic Counselors, and with tutors or other various support staff. SACAE computers and time spent in SACAE is exclusively for your academic work. You should participate in personal social media conversations on your own time. Any exceptions must be specifically approved by the SACAE staff member(s) on duty.

- **Additional Team Guidelines**
  - Individual teams and head coaches may implement additional guidelines regarding the use of social media by their student-athletes. For example, a head coach may prohibit the use of social media immediately prior to, during, and following competition. Student-athletes are responsible for knowing and abiding by any such additional guidelines implemented by their respective teams. Violations of additional team restrictions regarding the time, place and manner in which student-athletes can use social media may subject student-athletes to disciplinary actions as determined by their respective head coach.

- **Safety & Privacy Tips for Social Media**
  - The internet is open to a world-wide audience. When using social media, ask yourself:

    1. Did I set my privacy settings to help control who can look at my profile, personal information and photos? Even if you did, you can limit access only somewhat, not completely, and you have no control over what someone else may share.
    2. How much information do I want strangers to know about me? If I give them my cell phone number, date of birth, address, email, class schedule or a list of possessions, how
might they use it? With whom will my information be shared? Not everyone will respect your personal or physical space.

3. Is the image I am projecting by my communications and photos the one I want my parents, friends, teammates, coaches, faculty/staff, and fans to know me by? What does my profile say to potential graduate school interviewers? Potential employers? Which doors am I opening and which am I closing?

4. What if I want to remove information from my posts? Have I read the social networking site’s privacy and caching statements? Removing materials from network caches can be difficult. Posted material can remain accessible on the internet until you complete the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.

5. Have I asked permission to post someone else’s image or information? Could I be hurting someone? Am I infringing on their privacy? Could I be subject to libel suits or other legal actions?

6. Does my equipment have spyware and virus protection installed and is it up to date? Some sites collect profile information to spam you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up critical files on an external source in case of destructive attacks.

CHEER AND DANCE

SPIRIT TEAMS ENROLLMENT and GPA REQUIREMENTS

A spirit participant must be a full time student with Florida Atlantic University. Each spirit participant must maintain 12 hours per term, and maintain a 2.0 cumulative GPA. Special consideration for credit hours per term for senior spirit members will be taken and authorized by the coaching staff. If a spirit participant drops below a 2.0 (total accumulation) or 12 credit hours, they will be required to setup weekly or bi-weekly academic meetings with the athletic academic counselors. The academic counselor will determine meeting times and the scheduled number of occurrences. Suspension from games or events may also be given in addition; the coaching staff will make all determinations. Stipends will be suspended if 12 credits or cumulative GPA is not maintained.

- Student records will be reviewed each semester (or as frequently as needed).
- Each spirit participant is required to present a hard copy of their detailed schedule for the current semester to the coaching staff.
- If a spirit participant quits or is dismissed, she will not receive stipends for the respective semester.
- Spirit participants must maintain solid attendance records in all of their classes. Excessive absences are grounds for dismissal.
- Study hall and academic support are available. Speak with the assigned team athletic academic counselor.
### CAMPUS RESOURCES

#### ACADEMIC SUPPORT

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
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<tbody>
<tr>
<td>SACAE</td>
<td>Academic support for student-athletes. Provides tutoring, secondary advising, learning services support, learning strategies, development, community service, and liaison services to help connect students with offices on campus.</td>
</tr>
<tr>
<td>Career Center</td>
<td>The Career Center is a centralized, comprehensive operation geared to assist all FAU students with their career management needs.</td>
</tr>
<tr>
<td>CLASS – Center for Learning and Student Success</td>
<td>The purpose of the Center for Learning And Student Success (CLASS) is to promote academic and personal achievement by engaging students, forming partnerships and creating programs and services to foster student success and the retention of undergraduate students.</td>
</tr>
<tr>
<td>Graduate College</td>
<td>The Graduate College is responsible for promoting quality graduate education at Florida Atlantic University.</td>
</tr>
<tr>
<td>Math Learning Center</td>
<td>The Math Learning Center, or MLC for short, was created to help FAU students develop their math problem solving skills so they have the confidence and ability to solve math problems on their own.</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>The Registrar Office’s at FAU can assist with the adding or dropping of a class, getting an unofficial transcript, viewing your grades and much more.</td>
</tr>
<tr>
<td>Testing and Evaluation</td>
<td>Testing and Evaluation offers the most relevant national and institutional based testing programs to our constituents, including: CLEP/DSST testing, makeup exams, academic competency exams, graduate school admission tests,</td>
</tr>
<tr>
<td>Service</td>
<td>Correspondence</td>
</tr>
<tr>
<td>----------------------------------------------</td>
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</tr>
<tr>
<td>University Center for Excellence in Writing</td>
<td>GS-215</td>
</tr>
<tr>
<td>University Advising Services</td>
<td>SU-201</td>
</tr>
<tr>
<td><a href="https://www.fau.edu/uas/">https://www.fau.edu/uas/</a></td>
<td>561-297-3064</td>
</tr>
</tbody>
</table>

**STUDENT SUPPORT SERVICES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Correspondence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling and Psychological Services</td>
<td>SS-229</td>
<td>The mission of CAPS is to provide FAU students with timely and effective mental health services that allow them to improve and maintain their mental well-being and therefore to meet their educational, personal, emotional, and psychological goals.</td>
</tr>
<tr>
<td><a href="http://www.fau.edu/counseling/">http://www.fau.edu/counseling/</a></td>
<td>561-297-3540</td>
<td></td>
</tr>
<tr>
<td>CAPS CRISIS LINE</td>
<td></td>
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</tr>
<tr>
<td>Division of Student Affairs</td>
<td>SU-215</td>
<td>The Division of Student Affairs will be a leader in providing comprehensive and integrated campus life programs and services. We will cultivate a student-centered environment contributing to students becoming socially responsible global citizens with an enduring connection to the University.</td>
</tr>
<tr>
<td><a href="http://www.fau.edu/student/">http://www.fau.edu/student/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAU Controllers Office</td>
<td>SU-130</td>
<td>It is the vision of the Controller’s Office staff to meet the financial and accounting needs of a diverse and dynamic campus community with quality performance and in a professional, courteous and service-oriented manner. Additionally, we aspire to play a leadership role in our part of the university industry.</td>
</tr>
<tr>
<td><a href="https://www.fau.edu/controller/general/">https://www.fau.edu/controller/general/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAU Parking and Transportation</td>
<td>SU-116</td>
<td>Parking and Transportation assists with all parking and transportation matters (i.e., parking permits, citations, etc.)</td>
</tr>
<tr>
<td><a href="http://www.fau.edu/parking/">http://www.fau.edu/parking/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>SU-233</td>
<td>The mission of the Office of Student Financial Aid is to offer a comprehensive financial aid program that attempts to meet the financial needs of all University students.</td>
</tr>
<tr>
<td><a href="http://www.fau.edu/finaid/">http://www.fau.edu/finaid/</a></td>
<td></td>
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<tr>
<td><strong>International Student Services</strong></td>
<td>The International Student and Scholar Services (ISSS) office serves as the primary campus resource on immigration matters pertaining to the F and J programs.</td>
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<tr>
<td><strong>Student Accessibility Services</strong></td>
<td>The center provides the institution with resources, education and direct services so that individuals with disabilities may have a greater opportunity to achieve equity and excellence in education.</td>
<td></td>
</tr>
<tr>
<td><strong>STUDENT SERVICES</strong></td>
<td>For all university textbooks needs</td>
<td></td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>Fraternity &amp; Sorority Life exists to provide students with the knowledge and opportunities to lead principled lives.</td>
<td></td>
</tr>
<tr>
<td><strong>Traditions Plaza</strong></td>
<td>Fraternity and Sorority Life UN-218 <a href="http://www.fau.edu/fslife/purpose.php">http://www.fau.edu/fslife/purpose.php</a></td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Student Professional Association</strong></td>
<td>The Graduate and Professional Student Association (GPSA) represent FAU’s graduate and professional student population. We advocate for the interests of graduate and professional students University-wide and strive to enrich their experiences.</td>
<td></td>
</tr>
<tr>
<td><strong>UN-234</strong></td>
<td>The Graduate and Professional Student Association (GPSA) <a href="http://www.fau.edu/sg/programs/university-wide/gpsa">http://www.fau.edu/sg/programs/university-wide/gpsa</a></td>
<td></td>
</tr>
<tr>
<td><strong>Housing and Residential Life</strong></td>
<td>The Department of Housing and Residential Life creates a seamless environment of living and learning in a safe and welcoming community. Through opportunities for leadership development, civic responsibility, self-exploration, and student involvement, we will assist in building a life-long connection between the student and the University.</td>
<td></td>
</tr>
<tr>
<td><strong>Building 46</strong></td>
<td>New Era Barber Shop Traditions Plaza <a href="http://www.fau.edu/business-services/retail-services/new-era-barbershop.php">http://www.fau.edu/business-services/retail-services/new-era-barbershop.php</a></td>
<td></td>
</tr>
<tr>
<td><strong>Office of the Associate Vice President and Dean of Students</strong></td>
<td>The AVP/Dean of Students Office exists to assist students in achieving their educational goals by offering assistance with academic</td>
<td></td>
</tr>
<tr>
<td><strong>SS-226</strong></td>
<td></td>
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<tr>
<td>Office of Diversity and Multicultural Affairs</td>
<td>We celebrate the diversity on the FAU Campuses with students representing all walks of life, from the entire nation to across the world.</td>
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</tr>
<tr>
<td>Owl Care</td>
<td>The mission of Owls Care Health Promotion is to empower students to be healthy, responsible and successful.</td>
<td></td>
</tr>
<tr>
<td>Owl Card</td>
<td>All students are required to obtain an OWL Card, as it serves as your official photo identification, debit card, Owl Bucks card, library card, and residence hall building key, meal card for those who have meal plans, and your ticket to many FAU events, including sporting events.</td>
<td></td>
</tr>
<tr>
<td>Owl Radio</td>
<td>FAU’s campus radio station, is created for, paid for and ran by students.</td>
<td></td>
</tr>
<tr>
<td>Owl TV</td>
<td>FAU’s very own TV Station</td>
<td></td>
</tr>
<tr>
<td>Police Department</td>
<td>FAU Boca Raton campus police department. In the event of an emergency always dial 911</td>
<td></td>
</tr>
<tr>
<td>Student Government</td>
<td>Student Government provides effective representation in the students’ best interests, promote general welfare, ensure the continuation of self-governance, uphold the principles of the Constitution and laws of the United States of America and of the State of Florida, do ordain and establish this Constitution for the Florida Atlantic University Student Government.</td>
<td></td>
</tr>
<tr>
<td>Student Health Services</td>
<td>Student Health Services provides the best in class accredited medical care to registered FAU students.</td>
<td></td>
</tr>
</tbody>
</table>
| **Tech-U**  
http://www.techushop.com/ | On campus computer store and more. |
|--------------------------|----------------------------------|
| **University Press (student paper)**  
UN-214  
http://upressonline.com/ | A student-run magazine at Florida Atlantic University. |
| **Wimberly Library**  
http://www.fau.edu/library/ | Available for all study needs, students are able to check out books, and use library resources. |
| **Weppner Center for LEAD and Service Engagement**  
SS-224  
http://www.fau.edu/leadandserve/  
(561) 297-3607 | LEAD & Serve is committed to providing an atmosphere that fosters learning, personal growth, and exploration of individual and group leadership skills. |

### EQUITY, INCLUSION AND COMPLIANCE

At Florida Atlantic University, we care about each other! When we are concerned about something, we do something about it and help out our fellow owls. We want our university to be a place where everyone takes personal responsibility for keeping it safe.

We believe sexual assault is everyone’s concern and we should all be engaged in its prevention. This means all members of our community are taking responsibility to help raise awareness, report incidents, and end sexual assault.

### PROCEDURES FOR REPORTING SEXUAL ASSAULT AT FAU

Under Regulation 4.007, Student Code of Conduct, any person or entity may request that charges be filed against a student for alleged violation of law or University regulations or policies. The complaint must be submitted as follows:

1. Filing a police report with the University Police Department or another law enforcement agency.
2. Providing a written or oral statement to the Dean of Students office. Contact information and reporting forms can be found at the Dean of Students website: [http://www.fau.edu/dean](http://www.fau.edu/dean)

In addition to the procedures for investigation of Title IX complaints outlined in Regulation 4.007, individuals with questions or concerns about Title IX may contact the University’s Title IX Coordinator and may file a complaint directly with that office.
Elizabeth Rubin
Interim Title IX Coordinator
Office of Equity, Inclusion and Compliance
Admin, Suite 265
561-297-3004
fau.edu/eop/

To file a complaint involving an FAU student-athlete, coach or athletic administrator and sexual harassment, sexual discrimination, or sexual violence, you may also contact the Title IX Deputy Coordinator for Athletics:

Danielle Daniel
Associate AD/SWA
Oxley, Room 218
561-297-0231
dddaniel@fau.edu

If you are the victim of sexual harassment, assault or rape, know that what happened is not your fault. You have nothing to feel guilty or ashamed about. Call someone to be with you! You can call a trusted friend, parent, FAU’s victim advocate or the police. YOU DO NOT NEED TO MAKE A POLICE REPORT TO TALK WITH AN ADVOCATE. While making an official report is encouraged, it is not required. Victim services are available even if the crime is not reported.

It is important to understand that you may involve trusted individuals within the athletics department as well, however these individuals are legally obligated to report the sexual incident to the campus Title IX coordinator, ideally within 24 hours of learning of the situation.

ON CAMPUS RESOURCES FOR HELPING A FRIEND

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling and Psychological Services</td>
<td>561-297-3540</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>561-297-3542</td>
</tr>
<tr>
<td>FAU Police Department</td>
<td>561-297-3500 (non-emergency)</td>
</tr>
<tr>
<td>Owls Care Health Promotion</td>
<td>561-297-1048</td>
</tr>
<tr>
<td>Sexual Health Education</td>
<td>561-297-1048</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>561-297-3512</td>
</tr>
<tr>
<td>Victim Services</td>
<td>561-297-0500 (24 Hours)</td>
</tr>
</tbody>
</table>

BE AWARE

Be aware of comments and behaviors from others that would indicate they were intent on having sexual intercourse even if the partner was unwilling. Don’t joke about sexual assault; as this can trivialize the severity of the behavior. Many perpetrators are unaware that what they have done is a crime. (They may say, “Yeah, that was messed up, but it was fun.”) Let perpetrators know that what they did was not right and was against the law.

If you become aware that a sexual assault has occurred or are told of an assault occurring:

- Believe the person
- Tell the victim it is not his or her fault
- Be ready to listen when the individual is ready to talk but don’t pry or try to get information out of the person
- If you learn of the perpetrator’s identity, don’t suggest retaliation
- Know available resources
- Listen
- Be patient

SEXUAL MISCONDUCT POLICY

In compliance with Title IX, Florida Atlantic University prohibits discrimination and harassment on the basis of sex. (See FAU Regulation 5.010 and Regulation 4.007)

Florida Atlantic University is committed to ensuring that each member of the University community shall be permitted to work or study in an environment free from any form of unlawful discrimination or harassment that is based on race, color, religion, age, disability, sex, national origin, marital status, veteran status, sexual orientation, or any legally protected class or basis.

Under the Student Code of Conduct any of the following actions constitute conduct for which a student, a group of students, or a student organization may be subject to student conduct/disciplinary action:

- Violence or threat of violence to others or actions which endanger any member or guest of the University community; including physical or sexual and relationship/domestic violence
- Lewd, obscene, indecent behavior or voyeurism
- Acts of verbal, written (including electronic communications or internet activity) or physical abuse, threats, intimidation, harassment, coercion, or other conduct, the foregoing of which threaten the health, safety or welfare of any person.
- Repeated following, contacting or another person, or stalking (including cyber-stalking or cyber-bullying) or other inappropriate pursuit to the extent that it places that person in reasonable fear for his or her physical or emotional welfare.
- Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.

Retaliation – Under no circumstances should any victim of sexual violence, sexual harassment, sexual battery, domestic violence, dating violence, stalking or any other Title IX violation be subjected to retaliation for reporting the violation, participating in the investigation of the violation, or assisting someone in reporting or participating in an investigation of such violations. Any such retaliation is a violation of University Policy as well as this Regulation and will not be tolerated.

It is the intent of Florida Atlantic University to provide a process for the consistent, objective, comprehensive, and timely conduct of due process in the investigation and resolution of charges of discrimination, misunderstandings and disputes between its students and employees without fear of coercion, discrimination, or retaliation. If you feel as if your concerns have not been heard or addressed by your coach, athletic administrator or faculty athletic representative, then the Office of Equity, Inclusion and Compliance is available to hear your grievances. Click here to find their contact information.

STUDENT-ATHLETE GRIEVANCE PROCEDURES

Situations may arise in which a student-athlete believes that a member of the Athletics Department, including the coaching staff, has treated him or her unfairly or that a policy or procedure has been administered in a detrimental manner to the student. Student-athletes are encouraged to bring complaints about such actions to the attention of the athletic administration through the following three-step process.
STEP I

The student-athlete should direct his or her complaint to the person or persons whose action, or lack thereof, led to the complaint within five months of the event. Every attempt should be made to resolve the conflict at this level. If the complaint cannot be resolved in a satisfactory manner at this level, the student—athlete should proceed to Step II.

STEP II

A student-athlete who believes that he or she has not received appropriate redress through Step I may, within five months of the event giving rise to the grievance, file a written grievance with the Sports Supervisor. The Sports Supervisor will conduct an in-depth investigation of the matter and issue written findings to the parties involved within two weeks of the date. If the student-athlete seeks further redress, he or she should proceed to Step III.

STEP III

A student-athlete, who feels that his or her concerns were not adequately addressed during the first two levels of the process, should direct the written complaint, along with the Sports Supervisors findings to the Director of Athletics. After determining that the student-athlete has appropriately exhausted the complaint process, the Director of Athletics will intervene and make a final decision.

Please remember the coaches, staff, and administration are here to help you in any way that we can. If you have a question and/or concern, please contact us.