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ATHLETICS STAFF DIRECTORY
FORT WAYNE ATHLETICS RESOURCES

Sport Oversight Administrators
Athletic Director: men’s and women’s basketball, men’s and women’s cross country, women’s track and field, and men’s and women’s volleyball

Senior Associate Athletic Director: baseball, men’s and women’s soccer, and softball

Associate Athletic Director/SWA: men’s and women’s golf

Senior Woman Administrator
The senior woman administrator (SWA) is the highest-ranking female administrator in Fort Wayne Athletics. The SWA is a member of the executive staff for Athletics and assists in monitoring student-athlete welfare issues.

Faculty Athletic Representative
The Faculty Athletic Representative (FAR) is appointed by the chancellor to represent the interests of faculty to Fort Wayne Athletics and serves as a liaison between student-athletes and professors, and student-athletes and coaches on matters of academics and student-athlete welfare. The FAR assists with issues that arise due to classes missed for competition and other matters wherein a faculty voice is needed.

Student-Athlete Services Team
The student-athlete services team (S-AS) is comprised of the Mastodon Academic Performance (MAP) Center, the Compliance office, the Assistant Registrar, the Assistant Director of Financial Aid, and the Faculty Athletic Representative. The S-AS team addresses issues pertaining to student-athletes and develops policies pertinent to institutional compliance with NCAA academic eligibility rules.

Personal Counseling Services
The university operates a professionally-staffed counseling service that provides assessment, evaluation, assistance, and referral regarding personal problems such as depression, anxiety, relationship issues, substance abuse, and eating disorders. Any student can schedule an appointment by calling counseling services at 260-266-8060. All conversations of this nature are held confidential and your privacy will be respected, as with all students. No one in Fort Wayne Athletics will be advised of your relationship with the center unless you request it.

IPFW Center for Healthy Living: Campus Clinic and Wellness Programs
The IPFW Center for Healthy Living: Campus Clinic and Wellness Center provides comprehensive health services to meet the medical and psychological needs of students, faculty, and staff of IPFW. Scheduled appointments are available for your convenience; walk-ins are welcome prior to 4 p.m. It is located in Walb Student Union, Room 234. For more information, call the clinic at 260-481-5748.
FORT WAYNE ATHLETICS MISSION AND VALUES STATEMENT

Fort Wayne Athletics enhances the university’s overall mission and vision demonstrated by: (1) fostering student success; (2) impacting the local economy; (3) emphasizing intellectual and social advancement of students; (4) providing intensive mentoring; (5) integrating life and work experiences; (6) celebrating diversity in an inclusive culture; and (7) community engagement.

Further, Fort Wayne Athletics aims to generate pride and school spirit for students, faculty, staff, donors, alumni, and Fort Wayne as it strives to create a stronger university through improving the support of those stakeholders. The public relations, positive media exposure, and service provided by Fort Wayne Athletics benefit IPFW and Fort Wayne. In conjunction with its Division I athletics program, the university’s accomplishments are communicated to the northeast Indiana region and beyond.

The mission of Fort Wayne Athletics is to foster an environment of growth in the areas of academics, athletics, and social responsibility. Fort Wayne coaches, staff, and student-athletes work to enhance IPFW’s reputation by reaching for academic and athletic excellence. The Mastodon Academic Performance (MAP) Center provides ongoing academic advising as well as support for career and personal development. MAP’s ultimate goal is supporting the accomplishment of a higher education degree.

Fort Wayne Athletics stresses three core values: academic excellence, social responsibility, and athletic intensity.

- **Academic Excellence.** Academic achievement is the first priority of our student-athletes.
- **Social Responsibility.** Student-athletes strive to become good citizens and better-rounded individuals by giving back to campus and our community with grassroots type of projects.
- **Athletic Intensity.** Student-athletes at IPFW have an opportunity to compete at the highest level of intercollegiate competition and are reminded to do so with good sportsmanship and the intensity of a champion as they represent themselves, their families, and the university.

FORT WAYNE ATHLETICS REGULATIONS

Rules and Regulations Governing Student-Athlete Participation

All student-athletes must adhere to rules and policies found within the NCAA Manual, the Summit League Policies and Procedures Manual, the IPFW Student Handbook, and the IPFW Student-Athlete Handbook. Additionally, each coach may have specific rules and policies that student-athletes must follow as a condition of being a member of the respective team. The following sections highlight the rules and policies that affect the participation of our student-athletes. Student-athletes are responsible for the knowledge of, and adherence to, all of these rules and policies. If there are any questions about these rules and policies and their application to an individual student-athlete, please contact the respective coach, a Fort Wayne Athletics administrator, the faculty athletic representative, the Office of Institutional Equity, or the Dean of Students office.

Student-Athlete Code of Conduct

It is a privilege, not a right, to represent and be a member of a Fort Wayne Athletics program. Each student-athlete is considered to be a vital member of the university community and is expected to demonstrate good sportsmanship, honesty, and integrity. Student-athletes are among the most visible students on campus as well as in the local community and should serve as positive role models and mentors. Each student-athlete must abide by all applicable laws, ordinances, rules, regulations, policies, and/or procedures, whether federal, state, local, university, departmental, team, conference, or NCAA.

Each student-athlete is expected to focus on his/her academic pursuits with priority on academic achievement and graduation. Each student-athlete is expected to understand the privileges and responsibilities that he/she has while participating in intercollegiate athletics at IPFW. Each student-athlete must abide by the Student-Athlete Code of Conduct. The purpose of the Student-Athlete Code of Conduct...
Conduct is to ensure that all student-athletes understand their privileges and responsibilities, including the university’s and Fort Wayne Athletics’ behavioral expectations and the consequences of failing to meet those expectations.

As participants in intercollegiate athletics at IPFW, each student-athlete will accept the consequences and sanctions as a result of violation(s) of the Student-Athlete Code of Conduct. In addition, coaches may adopt team rules that are more stringent than the Student-Athlete Code of Conduct. Team rules are considered a part of, and enforceable under, the Student-Athlete Code of Conduct.

The most current version of the Fort Wayne Student-Athlete Handbook can be found at gomastodons.com/S-AHandbook

Academic Expectations
Fort Wayne Athletics promotes and supports the academic and intellectual pursuits of its student-athletes. Each student-athlete is ultimately responsible for his/her own academic success. A student-athlete must:

1. Register for classes in accordance with university and department guidelines.
2. Meet university and program academic requirements.
3. Meet and comply with the eligibility rules of the Summit League, MIVA and the NCAA (e.g., full-time enrollment, completion of minimum credit hour requirements per semester, completion of progress toward degree requirements each semester, and maintenance of minimum grade-point average requirements).
4. Adhere to all applicable policies and procedures regarding academic matters, including but not limited to, those relating to academic integrity.
5. Adhere to all Mastodon Academic Performance Center policies and requirements.

Athletic Expectations
A student-athlete must:

1. Abide by all rules established by Fort Wayne Athletics and the student-athlete’s head coach. Student-athletes may be informed of these rules verbally (e.g., in team meetings and orientations) or in writing (e.g., in the student-athlete handbook).
2. Meet and comply with the eligibility rules of the Summit League and the NCAA.
3. Provide Fort Wayne Athletics with all information necessary for eligibility certification.
4. Attend all mandatory team activities, including all practice and competition (if eligible per Summit League and NCAA rules). Exceptions will be determined by sports medicine personnel based on medical conditions or injuries or at the discretion of the head coach. The student-athlete is responsible for contacting the head coach immediately when circumstances arise where the student-athlete is unable to attend team activities.

Failure to abide by established rules and policies or other conduct detrimental to the team or Fort Wayne Athletics may result in disciplinary action, including suspension or removal from athletic team and loss of athletic financial aid.

Principles of Sportsmanship and Ethical Conduct
IPFW is committed to the principles of sportsmanship and ethical conduct as prescribed by the NCAA, Summit League, and MIVA. All parties associated with Fort Wayne Athletics shall maintain a positive environment for all activities. This includes, but is not limited to, athletic events, practice activities, and campus and community service events.

Fort Wayne Athletics and the university community shall promote a positive environment for athletic competition, including an atmosphere of fair play and responsible behavior. The NCAA, Summit League,
MIVA and IPFW promote good sportsmanship by student-athletes, coaches, and spectators. Profanity, racial, or sexist comments, or other intimidating actions directed at officials, student-athletes, or team representatives will not be tolerated and are grounds for removal from the site of competition.

The Summit League Policies and Procedures Manual addresses the actions considered to be unsportsmanlike conduct and the consequences to the individual and/or institution for each type of offense and the number of offenses. The league commissioner shall make all decisions regarding unsportsmanlike conduct.

**Enforcement/Penalties**

*General*

If student-athletes are found to be in violation of a university, Fort Wayne Athletics, Summit League, MIVA and/or NCAA policy, the penalty imposed depends upon the severity of the offense and may include, but is not limited to:

1. Private or public reprimand
2. Probation
3. Suspension and/or dismissal from the athletic team
4. Cancellation or gradation of athletic financial aid
5. Penalties for personal misconduct listed in the IPFW Student Code

**IPFW Student Regulations**

To view the IPFW Regulations, Policies, Rights, and Responsibilities for the general student body, please visit: [http://bulletin.ipfw.edu](http://bulletin.ipfw.edu)

**Hazing Policy**

IPFW may discipline a student for acts of personal misconduct, including hazing, which occur on campus property, or in connection with an IPFW activity, or for acts of personal misconduct that are not committed on campus property or in connection with an IPFW activity as described in the IPFW Code of Student Rights, Responsibilities, and Conduct (Code). Hazing is defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent. Examples of hazing activities are: physical brutality; sleep deprivation; exposure to the elements; confinement in a small space; excessive, forced, or harmful consumption of food and/or beverage combinations; humiliating or shameful acts; or any violation of criminal codes.

Any incident of hazing will be reported to the Dean of Students for disciplinary action. Disciplinary proceedings will be governed by the procedures specified in Part III.B of the IPFW Code of Student Rights, Responsibilities, and Conduct. The IPFW Code of Student Rights, Responsibilities, and Conduct is published in the IPFW Student Handbook and Planner and the IPFW Undergraduate and Graduate Bulletins.

**Alcohol and Tobacco Policy**

The IPFW Student Handbook contains information regarding the rules governing the possession and consumption of alcohol, including within student housing. Student-athletes are subject to additional rules and regulations despite being of legal age. Each team may have rules and policies regarding use of alcohol and tobacco and your participation as a Fort Wayne student-athlete.

The NCAA prohibits the use of tobacco products during practice and competition by all student-athletes, coaches, trainers, managers, and event personnel in all sports.

See the online version of the Fort Wayne Student-Athlete Handbook for the most recent version of the Substance Abuse Program at [gomastodons.com/S-AHandbook](http://gomastodons.com/S-AHandbook)
IPFW Athletics Center Policy
Everyone, including student-athletes, must check in at the customer service desk with a valid IPFW ID card before using the workout areas. The only exception is when student-athletes are participating in required team practices and activities.

Fort Wayne student-athletes must follow all other Athletics Center policies when using the facility.

Strength and Conditioning Policy and Expectations
The Mastodon Strength and Conditioning Program is crucial to the complete development of the student-athlete. Our goal is to reduce the risk of injury and to enhance the strength, power, speed, and explosiveness of student-athletes. We believe what occurs in the weight room and in conditioning sessions transfers to competition and life. Work ethic, attitude, accountability, and mental toughness are qualities that can be developed and enhanced through the Strength and Conditioning Program.

Expectations:
- All team workouts will be scheduled with their respective strength coach. It is the student-athlete’s responsibility to make arrangements with his/her strength coach and head coach if there are any scheduling conflicts for team workouts.
- Student-athletes must show respect for other athletes, staff, equipment and facilities at all times. Athletes should be in the weight room prior to start of the training session and be prepared and motivated to work hard. Be sure to return weights and equipment to proper location following your training session.
- Student-athletes must have consistent, positive effort. Athletes may not always jump higher, run faster or lift heavier during every training session, but can always have consistent, positive effort and attitude.
- Student-athletes must have the maturity to study, eat, sleep and train properly in order to be successful. This includes maintaining proper nutrition and hydration prior to and after each training session. If you have questions on nutrition, training, etc., you are encouraged to ask.
- Student-athletes must have the desire to improve. The strength and conditioning staff wants you and your teammates to improve for life and your sport, but more importantly, you and your teammates must want to improve yourselves and each other … Invest in yourself and your teammates.
- Horseplay, offensive or disrespectful language, etc., are not permitted.

Fort Wayne Athletics Media Services Policy
Fort Wayne Athletics Media Services is responsible for all media and/or public relations for Fort Wayne Athletics. All interviews with Fort Wayne Athletics administration, coaches and/or student-athletes must be arranged via Athletics Media Services. If contacted by the media for an interview, student-athletes shall direct the request to Athletics Media Services at 260-481-0729. Student-athletes MAY NOT conduct any interviews without the knowledge of Athletics Media Services. For the protection of our student-athletes, student-athletes may not provide contact information to the media without the consent of Athletics Media Services.

At the beginning of each academic year, all student-athletes must complete an online questionnaire for Fort Wayne Athletics Media Services. Student-athletes who do not complete the questionnaire will not have their profiles included on the official athletics website, gomastodons.com. Each student-athlete’s cooperation is needed in supplying timely and correct information. All information released to the media and/or public, or compiled for institutional publications, will be facilitated by Athletics Media Services.

Social Network Policy
Fort Wayne Athletics understands the popularity and usefulness of social networking sites such as
Facebook, Twitter, Instagram, etc. that facilitate student-athletes’ communication with other students and supports their use by Fort Wayne student-athletes, provided:

1. No offensive or inappropriate pictures or comments are posted (determined by the athletic director and/or the head coach).
2. Any information placed on the website(s) does not violate university or Fort Wayne Athletics policies.
3. Photos and/or comments posted on these sites do not depict inappropriate team-related or university-identifiable activities (including wearing/using team uniforms or gear in an inappropriate manner).
4. Per NCAA rules, student-athletes are prohibited from directly or indirectly endorsing a commercial product or service, this includes via social media.

Monitoring
Fort Wayne Athletics requires that student-athletes allow their head coach or designated coaching staff member access to all social networking sites that they join. Student-athletes must remember that they are representatives of the university and that participation is a privilege, not a right. Student-athletes should keep the following guidelines in mind as they participate on social networking sites:

1. Before participating in any online community, student-athletes should understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site and is completely out of the student-athlete’s control the moment it is placed online—even if the student-athlete limits access to his/her site.
2. Student-athletes should not post any information, photos, etc. online that could embarrass themselves, their family, their team, Fort Wayne Athletics, or the university. This includes information that may be posted by others on the student-athlete’s site.
3. Student-athletes should never post their local address, pictures of their home, their cell phone number, or their class schedule as they could become the target of predators.
4. Student-athletes should be aware that potential employers, internship supervisors, graduate programs, and scholarship committees view these sites as a way of screening applicants.

Team Travel Policy
The head coach shall determine which student-athletes will travel for competitions. Those who are ineligible for competition per NCAA legislation, as certified through the Compliance office, are prohibited from traveling with the team and/or receiving any travel expenses (including meals and lodging). Student-athletes are expected to dress in an appropriate manner for all travel to intercollegiate athletic contests. Student-athlete use of alcohol while on official team travel is prohibited. Each head coach will determine the additional policies and expectations for team travel.

Coaches, student-athletes, trainers, Athletic Media Services staff, and other appropriate Fort Wayne Athletics personnel shall constitute the official team travel party. Other passengers must have the permission of the head coach and the athletic director (or designee). All individuals in the travel party must travel together for all scheduled trips. If a member of the travel party must travel separately, he/she must have the approval of a Fort Wayne Athletics administrator.

Locker Rooms
Locker rooms are provided to teams based on facility usage, available space, and equity of programs. Each locker room has a coded entry door that has been designated by the head coach and must be used for entry. The access code is not to be shared with anyone outside of the team. A student-athlete or Fort Athletics staff member who believes the entry code has been compromised shall report the issue to the appropriate head coach.
Additionally, student-athletes have access to the public locker rooms near the athletic training room. Student-athletes are not granted access to other closed locker rooms used by game officials and staff unless athletic director (or designee) approval is granted.

**Equipment and Apparel Policy**

Fort Wayne Athletics provides equipment and apparel to its student-athletes, on a loan basis, for practice and competition. If equipment is lost, misplaced, or stolen, the student-athlete may be financially responsible for its replacement. All equipment is the property of the university and may not be retained by student-athletes unless permitted by NCAA rules and documented on the Equipment Log signed by the student-athlete. *Note—Equipment and apparel policies are subject to change and all deference is given to Fort Wayne Athletics policies and procedures and NCAA rules.

**Athletic Awards**

Recommendations for awards are made by the head coach and forwarded to the athletic director for approval. A student-athlete who meets standards in regards to athletic performance, academic standing, and adherence to university and team rules will earn an award. *Note—Award policies are subject to change and all deference is given to Fort Wayne Athletics policies and procedures and NCAA rules.

Awards are ordered as follows:

- First year award: Navy blue athletic “letter jacket”
- Fourth year award: Stadium blanket bearing the varsity logo
- NCAA tournament appearance: Ring bearing the varsity logo

Fort Wayne Athletics presents the following athletic awards annually: Male and Female Athlete of the Year, Senior Athlete of the Year, Freshman Athlete of the Year, Academic Excellence Award (awarded to the senior with the highest GPA), Most Valuable Player, Most Improved Player, Coaches Award, and the Ian and Mimi Rolland Award.

**David R. Skelton Award**

This award is presented to a student-athlete who exemplified academic success and superior athletic performance in addition to demonstrating community and extracurricular involvement.

**Fan of the Year**

This award is presented to an individual and/or group who regularly attends Fort Wayne athletic events and vocally demonstrates support for our teams. This award was named in honor of Tony Laux, an IPFW staff member who passed away in 2004.

**Tony Laux Volunteer of the Year**

This award is presented to an individual and/or group whose service and support of Fort Wayne Athletics is deemed as beyond the call of duty.

**Service to Student-Athletes Award**

Each year, the Fort Wayne Student-Athlete Leadership Team (SALT) awards a member of the Fort Wayne community the Service to Student-Athletes Award. Fort Wayne student-athletes nominate, vote upon, and present this award in order to recognize someone who has made a tangible difference in the lives of Fort Wayne student-athletes.

**Heart of a Mastodon Award**

This award is for honoree(s) who consistently demonstrate good sportsmanship not only in his or her daily participation in intercollegiate athletics but also outside of the athletic setting. The honoree(s) exemplify the values of respect, compassion, fairness, civility, honesty, integrity and team spirit. This award is voted on by the Student-Athlete Services Team.
Mastodon Cup Award
This award is presented to the team that earns the most points in the following three general areas: (1) Academics and Career Development, for the acquisition of knowledge and critical thinking; (2) Service and Leadership, for leading service efforts in the IPFW, Fort Wayne, national, and international communities; and (3) Athletics, for supporting their fellow student-athletes.

Exit Interviews
Fort Wayne Athletics provides an exit interview for student-athletes who have exhausted their eligibility; however, student-athletes who leave or transfer out of IPFW also have the opportunity to complete an exit interview. In addition to completing the exit interview questionnaire, student-athletes may schedule one-on-one meetings with the faculty athletic representative, athletic director, MAP advisor, or any other Fort Wayne athletics administrator that he/she prefers. The exit interview provides valuable information and feedback about the student-athlete’s overall athletic experience and IPFW’s intercollegiate athletics programs.

NCAA RULES AND REGULATIONS FOR ELIGIBILITY

Rules Education Sessions
Fort Wayne Athletics will have orientation and rules education sessions to acquaint student-athletes with important rules, policies, and procedures of the NCAA, Summit League, MIVA, and university during each academic year. Student-athletes are required to attend all such meetings. These meetings provide an opportunity to ask questions regarding NCAA rules. Contact the Compliance office for clarification of any questions regarding the application of NCAA legislation before taking any action that might jeopardize eligibility. Failure to complete and sign any NCAA required forms will result in ineligibility for participation in intercollegiate competition.

Academic Eligibility Requirements
To be eligible to compete for a Fort Wayne Athletics team, a student-athlete must comply with the NCAA and IPFW rules and regulations below.

Good Academic Standing
To be eligible for competition, a student-athlete must be in good academic standing as defined by the institution. As defined in the IPFW Bulletin, a student is considered to be in good academic standing unless the student has been dismissed, suspended, or dropped from IPFW and not readmitted.

Academic Probation and Dismissal
Per the IPFW Bulletin, a student will be placed on academic probation if his/her semester or cumulative GPA at the end of any fall or spring semester is less than 2.0. A student on academic probation will be removed from that standing at the end of the first subsequent fall or spring semester in which he/she achieves semester and cumulative GPAs equal to or greater than 2.0. A student on academic probation will be on continued probation if either the semester or cumulative GPA is below a 2.0 at the end of any fall or spring semester. A student on academic probation shall be dismissed from IPFW at the close of any fall or spring semester in which his/her semester and cumulative GPA is less than a 2.0.

Full-Time Enrollment
NCAA rules require that student-athletes be full-time, baccalaureate degree-seeking students in order to represent IPFW in competition or practice. Student-athletes enrolled in an undergraduate program must be enrolled in a minimum of 12 hours at all times throughout the semester. Student-athletes enrolled in a graduate program must be enrolled in a minimum of eight hours at all times throughout the semester.
Additionally, prior to the beginning of each fall or spring semester, a student-athlete must be enrolled in a full-time course of studies to receive institutional financial aid (unless certified as enrolled in their final semester prior to graduation). If a student-athlete drops below a full-time course load after the semester begins, the student-athlete is immediately ineligible for practice and competition and may have their athletic aid prorated to the drop date in the academic term.

**Satisfactory Progress Rules**

**NCAA 6-hour rule:** To be eligible for competition during each following regular academic term, a student-athlete must successfully pass six hours during the previous regular academic term.

**NCAA 18-hour rule:** To be eligible for competition during an academic year, starting with the second year, a student-athlete must have successfully passed a minimum of 18 hours in the previous two semesters (summer credit hours and repeated credits may NOT be used to fulfill this requirement).

**NCAA 24-hour rule:** To be eligible for competition, a student-athlete must successfully pass a minimum of 24 semester hours prior to the beginning of the second year of enrollment.

**Designation of Degree Program**

A student-athlete must declare a major before the fifth semester of enrollment. Thereafter, a student-athlete must make progress toward the declared degree. For questions regarding a change of major, contact the Mastodon Academic Performance (MAP) Center. MAP Center advisors must approve all change of major requests to ensure eligibility under NCAA rules in the new major BEFORE the change is made.

**Percentage of Degree Requirements**

<table>
<thead>
<tr>
<th>Entering Year of Collegiate Enrollment</th>
<th>Percentage of Degree Requirements Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd year (or 5th semester)</td>
<td>40% of course requirements for degree</td>
</tr>
<tr>
<td>4th year (or 7th semester)</td>
<td>60% of course requirements for degree</td>
</tr>
<tr>
<td>5th year (or 9th semester)</td>
<td>80% of course requirements for degree</td>
</tr>
</tbody>
</table>

The course requirements must be in the student’s specific degree program as opposed to the student’s optional minor.

**Grade-Point Average (GPA) Requirements**

<table>
<thead>
<tr>
<th>Entering Semester of Collegiate Enrollment</th>
<th>IPFW Cumulative GPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd Semester and 4th Semester</td>
<td>1.80 (90% of GPA required for graduation)</td>
</tr>
<tr>
<td>5th Semester and 6th Semester</td>
<td>1.90 (95% of GPA required for graduation)</td>
</tr>
<tr>
<td>7th Semester and each semester following</td>
<td>2.00 (100% of GPA required for graduation)</td>
</tr>
</tbody>
</table>

**Summer Courses at Other Institutions**

Summer course work taken at another institution must have prior approval from a MAP Center advisor in order to ensure such course work will transfer to IPFW and satisfy progress toward degree requirements.

**Repeated Courses**

Courses may only be used once to satisfy academic requirements for NCAA eligibility purposes. Consult a MAP Center advisor prior to registering for a course being repeated. Please note that the student-
athlete may be responsible for the cost of tuition and fees of courses he/she wishes to repeat in subsequent semesters due to grade earned or withdrawal after the 100% refund date.

**Playing and Practice Season/Countable Athletically Related Activities (CARA)**
The NCAA has established time limitations for athletics participation that differ when the team is “in-season” or “out-of-season.” During the declared playing season, participation in Countable Athletically Related Activities (CARA) is limited to a maximum of four hours per day and 20 hours per week, with one day off (which may include a travel day). A competition counts as three hours, with practice activities subsequent to the competition prohibited. Official vacation periods, as designated by the university during the academic year, are exempt from time limitation rules.

Outside the declared playing season, or “out-of-season,” participation in CARA is limited to a maximum of eight hours per week with a maximum of two hours of skill-related workouts as part of the eight hours. There are two mandatory days off and all CARA is prohibited the week prior to and the week of final exams.

**Countable Athletically Related Activities include:**
1. Required practice and competition;
2. Required weight training and conditioning;
3. Participation in individual workouts;
4. Review of athletic practice or contest films or videotapes;
5. Athletically related meetings required by the coach.

An activity may only be defined as voluntary if it meets the following:
- The activity was initiated and requested solely by the student-athlete.
- No information regarding the activity may be reported back to coaching staff members.
- The student-athlete may not be subject to penalty if he/she elects not to participate in the activity.

Mandatory administrative or academic meetings shall not be considered CARA.

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**Student-athletes may NOT miss class for practice or any athletically related activities other than competition and competition-related activities.**

**Season of Competition**
A student-athlete uses one of his/her four seasons of athletic competition when participating in any intercollegiate competition during a season, regardless if he/she only participates in one competition.

**Non-Medical “Redshirt” and Medical Hardship Waiver**
A non-medical “redshirt” occurs when a student-athlete does not participate in outside competition during an academic year.

A medical hardship is defined as an incapacity resulting from an injury or illness as determined by a physician under bylaw 12.8.4. Medical hardship waivers are completed in consultation with Fort Wayne Sports Medicine personnel, coaching staff, and the Compliance office.

**Outside Competition**
A student-athlete seeking to participate in any athletic competition while not representing IPFW must fill out the appropriate form which includes approval from the athletic director and head coach. A student-athlete will be declared immediately ineligible for further competition if, at any time during the calendar year, he/she competes on any outside team in any non-collegiate, amateur competition in violation of NCAA rules. This includes participation in local clubs or leagues.
Transfer Requests
If a student-athlete desires to contact or transfer to another institution from IPFW, he/she must first receive permission from his/her head coach before talking to the second institution. Permission must be granted in writing by the Compliance office. If the student-athlete does not obtain permission to contact the second institution, the student-athlete may not have any written or verbal contact with the athletic department staff of the second institution.

Requesting Permission to Contact
NCAA rules prohibit an institution’s coach or staff members from speaking with a student-athlete of another institution without first receiving permission from that institution to speak with that student-athlete. A student-athlete who wishes to transfer to another institution must follow the procedure outlined below:

1. The student-athlete shall inform his/her coach of his/her desire to contact another NCAA institution to inquire about transferring.
2. The coach or the student-athlete shall contact the Compliance office to request that permission to contact be sent to another institution so that the student-athlete may speak with the other institution’s coach.
3. If the request for permission to contact is in writing from the student-athlete himself or herself, then Fort Wayne Athletics must grant/deny the request within seven business days.
4. If permission is granted, the Compliance office shall send a confirmation via email that the other institution has permission to contact the Fort Wayne student-athlete.
5. If Fort Wayne Athletics fails to respond to the student-athlete’s written request within seven business days, permission shall be granted by default and Fort Wayne Athletics shall provide written permission to the student-athlete.

One-Time Transfer Exception
In sports other than NCAA Division I baseball and basketball, a student-athlete may receive a one-time transfer exception from the first institution, which allows the student-athlete to be immediately eligible for competition at the second institution upon transfer, provided the student-athlete meets all academic and other NCAA prescribed requirements.

The student-athlete, or the second institution, must request in writing Fort Wayne Athletics’ approval for use of the one-time transfer exception.

Denial of Permission to Contact or One-Time Transfer Exception
1. The student-athlete will be notified in writing by the Compliance office that the request for permission to contact and/or one-time transfer exception has been denied and the reasons for such denial.
2. The student-athlete will be informed of his/her opportunity to appeal the decision.
3. If the student-athlete requests an appeal, the Compliance office will arrange an appeals committee of SCOA members.
   a. Appeal requests must be submitted in writing to the Compliance office.
4. IPFW is required by NCAA rules to conduct the hearing and provide written results to the student-athlete within 15 business days of receipt of the student-athlete’s written request for an appeal.
5. If IPFW does not conduct the hearing or provide written results to the student-athlete within 15 business days, permission to contact or one-time transfer shall be granted by default and IPFW shall provide written permission to the student-athlete.
6. If the committee upholds the decision to deny permission to contact, other NCAA institutions may neither contact the student-athlete nor encourage the student-athlete to transfer (directly or indirectly). In addition, Division I and II institutions may not provide financial assistance to the student-athlete until the student-athlete has attended the other institution for one academic year.
7. If the committee upholds the decision to deny the one-time transfer exception, the student-athlete will not be eligible for intercollegiate competition until he/she has fulfilled a residence requirement of one full academic year (two full semesters or three full quarters) at the next institution.

Note: If a student-athlete wishes to transfer to another institution and not participate in athletics, a student-athlete may contact an institution’s admissions office for the purpose of transferring. He/she shall still inform his/her coach. Contact the Compliance office with any questions on NCAA transfer rules and withdrawal from the university.

**Gambling**

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering includes placing, accepting, or soliciting a wager of any type with any individual or organization on any intercollegiate, amateur, or professional team or contest. Examples of sports wagering include, but are not limited to: the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. The prohibition against sports wagering applies to all Fort Wayne Athletics staff, coaches, and student-athletes. A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker, or a parlay card shall be ineligible for all regular season and postseason competition for a minimum period of one year and shall be charged with the loss of a minimum of one season of eligibility.

Student-athletes are prohibited from participating in the following activities:

- Wagers for any item (e.g., cash, dinner, clothing) or for any service (e.g., car wash, house cleaning) on any collegiate, professional, or amateur competition or practice.
- Sports “pools.”
- Internet gambling on sports events.
- Fantasy leagues that award a prize or require a fee to participate.
- Exchange of information about a Fort Wayne team and/or student-athlete with anyone who gambles including information about injuries, new plays, team morale, discipline problems, etc.

A student-athlete who participates in any sports wagering activity involving IPFW or who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (“point shaving”) shall permanently lose all remaining regular season and postseason eligibility in all sports.

**Amateurism**

*Amateur Status*

A student-athlete must maintain amateur status in their respective sport. An individual loses amateur status and becomes ineligible for intercollegiate competition in a particular sport if the individual:

a) Uses his/her athletics skill (directly or indirectly) for pay in any form in that sport;

b) Accepts a promise of pay, even if such pay is to be received following completion of intercollegiate athletics participation;

c) Signs a contract to play professional athletics after enrolling in a collegiate institution, regardless of its legal enforceability or any consideration received;

d) Receives, directly or indirectly, a salary, reimbursement of expenses, or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA rules and regulations;

e) Competes on any professional athletics team (per Bylaw 12.02.8) after collegiate enrollment;

f) Subsequent to initial full-time collegiate enrollment, enters into a professional draft;

g) Enters into an agreement with an agent (verbal or written); OR

h) Allows his or her picture, name, or likeness to be used to advertise, recommend, or promote the sale or use of any commercial product or service or to endorse any such product or service.
**Involvement with Professional Teams**
Please consult the Compliance office or coaching staff prior to any involvement with an individual or team that wishes to provide compensation in any form as it relates to athletic participation.

**Agents**
A student-athlete becomes immediately ineligible if he/she agrees (orally or in writing) to have a person represent them in future negotiations involving their athletics abilities or worth. The student-athlete also becomes ineligible if he/she or the student-athlete’s family or friends accept inducements from an agent or their representatives.

An athlete agent who, directly or indirectly, recruits or solicits a student-athlete to enter into an agent contract is required by the [Indiana Uniform Athlete Agents Act](https://in.gov/attorneygeneral/2818.htm) to do the following:

- All athlete agents who plan to contact student-athletes within the State of Indiana must first register with the Indiana Attorney General. See [in.gov/attorneygeneral/2818.htm](https://in.gov/attorneygeneral/2818.htm) for more information.
- At least 10 days before a student-athlete enters into an agency contract, the athlete agent shall give in record the notice required by IC 35-46-4-4 of the existence of the contract to the athletic director of the educational institution at which the student-athlete is enrolled or the athlete agent has reasonable grounds to believe the student-athlete intends to enroll.
- An athlete agent who, with the intent to induce a student-athlete to enter an agency contract (1) gives any materially false or misleading information or makes a materially false promise or misrepresentation; (2) furnishes anything of value to a student-athlete before the student-athlete enters into the agency contract; or (3) furnishes anything of value to any individual other than the student-athlete or another registered athlete agent commits a Class D felony per Indiana law.

IPFW has a right of action against an athlete agent or former student-athlete for damages caused by a violation of the Indiana Uniform Athlete Agents Act.

**Employment**
It is permissible for student-athletes to work during the academic year and vacation periods. There is no limit on the amount of money a student-athlete may earn. However, a student-athlete may be paid only for work actually performed and at a rate comparable with the going rate in the locale for the type of work performed. A student-athlete’s compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he/she has obtained because of that person’s athletic ability. A student-athlete may not receive special discounts or services from his/her employer unless they are provided to all employees. Student-athletes may not receive transportation to and from work, health benefits, vacation/sick time, bonuses, etc., unless the same benefits are available to all employees. Student-athletes may not be compensated when only lecturing/demonstrating at a camp.

Student-athletes planning to work during the academic year and/or vacation period must complete the employment form and return it to the Compliance office.

**Fee-for-Lesson Instruction**
Student-athletes must contact the Compliance office prior to beginning any employment for fee-for-lesson instruction. A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his/her sport on a fee-for-lesson basis, provided:

1. IPFW facilities are not used;
2. Playing lessons shall not be permitted (e.g., a golf putting lesson is permissible, but a full round of golf is not);
3. The student-athlete must keep on file and document (on a semester basis) with the Compliance office all lesson recipients and the fees provided for those lessons; and
4. The compensation is paid by the lesson recipient (or the recipient’s family) and not another individual or entity.
5. If a group lesson is being conducted, the instruction provided to each individual in the group must be comparable to that given during a private lesson.
6. The student-athlete does not use his/her name or picture to promote or advertise the availability of fee-for-lesson sessions.

Promotional Activities/Community Service
Student-athletes are not permitted to engage in any promotional activities that promote or advertise a commercial product or service, nor are student-athletes permitted to receive compensation for doing so. A violation of this policy affects a student-athlete’s amateur status and may result in the loss of the student-athlete’s remaining eligibility.

A student-athlete must receive written approval from the athletic director before participating in any permissible promotional activity even if it is an institutional, charitable, educational, or nonprofit promotion. Student-athletes should check with the Compliance office regarding participation in any promotional activities.

STUDENT-ATHLETES MAY NOT MISS CLASS FOR ANY PROMOTIONAL ACTIVITY!
If a student-athlete misses class for a promotional activity, he/she will become immediately ineligible.

Complimentary Admissions
Student-athletes are permitted a maximum of four complimentary admissions per event in his/her sport (applicable to regular season contests). The admissions must be provided through a pass list at the box office or ticketing area. No “hard tickets” may be issued. Photo ID and signature are required by the guest to obtain admission. It is not permissible to sell or exchange a complimentary admission for money or any item of value.

Each student-athlete must request his/her complimentary admissions on the Complimentary Admission Form. On this form, the student-athlete must sign and record the individuals who are to receive complimentary admissions, including the student-athlete’s relationship to each guest. Coaches, team managers, and all athletic department staff are prohibited from allowing student-athletes to utilize any other source for complimentary tickets. All completed forms must be submitted per Fort Wayne Athletics policy.

Boosters/Representatives of Athletics Interests
Student-athletes at IPFW may come into contact with individuals and/or entities that have made contributions to Fort Wayne Athletics. These individuals are known as boosters or representatives of athletics interests. Boosters may not provide extra benefits (e.g., cash, car, tattoo, discount, complimentary admission) to a student-athlete or friends and family members of student-athletes.

For questions concerning benefits, gifts, or services that have been offered, consult the Compliance office.

Extra Benefits
Student-athletes become ineligible for athletic competition upon receipt of an extra benefit. The term “extra benefit” refers to any special arrangement that provides a student-athlete or his/her relatives or friends with a benefit not expressly authorized by NCAA legislation or not generally available to other students at IPFW.
Examples of prohibited extra benefits include, but are not limited to:

- Room, board, or transportation costs (including a stay in someone’s home or transportation to or from a job);
- A loan of money in any amount (or for any period of time) or signing or cosigning a note with an outside agency to arrange a loan;
- Cash or gifts;
- Typing or other costs associated with school projects or reports;
- Professional services for which a fee would normally be charged (e.g., dental or medical services, haircuts, automotive services, laundry or dry cleaning, etc.);
- Entertainment or the purchase of meals or services at commercial establishments (including a soft drink or popcorn at an athletic event);
- The use of a telephone (including cell phones) or telephone credit card for free long distance calls;
- Awards for athletic performance;
- An honorarium or fee for a speaking engagement or other appearance;
- A special discount, payment arrangement, or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., dry cleaning, laundry);
- A guarantee of bond (e.g., bail money);
- A benefit connected with off-campus housing (e.g., television, electronic equipment, room furnishings, specialized recreational facilities, etc.);
- Tickets to an athletic, institution or community event (e.g., state high school tournament tickets, professional sporting event tickets);
- The use of personal properties (e.g., boats, cars, summer homes, etc.)

If a benefit, gift or service is offered, please check with the Compliance office before accepting it. Remember, any violation of this rule will result in a loss of eligibility.

Recruiting

General Rules and Regulations

Enrolled student-athletes or other enrolled students may participate in the recruitment of prospective student-athletes ONLY under the following conditions:

- Incidental Contacts—Student-athletes may have off-campus contact with a prospective student-athlete if it is not at the direction of a coaching staff member.
- Telephone Calls—Student-athletes may receive telephone calls made at the expense of a prospect after September 1 at the beginning of the prospect’s junior year in high school. Student-athletes may not call prospects at any time. However, it is permissible to receive telephone calls from prospects prior to September 1, provided there is no involvement by the Fort Wayne Athletics staff (e.g., coaching staff cannot arrange a call between you and a prospect and tell you what recruiting points to discuss with the prospect). In other words, if a prospect calls a student-athlete on his/her own to ask questions, then the student-athlete is permitted to answer.
- Written Correspondence—Student-athletes may engage in written correspondence with a prospect, provided it is not done at the direction or expense of Fort Wayne Athletics.
- Electronic Correspondence—Student-athletes are permitted to engage in email correspondence with prospects at any time, provided it is not done at the direction or expense of Fort Wayne Athletics (e.g., coaching staff cannot direct a specific reply with certain recruiting information).
- Social Media—Student-athletes and prospects may connect and communicate via social media at any time provided it is not at the direction of coach or other Fort Wayne Athletics staff member and the content is not related to the prospect’s recruitment, including information was initially generated by the prospect (e.g., “retweet”). Student-athletes may not publically communicate with a prospect regarding the prospect’s recruitment on social media and may not
publically comment on a prospect’s verbal commitment. Additionally, student-athletes may not post any information that would publicize a prospect’s visit to campus.

- Publicity/Comments in the Media—A student-athlete may not make any comments to the media regarding a prospect, a prospect’s family, a prospect’s athletic ability, or the likelihood of a prospect to attend IPFW.

**Official Visits**

All student hosts must read and sign the “Student Host Instructions” form prior to the student host assuming any hosting duties. It is the responsibility of the coaching staff to send the student host to the Compliance office, where the Compliance office will review host responsibilities and regulations and have the student host sign the “Student Host Instructions” form. The student host will pick up the student host money from the Athletics business office. The student host must handle the money exclusively. Souvenirs, cash, and other items of value may not be provided to prospects. Within 24 hours of the conclusion of the visit, the student host shall return all unused funds and submit all receipts for all used funds to the Athletics business office.

The role of the host is to provide the prospect with an experience consistent with the student-athletes currently enrolled at IPFW. The head coach has discretion in tailoring specific, defined responsibilities of the host (e.g., schedule, class attendance, entertainment, housing, etc.) and should provide the host with recommendations/suggestions for entertainment activities extended to the prospect. The use of alcohol, drugs, gambling, sex, adult entertainment, or any criminal activity in recruiting will not be tolerated and will result in disciplinary action by Fort Wayne Athletics. The student host must use good judgment at all times.

**ACADEMIC SUPPORT FOR STUDENT-ATHLETES**

**Mastodon Academic Performance (MAP) Center Mission Statement**

The Mastodon Academic Performance (MAP) Center’s mission is to promote the success of student-athletes in earning a baccalaureate or graduate degree while creating opportunities for student-athletes to fully engage with the IPFW community. This is accomplished by the MAP Center providing ongoing support of student-athletes’ academic skills, athletic goals, and career and personal development while encouraging their service to the community.

See the MAP Center’s Facebook page or visit the website at [ipfw.edu/mapc](http://ipfw.edu/mapc) for more details on the MAP Center and its policies.

**Advising, Monitoring Satisfactory Progress, and Degree Completion**

**Advising**

Student-athletes are assigned two advisors, a primary advisor from their academic department and a secondary MAP Center advisor. Student-athletes are expected to meet with both their primary advisor and their MAP Center advisor at least once each semester. Primary advisors provide information vital to successful degree completion and the specific academic requirements for the chosen major. MAP Center advisors monitor the student-athletes’ progress toward degree completion and specialize in advising student-athletes in accordance with NCAA academic eligibility rules. The specific steps for advising and registration are covered in the “Registration Procedures” section below.

**Change of Major or Addition of Major Procedure**

It is possible for student-athletes to change or add a major but only with prior authorization from a MAP Center advisor. Before changing or adding a major, student-athletes must first meet with a MAP Center advisor. Implications on NCAA eligibility will be reviewed prior to making the major addition or change. The student-athlete will then be given either a Change of Major Certification form or an Addition of Major Certification form. It is the student-athlete’s responsibility to schedule an appointment with a department advisor to discuss the change or addition. Once the Change or Addition of Major
Certification Form is completed by the department advisor, the MAP Center advisor will verify whether the change can be made in accordance with NCAA academic eligibility requirements. Once eligibility is verified the change can be completed.

Drop/Add Procedure
After the start of a semester, student-athletes wishing to drop or add courses must first see their MAP Center advisor and complete a form detailing the requested course change(s). The Drop/Add Form requires signatures of the student-athlete, coach, and the MAP Center advisor before any changes can be completed.

Monitoring Eligibility
The MAP Center’s function in monitoring the academic eligibility of student-athletes is to ensure proper adherence to NCAA rules regarding satisfactory progress and degree completion. The monitoring system’s checks and balances help in the prevention of sanctions against the university and ensure that eligibility issues are addressed in a timely manner. This system includes the MAP Center advisors, department academic advisors, faculty athletic representative, Compliance office, and Registrar’s office.

MAP Academic Advising Programs and Policies
Promoting Academic Success for Student-Athletes (PASS)
The PASS program aids incoming freshmen and transfer student-athletes in making the transition to IPFW. The PASS program also serves as an intervention program required of all student-athletes with a semester GPA lower than 2.5. A student-athlete who does not fall into one of the above categories may also be identified to participate in the PASS program by a coach or based on the recommendations of a MAP Center advisor. The PASS program consists of mandatory appointments with a MAP Center advisor and increased study table hours. An academic agreement is completed stating specific academic and GPA goals. Student-athletes will be notified before the start of each semester if they are required to participate in the program.

HPER H163 – Freshman Topics for Student-Athletes
HPER H163 is a one credit course and is strongly recommended by MAP Center advisors. It is designed specifically for incoming student-athletes. The class covers a variety of topics but has a special emphasis on issues that impact the success of student-athletes. Through active participation, student-athletes will gain an understanding of university life, academic expectations, and strategies for dealing with the unique mental and physical demands of student-athletes. Additional topics include NCAA rules and regulations, current issues in the news specific to student-athletes, leadership/service opportunities, and career development.

Study Tables
The MAP Center study table area is a monitored study area for student-athletes. The study table area maximizes the level of academic responsibility and independence while providing focused study time. It is an outcome-based program with an emphasis on the completion of specific academic study goals. All new freshmen are required to attend study tables weekly. In addition, transfer students (dependent upon GPA), and all student-athletes with a cumulative GPA below 2.5 will also be required to attend. The hours required each week are determined by MAP Center guidelines. Coaches may require additional hours that may exceed those required by the MAP Center. A Study Table Report is prepared weekly by the MAP Center and lists the number of study hours completed for each student-athlete. The report is forwarded to coaches and appropriate athletic administrators. Failure to comply with required attendance guidelines may result in additional athletic or academic restrictions.

Academic Progress Reports—Grade Checks
Twice each semester professors and instructors are contacted by the MAP Center requesting feedback on student-athletes’ performance in class. Initially professors/instructors are asked to complete an online grade check form. If no response is received, a “hard copy” grade check request will be sent.
Coaches and appropriate athletic administrators are forwarded copies of all grade check reports. Student-athletes are expected to meet with their MAP Center advisor when grades of “C” or lower are reported. Student-athletes are also strongly encouraged to meet with their professors/instructors during office hours for any coursework at or below the “C” level.

**Missed Class Worksheets**
Missed Class Worksheets are utilized to promote communication with instructors when classes and coursework will be missed as a result of team travel and competition. All missed class worksheets must be completed during the first week of class. A worksheet is required for each class with a specific plan on how all missed assignments will be made up. A professor or instructor’s signature is required for each class indicating his/her approval of the plan. Student-athletes will provide a copy of the form to the professor/instructor and the MAP Center and keep one for their own records. It is recommended that professors/instructors are reminded of absences two-three class periods in advance of missed classes. It is the student-athlete’s responsibility to meet all adjusted deadlines and inform professors/instructors of any changes in their athletic travel and competition schedules.

**Tutoring**
The Centers for Academic Success and Achievement (CASA) and the Writing Center are the primary IPFW university resources for tutoring and writing assistance. The MAP Center may also arrange for tutoring on a need basis for coursework that is not covered by CASA or the Writing Center. Student-athletes are expected to be prepared for each tutoring session (e.g., complete readings, research, paper preparation/drafts, etc.), or tutoring assistance may not continue. Depending on the need, student-athletes may be tutored one-on-one or in small groups.

**Registration**

**Priority Registration**
Senior student-athletes register on the first day of open registration with other seniors. All other student-athletes have priority registration status. This allows student-athletes to register with juniors during the second week of open registration.

**Athletic Registration Holds**
Athletic holds are applied to all student-athletes’ academic accounts. Athletic holds ensure that student-athletes maintain full-time enrollment and prevent student-athletes from dropping or adding classes without prior authorization. The following steps must be completed before athletic holds will be removed allowing for registration on the appropriate registration date.

**Registration Procedures**
1. Student-athletes are required to meet with a MAP Center advisor prior to registration. Individual eligibility will be discussed and a Registration Planning Guide will be provided during this meeting.
2. Student-athletes are responsible for scheduling an appointment with their academic department advisor. During the appointment, the Registration Planning Guide will be completed listing the appropriate classes for the upcoming semester, reviewed and signed by the academic advisor.
3. A copy of the signed Registration Planning Guide form must be returned to the MAP Center before the athletic hold will be removed.
4. The athletic hold will be removed for 48 hours so registration can be completed. Student-athletes who fail to register during this period may not be able to appropriately accommodate practice and competition schedules.

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

STUDENT-ATHLETE LEADERSHIP TEAM (SALT)
SALT is made up of two representatives from each Fort Wayne athletic teams. This official IPFW recognized student organization meets at least monthly during the fall and spring semesters. The purposes and objectives of the Student-Athlete Leadership Team (SALT) are to:

- Streamline and promote efficient communication between Fort Wayne Athletics administration and student-athletes in order to better serve the needs of both and to offer suggestions on programs designed to serve those needs.
- Encourage and promote the involvement of the student-athlete population with the general campus community and the Fort Wayne community.
- Design and provide programs that will encourage academic achievement, athletic achievement, career development, personal development, and service to the community.

FINANCIAL AID
A student-athlete may not receive athletics aid in excess of a full grant-in-aid (GIA). A GIA is restricted to financial aid that consists of:

1. Tuition and Fees (limited to actual cost of tuition and permissible course-related fees).
2. Room (on-campus housing is limited to the actual cost of housing up to the average cost of on-campus housing generally; off-campus housing is limited to the average cost of on-campus housing generally as specified in the NCAA Bylaws).
3. Board (IPFW does not offer meal plans to students generally. Board is limited to the amount determined by the Financial Aid office to be the average cost of board for students who attend IPFW generally).
4. Required course-related textbooks (limited to the actual cost of books required for each course an individual student-athlete is enrolled).

The GIA does NOT include, for example: health insurance, late fees, parking fines, housing damage charges, replacement cards for a lost/stolen ID, or interim housing charges. Student-athletes are responsible for all such additional charges.

During the January 2015 NCAA Convention, the Autonomy group passed legislation to include cost of attendance items (categories of travel and miscellaneous) as an element of the definition of a full grant-in-aid. The Summit League has opted to make the legislation permissive for its member institutions. IPFW may review the addition of a cost of attendance element to the GIA on a case-by-case basis.

At IPFW, all financial aid is applied in accordance with Bursar policy, which to first cover direct charges by the university such as tuition and fees, on-campus housing, etc., through the student’s Bursar account. Refund disbursements will be approved by the Financial Aid or Compliance office prior to the Bursar issuing all checks. IPFW is required to reduce athletic aid awards that will result in a student-athlete being over-awarded per NCAA legislation.

IPFW may NOT decrease or cancel a student-athlete’s athletic aid during the period of the award on the basis of the student-athlete’s athletics ability, performance, or contribution to the team’s success; because of an injury, illness, or physical or mental condition; or for any other athletics reason.

IPFW MAY reduce or cancel a student-athlete’s athletic aid during the period of the award if the student-athlete:
1. Renders himself/herself ineligible for intercollegiate athletics competition;
2. Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement;
3. Engages in serious misconduct warranting substantial disciplinary penalty;
4. Voluntarily withdraws from a sport at any time for personal reasons; or
5. Does not adhere to NCAA, Summit League, or MIVA regulations, the policies for his/her sport, or Fort Wayne Athletics academic or athletic polices and expectations as outlined in the Student-Athlete Handbook.

**Maximum Individual Limit on Financial Aid**

Student-athletes are permitted to receive the following types of aid up to the maximum value of a GIA:

1. Athletically related institutional aid (“Fort Wayne Athletics Financial Aid Agreement”)
2. Outside aid with athletics participation as a major criterion
3. All IPFW institutional scholarships (possible exceptions for scholarships that qualify as the “Academic Honor Award” as defined in NCAA Bylaw 15)

Student-athletes are not permitted to receive financial aid that exceeds the cost of attendance. The types of aid included in this limit are:

1. All institutional financial aid (e.g., scholarships, grants)
2. Government grants for educational purposes (e.g., Pell, Higher Ed Awards, Robert Byrd Awards)
3. Non-IPFW scholarships or grants (e.g., Community Foundation awards, Dollars for Scholars)
4. Loans (e.g., Stafford, Perkins, Parent Plus, Outside)

**On-Campus Housing Policy**

All student-athletes in their freshman and sophomore year (i.e. first two academic years of full-time enrollment), who receive a minimum of full tuition, room, and board, are required to live in IPFW Student Housing (summer sessions are not countable toward the requirement).

**Non-Participation/Not Member in Good Standing Policy**

If, during the period of the award, a student-athlete is not a member in good standing of his/her athletic team or is not actively participating in countable athletically related activities due to injury or other circumstances, he/she may be required to engage in other activities identified by Fort Wayne Athletics as a condition of continuing to receive the athletic aid pursuant to the agreement. If the student-athlete fails to engage in the other activities identified by Fort Wayne Athletics, IPFW may reduce or cancel the athletic aid or may decline to renew the award.

Student-athletes remaining on athletic aid while not actively participating in CARA activities are reminded that all terms and conditions of the athletic financial aid agreement remain in force, including abiding by the Student-Athlete Handbook, maintaining academic eligibility requirements (including meeting with MAP Center advisors), NCAA rules, etc.

**Repeat Courses Policy**

Student-athletes may be responsible for the cost of tuition and fees of courses he/she wishes to repeat in subsequent semesters due to grade earned or withdrawal after 100% refund date.

**Outside Scholarships**

It is permissible for a student-athlete to receive additional aid (e.g., institutional scholarships, outside awards) in addition to his/her athletic scholarship. You must report to the Compliance office all financial aid received from sources outside of IPFW (e.g., high school booster club, church, civic organization, club teams, etc.).

In some instances, outside scholarships may count against a student-athlete’s full grant-in-aid limit. If that occurs, the student-athlete may have to decline the additional scholarship due to his/her financial
aid limits and/or the team’s financial aid limit. Should the student-athlete choose to accept the additional scholarship, and if doing so causes the student-athlete to exceed his/her financial aid limitations or causes the team to exceed its said limitation, the student-athlete’s athletic aid may have to be reduced in order to remain within specified financial aid limitations. For questions regarding outside financial aid, please contact the Financial Aid office or the Compliance office.

Renewals and Non-Renewals
At the end of each academic year, the institution has the option to renew, reduce, or cancel a student-athlete’s athletic aid. IPFW is required to notify each student-athlete in writing by July 1 whether his/her athletic aid has been renewed, reduced, or cancelled for the following academic year. Student-athletes receiving notification of a reduction or cancellation of their athletic aid shall be notified by the IPFW Office of Financial Aid of his/her right to appeal the reduction or cancellation of aid.

Athletic Scholarship Appeal Process
A current or former student-athlete may appeal the cancellation or reduction of his/her athletic scholarship. The steps below outline the athletic scholarship appeal process. Please note all steps must be followed as described below or the appeal will be denied.

Athletic Scholarship Appeal Process:
1. The appeal is required to be submitted in writing from the student to the IPFW Office of Financial Aid, and MUST include all of the following information at the time of submission:
   a. Student name;
   b. IPFW student ID number;
   c. Written statement from the student outlining the reason for the appeal; and
   d. Additional written documentation supporting the reason for the appeal.
2. The appeal is required to be submitted within 30 calendar days of the date of the written cancellation/reduction notification sent to the student.
3. The IPFW Office of Financial Aid will convene a committee to review the appeal within 21 calendar days of submission.
4. The decision of the committee is final, and the IPFW Office of Financial Aid will notify the student in writing of the appeal decision to his/her IPFW student email address.

If a student-athlete wishes to appeal the cancellation or reduction of non-athletically related financial aid awards, then he/she should contact the Office of Financial Aid at 260-481-6820 to find out what, if any, options are available.

Pregnancy Policy
Consistent with Title IX regulatory requirements, IPFW will not terminate financial aid on the basis of pregnancy or the impact that this has on female athletic participation. The NCAA identifies pregnancy as a condition included under Bylaw 15.3.4.3, that states financial aid based in any degree on athletics ability may not be reduced or canceled during the period of award due to an injury or any other condition that prevents the recipient from participating in athletics. In addition, the student-athlete shall inform a staff athletic trainer or appropriate sports medicine staff member at the earliest known date of pregnancy.

Summer Financial Aid
Student-athletes are not guaranteed athletic aid for summer courses at IPFW. If athletic aid is granted, it is limited to an amount proportional to the aid received during the preceding regular academic year and/or to the credits requested. Aid cannot be awarded to attend a summer session at another institution. Fort Wayne Athletics reserves the right to deny payment of credit hours for repeat courses. Questions regarding summer financial aid should be directed to the head coach.

Book Scholarships
NCAA Bylaw 15.2.3 states that an institution may provide a student-athlete financial aid that covers the actual cost of required course-related books. Student-athletes awarded books in their athletic financial aid agreement may receive a “loan of books.” Student-athletes on a “loan of books” are expected to adhere to all check-out and check-in policies as established by the bookstore and Fort Wayne Athletics.

For student-athletes on a “loan of books” as a portion of their athletic GIA, the book scholarship policies and procedures are as follows:

1. The equipment manager orders all required books from a list of student-athletes on a book scholarship provided by the Compliance office.
2. The university bookstore personnel pulls and boxes required course-related books for the student-athletes per the order.
3. The equipment manager delivers the books from the bookstore to the equipment room.
4. The boxed books are available for pick up from the equipment room during the first week of classes.
5. If a student-athlete drops a class or changes his/her schedule, he or she is to return the books from the dropped class(es) and will not receive books for the new class(es) until he/she has provided a copy of his/her new class schedule to the equipment manager.
6. All books are required to be returned at the end of the semester. Student-athletes will be charged the value of the books not returned at the end of each semester.

**NCAA Student Assistance Fund (SAF)**

The NCAA has established SAF to assist student-athletes in meeting financial needs that may not be met by a grant-in-aid. Fort Wayne Athletics has chosen to use these funds primarily for summer term tuition and fifth year aid for student-athletes who have exhausted their eligibility. Any remaining funds may be used for academic support, professional development services, emergency expenses, or graduate/professional testing fees.

Fort Wayne Athletics has established the following criteria for fifth year tuition for student-athletes:

1. Previous recipient of a Fort Wayne Athletic Scholarship;
2. Exhausted athletic eligibility;
3. In good academic standing at IPFW;
4. Cumulative GPA of 2.0 or above;
5. Completed eligibility in good athletic standing (e.g., did not quit team, was not dismissed from team, was eligible);
6. Will graduate at the conclusion of the fifth year; and
7. Has never received an “F” grade (applicable only to those student-athletes who were on a full scholarship).

*Please note that individuals with a cumulative GPA of 3.0 or above will likely receive more fifth year aid than those with less than a 3.0 cumulative GPA. Any SAF fifth year aid shall not exceed the cost of tuition and fees.

All student-athletes are eligible for this fund; however, it is not guaranteed to any student-athlete. Its disbursement is at the complete discretion of Fort Wayne Athletics. Any questions regarding or requests for SAF should be directed to the Compliance office. A written statement from the student-athlete requesting SAF aid may be required.

**MEDICAL POLICIES AND TRAINING ROOM PROCEDURES**

The Fort Wayne Athletics Sports Medicine department exists to provide the best healthcare possible to the student-athletes of the university through comprehensive, personalized, and innovative injury prevention, care, and rehabilitation. Our sports medicine staff seeks to provide quality care under the guidance of our team physicians. We emphasize evidence-based practice policies and procedures to ensure the most up-to-date, quality care for our athletes. Our staff will consistently care for athletic
injuries and appropriately refer the athletes to specific healthcare professionals when necessary. We seek to promote general well-being among our athletes through personable, but professional relationships, and in accordance with NATA, NCAA, HIPPA, and IPFW guidelines.

Fort Wayne Sports Medicine Staff
The Fort Wayne Sports Medicine staff consists of team physicians, orthopedic surgeons, and an in-house staff of full-time, nationally certified and licensed athletic trainers. The team physician may refer student-athletes to other physicians or specialists. However, the team physician will supervise the status of all student-athletes and has the final authority with regard to all medical disqualifications, treatment, and return to play. All referrals to specialists or other medical providers will be made through the team physicians or athletic trainers. Trained personnel are present at all athletic contests and, when possible, at all practices to ensure prompt medical attention. Priority for coverage is given to those sports where the risk of injury is greatest.

Athletic Training Room
The athletic training room is located in the lower level of the Gates Athletics Center, Room 12. The athletic training room will be open before and after athletic practice or competition dependent on the needs of the student-athletes. The student-athlete must communicate with his/her athletic trainer regarding any other treatments or appointments to be seen for any injuries, illnesses, and rehabilitation outside of the given practice times.

Injury and Illness Procedures
Fort Wayne Athletics will be responsible for medical services for the student-athlete if the student-athlete is injured in practice or a game under the coaches’ supervision. The word “injury” applies only to those ailments that are caused by the participation in practice or a game; for example, Fort Wayne Athletics cannot be responsible for general medical conditions, such as the removal of tonsils or appendix by surgical procedure. The process for securing quality medical aid is as follows:

1. Be honest and direct with the athletic trainers.
2. Report all injuries, illnesses, prescription medications, and supplements to the IPFW Sports Medicine staff immediately.
   a. During the hours the athletic training room is open, report injuries and illnesses in person to your athletic trainer.
   b. When the athletic training room is not open, contact your athletic trainer.
   c. Prescription medication shall be reported in a confidential setting, prior to each student-athlete’s participation for the academic year. It is the student-athlete’s responsibility to update prescriptions on file as necessary.
      i. Failure to have adequate documentation on file may result in a positive drug test.
      ii. Taking prescription medication other than as prescribed may also result in a positive drug test.
3. The athletic trainers and team physician will initially evaluate all injuries. All referrals to other physicians or specialists will be made by the head athletic trainer and/or team physician.
4. Follow the treatment and rehabilitation plan prescribed. It is your responsibility to advise the athletic trainers if there is any problem or reason why you cannot follow the plan.
5. If you are sent to the doctor, you must return all paperwork from the doctor to your athletic trainer. If you do not return the documents, you will not be able to participate and you will be responsible for the expenses.
6. Report to the training room daily for treatment until you are cleared by the IPFW Sports Medicine staff.
   a. Student-athletes will be notified of treatment times and are expected to be prompt for their appointments.
b. Failure to appear for treatment or to complete the prescribed treatment protocol will be reported to the coach.

7. Report any change in your condition to an athletic trainer.
8. If the doctor gives you a prescription, it is your responsibility to fill the prescription.
9. If for any reason you receive a medical bill, return it immediately to the athletic trainer to be addressed.

**Indiana University–Purdue University Fort Wayne Concussion Safety Protocol**

**Education**
Student-athletes in each sport will be presented with NCAA concussion fact sheets and educational material on concussions through a combination of pre-season meetings prior to practice or competition.

Student-athletes will review the document with the understanding that they accept responsibility for reporting all of their injuries and illnesses to the medical staff, including signs and symptoms of concussions. Acknowledgement will be documented that student-athletes have read and understand concussion facts and will sign acknowledgement of receipt, reading, and understanding.

Coaches, sport oversight administrators, staff, and the director of athletics will be educated about concussions and the Concussion Safety Protocol will be presented with the NCAA concussion fact sheet.

Concussion education will be provided to coaches, sport oversight administrators, staff, and the director of athletics at the beginning of the academic year during a staff meeting. All staff should understand their responsibility for helping to identify student-athletes exhibiting potential signs, symptoms, or behaviors consistent with a concussion and getting them evaluated by the athletic trainer and/or team physician.

All coaches, sport oversight administrators, and the director of athletics have read and understand both concussion facts and the institution’s Concussion Safety Protocol and will sign acknowledgement of receipt, reading, and understanding.

Certified athletic trainers and team physicians will be provided annual concussion education and submit signed acknowledgement upon completion.

Reducing head trauma exposure may be difficult to quantify. However, it is important to emphasize ways to minimize head trauma exposure. Examples include, but are not limited to:

- Adherence to Inter-Association Consensus: Year-Round Football Practice Contact Guidelines
- Adherence to Inter-Association Consensus: Independent Medical Care Guidelines.
- Athletics health care providers are empowered with unchallengeable autonomous authority to determine medical management and return-to-play decisions of student-athletes.
- Taking a ‘safety first’ approach to sport.
- Coaches will be advised and understand that the certified athletic trainer in conjunction with the team physician, has the **FINAL** say regarding when or if a student-athlete will return to practice and/or competition.

**Pre-Participation**
All student-athletes, prior to initial participation, shall complete a baseline concussion assessment:

- Brain injury and concussion history using the SCAT 3 Sport Concussion Assessment Tool
• Symptoms evaluation using the SCAT 3 Sport Concussion Assessment Tool
• Cognitive assessment utilizing the SCAT 3 Sport Concussion Assessment Tool
• Balance evaluation using the Balance Error Scoring System

*Any student who receives a concussion will have a new baseline concussion screening assessment performed at least six months or beyond initial concussion to establish the students new baseline*

*Team physician will determine pre-participation clearance and/or the need for additional consultation or testing*

**Recognition and Diagnosis of Concussion:**
A student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by the team’s certified athletic trainer and/or team physician.

The initial concussion evaluation management plan will include the Parkview Sports Medicine Sports Concussion Program protocol that includes a concussion symptom inventory, memory questions, and delayed recall. Cognitive assessment will be evaluated by SCAT 3 Sport Concussion Assessment Tool and balance assessment will be evaluated using the BESS system. A clinical assessment of cervical spine trauma, skull fracture, and intracranial bleed will also be evaluated.

Student-athletes diagnosed with a concussion shall not return to activity for the remainder of the calendar day and until final medical clearance has been provided, as explained below.

Differential diagnosis in acute concussion assessment must include, but not limited to:

Central nervous system disorders, trauma, and spine injury.

Student-athletes diagnosed with a concussion will be serially assessed by a certified athletic trainer, and/or team physician with clinical evaluation, symptom assessment, physical neurological examination, cognitive assessment, and balance testing. Prior to discharge following acute concussion diagnosis, a written home care plan shall be provided to both the student-athlete and another responsible adult (teammate, roommate, and parent).

Medical personnel (team athletic trainer and/or team physicians) with training in the diagnosis, treatment, and initial management of acute concussion will be present at all competitions for basketball, pole vault, and soccer.

Medical personnel (team athletic trainer and or team physicians) with training in the diagnosis, treatment, and initial management of acute concussion will be available at all practices for basketball, pole vault, and soccer.

**Post-Concussion Management**
Indicators for implementing the Emergency Action Plan, including transportation for further medical care, in post-concussion management are:

• Glasgow Coma Scale < 13
• Prolonged loss of consciousness
• Focal neurological deficit suggesting intracranial trauma
• Repetitive emesis
• Persistently diminished/worsening mental status or other neurological signs/symptoms
• Spine injury

Concussion will be serially evaluated on a scheduled basis until asymptomatic for 24 to 48 hours or a return to baseline. Return to progressions is then commenced.

Both student-athlete and responsible adult will be given written and oral instructions on care of student-athlete that has received a concussion.

The sports medicine staff will document the incident, evaluation, continued management, and clearance of any student-athlete who has suffered a concussion.

Student-athletes with prolonged recovery from concussion will be referred to a team physician for a review of management options and differential diagnosis, including but not limited to:

• Academic accommodation
• Post-concussion syndrome
• Sleep dysfunction
• Migraine or other headache disorders
• Mood disorders such as anxiety and depression
• Ocular or vestibular dysfunction

**Return to Play:**

After a student-athlete has sustained a concussion they must return to his/her baseline determined on CRI and receive written medical clearance from team physician and certified athletic trainer before beginning a supervised sports specific return to play program.

Each step of the process must be supervised by a certified athletic trainer.

Student-athlete physical and cognitive activity will be restricted until he/she is asymptomatic or has returned to baseline, then progress with each step of the specific sports return to play protocol without worsening or new symptoms.

Student-athletes must remain symptom free throughout each stage to move to the next stage.

If symptoms re-emerge, the student-athlete will be re-evaluated before being returned to prior state.

**Sport Specific Return to Play Programs:**

Basketball Return to Play Criteria

<table>
<thead>
<tr>
<th>Stage of Rehabilitation</th>
<th>Functional Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1: No activity</td>
<td>Complete physical and mental rest until asymptomatic</td>
</tr>
<tr>
<td>Stage 2: Light physical exertion</td>
<td>Low levels of walking, jogging, or stationary bike</td>
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</tbody>
</table>
### Baseball and Softball Return to Play Criteria

<table>
<thead>
<tr>
<th>Stage of Rehabilitation</th>
<th>Functional Exercise</th>
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</thead>
<tbody>
<tr>
<td>Stage 1: No activity</td>
<td>Complete physical and mental rest until asymptomatic</td>
</tr>
<tr>
<td>Stage 2: Light physical exertion</td>
<td>Low levels of walking, jogging, throw and catch, or hitting from tee</td>
</tr>
<tr>
<td>Stage 3: Moderate levels of physical exertion</td>
<td>May participate in fielding drills</td>
</tr>
<tr>
<td>Stage 4: Sport specific drills</td>
<td>May participate in batting practice and base running</td>
</tr>
<tr>
<td>Stage 5: Full contact practice</td>
<td>May participate in full practice</td>
</tr>
<tr>
<td>Stage 6: Return to full normal game play*</td>
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</tbody>
</table>

### Soccer Return to Play Criteria

<table>
<thead>
<tr>
<th>Stage of Rehabilitation</th>
<th>Functional Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1: No activity</td>
<td>Complete physical and mental rest until asymptomatic</td>
</tr>
<tr>
<td>Stage 2: Light physical exertion</td>
<td>Low levels of walking, jogging, or stationary bike</td>
</tr>
<tr>
<td>Stage 3: Moderate levels of physical exertion</td>
<td>May participate in individual agility and shooting drills</td>
</tr>
<tr>
<td>Stage 4: Non-contact sport specific drills</td>
<td>May participate in team drills with no scrimmage or game type play</td>
</tr>
<tr>
<td>Stage 5: Full contact practice</td>
<td>May participate in full practice</td>
</tr>
<tr>
<td>Stage 6: Return to full normal game play*</td>
<td></td>
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</tbody>
</table>
Track and Field and Cross Country Return to Play Criteria

<table>
<thead>
<tr>
<th>Stage of Rehabilitation</th>
<th>Functional Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1: No activity</td>
<td>Complete physical and mental rest until asymptomatic</td>
</tr>
<tr>
<td>Stage 2: Light physical exertion</td>
<td>ATC event-specific guidelines</td>
</tr>
<tr>
<td>Stage 3: Moderate levels of physical exertion</td>
<td>ATC event-specific guidelines</td>
</tr>
<tr>
<td>Stage 4: Sport specific drills</td>
<td>ATC event-specific guidelines.</td>
</tr>
<tr>
<td>Stage 5: Full contact practice</td>
<td>ATC event-specific guidelines</td>
</tr>
<tr>
<td>Stage 6: Return to full normal play*</td>
<td></td>
</tr>
<tr>
<td>Stage 2: Light physical exertion</td>
<td>Low levels of walking, jogging, or biking</td>
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<tr>
<td>--------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Stage 3: Moderate levels of physical exertion</td>
<td>May hit balls on driving range, chipping and putting</td>
</tr>
<tr>
<td>Stage 4: Sport specific drills</td>
<td>May participate in playing 9 holes of golf</td>
</tr>
<tr>
<td>Stage 5: Full contact practice</td>
<td>May participate in full practice</td>
</tr>
<tr>
<td>Stage 6: Return to full normal game play*</td>
<td></td>
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</tbody>
</table>

*An additional day of full contact practice may be added if deemed necessary by the certified athletic trainer. This may be necessary depending on the sport to which the student-athlete is returning, practice status, and severity of symptoms over the course of healing.

**Return to Competition:**

The team physician is the FINAL medical authority regarding all medical eligibility, including management and return-to-play of any ill or injured student-athlete. The team physician has final determination of return-to-play.

**Return to Learn:**

As with return-to-play, the first step of return-to-learn is relative physical and cognitive rest. Relative cognitive rest involves minimizing potential cognitive stressors, such as academic work, video games, computer use, reading, texting, and watching television.

Student-athlete will not participate in classroom activity on same day as day of receiving concussion.

An evaluation will be performed to determine academic obligations after the first day of initial onset of concussion.

The gradual return to academic should be individualized and based on the absence of concussion symptoms following cognitive exposure.

If the student-athlete cannot tolerate light cognitive activity, he/she should remain at home or in their campus housing.

Once the student-athlete can tolerate cognitive activity without return of symptoms, he/she should return to the classroom, often in graduated increments.

At any point, if the student-athlete becomes symptomatic, (i.e., more symptomatic than baseline), or scores on clinical/cognitive measures decline, the team physician should be notified and the student-athlete’s cognitive activity reassessed.

A student with concussion symptoms will be re-evaluated by the team physician and members of the multidisciplinary team as appropriate.
The student-athlete’s athletics academic advisor in conjunction with the sports medicine staff will navigate return-to-learn with the student-athlete per medical direction.

The extent of academic adjustments, as warranted, may be decided by multi-disciplinary team that may include the team physician, certified athletic trainer, athletics academic staff, faculty athletics representative, or other faculty representative, coach, individual instructors, neuropsychologist, and psychologist/counselor.

Modification to student-athletes schedule/academic accommodations will be up to two weeks and modification will be determined by multi-disciplinary team.

After two weeks modifications to student-athletes schedule/academic accommodations will be re-evaluated by multi-disciplinary team.

Campus resources are compliant with ADDAA and include Athletics learning specialists and tutors as well as Disability Services.

**Reducing Exposure to Head Trauma**

Indiana University–Purdue University Fort Wayne will promote reducing and minimizing exposure to head trauma by the following:

- Adherence to Interassociation Consensus: Year-Round Football Practice Contact Recommendations
- Adherence to Interassociation Consensus: Independent Medical Care for College Student-Athletes Best Practices
- Reducing gratuitous contact during practice
- Taking a ‘safety first’ approach to sport
- Taking the head out of contact
- Coaching and student-athlete education regarding safe play and proper technique
Indiana University–Purdue University Fort Wayne
Student-Athlete Concussion Statement

☐ I understand that it is my responsibility to report all injuries and illnesses to my athletic trainer and/or team physician

☐ I have read and understand the *NCAA Concussion Fact Sheet*

After reading the NCAA Concussion Fact Sheet, I am aware of the following information (Please initial each line):

_____ A concussion is a brain injury, which I am responsible for reporting to my team physician or athletic trainer

_____ A concussion can affect my ability to perform everyday activities, and affect reaction time, balance, sleep, and classroom performance

_____ You cannot see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury

_____ If I suspect a teammate has a concussion, I am responsible for reporting the injury to my team physician or athletic trainer

_____ I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion-related symptoms

_____ Following a concussion, the brain needs time to heal. You are much more likely to have a repeat concussion if you return to play before your symptoms resolve.

_____ In rare cases, repeat concussions can cause permanent brain damage, and even death.

______________________________  _________________
Signature of Student-Athlete     Date

_______________________________
Printed name of Student-Athlete
Indiana University–Purdue University Fort Wayne
Coaches/Staff/Administrator/Team Physician/Athletic Trainer
Concussion Statement

☐ I have read the IPFW Concussion Policy
☐ I have read and understand the NCAA Concussion Fact Sheet

After reading the NCAA Concussion Fact Sheet and reviewing the IPFW Concussion Policy, I am aware of the following information (Please initial each line):

_____ A concussion is a brain injury, which athletes should report to the medical staff

_____ A concussion can affect an athlete’s ability to perform everyday activities, reaction time, balance, sleep, and classroom performance. You can’t see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

_____ I will enforce with the coaching staff not to knowingly allow an athlete to return to play in a game or practice if they have received a blow to the head or body that results in concussion-related symptoms.

_____ Players shall not return to play in a game or practice on the same day that they are suspected of having a concussion

_____ I understand that although certified helmets meeting a standard for helping to prevent catastrophic injuries may be used in my sport, they do not prevent cerebral concussion. Players should wear helmets at all times during participation.

_____ I will encourage coaches to have their athletes report any suspected injuries and illnesses to the medical staff, including signs and symptoms of concussions.

_____ Following a concussion, the brain needs time to heal. Concussed athletes are much more likely to have a repeat concussion if they return to play before their symptoms resolve. In rare cases, repeat concussions can cause permanent brain damage and even death.

_____ I am aware that every first year student must be baseline tested. These tests allow for comparison of symptoms, neurocognition, and balance if the athlete were to become injured.

_____ I am aware that athletes diagnosed with a concussion will be assessed by the Fort Wayne Sports Medicine Staff. Athletes will begin a graduated return to play following full recovery of neurocognition and balance.

_____________________________ ______________________________
Signature of Coach/Staff Member Date

______________________________
Printed Name of Coach/Staff Member
**DO’s**

- Have someone stay with you the first 12 hours after concussion if possible
- Take Tylenol/Acetaminophen for your headache
- Rest your brain
- Contact your academic advisor about your diagnosis
- Apply ice to head or neck for comfort
- Eat a light meal

**DON’Ts**

- Go to class/study table the day of injury
- Drive vehicle, scooters or ride bikes
- Take Aleve/Naproxen, Advil/Ibuprofen, or any anti-inflammatory for your headache
- Read, study or be on social media or computers
- Drink alcohol or use drugs
- Participate in physical activity
- Go to loud or busy places (bars, restaurants, or arenas) or places with bright lights

**Monitor for the following changes:**

Increasing headache, changing mental status (confusion, disorientation, difficulty with memory, or speech), vomiting, personality changes, visual changes, changes in sensation or strength

**Contact your athletic trainer/physician or go to the emergency room if any of the above changes occur**

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**Concussion Information**

You have been diagnosed with a concussion. Although most people recover fully after a concussion, how quickly you improve depends on many factors. These factors include the severity of your concussion, number of previous concussions, age (younger takes longer), how healthy you were before the concussion, **and how you take care of yourself after the injury.**

Previous health issues such as anxiety, depression, headaches or migraines, ADHD or other learning disabilities can affect your diagnosis, treatment, and return to play management.

Every concussion is unique and warrants an individualized plan targeted toward specific needs and symptoms. Medications, counseling with a sports psychologist and physical therapy may be considered to help you recover.

Athlete Name: _______________________  Issuer Name: _______________________
Athlete Signature: ___________________  Issuer Signature: ___________________
Date Issued: _______________________
# Concussion Symptom Checklist

**Student-Athlete** ______________________________  **Team** ______________________________

**Date of Injury** ________________________________

Symptoms Scored 0 (No Symptom) - 6 (Worst Ever)

<table>
<thead>
<tr>
<th>Symptom</th>
<th>1 Hr Post</th>
<th>3 Hr Post</th>
<th>12 Hr Post</th>
<th>1 Day Post</th>
<th>2 Days Post</th>
<th>3 Days Post</th>
<th>4 Days Post</th>
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<tbody>
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<td>Headache</td>
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<td>Pressure in Head</td>
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<td>Neck Pain</td>
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<td>Nausea or Vomiting</td>
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<td>Dizziness</td>
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<td>Blurred Vision</td>
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<td>Balance Problems</td>
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<td>Feel Slowed Down</td>
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<td>Feel “In a Fog”</td>
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<td>“Don’t Feel Right”</td>
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<td>Difficulty Concentrating</td>
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<td>Difficulty Remembering</td>
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<td>Fatigue</td>
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<td>Drowsiness</td>
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<tr>
<td>Trouble Sleeping</td>
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<td>More Emotional</td>
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**TOTAL**
Concussion Take-Home Letter

To Whom it May Concern:

___________________________ has displayed concussion-like symptoms after an incident at a practice or competition. Fort Wayne Athletics Sports Medicine would like to ask you to monitor the student-athlete for the evening until they can be assessed again by our staff. At this point, there is no great cause for alarm, this step is strictly for the continuation of care and for the safety of the student-athlete. Please understand that the student-athlete should be allowed to sleep undisturbed if desired as well as eat meals, preferably a bland diet. The student-athlete should refrain from taking any over the counter medications not given by the Sports Medicine staff. The student-athlete should refrain from television, computer work, and cell phones if it exacerbates their symptoms. In the unlikely event that the student-athlete’s condition worsens, please first contact 911 and have them transported. Once the student-athlete is under the care of the paramedics, please contact _____________________ at _____________________ and inform them of what has happened and where the student-athlete has been transported. Paramedics should be called if any of the following symptoms occur:

- Repeated vomiting
- Increased headache
- Numbness in the extremities
- Slurring of speech
- Change in mental status (sudden unconsciousness)
- Sudden change in personality
- Anything else out of the ordinary

Please call the Sports Medicine staff member at the above number if you have any questions or concerns. Thank you for your assistance.

Fort Wayne Athletics Sports Medicine

I, _____________________, have read the above information and agree to monitor the student-athlete and call for help if necessary.
Athletic Training Room Policies

- Only university sports medicine staff will have access to the athletic training room. Athletes, coaches, and other staff must make other arrangements to gain access to the athletic training room when staff is not already present.
- Any athlete wishing to receive treatment by our staff must be compliant with our policies regarding the use of the ATR and the time of the ATC.
  - In order for quick and efficient healing to occur, athletes must be compliant, on-time, and willing to put in the effort the athletic trainer asks of them.
  - Athletes using cell phones during treatments will be asked to put them away.
  - Athletes will be asked to leave food and drink outside of the ATR.
  - Athletes will be asked to clean cardio equipment after use.
  - Athletes and sports medicine staff will refrain from any behavior deemed “unconstructive.” The ATR is not a place for socializing, but rather a place for physical activity and healing.
- All athletes are responsible for signing in and out of the athletic training room.

Student-Athlete Training Room Dress Code Policy

This policy exists to protect the privacy and dignity of each student-athlete as well as providing a safe and comfortable environment in which athletes are able to complete exercises and treatments efficiently and without risk of self-exposure.

Student-athletes must be appropriately dressed for the athletic training room. This includes practice clothes or shorts, t-shirt, and appropriate undergarments for the rehabilitation or treatments required. This allows the sports medicine staff to work efficiently and comfortably, being able to treat joints and muscles of the student-athlete without the privacy of the student-athlete being compromised.

Student-athletes are expected to be fully clothed in the athletic training room at all times. The exception to this rule is ice tub use.

- Student-athletes must have a t-shirt and shorts on in the ATR.
- Student-athletes must wear appropriate undergarments.
  - Sports bras only if the injury is to the upper body or anywhere on the back.
  - Underwear for both genders must be worn at all times.
- Student-athletes using the whirlpool must be clothed in dark-colored shorts or spandex.
  - Female student-athletes must have a shirt on or a dark-colored sports bra.
  - White or light-colored spandex or sports bras will be asked to change.

Physical and Medical Examinations

Pre-Participation Physical

This examination shall include the following:
1. Completion of all sports, medical, and insurance forms on the Fort Wayne Athletics Training website.
2. Current immunization history in compliance with CDC guidelines.
3. Physical examination, which shall consist of cardiovascular, respiratory, neurological, baseline concussion screens, and musculoskeletal examinations.

Incoming Freshmen and Transfers

All incoming freshmen and transfer students will be required to obtain a pre-participation physical no sooner than six months prior to the first date of participation in conditioning, strength training, practice, or competition at IPFW from their family doctor at their own expense.

Returning Student-Athletes

All returning student-athletes will be required to complete a pre-participation physical and will have their physical examination performed in the athletic training room by the Fort Wayne Sports Medicine
staff. This pre-participation physical will also include a baseline concussion screen that must be completed every year. Second and fourth year returnees will have a physical screening provided by the athletic training staff. Third year returnees will have a complete physical provided by the athletic training staff and team physician. All screenings and physicals provided by the Fort Wayne Athletics Sports Medicine staff will be completed no sooner than six months prior to the first date of participation to include conditioning/strength training, practice or competition.

Medical Insurance
The sports medicine staff encourages all student-athletes to have primary health insurance to help offset the costs of athletics-related injury. All international students, however, are required to have health insurance. They may purchase health insurance through Rust & Associates (details may be found here: rustassoc.com/university_forms/?UniversityID=145&Domestic=0) or they may sign a waiver if they qualify for any of the categories listed on the International Education Health website located here: ipfw.edu/offices/iss/current/insurance.html

A student-athlete’s personal health insurance policy should cover athletics-related injuries and will be considered primary insurance coverage for all student-athlete medical care. The student-athlete must supply a copy of their insurance card at the beginning of each school year. If coverage changes at all throughout the year, the student-athletes and/or their parents are responsible for communicating these changes with the sports medicine staff immediately.

If a student-athlete has a policy that is an HMO or similar (military), it is recommended that they change their primary care provider (PCP) to the sports medicine team physician. This will allow student-athletes to have a network of local physicians. If these physicians are not listed with your insurance provider, please contact the head athletic trainer for further information.

If the sports medicine staff is unaware of policy changes, they will not be responsible for negative consequences related to any medical bills. Some insurance companies request the policyholder to submit verification of student status while the student is enrolled in school. It is the responsibility of the student-athlete and their parents to verify student status for the insurance company.

Each athlete will also have a secondary insurance policy through Fort Wayne Athletics with K&K Insurance. Athletics will always be billed secondary to the student-athletes’ personal insurance policy. Costs not covered by the student-athlete’s primary insurance will be billed to K&K. K&K will only be billed secondary for athletics-related injuries. Injuries or illness that are not caused through Fort Wayne Athletics will not be billed through K&K.

The athletic injury insurance policy outlines certain approved providers for specific services and products. If a student-athlete chooses not to utilize the approved providers due to constraints encumbered by his/her personal insurance, he/she must receive approval from the head athletic trainer prior to services rendered or he/she may be held responsible for the remaining balance of any medical bill. In the event the student-athlete does not have health insurance, it is strongly recommended that the student-athlete enroll in the IPFW insurance program through the Bursar’s office for insurance coverage for injuries and illnesses that occur outside participation in the student-athlete’s sport.

Covered Services
Covered services include:

- Injuries incurred while traveling on an authorized Fort Wayne Athletics team trip.
- Injuries resulting from the actions of an accident such as a thrown helmet or other piece of equipment.
- Dental injuries incurred during an official practice or competition.
  - Note: the student-athlete is responsible for payment for all other dental care.
- Contacts or sport glasses that are necessary to enable the student-athlete to participate in official practice and/or competition.
Non-covered services include:

- Pre-existing injuries or conditions and non-athletic injuries.
- Injuries sustained by self-infliction such as punching or kicking an object.
- Medical treatment not approved in advance by the Fort Wayne Athletics Sports Medicine staff.
- Travel to and from a home practice or competition site.
- Illnesses, pregnancies, and mental conditions which require psychiatric care (eating disorders, alcohol and drug counseling, depression, etc.).
- Elective surgery (i.e., for cosmetic reasons).

Preauthorization
In some cases, the provider may require IPFW to preauthorize the services to be rendered. If a student-athlete has a procedure done without prior consent, he/she may be held responsible for the amount. Please also notify your primary insurance company that a bill will be coming and they need to process the claim before IPFW can proceed with processing.

Procedures for Filing
When a student-athlete is seen by a medical provider, he/she must present his/her personal insurance card and IPFW’s insurance information prior to the services rendered. Our providers know to bill the primary insurance first and IPFW’s insurance company for any remaining balance. Medical bills not paid after two years from the date of injury will not be covered by IPFW. It is the responsibility of the student-athlete to follow-up with the providers to ensure all bills have been paid.

If you choose not to use our authorized providers you must:

1. Communicate with the Fort Wayne Sports Medicine staff prior to seeing provider.
2. Provide an itemized statement of services rendered by the medical provider.
3. Provide copies of all medical notes or transcription, including physical therapy.
4. Provide an Explanation of Benefits (EOB) from the student-athlete’s insurance noting amount paid.
5. Complete an insurance claim form with the head athletic trainer prior to services being rendered.
6. If out-of-pocket expenses have been incurred, provide a copy of the check in order to file for reimbursement.

IPFW will not process any claim until receiving all of the above. Failure to supply the correct information will delay reimbursement and may cause problems in the future. Due to HIPAA mandates, do not send medical bills to coaches as this may delay processing. All correspondence needs to be directed to the insurance company and their representatives. Payments will not be made until all bills and EOBs have been turned into the school insurance. Delay in payment may result in being turned over to the collection agencies of the provider. To help avoid this, student-athletes must turn all bills and EOBs into the Fort Wayne Sports Medicine staff as soon as they are received.

Non-Athletic Injury Referrals
The Fort Wayne Sports Medicine staff can assist in making arrangements for medical care outside of athletic injuries; however, this in no way implies that IPFW is liable for bills. The student-athlete is responsible for all bills for non-athletic injuries. A “non-athletic injury” is an injury or illness that was not a direct result of an incident(s) that occurred during a supervised athletic event, such as practice, competition, and travel.

Deferred Medical Treatment
Student-athletes wishing to defer medical treatment, such as a surgical procedure, must be seeking consistent medical treatment to keep their secondary insurance claim valid. It is strongly recommended...
that they have the procedure completed by the end of the current academic year. Exceptions to this policy include those sports that conclude their seasons after the date of IPFW Commencement. If at any time they become compliant with medical treatments (e.g., rehab, physician appointments, daily treatments, etc.), they may be denied secondary insurance coverage.

Every secondary insurance claim expires after two years, so all medical treatment and surgical procedures must be completed within that time in order for it to be covered under IPFW’s secondary insurance policy. Student-athletes who are graduating or leaving IPFW must have the surgery prior to beginning the next academic semester at the new institution or before they begin their careers. Failure to follow this procedure may result in all medical expenses incurred after the deadline or their departure from IPFW to be the full responsibility of the student-athlete.

Furthermore, student-athletes wishing to defer must consult the Fort Wayne Sports Medicine staff and team physician on a weekly basis until the scheduled date to ensure proper care management is followed as outlined by the insurance company guidelines.

Second Opinions and Outside Treatment
A second opinion for an athletic injury may be obtained at the request of the student-athlete provided authorization is obtained from the head athletic trainer.
- All treatments must be coordinated with the athletic training staff such that all documentation is on file with IPFW.
- Failure to provide appropriate documentation will result in a student-athlete being withheld from participation until documentation clearing the student-athlete to participate is received.
- The costs associated with a second opinion are to be determined based on the situation.
  Without prior approval from the head athletic trainer, all costs will be the sole financial responsibility of the student-athlete.

Substance Abuse Program
For the most recent version of the Substance Abuse Program, please see gomastodons.com/S-Handbook

Nothing contained herein supersedes or modifies any other procedure which may be applicable or sanction which may be imposed by the Dean of Students office as a result of disciplinary action according to the IPFW Code of Student Rights, Responsibilities, and Conduct; or the applicable NCAA bylaws including bylaw 10.2 which requires staff members to report the knowledge of use of banned substances by student-athletes and follow institutional policies and procedures.

Philosophy
Fort Wayne Athletics strongly believes that the use and abuse of nutritional supplements, drugs (excluding those prescribed by a physician to treat a specific medical condition), tobacco, and alcohol can be detrimental to the well-being of our student-athletes. This abuse is not only dangerous to the student-athlete, but also to his/her teammates during practice, competition, and daily activities.

Fort Wayne Athletics Substance Abuse Program is in effect throughout the entire calendar year, including institutional vacation periods. All student-athletes are required to participate. Assessment, drug testing, education, counseling, support, and referral are components of the program in an effort to assist and benefit the student-athletes of IPFW. Student-athletes who decline participation in this Program will be rendered ineligible to participate for Fort Wayne Athletics.

Goals
- To protect the health, safety and welfare of the student-athlete.
- To inform and educate Fort Wayne student-athletes, coaches, and staff concerning abuse of drugs, alcohol, tobacco, nutritional supplements, and associated problems.
• To encourage open discussion regarding any concerns that student-athletes may have about the use and abuse of these substances.
• To address, identify and treat student-athletes’ problems surrounding drug use, alcohol consumption, and their abuses.
• To cease any drug, alcohol, tobacco, or nutritional supplement abuse by Fort Wayne student-athletes.
• To provide assessment, short-term supportive counseling, referrals, and support to student-athletes reported to have substance abuse problems.
• To enforce the Fort Wayne Athletics’ Student-Athlete Code of Conduct.
• To protect the institution’s integrity.
• To seek to maintain “fair play” in intercollegiate athletics by Fort Wayne student-athletes.

Components and Education
At the beginning of each academic year, a mandatory presentation will be made to all Fort Wayne student-athletes during their preseason team meetings. This presentation will outline and review the Fort Wayne Substance Abuse Program regarding drugs, alcohol, tobacco, nutritional supplements, and other banned substances. All Fort Wayne student-athletes will be given time to ask any questions and will be informed to contact the Fort Wayne Sports Medicine staff with any future questions and concerns. If a student-athlete is unable to attend this presentation, a makeup time will be scheduled. All student-athletes will be subject to random drug testing.

Each student-athlete will be asked to sign the:
• NCAA Student-Athlete Statement
• NCAA Drug Testing Consent Form
• Fort Wayne Substance Abuse Program Informed Consent and Release of Liability Form

Drug Testing
General Provisions
1. Fort Wayne Athletics may use any of the following methods to identify student-athletes for testing:
   a. A randomly generated list of numbers provided by the Fort Wayne Sports Medicine staff and the Compliance office.
   b. Any list of student-athletes deemed “at risk” or otherwise necessary for testing by the director of athletics. The creation of this list is at the complete discretion of the director of athletics.
2. The list of student-athletes to be tested is turned over to the head athletic trainer for notification.
3. Any prescribed and over-the-counter medication that has been authorized by a physician will not violate the Fort Wayne Substance Abuse Program, as long as documentation of all prescriptions is on file with the Fort Wayne Sports Medicine staff. Student-athletes who are taking any prescribed medication from a licensed health care provider must always notify the Fort Wayne Sports Medicine staff prior to beginning consumption to ensure proper documentation.
4. Any student who, independent of drug testing (meaning not just prior to or after a positive test), self-reports a violation of the Substance Abuse Program to an Fort Wayne Athletics administrator, head coach, or certified athletic trainer will be referred for appropriate counseling or treatment and will receive due consideration in any sanctions that may be imposed for the violation.
5. Any convictions resulting from the selling of drugs will cause a student-athlete to be terminated from all athletic participation.

Drug Testing Procedures
1. Once the head athletic trainer has received the list of those who will be drug tested, he/she will begin the notification process. Student-athletes will be notified of the upcoming test not more than 24 hours prior to the test. The head coach(es) of the selected student-athletes may also be contacted.

2. Student-athletes must report to the athletic training room the day of notification to fill out the designated paperwork prior to their test the next morning.

3. Student-athletes report at the designated place and time to provide a testable specimen, i.e. urine.

4. The collection procedures described below will be performed following guidelines set forth by the laboratory chosen by Fort Wayne Athletics. Documentation for all certified test administrators and procedures will be kept on file in the athletic training room.
   a. The student-athlete to be tested will pick a pouch containing an EZ Split Key Cup and confirm that the pouch is sealed and has not been tampered with.
   b. Upon confirmation, the pouch will be opened by the head athletic trainer, the key will be removed, and the cap will be opened.
   c. A certified athletic trainer whom has been certified as a test administrator will go with the student-athlete to the restroom to collect a urine specimen. The entire collection process will be monitored by this test administrator.
      i. The cup must be at least 1/3 full (to the visible fill line) to ensure proper specimen volume.
      ii. The student-athlete will not be permitted to leave the testing facility until he or she has given an adequate sample, unless directed otherwise by the head athletic trainer.
   d. The cap will be secured by closing the lid until an audible click is heard. Once sealed, the specimen will be taken back to the head athletic trainer, with the test administrator’s supervision.
   e. The specimen will then sit for three to five minutes before the head athletic trainer will read and document the results. The results are then immediately given to the student-athlete, who will not be able to leave the testing facility until this time.

5. If a student-athlete fails to report at his or her designated time, it is automatically considered a positive test.
   a. If the student-athlete misses the test due to an emergency (e.g., car accident, death/illness in the family), the student-athlete must contact the head athletic trainer as soon as possible. A test missed due to an emergency may be given another designated time.

6. A student-athlete who fails to submit to drug testing as outlined in this program after signing the Fort Wayne Athletics Substance Abuse Program Informed Consent and Release of Liability Form will be considered to have withdrawn his/her consent and will be immediately terminated from all athletic participation.

Test Results
The results of every student-athlete’s test(s) are documented and will be placed in his/her medical file. The results are reported to the director of athletics and head coach. If the test results indicate a positive finding, the appropriate sanction protocol will be followed. See the section titled “Violations.”

Alcohol Policy
General
In developing a policy regarding the consumption of alcohol by student-athletes, it is recognized that the social and competitive environment of the student-athlete has an influence on how the student-athlete perceives the role of alcohol. This policy should be viewed in the context that lawful responsible consumption or abstinence is expected from the student-athlete and that consumption and/or possession of alcohol by minors in the State of Indiana is illegal.
Therefore, the objective of this alcohol policy is threefold: to assist student-athletes with alcohol-related problems, to specify treatment for student-athletes experiencing alcohol-related problems, and to provide a uniform policy for all student-athletes.

Each team may have rules and policies regarding use of alcohol and tobacco and the student-athlete’s participation as a Fort Wayne Athletics student-athlete. *(This statement can be found earlier in the SA Handbook in the Alcohol and Tobacco Policy section on page 6.)*

**Regulations**
- The possession or use of alcoholic beverages in or on IPFW property is prohibited, regardless of the person’s age.
- If a student-athlete has an alcohol-induced incident that causes undesirable behavior, the incident will be documented and be treated as a first violation of this program.
- If a student-athlete is suspected of consuming alcohol prior to a practice or competition, the student-athlete should be referred immediately to the certified athletic trainer associated with their sport. After assessment and discussion with the student-athlete and head athletic trainer, he or she may be removed and withheld from practice or competition and will be dealt with the same way any first violation would be handled.
- If a student-athlete has a legal conviction due to alcohol-related activities, it will be treated as a first violation of this program.
- Once a student-athlete has a first violation due to alcohol-related offenses, he/she should move through the violation program for each subsequent offense. This is to ensure the health and safety of all involved.

**Tobacco Policy**
The NCAA prohibits the use of tobacco products during practice and competition by all student-athletes, coaches, trainers, managers, and event personnel in all sports. This includes all products containing tobacco, such as, cigarettes, chewing tobacco, hookah, etc. Per NCAA legislation, a student-athlete found to be using tobacco products during a practice or competition shall be disqualified from the remainder of that practice or competition. Student-athletes who violate this NCAA legislation may be documented and dealt with as a violation of this program. A meeting between the student-athlete, certified athletic trainer, head coach and director of athletics will be held to determine the circumstances and severity of the sanctions. All sanctions are at the complete discretion of the director of athletics.

**Banned Substance Policy**
Student-athletes are responsible for every substance that enters their body. Due to the lack of regulation and safety in the manufacturing process, the contents of many nutritional supplements are not represented accurately on the list of ingredients and may contain impurities or banned substances. This may cause a student-athlete to test positive for a NCAA banned substance. Therefore, student-athletes must contact the Fort Wayne Sports Medicine staff for approval before consuming any nutritional supplement. The NCAA bans the following classes of drugs and substances:

**NCAA Banned Substances**
- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-Estrogens
- h. Beta-2 Agonists
Note: There is no complete list of banned drugs. Any substance chemically related to these classes is also banned. Student-athletes should be sure to check with the Fort Wayne Sports Medicine staff before consuming any medication or supplement.

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC) at 877-202-0769 or by looking on drugfreesport.com/rec. The password is ncaa1.

Violations

General
- All drug, alcohol, tobacco, and banned substance violations are considered cumulative for the student-athlete’s career.
- Any convictions resulting from the selling of drugs will cause a student-athlete to be terminated from athletic participation.
- Any student who, independent of drug testing, self-reports a violation of the Substance Abuse Program to an Fort Wayne Athletics administrator, head coach, or certified athletic trainer will be referred for appropriate counseling or treatment and will receive due consideration in any sanctions that may be imposed for the violation.
- The director of athletics must authorize any and all exceptions to the regulations set forth in this program.

What constitutes a “violation”?
The following constitutes an illegal act and/or a violation of the Fort Wayne Athletics’ Student-Athlete Code of Conduct and Substance Abuse Program:
1. Illegal use, possession or distribution of drugs, alcohol, tobacco, and/or banned substances is prohibited as prescribed by the Indiana Criminal Code, City Criminal Code, NCAA and the IPFW Code.
2. A positive drug test, reported alcohol-related disturbances and actions, tobacco related incidents and use of any NCAA banned substances.
3. Criminal citations for drug and alcohol-related infractions constitute a serious breach of the Substance Abuse Program. After the case has been discharged, sanctions may be imposed in relation to the seriousness of the offense.

Self-Reporting
At any time a student-athlete may self-report a violation of this program or concerns or problems with drugs, alcohol, tobacco, or banned substances to any Fort Wayne Athletics administrator, coach, or certified athletic trainer. If the self-report is done independent of drug testing (e.g., not immediately prior to testing or after a positive test result) the student-athlete will receive due consideration in any sanctions that may be imposed due to the violation. This due consideration is put in place to allow the student-athlete to seek help and get the appropriate counseling or treatment for a problem without concern of severe sanctions.

Substance Abuse Program Sanctions

First Violation
1. If a student-athlete has a confirmed positive test result, the Fort Wayne Sports Medicine staff will report such fact to the director of athletics, head coach, and student-athlete.
2. The head coach shall establish a private meeting attended by himself/herself, the student-athlete, the head athletic trainer, and the director of athletics to:
   a. Reinforce the non-punitive philosophy of the Substance Abuse Program and review the sanctions and implications of further violations.
b. Inform the student-athlete that he/she must attend a mandatory counseling session with an IPFW personal counselor.

3. Team membership and athletic activities will not be adversely affected solely as a result of the confirmed positive test result.

4. At any time, the student-athlete may be required to participate in another testing procedure.
   a. If a student-athlete fails to participate in the testing procedures, he/she will be declared ineligible for competition until he/she participates.

Second Violation
1. If a student-athlete has a second confirmed positive test result during **his/her athletic career**, such fact will be reported by the Sports Medicine staff to the director of athletics, head coach, student-athlete, and the IPFW personal counselor.
2. The head coach shall establish a private meeting attended by himself/herself, the student-athlete, the sport oversight administrator, the head athletic trainer, and the director of athletics.
   a. The IPFW personal counselor shall be notified of the meeting and the counselor assigned to the student-athlete may attend the meeting.
3. The head coach may take action by demoting the team status of the student-athlete (benching him/her) and/or suspending him/her from the team.
4. At any time, the student-athlete may be required to participate in another testing procedure.

Third Violation
1. If a student-athlete has a third confirmed positive test result during **his/her athletic career**, such fact will be reported by the Sports Medicine staff to the director of athletics, head coach, student-athlete, and the IPFW personal counselor.
2. Upon such third confirmed positive test result, the student-athlete shall be dismissed from all athletic teams and may lose his/her athletic scholarship.

**Enforcement of Violations**
1. All sanctions as found above will be strictly enforced. Failure to follow the directions set forth in the sanctions will constitute a second violation.
2. All members of Fort Wayne Athletics (administrators, head coaches, certified athletic trainers, etc.) are expected to report any known violation of the Substance Abuse Program to the director of athletics.
3. All reports will remain confidential and only shared with those in accordance with this program and when absolutely necessary as required by law.
4. All violations reports will be documented and forwarded to the following personnel: director of athletics, head coach, and student-athlete.
5. The student-athlete has the right to appeal sanctions, as described below.

**Appeal Procedures**
A student-athlete shall have the right to appeal to the director of athletics any matter involving interpretation or application of the Substance Abuse Program deemed by the student-athlete to be adverse to his/her personal best interests. The appeal process consists of the following:

1. Submit a written statement that includes the facts and reasons upon which the appeal is based and any supporting documentation.
   a. The statement and documentation must be submitted to the director of athletics within 30 days after the occurrence of the matter being appealed.
   b. If the appeal is regarding the accuracy of the drug test results, the student-athlete must take another drug test within 48 hours of notification of the original test results. This second test must be completed at a drug testing facility/lab and must be financed by the
student-athlete. The results of this second drug test must be provided to the director of athletics as documentation for the appeal.

2. The director of athletics shall, forthwith upon his/her receipt of the appeal, make a determination, based solely on the contents of the appeal and the objectives of the Substance Abuse Program, as to whether any actions then involving the student-athlete should be suspended during the appeal.
   a. If the director of athletics determines that some action should be so suspended, he/she shall take such action as is appropriate to affect such suspension.

3. The director of athletics shall investigate, to the extent he/she deems appropriate, the facts and circumstances involved in the subject matter of the appeal to determine whether the student-athlete is entitled to the relief requested in the appeal.
   a. Such investigative activity, to the extent reasonably possible, shall be conducted so as to maintain the confidentiality of the student-athlete except to the extent that the student-athlete waives confidentiality.
   b. Such determination shall be in writing and shall be delivered or mailed to the student-athlete within seven business days after receipt of the appeal statement and all supporting documentation.

4. If the director of athletics rules in favor of the student-athlete, he/she shall take the action(s) deemed appropriate to correct the situation. This determination shall be final.

5. If the director of athletics rules against the student-athlete, he/she may appeal to either the Dean of Students office or the Office of Vice Chancellor for Financial and Administrative Affairs, whichever is most applicable.

Amendments
This Substance Abuse Program will be under constant evaluation and may be amended from time to time at the discretion of Fort Wayne Athletics. Amendments will be distributed to all student-athletes and no amendment will be retroactively applied.

ATHLETICS STAFF DIRECTORY

For a complete list of the Fort Wayne Athletics staff, please visit gomastodons.com

All numbers begin with area code 260

Administration
Athletic Director – Kelley Hartley Hutton 481-6443
Administrative Assistant – Katie Gorrell 481-5445
Senior Associate Athletic Director – Tim Heffron 481-6645
Senior Associate Athletic Director/SWA – Christine Kuznar 481-6192
Assistant Athletic Director for Operations – Ron Clark 481-6617
Assistant Athletic Director for Equipment & Outdoor Events – Amanda Tallman 481-5453
Assistant Athletic Director for Media Services – Derrick Sloboda 481-0729
Director of Compliance – Wendy Wilson 481-6661
Department of Athletics 481-6643

Academic Support
Faculty Athletic Representative – Jens Clegg 481-6004
Senior Associate Athletic Director/SWA – Christine Kuznar 481-6192
Assistant Director of MAP Center – Sam Battistone 481-6054
MAP Center Administrative Assistant – D Janovyak 481-0331

Athletic Training
Head Athletic Trainer – Nick Antonelli 481-6742
Assistant Athletic Trainer – David Morey

Strength and Conditioning
Strength and Conditioning Coach – Kevin Rudolphi 481-5439

Athletic Business Office
Senior Associate Athletic Director – Tim Heffron 481-6645
Athletic Account Clerk – Anita Foust 481-6033

Compliance
Director of Compliance – Wendy Wilson 481-6661
Assistant Director of Compliance – Rachel Newsted 481-0281

Marketing – Learfield Sports
General Manager – Kassie Sinclair 481-0287

Media Services
Assistant Athletic Director for Media Services – Derrick Sloboda 481-0729
Assistant Director of Athletic Media Services – Brian Alden 481-6646

Ticket Office
Director of Ticket Sales – Nate Felver 481-6372

Health and Wellness
Coordinator of Fitness/Wellness – Judy Tillapaugh 481-6647

Head Coaches
Baseball – Bobby Pierce 481-5480
Men’s Basketball – Jon Coffman 481-5729
Women’s Basketball – Niecee Nelson 481-6970
Men’s and Women’s Cross Country and Women’s Track – Mike Fruchey 481-5713
Men’s Golf – Billy King 481-4161
Women’s Golf – Matt Zedrick 481-0277
Men’s Soccer – Mike Harper 481-6215
Women’s Soccer – Jason Burr 481-0132
Softball – Germaine Fairchild 481-6910
Men’s Volleyball – Ryan Perrotte 481-6648
Women’s Volleyball – Steve Florio 481-6021