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INTRODUCTION
Welcome

On behalf of the Department of Intercollegiate Athletics, I welcome you to the University and to our athletic department family.

Athletics is a very powerful student program for an institution. The athletic program at Kent State University is a student-centered program based on values, trust, equity, integrity and honesty. The focus of our program at Kent State University complements the educational mission of the University. Our goal is to see you reach your full potential as a student and as an athlete, progress toward a meaningful degree, and graduate. Intercollegiate Athletics provides a rare opportunity for a few to represent us at the highest level, both athletically and academically. You are now one of the few and we expect you to represent us well.

This handbook contains information on a wide variety of policies, procedures and services provided by the Athletic Department to accommodate your needs as both a student and athlete. By reading, understanding and following our policies and procedures and by taking advantage of our services during your career as a student-athlete, you will leave with good memories of your time at Kent State University.

Once again, welcome. My best wishes are with you for a successful and positive collegiate experience as a Kent State University Golden Flash.

GO FLASHES!

Joel Nielsen
Director of Intercollegiate Athletics
MISSION AND OBJECTIVES
INTERCOLLEGIATE ATHLETICS

MISSION
The Intercollegiate Athletic Program at Kent State University competes at the highest National Collegiate Athletic Association (NCAA) Division I level (FBS for football) and provides select men and women with the opportunity, challenge, and support to achieve their full academic and athletic potential, while operating as an integral part of the University's educational mission.

OBJECTIVES
Intercollegiate Athletics intends to intensify its pursuit of its nine major categories of objectives within the current planning horizon:

- Support and enhance University mission and objectives by furnishing an academic support system that enables student athletes to graduate in a timely fashion and at a higher rate than in the overall University undergraduate population.
- Prepare student athletes to be responsible citizens who make positive contributions to society.
- Facilitate competition in the Mid-American Conference (MAC) at an echelon meriting regional and national post-season play.
- Comply with the spirit and letter of MAC and NCAA rules and support the associations, as well as the University's, principles of sportsmanship and ethical conduct.
- Employ and develop coaches who are also teachers and role models devoted to the welfare of student athletes.
- Achieve gender equity and be proactive regarding the intent of affirmative action in the recruitment and retention of student athletes and the hiring of coaches and athletic staff.
- Augment attendance and revenue, so as to encourage esprit de corps and stimulate monetary contributions from alumni, friends, and corporations.
- Operate in financial solvency.
- Represent the University in an exemplary fashion to alumni, friends, prospective students, and the general public, as well as play an active role in the community of Northeastern Ohio.

SPORTSMANSHIP
It starts with YOU! Everyone that is associated with Kent State Athletics: administrators, coaches, student-athletes and volunteers are all representatives of Kent State Athletics and should conduct themselves in such a manner that it causes no disrespect or embarrassment to anyone.

RESPECT
Acknowledge good efforts by opposing coaches, athletes and fans as well as officials and our own coaches, athletes and fan base.

CIVILITY
Be gracious in victory as well as in defeat toward all who are in your presence during home or away contested competitions.

COURAGE
The heart to do the right thing by either disassociating with or correcting those who may not choose to follow the stated code of sportsmanship and conduct.

FAIRNESS
Observe the spirit and letter of the rules of competition.

RESPONSIBILITY
Take charge of your actions and words as to represent Kent State Athletics with professionalism, pride and dignity at all times.

VOLUNTEER CODE OF SPORTSMANSHIP AND CONDUCT

PROFESSIONALISM
- Consider and view yourself as an extension of the athletics department.
- Be hospitable towards opposing coaches, administrators and fans at all times.
- Honor opponent with respect and dignity.
- Show respect, dignity and fairness towards officials at all times.
- Do not publicly criticize officials or opponents.
- Be responsible for your actions and words at all times.

RESPECT, CIVILITY, COURAGE, FAIRNESS, RESPONSIBILITY
As stated in in 'sportsmanship' above.
**Nickname**

The origin of the nickname "Golden Flashes" has been a topic of debate. According to documentation in Philip Shriver's book, "The Years of Youth," widely regarded as historically correct, it is noted that in a letter dated August 6, 1959, Merle Wagoner recalled that the change in the name of Kent athletics teams from "Silver Foxes" to "Golden Flashes" occurred in 1926 after the dismissal of President John E. McGilvrey for whose silver fox farm east of the campus the teams had first been named. With Acting President T. Howard Winters providing the impetus, a contest was held (with a $25 first prize) to select the new name. The winning suggestion was used first in 1927 by the basketball team after it had been approved by the student body and the faculty athletics committee.

Also laying partial claim to the origin was Oliver Wolcott, one-time Kent great who played center on the 1921 and 1922 teams. As former sports editor of the Kent Courier Tribune, the local newspaper, the name "Silver Foxes" seemed pretty frail to him. Therefore, during the 1927 football season, he began referring to the team as "Golden Flashes."

**School Colors**

Kent's school colors are blue and gold - purely by accident. In the 1910 State Charter, Kent's school colors were orange and purple. A local laundry, however, changed the colors. The basketball uniforms, orange and purple when they went into the hot water, came back gold and blue-black. Word has it that the team and student body liked the new colors so well they were adopted as the new school colors.

**Mascot**

The first "official" intercollegiate athletics mascot was introduced on October 12, 1985, at special halftime ceremonies during the football game between Kent and the University of Texas-El Paso. The Homecoming celebration marked the 75th anniversary of the University's establishment.

The golden eagle was designated as the Department of Intercollegiate Athletics' mascot. To commemorate the occasion, both a costumed embodiment of a golden eagle and a live golden eagle were unveiled during an elaborate intermission production.

Through the cooperation of many University departments and student groups, "Flash - The Golden Eagle" mascot became a reality after several months of planning. The uniformed mascot, a member of the Kent cheerleading squad, is chosen during tryouts each spring.

**Sponsored Sports**

Kent offers a broad-based athletic program that includes 18 intercollegiate varsity sports.

<table>
<thead>
<tr>
<th>Women's Sports</th>
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<tbody>
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<td>Basketball</td>
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<tr>
<td>Field Hockey</td>
<td>Cross Country</td>
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<td>Track - Indoor</td>
<td>Wrestling</td>
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Mission Statement of the Office of Academic and Student Services:

The primary objective of Student Athlete Academic Services in the Department of Intercollegiate Athletics is to provide a support system that promotes academic and athletic success while operating as an integral part of the University’s educational mission.

Student Athletes Academic Services in the Department of Intercollegiate Athletics is committed to the academic success of the student-athlete at Kent State University. While student-athletes must accept primary responsibility for their academic and career decisions, we recognize the need to provide supplementary resources to promote a healthy balance concerning their academic, athletic, and social experiences.

NCAA Bylaw

15.3.4.2.2 Nonathletically Related Conditions. An institutional financial aid agreement may include nonathletically related conditions (e.g., compliance with academics policies or standards, compliance with athletics department rules or policies) by which the aid may be reduced or canceled during the period of the award. (Adopted: 4/23/08)

Overarching Statement

Any student-athlete who is considered an Inactive Student-Athlete, and is on athletic aid, is expected to successfully complete each term they are on athletic aid. If the Inactive Student-Athlete fails to complete each academic semester successfully, his or her athletic aid will be pro-rated from their account and the student will be responsible for the balance. Our goal is to ensure our student-athletes who are no longer connected to the team are still being held accountable to complete the term in which the Department of Intercollegiate Athletics is providing aid.

Definition of Inactive Student-Athlete

An Inactive Student-Athlete will be defined as any student-athlete who is listed on the team grant-in-aid roster, but is no longer actively participating in team activity. Specific examples of an Inactive Student-Athlete include

- Student-Athlete who have exhausted eligibility
- Student-Athletes who are deemed ‘Medical’ and therefore are unable to participate in practice and/or competition
- Student-Athletes who have been cut/quit but are completing the academic term on athletic aid

Definition of Successfully Completing an Academic Semester

A semester has been successfully completed when all of the following occurs

- All courses taken in the term are considered satisfied per the student’s degree requirements
- Cumulative Grade Point Average required for major has been satisfied
- The student is considered in good standing by Kent State University
- If student is graduating the any applicable term, all requirements for graduation must be achieved
- Inactive Student-Athlete is deemed academically eligible at the end of the term

Additional Details of the Policy

- This policy only applies to Inactive Student-Athletes who are currently receiving athletic aid
- This policy applies to each term that the student is on athletic aid and is considered inactive
- This policy applies to all sessions of summer school as well as the fall and spring terms
Excessive Class Absences: Kent State University Student-Athlete Handbook Policy
Policy on the Reduction or Cancellation of Athletically Related Financial Aid Due to an Excessive Number of Un-excused Class Absences

The Athletic Department may cancel or reduce athletically related financial aid in circumstances where the student-athlete misses an excessive number of classes without “legitimate reasons for absence from class”. This University policy stipulates, “regular attendance in class is expected of all student at the university.” The intent of the policy, which follows, is to address the meaning of “excessive un-excused absences” and the process that would identify and document such excessive absence.

- Excessive Un-excused Absences from Class: University policy identifies each individual course instructor as having “both the responsibility and the prerogative for managing student attendance”. Therefore, excessive absence shall be defined by each course instructor and it is recognized that the criterion for excessive absence will most likely vary from class to class. It is expected, given University policy, that each instructor will communicate his/her attendance policy in the course’s syllabus during the first week of classes. To be considered “excessive”, the absences must exceed the instructor communicated limit and must be documented by the instructor.

- Identification of Excessive Absences: The Department of Intercollegiate Athletics may become aware of the possibility of excessive un-excused absences through a number of potential sources. Often it is by an instructor, when noting a student-athlete has been absent, who then contacts the Department to inquire about the student-athlete’s status. The Department’s Academic Counselors may become aware of a problem for an “At-risk” or first-year athlete through the return of academic progress reports sent to, and returned by, the course’s instructor. Coaches and team members may become aware of a potential class attendance problem for a student-athlete through their normal interaction with each other. These sources only identify potential situations of excessive absence.

- Procedures: This section of this policy describes the sequence of actions to be taken when a potential excessive absence problem has been identified. The intention of the process described is to promote appropriate attendance at classes. The cancellation or reduction of a grant-in-aid to a student-athlete should occur only as the last resort.

  - When an excessive un-excused absence possibility has been identified (as described above), the student-athlete’s coach should be notified. It is the coach’s responsibility to work with the Athletic Department’s SAAS to further assess the validity of the excessive absence claim. When presented by appropriate evidence, such as instructor documentation of the absences or the athlete admitting the absence problem, the coach will take actions as dictated by team rules related to class attendance. It is expected that the attendance problem will be resolved at this level, i.e. between the student-athlete, the coach and the instructor, as a result of the actions taken by the coach. If the instructor is not a member of full-time faculty, it is recommended that the academic unit administrator and/or course supervisor, if appropriate, be involved in the process.

  - If documented excessive un-excused absences have been provided, the Department of Intercollegiate Athletics will send a written warning to the student-athlete if:
    - The coach indicates that the problem has not been resolved at the team level; or
    - The absence continues even after the coach’s intervention

The written warning should indicate that if class attendance problems are not corrected the athlete may incur a reduction and/or cancellation of the student-athletes grant-in-aid. The determination of the need for this warning shall be based upon NCAA regulations with respect to eligibility and progress towards a degree. Specific requirements for attendance and other corrective actions, as well as time-lines within which these requirements must be achieved, must be communicated in the written warning. The coach, the course instructor and, if appropriate, the course supervisor and/or unit administrator, should be copied on the communication.

- If, within two weeks of a fall or spring term or one week of a summer term, clear evidence is not present to indicate that the student-athlete has taken action that conforms to the requirements contained in the written warning, the Director of Intercollegiate Athletics can determine that cancellation of, or a reduction in, aid is appropriate and can recommend to the Director of Student Financial Aid that such cancellation or reduction occur. Written notification of the action will then be sent to the athlete. The notification will indicate the athlete’s right to appeal the action, with relevant NCAA appeal procedures specified.

- In the case where excessive absence becomes verified only after the conclusion of a term, the Department of Intercollegiate Athletics can request that the student-athlete reimburse the Department for the value of the grant-in-aid paid by the Department for the student for that semester. This is particularly appropriate in cases where the athlete is absent from all classes, receiving “NF’s” or “SF’s” for all registered coursework.

The Department of Intercollegiate Athletics at Kent State University encourages professors to treat student-athletes as they would any other student in any and all academic situations.
Making the transition from high school to college life is not easy to do. There are many adjustments that need to be made: new friends, different eating and living arrangements, a faster academic pace than that of high school, and the need to accept responsibility for your own personal, academic, and career decisions.

Making the transition from high school to college life requires an added effort for the student-athlete. In addition to the adjustments that other students must face, the amount of time the student-athlete puts into practice for his/her sport and competition can affect study and personal time making time management and important skill for student-athletes. Student-athletes are also required to observe the rules and regulations established by the NCAA and the MAC, along with the institutional requirements of Kent State University.

It is crucial for student-athletes to develop an organized routine early in their academic careers. We highly recommend the following steps that may lead to successful completion of academic goals:

- **Get to know the campus; know what services and facilities are available.**
  The Kent State Campus is much more than a place to eat, sleep, and go to classes. The entire campus has been designed as a living and learning environment to encourage the development of well-rounded individuals.

  The campus itself is a gently rolling, tree-covered area sprinkled with beautiful botanical gardens and shrubbery. In addition to its university system of libraries and resource centers are theaters for the performing arts, several galleries, the Kent State University Museum, the Planetarium, a variety of general and intramural recreational facilities, and medical and psychological support services.

  Residence Services offers an integrated program of activities aimed at educational, social, and cultural development for the on-campus student.

  There is also a variety of student support services such as the Academic Success Center, Career Services Center, Psychological Services, Counseling and Human Development Services, Student Accessibility Services, and Campus Ministries; a wide selection of student organizations and clubs cover a diversity of student interests.

- **Learn about University policies and procedures.**
  The Undergraduate Catalog serves as the official resource for information regarding University policies and procedures. It includes general degree requirements for all programs offered, special academic policies available to the student, description of all courses offered, and general information about Kent State University.

  The undergraduate catalog is available via the Internet (www.kent.edu). In addition to University policies and procedures, the student-athlete must follow NCAA and MAC regulations, listed later in this handbook.

- **See a college advisor on a regular basis.**
  Regular consultation with a college advisor is an essential part of college success. Although Student-Athlete Academic Services may offer counseling, official advising and degree achievement are approved in each dean's office.

- **Develop good organizational, time management, and study skills.**
  College-level course work requires extensive outside reading and writing. Two full-time and one part-time learning specialist are available in the George L. Jenkins Athletic Academic Resource Center (ARC) to help students with their academic needs. This includes college study skills, organization, time management, textbook reading strategies, writing and career development. Tutors are also available to help the student-athletes with course content.

- **Learn how to balance academics and athletics.**

**STUDENT DEVELOPMENT GUIDELINES**
While the Department of Intercollegiate Athletics feels that athletics is important, it recognizes that first, the student-athlete is a student first. The student-athlete needs to learn how to balance academics and athletics. Without this balance, the student-athlete performance may decline in either or both areas. The SAAS is available to assist the student-athlete, examine his/her responsibilities and develop a plan that is supportive of both the "student" and "athlete."

- **Develop friendships.**
  Although academics and athletics are important, do not forget to take some time out for yourself to relax and develop some new friendships. The friendships you develop while in college are often lifetime ties. Having someone special with whom to share your successes and discuss difficult class projects will do wonders in helping in the transition to college life. Make the extra effort to get to know your classmates, or to join a student organization. Your college experience is what you make it.

- **Let others help if you are having trouble.**
  Because most professors go over the entire semester's course requirements and syllabus during the first class meeting, most students feel overwhelmed by the end of the first week of the term. Add to this the student-athlete's adjustment to college life, making major career decisions, test-taking anxieties, and competitive athletics, and, for many, the pressures may become too difficult to handle easily.

  There are a variety of services available on campus to help the student-athlete adjust to these new pressures.

### University Resource Services

If you are uncertain where to turn for help, contact the academic counselor assigned to your team. We are committed to your academic well-being. Help is also available through the following services:

- **Academic Success Center,** Center for Undergraduate Excellence, 975 Lefton Esplanade, 330-672-3190. Help available with study skills, math skills, writing and reading skills.

- **The Writing Center,** Writing Commons, 4th Floor Library, 330-672-1787.

- **Counseling and Human Development Center,** 325 White Hall, 330-672-2208. Help available with selecting an appropriate college major, coping with adjustment to university life, career planning and decision-making. Also personal counseling, family and couples counseling.

- **University Psychological Services,** DeWeese Health Center, 330-672-2487. Variety of services available to students having difficulty adjusting to the university environment either academically or socially or who may have concerns about very personal issues.

- **Student Accessibility Services,** Ground Floor DeWeese Health Center, 330-672-3391. Variety of services available for students who have been assessed and who have documentation showing learning disabilities.

- **Student Advising Center,** Center for Undergraduate Excellence, 975 Lefton Esplanade, 330-672-3676. Advising is available for all exploratory (undecided) and first year students.

- **Student Ombuds,** 250 Kent Student Center, 330-672-9494. Provides students confidential consultation on any University-related problem, concern, and/or grievance. The Ombudsman Office advocates for students and can assist in resolving academic and non-academic issues. If you have an issue and you need assistance, contact the Ombudsman Office. Office hours: 8:00 a.m. to 5:00 p.m. Monday through Friday, or by appointment after 5:00 p.m.
ACADEMIC INFORMATION

The student-athlete must accept the primary responsibility for his/her academic performance at Kent State University. Part of that responsibility is making the effort to become informed about University policies and procedures required in attaining one’s academic goals.

ACADEMIC ADVISING

Kent State offers a unique and individualized form of academic advising to its students. Once admitted freshmen and their parents are invited to campus to attend the Destination Kent State orientation program to become familiar with the campus. In addition to becoming familiar with the campus, students take a computerized placement test and attend individualized advising sessions, during the program.

Upon admission to the University, all student-athletes are assigned to a college office advisor. They assist the student-athlete in learning about the University and its resources, planning an academic program, arranging a schedule, and discussing alternatives and options. KSU has a required advising program. Student Athletes meet with their college advisor watch term to plan future coursework.

The Student-Athlete Academic Services area within the Department of Intercollegiate Athletics provides additional academic support for the student-athlete and monitors his/her eligibility to participate in a chosen sport. Eligibility to participate is based on the student-athlete’s conformity in the areas of academic eligibility, academic honesty, financial support, drug abuse, and athletic injury and medical policy.

THE SEMESTER SYSTEM

The academic calendar at Kent State University consists of two semesters (fall and spring) and three summer terms, two five-week sessions (Summer I and III) and one eight-week session (Summer II). A three-week intercession in May and June is also offered.

CLASS RANK

Undergraduate students are classified according to number of hours of credit completed.

- Freshman 0 - 29 hours of earned credit
- Sophomore 30 - 59 hours of credit
- Junior 60 - 89 hours of credit
- Senior 90 hours of credit to graduation

GRADE REPORTS

The student-athlete's final grades will be available online and can be checked following the final examination in a class. Mid-term grades are also issued for the fall and spring semester for all students with a freshman class rank.

Mid-term and final grades can be checked by accessing Flashline at www.kent.edu. Final grades will also be reflected in the GPS report.

Verification for final and mid-term grades can be obtained by contacting the Office of the University Registrar at 330-672-3131.

ACADEMIC STANDING

Each collegial office establishes the guidelines for determining academic progress of its students. Some colleges' standards are higher than others. If you have been dismissed by a college, you have been dismissed by the University; unless an appeal is granted, you will not be permitted to take classes at the University or its Regional Campuses for one year. Guidelines for dismissal are given in the University Catalog.

The University has established general GPA guidelines to indicate the University's standards for academic achievement of students. Academic standing also affects eligibility to participate in the student-athletes chosen sport. Rules concerning eligibility are listed in this handbook.

REPEATING A COURSE

Students may repeat any lower division (10000 or 20000 level) course taken at Kent State University and only the highest grade will be used in the calculation of the cumulative grade point average. This policy does not apply to variable content courses that are repeatable for credit, such as special topic course, individual investigations, practicum, internships, etc. Upper division courses (30000 or 40000 level) may also be repeated, but the final grade will be an average of all attempts of the particular course.

Additional restrictions apply. More information can be obtained in the University Catalogue.
RETROACTIVE CREDIT
Undergraduate students currently enrolled in a degree or certificate program who are placed into an advanced course through assessment or departmental review may earn retroactive credit for designated lower level course(s) in that subject. The advanced courses approved for earning retroactive credits are listed below. To apply for retroactive credit, students must submit an Application for Retroactive Credits to the One Stop for Student Services. A $25.00 per credit hour fee is charged for processing and posting of the credit on the student’s transcript.

DEGREE REQUIREMENTS
Declaring an Academic Program: The student-athlete must declare a program after four semesters of full-time enrollment; a degree requirement sheet should be on file in the collegial office or degree changed online. The monitoring of the student-athlete’s academic progress is based on the information found on the degree requirement sheet. (See Degree Completion Requirements p.35 of this Handbook)

FULFILLING DEGREE REQUIREMENTS
Student-athletes may receive academic credit for course work by methods other than by enrolling in them. Credit hours, not letter grades, are awarded for these credits.

- **Credit by Examination:** Credit for selected Kent State University courses is granted under the Credit by Examination Program (CBE). By taking a special examination and/or by performing a special assignment, credit can be earned through the appropriate department. Not all Kent State University courses are available for credit via the Credit by Examination Program. The student-athlete must petition the appropriate department and his/her college for permission. Information regarding courses available for credit by examination can be obtained at the student-athlete collegial dean’s office. Testing should be coordinated through the office of Academic Testing Services in the Cent for Undergraduate Excellence.
- Through a combination of general and individual subject examinations, the student-athlete may earn up to 24 semester hours of credit toward fulfilling degree requirements via the College Level Examination Program (CLEP) or College Level General Education Development examinations (GED). CLEP/GED information may be obtained from the student’s collegial dean’s office. The Examination Aids office administers CLEP tests (telephone number 330-672-2867).
- **Transient Work:** Credit can be earned toward fulfilling degree requirements by taking course work at other accredited institutions of higher education with prior approval from the student-athlete’s academic dean. Approval of future transient work should be received and the paperwork completed in the college office several weeks before the student leaves campus at the end of a semester.
- **Testing for Advanced Placement** (No credit awarded): Proficiency testing for advanced placement may be done in the areas of English composition, foreign languages, and mathematics. Testing for advanced placement does not award college credit. It is used to waive requirements or prerequisites but not the credit hours required to complete a degree. Please call the Honors College for further information (330-672-2312).

STUDENT RECORDS
The student-athlete’s permanent records are housed in and maintained by the Registrar’s Office in the Michael Schwartz Center. With proper identification, any student may see his/her record by requesting a record review. Certain types of information, called general directory information, are available as public information. Students may restrict the publication and release of directory information by filing a written request with the Registrar’s Office. Transcripts are available at no cost to the student.

REGISTRATION
The student-athlete’s registration for the first semester of attendance is individually arranged with the help of academic advisors and the student-athlete’s designated Athletic Academic Counselor. Registration for the remaining semesters of attendance will be scheduled in the same manner. Priority registration for the first semester is not available to students participating on the cheerleading team, dance team or athletic training. Students in those groups schedule directly through college office academic advisors.

*Dates for priority registration for student-athletes will be given to coaches and will be available through Student-Athlete Academic Services. Registration via the web has increased students’ access to classes; read the schedule booklet carefully about procedures.*

*It is required that each student-athlete seek the advice of an academic advisor before registering for course work. The student-athlete’s course load may be critical for determining athletic eligibility to participate in sports or retain scholarships.*

Payment of fees must be made by the deadline established by the Bursar’s Office, which appears online via Flashline. Failure to make payment by that date will result in the student-athlete’s schedule being canceled.

COURSE LOAD
Approval by the student-athlete’s academic dean is required to register for an overload of credit hours during any one semester. During the fall or spring semester, more than 18 hours is considered an overload. During the summer term, more than 6 hours for summers I and III, and more than 10 hours for summer II is considered an overload. More than 10 hours of overlapping summer terms or more than 12 hours for all summer terms combined is also considered an overload.

Please note that additional fees applied to for credits enrolled beyond 18 hours.
The student-athlete must be enrolled for a minimum of 12 hours in the fall and spring semesters in order to be eligible for participation in his/her sport. Course loads are monitored daily to ensure that each student-athlete is registered for at least 12 hours.

**Ineligible Holds**

Ineligible holds may be placed on any student's computer file due to a number of problems requiring attention by that student. During preregistration, ineligible holds will block the online processing of preregistration scheduling. Students attempting to register with an ineligible hold in place will be required to clear the ineligible hold prior to registering.

**Pass-Fail**

Only one course per semester may be taken using the pass-fail option. Certain courses, such as those required by the major, minor, concentration, or certification program, Kent core, or prescribed developmental courses may not be taken on a pass-fail basis. Student-athletes electing to take courses under the pass-fail option are encouraged to consult with their advisors for specific instructions. No more than 12 credit hours in a college career may be taken on a pass-fail basis. Do not sign up for a class pass/fail without checking with your academic counselor first.

**Change of Registration**

The student-athlete may make a number of registration changes through Flashline during schedule adjustment or open/late registration activities without obtaining dean's approval, except in the case of course overload. Students are expected to meet all published deadlines for schedule adjustment and withdraw. After the last published date of late registration/schedule adjustment or withdraw, changes are not permitted. Requests to make changes can be appealed through the Registrar's Office by using the Petition for Exception to Registration Form. These appeal requests are granted on a limited basis and only for very unusual circumstances. A late registration fee may be assessed as outlined online at [www.kent.edu](http://www.kent.edu).

- **Drop/Add a Course**: Check with the Registrar's Office for procedures for drop/add. Dropped courses are not reflected in the final grade reports. Dropping to zero hours constitutes a semester exit from the University. The student-athlete is required to file an exit application with either the dean's office or the Registrar's Office when dropping to zero hours.
- **Course Withdrawal**: Students may withdraw from individual courses or from all course work for the semester. Students should consult with their advisors regarding this process. If a student withdraws from all courses, a "University Withdrawal" or "University Exit" must be filed through the student-athlete's collegial dean's office or the Registrar's Office. A grade of "W" appears on the final grade report for each withdrawn course or for University withdrawals. BEFORE YOU WITHDRAW FROM ANY CLASS, YOU MUST CHECK WITH AN ATHLETIC ACADEMIC COUNSELOR.

**Selective Service Requirement**

All male students between the ages of eighteen and twenty-six who are Ohio residents must register for the Selective Service. Failure to do so will result in an ineligible hold being placed on the computer file, the charge of non-resident tuition rate, forfeiture of the student's eligibility to receive state financial assistance for education (including guaranteed student loans), and a possible fine.

**Academic Integrity**

Academic dishonesty will not be tolerated at Kent State University. It is the policy of the University that enrolled students are to perform their academic work according to standards set by faculty members, departments, schools, and colleges of the University.

Student-athletes are expected to be knowledgeable of definitions for "cheat" and "plagiarism" as explained in the Code of Student Conduct. The Athletic Department supports completely all codes of student conduct procedures pertaining to the occurrences of academic dishonesty. (See Code of Student Conduct through the office of Student Conduct at [http://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism](http://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism)).

Student-athletes are held to the same standards as other Kent State students and should be aware that penalties for academic dishonesty are severe.

The athletic department and/or Student-Athlete Academic Services reserve the right to withhold or refuse academic services for any student-athlete in question or accused of academic dishonesty.
RULES FOR USING THE GEORGE L. JENKINS STUDENT ATHLETE ACADEMIC CENTER

- Students are expected to do academic-related work while using the Jenkins Center. Please be respectful of others using the ARC and please maintain a quiet and productive study environment for all student-athletes.

- Students are to be respectful of other students using the Jenkins Center and to all staff. No disruptive or unacceptable behavior will be tolerated. If you engage in such behavior, you will be asked to leave.

- Be prepared to show your Student ID on every visit to the Jenkins Center. On every entry/exit, you must check in with the Jenkins Center monitor using your Student ID.

- Only student-athletes currently on a team roster are permitted to use the Jenkins Center, unless special permission has been obtained from Department of Athletics administrators.

- No food, gum, tobacco, or candy is allowed in the Jenkins Center. Water in a bottle is permitted (except in the computer stations). No other drinks are permitted.

- Absolutely no cell phone use in the Jenkins Center.

- Electronic devices, such as iPods or MP3 players, must be used with headphones, and the volume must be adjusted so that only the user can hear the sound.

- Jenkins Center computers are for academic work only.

- Students are not permitted in tutoring rooms or to use the computers in these areas without permission from an Jenkins Center monitor.

- Group studying is not permitted in the Jenkins Center study area. If you need to work in a group, you must obtain permission from the Jenkins Center monitor on duty to use one of the tutoring rooms if available.

- For the health and safety of everyone in the Jenkins Center, students must practice proper hygiene. They must shower and change out of practice or training room attire before entering the Jenkins Center. No ice bags are permitted. Proper attire must be worn at all times, including shoes. Students are not permitted to put their feet up on any furniture in the Jenkins Center, including study carrels.

If you fail to follow these established rules, you will be told to leave the Jenkins Center. If you are removed from the Jenkins Center for any reason, you will be reported to the academic services staff and your head coach. You will not be permitted to use the Jenkins Center until the incident is reviewed by the academic services staff. You also will be required to meet with one of the academic services staff before you will be allowed to return to the Jenkins Center. The academic services staff reserves the right to revoke all Jenkins Center privileges for an indefinite amount of time.

STUDY TABLE

Athletic study tables may be required of student-athletes during daytime or evening hours. Study tables are located in the M.A.C. Center, MACC Annex, and Library, with additional space for studying. Tutors are available during evening study table sessions.

Criteria are determined by each team’s coach and that criterion is expected to be met by each student-athlete. A list of students required to be at study table is given to the SAAS at the beginning of each semester. Attendance is reported to each head coach. Location and times for study table will be announced each semester.

Rules for evening study table are as follows:

- Enter designated building and immediately go to room.
- Absolutely no cell phones! (Including text messaging)
- Doors will close at designated time. Tardiness is considered as an absence.
- No food, gum, tobacco or candy will be allowed. Only water is permitted.
- No talking, sit quietly and bring appropriate academic materials to study.
- No headphones, blackberries, etc. No magazines, newspapers, or related material.
- Under NO circumstances will you be permitted to leave study tables except to see one of the tutors on staff.
- There will be assigned seats.
- Laptop computers may only be used in the first two rows of study table and can only be used for class related work.
- Check in upon arrival and departure from tutoring is required.
- No group study sessions unless prior approval has been granted.
- IF ANY infraction of the rules occurs, you will be asked to leave. You will not be permitted to return until you meet with your coach and the Assistant Athletic Director for Student-Athlete Academic Services.
STUDENT GUIDELINES FOR THE STUDENT-ATHLETE

- Contact the learning specialist or academic counselor assigned to your team in the Athletic Department as soon as you encounter problems.
- Do not procrastinate on assignments.
- Do make personal contact with professors when you start a class; see them first about extra help or tutoring.
- Be organized; use a planner or calendar to keep track of papers, and important assignments. A syllabus is distributed in each class during the first week so that you know what is expected each day in class.
- Take careful notes in class; do not try to write down each word that the professor says. Listen for key words and phrases. Note ideas that he/she may indicate will be on the tests. Keep a notebook or folder for each class. If you must miss class because of competition, contact the professor (see earlier procedures), then a class member for notes.
- Even though some of your classes may be large, do not assume that attendance is not taken or that you can miss.
- Review your work often instead of trying to cram several hours of study just before a midterm or final. If you experience severe anxiety during a test, perhaps you have not used proper study techniques. You may have even "over learned" the material. Contact a learning specialist for effective test taking techniques.
- The Jenkins Center is available for studying all student-athletes you can also go to the library to study or find a quiet area without distractions. Your Residence Hall room is usually not the best place for quality study time. Make use of time between classes to study.
- For the student-athlete, the best time to study may be during the early part of the day. After practice, you may be too tired or wound up for intense studying. Arrange your schedule so that you have time during the day for class preparation.
- Make proper rest an important part of your schedule. The demands of a sport, combined with academics, may cause exhaustion if you are not careful. A social life that is too demanding may deplete reserves that you will need for both academic and athletic success.
- Do not hesitate to talk to a professor, your academic counselor or a Learning Specialist for advice. Many campus resources are available to help you, but we need to hear from you. Don't wait till mid-semester to seek help. As soon as you experience difficulty in a class, let someone know.

CLASS ATTENDANCE

Authorized Class Absence Procedures:

Per University policy, 3-01.2, Administrative policy regarding class attendance and class absence. 
http://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence

REGULAR CLASS ATTENDANCE IS EXPECTED OF THE STUDENT-ATHLETE: IT IS ESSENTIAL FOR ACADEMIC SUCCESS. If an absence is anticipated, it is the student-athlete's responsibility to consult with his/her individual instructors. Getting the name and number of a classmate whom you can contact when you are absent can be helpful.

Anticipated absences due to hospitalization, surgery, or family emergencies should be reported to the academic counselors as early as possible. Students are responsible for arranging to make up any work missed due to such absences. Every effort should be made to avoid scheduling physician's appointments during class time. Student-athletes should remind the Athletic Training staff of their specific class schedules when setting up appointments. Absences due to athletic treatment will be verified by the head athletic trainer. In the event the absence was due to illness or injury, verification from the health center or other medical officer should be presented to the instructor.

Failure to attend class will result in suspension from practice and/or competition. Suspensions from practice and/or competition will be made at the discretion of the Associate/Deputy Athletic Director and the Director of Athletics. Athletic-related aid may be revoked and you may be dismissed from a team if you have been warned of the consequences of excessive, un-excused absences.

AUTHORIZED CLASS ABSENCE PROCEDURES

Per University policy, 3-01.2, Administrative policy regarding class attendance and class absence.  
http://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence

Absences due to sports participation and travel are unavoidable by the student-athlete and are officially treated as "excused" absences by the University. *Absences for training room appointments, weight training, team meetings or any practice related activity are not only considered as “un-excused” class absences, but are also considered to be NCAA infractions. Speak to the instructor early in the semester about the possibility of future absences. The student-athlete is required to present a Class Absence Authorization Form to instructors of all affected classes for anticipated absences due to sport and travel. Signed Class Absence Authorization Form(s) for all anticipated absences for the entire term must be returned to the sponsor (coach) of the sport activity by the end of the second week of each semester. It is essential for these forms to be on file if there are any questions later concerning attendance. Students enrolled in online classes are also expected to follow this procedure and notify instructors of their travel dates.
Sponsors (coaches) shall:

- Provide a list to each participant of all approved events, which might involve student absences from classes. This list should be given to the participants at or before the first scheduled class, activity, or field trip of the semester, or before the end of the second week of the semester, whichever occurs first. In cases where the date and time of the scheduled activity are not known within this time frame, approval to schedule an event that will result in student absences must be secured from the administrative officer directly above the sponsoring unit; e.g., college dean, director of athletics, etc.
- Provide each participating student with a signed Class Absence Authorization Form for each of the student's affected classes at the time of the list of events is distributed.
- Seek resolution of conflicts with instructors; such resolution is a faculty responsibility, not a student responsibility.

Instructor shall:

- Inform the student about assignments to be made during the absence, and make alternative suggestions for acquisition of the material missed.
- Provide a reasonable opportunity for a makeup examination if a legitimate absence occurs on an examination day. In the extraordinary circumstances where it is not feasible to offer a makeup examination, some acceptable alternative must be provided.
- Resolve conflicts arising from a legitimate absence as provided in this policy through appropriate administrative channels. Under no circumstances are students responsible for the resolution of such conflicts.

Students shall:

- Provide the sponsor of the activity with a list of classes that conflict with the proposed activity or field trip. This list should be presented at or before the first scheduled class or activity meeting that causes the conflict.
- Present a Class Absence Authorization Form to instructors in all affected courses and return the signed Class Absence Authorization Form(s) to the sponsor of the activity before the end of the second week of the semester. In the event the absence was due to illness or injury, verification from the Health Center or other medical officer should be presented to the instructor.
- Be responsible for all material covered in class during his/her absence. Students are responsible for completing any makeup work resulting from their absences. In no case is an excuse from a class to be interpreted as a release from class responsibilities.

**Policy on The Reduction or Cancellation of Athletically Related Financial Aid Due to an Excessive Number of Un-excused Class Absences**

The Athletic Department may cancel or reduce athletically related financial aid in circumstances where the student-athlete misses an excessive number of classes without legitimate reasons for absence from class. This University policy stipulates that 'regular attendance in class is expected of all student at the university'. The intent of the policy, which follows, is to address the meaning of 'excessive un-excused absences' and the process that would identify and document such excessive absence.

- **Excessive Un-excused Absences from Class:** University policy identifies each individual course instructor as having *both the responsibility and the prerogative for managing student attendance*. Therefore, excessive absence shall be defined by each course instructor and it is recognized that the criterion for excessive absence will most likely vary from class to class. It is expected, given University policy, that each instructor will communicate his/her attendance policy in the course’s syllabus during the first week of classes. To be considered *excessive*, the absences must exceed the instructor communicated limit and must be documented by the instructor.

- **Identification of Excessive Absences:** The Department of Intercollegiate Athletics may become aware of the possibility of excessive un-excused absences through a number of potential sources. Often it is by an instructor, when noting a student-athlete has been absent, who then contacts the Department to inquire about the student-athlete’s status. The Department’s Academic Counselors may become aware of a problem for an ‘At-risk’ or first-year athlete through the return of academic progress reports sent to, and returned by, the course’s instructor. Coaches and team members may become aware of a potential class attendance problem for a student-athlete through their normal interaction with each other. These sources only identify potential situations of excessive absence.

- **Procedures:** This section of this policy describes the sequence of actions to be taken when a potential excessive absence problem has been identified. The intention of the process described is to promote appropriate attendance at classes. The cancellation or reduction of a grant-in-aid to a student-athlete should occur only as the last resort.
  - When an excessive un-excused absence possibility has been identified (as described above), the student-athlete’s coach should be notified. It is the coach’s responsibility to work with the Athletic Department’s Academic Services Office to further assess the validity of the excessive absence claim. When presented by appropriate evidence, such as instructor documentation of the absences or the athlete admitting the absence problem, the coach will take actions as dictated by team rules related to class attendance. It is expected that the attendance problem will be resolved at this level, i.e. between the student-athlete, the coach and the instructor, as a result of the actions taken by the coach. If the instructor is not a member of full-time faculty, it is recommended that the academic unit administrator and/or course supervisor, if appropriate, be involved in the process.
If documented excessive un-excused absences have been provided, the Athletic Academic Consoler will send a written warning to the student-athlete if:

- The coach indicates that the problem has not been resolved at the team level; or
- The absence continues even after the coach’s intervention

The written warning should indicate that if class attendance problems are not corrected the athlete may incur a reduction and/or cancellation of the student-athlete’s grant-in-aid. The determination of the need for this warning shall be based upon NCAA regulations with respect to eligibility and progress towards a degree. Specific requirements for attendance and other corrective actions, as well as time-lines within which these requirements must be achieved, must be communicated in the written warning. The coach, the course instructor and, if appropriate, the course supervisor and/or unit administrator, should be copied on the communication.

- If, within two weeks of a fall or spring term or one week of a summer term, clear evidence is not present to indicate that the student-athlete has taken action that conforms to the requirements contained in the written warning, the Director of Intercollegiate Athletics can determine that cancellation of, or a reduction in, aid is appropriate and can recommend to the Director of Student Financial Aid that such cancellation or reduction occur. Written notification of the action will then be sent to the athlete. The notification will indicate the athlete’s right to appeal the action, with relevant NCAA appeal procedures specified.

- In the case where excessive absence becomes verified only after the conclusion of a term, the Department of Intercollegiate Athletics can request that the student-athlete reimburse the Department for the value of the grant-in-aid paid by the Department for the student for that semester. This is particularly appropriate in cases where the athlete is absent from all classes, receiving “NF’s” or “SF’s” for all registered coursework.

**STUDENT ATHLETE ACADEMIC SERVICES**

The Department of Intercollegiate Athletics strongly desires that student athletes succeed not only in their athletic activities, but also in their academic course of study and subsequent graduation. Understanding the unique circumstances and demands on the student-athlete, the department provides a comprehensive academic support program to provide academic aid to its athletes. All support services are available to any student-athlete currently involved in the intercollegiate athletics program.

**ATHLETIC ACADEMIC COUNSELORS/LEARNING SPECIALIST**

Five full-time academic counselors are responsible for implementing and coordinating the athletic academic support program. Their offices are in 117 MAC Center. In addition, two full-time learning specialist are available to supplement help with learning deficiencies, test anxiety, writing assignments, etc. Their offices are located in the Jenkins Center.

**ACADEMIC ADVISING**

Student-athletes at Kent State University use the network of academic advisors available in each college office. Athletic Academic counselors in the Athletic Department will review each student's schedules but only to monitor degree progress and times of classes. Appointments with college office academic advisors should be made several weeks before priority registration.

**PRIORITY REGISTRATION**

As participants in intercollegiate athletics, student-athletes receive the privilege of early registration in order to help avoid conflicts between practice/competition schedules and classes. Cheerleaders and trainers may also register through a priority registration period beginning the second semester of their freshman year.

**GEORGE L. JENKINS STUDENT ATHLETE ACADEMIC CENTER**

The Jenkins Center is located in room 291 of the MAC Annex and consists of a lobby, offices for learning specialists, individual tutor and study rooms. The main study area has approximately 70 study carrels with desktop computers, six large computer pods, and additional space for wireless laptops. Free printing and scanning is available to all student-athletes utilizing the Jenkins Center. The Jenkins Center is monitored at all times to ensure a quiet and productive study environment.

**PROGRESS REPORTS**

Progress reports are sent 2-3 times per semester on all freshmen. Upperclassman progress reports are sent at midyear and up to two additional times throughout the semester. In addition, academic counselors may contact instructors to monitor test results, attendance, and class participation. Attendance may also be checked by coaches, academic counselors, or other department personnel.

**CREDIT FOR VARSITY PARTICIPATION**

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*Page-23*
All academically/athletically eligible student-athletes at Kent State University are eligible to receive one PEB credit for each sport season of participation. This course will be added after the semester begins by an athletic academic counselor. This is a Pass/Fail course. Criteria for receiving the credit follows:

- Attendance - Practice, meetings, competition, weight training, conditioning.
- Participation and Effort - Active, positive
- Skill - Development, improvement
- Knowledge - Rules, strategy, plays

**ATHLETIC SCHEDULING POLICY - FINAL EXAM WEEK**

It is a policy of the Department of Intercollegiate Athletics that no athletic contests be played during final exam week except those scheduled by the Mid-American Conference or as part of NCAA post season play. While practices may be scheduled, coaches must be cognizant of individual athlete’s final exam schedules and rearrange practice times or grant leniency for missed practice time in order to avoid academic conflicts. At no time should a request be made to reschedule a final exam due to practice conflicts.

**TUTORING**

Tutors are available and free of charge to all student-athletes through Academic Services. Students should discuss their needs for a tutor with the academic counselors or learning specialists.

**TUTORING POLICY**

- Tutorial sessions must be scheduled on-campus (i.e. in the Jenkins Center) or approved campus site. Appointments will not be scheduled at any other location such as the athlete's residence or home of the tutor.
- Any student-athlete, including a walk-on, may receive individual tutoring.
- All tutors must be approved by the Student Athlete Academic Services Office; all potential tutor must submit an application and go through an interview process prior to being hired by the Department of Intercollegiate Athletics. Each tutor must participate in a tutor training workshop prior to beginning tutoring sessions.
- The amount of time allowed for individual tutoring will be determined by the associate AD for SAAS.
- A tutor is not a substitute for an instructor. A tutor will answer specific questions but should not be expected to "teach" material which has been covered by the book or in lectures. Under no circumstances will a tutor complete assignments of any kind for the student-athlete.
- Students must take books, papers, notebooks, previous tests, homework assignments, etc. to tutoring sessions. All assignments should be complete, except for any problems/questions that the student may have. The student should always know the specific area in which he/she needs help.
- The Associate Athletic Director for Student-Athlete Academic Services reserves the right to restrict student-athletes from tutoring due to consistent absences, lateness, or continuing to attend sessions unprepared.

**Learning Specialist, Tutor and Nutritionist Missed Appointment Policy**

In the event that a student does not attend their learning specialist, tutor, nutritionist or psychologist appointment without prior cancellation within a two-hour window, the following 3-strikes will ensue:

- 1st Occurrence: Student’s academic counselor will be notified.
- 2nd Occurrence: Student’s academic counselor and head coach or position/event coach will be notified.
- 3rd Occurrence: Student’s academic counselor, head coach or position/event coach and sport supervisor will be notified. A decision will be made at that time by the sport supervisor and Assistant Athletic Director for SAAS on whether continued services will be available to the student.

Occurrences will refresh at the start of each academic term.

**ACADEMIC HONORS AND RECOGNITION**
Dean's List/President's List

Academic honors are awarded to those students who demonstrate outstanding semester performance. The designation of Dean's List indicates that the student has received a semester GPA of 3.40 to 3.99 and has completed at least 12 hours of graded course work. The President's List indicates that the student has received a 4.00 semester GPA and has taken at least 15 credit hours of course work evaluated using letter grades.

Judith K. Devine Athletic Academic Honors Dinner

The Athletic Department also gives recognition for academic achievement. A banquet in the spring of each year honors those Kent State University sophomore, junior, and senior athletes who have a 3.00 accumulative grade point average or higher. Students receiving special academic recognition are honored at this function where parents, invited faculty, coaches, and administrative staff are in attendance.

Merle Wagoner/Janet Bachna/Judith K. Devine Awards

The Merle Wagoner Award is given each year to the senior male student-athlete best exemplifying athletic, academic, and leadership achievement. The Janet Bachna Award honors the same qualities in the top senior female student-athlete.

The Judith K. Devine Award is given to the senior student-athlete who has exhibited outstanding leadership qualities within and outside the athletic department.

Conference Academic Honors In Each Sport

The Mid-American Conference recognizes academic excellence through Academic All-Conference selections, based on academic and athletic performance. The MAC also recognizes student-athletes who meet the following criteria:

- **Commissioner's Award** - recognizes Sophomore and Juniors who achieve a 3.500 cumulative GPA at the end of the fall semester.
- **President's Award** - recognizes graduating seniors who have maintained a 3.500 cumulative GPA.

Scholarships

Departmental

Student-athletes may be recipients of one or more of the following:

- **Janet H. Bachna Memorial Scholarship**: Monetary award to a selected gymnastics athlete for use in summer school or during the fifth year.
- **Karl Chesnutt Scholarship**: Plaque and monetary award to a male and female athlete with minimum 2.75 accumulative GPA in Physical Education.
- **Robert C. Dix Athletic Scholarship**: Plaque and monetary award to a male and female scholarship athlete with a minimum 3.0 accumulative GPA and demonstrated need.
- **Lou Holtz Scholarship**: Plaque and monetary award to the freshman with the highest fall semester GPA.
- **L and L Football Scholarship**: Monetary award to a selected right guard.
- **Lewandowski Baseball Fund**: Monetary award to a selected baseball athlete.
- **Doyle Shumaker Scholarship**: Monetary award to a selected athlete in Education.
- **Art Steiskal Memorial Fund**: Monetary award to a selected wrestling athlete.
- **Tony and Suzie Lee Thomas Football Scholarship**: Monetary award to a selected football athlete.
- **Tucker Women’s Basketball Scholarship**: Monetary award to a selected women’s basketball athlete for use in summer school or during the fifth year.
- **Men’s Golf Scholarship Endowments**:
  - Alumni and Friends of Golf
  - Steven and Patricia Cress
  - Herb Kane
  - Chuck and Judy Messina
  - Dennis E. Rango
  - Richard C. Rango
  - Louis A. Telerico
  - Arthur Golf Endowed Scholarship
  - Howard Cassell Golf Scholarship
  - Ben and Candace Curtis Endowed Golf Scholarship
  - Dr. Douglas Hanzel Men’s Golf Endowed Scholarship
  - R. Geoffrey Meeker Golf Endowment
  - Herb Page and Paula Treckel Golf Scholarship Endowment
  - Doug and Bertha Sims Golf Scholarship

Mid-American Conference
- Scholar Athlete of the Week: Male and female student-athlete selected each week from among in-season sports and based upon balance between academic and athletic achievement or performance.
- Bob James Graduate Scholarship: Awarded annually to one female and one male student-athlete from a MAC school for post graduate study. Based on academic and athletic performance, leadership and involvement in extracurricular activity.

**NCAA**

- Special Assistance Fund: Need based grant awarded to student-athletes who are PELL Grant recipients to cover costs of clothing, course supplies, medical expenses and emergency travel expenses. May also be available to non-PELL recipients who demonstrate unmet financial need.
- Degree Completion Grants: Awarded to select student-athletes who have received five years of institutional aid, and are within thirty hours of degree completion.
- Postgraduate Scholarships: 174 scholarships awarded to select senior student-athletes who have excelled academically and athletically.
- Women’s Enhancement Program: Postgraduate scholarships, NCAA National Office internships and vita bank for female college graduates who have expressed an interest in pursuing a career in intercollegiate athletics.
- Ethnic Minority Enhancement Program: Postgraduate scholarships, NCAA National Office internships and vita bank for ethnic minority college graduates, who have expressed an interest in pursuing a career in intercollegiate athletics.
- Student-Athlete Opportunity Fund: Designated by the Presidents of MAC Institutions to be used as degree completion awards.

**ATHLETIC ACADEMIC ELIGIBILITY REQUIREMENTS**

**INITIAL ELIGIBILITY CENTER**

The NCAA Eligibility Center and financial aid certifies all freshmen at the Division I level in order to determine their eligibility for athletic competition their freshmen year. In order to be registered for certification with the Eligibility Center, a student must complete and return the student-release form along with the registration fee. Additionally, the student must request that the high school counselor send an official high school transcript and a corresponding Form 48-H to the Eligibility Center which indicates the school’s core courses that meet NCAA requirements. Finally, the student's official SAT/ACT test scores must be sent directly to the Eligibility Center. Student-athletes who have questions about their eligibility through the Eligibility Center should contact Kristin Reed at 330-672-8400 or kreed39@kent.edu.

Students should remember that the initial-eligibility certification process pertains only to whether a student meets the NCAA requirements for participation in Division I athletics and is a separate process from applying for admission to Kent State University.

To be in compliance with NCAA regulations the Eligibility Coordinator must ensure that all final high school transcripts and test scores have been submitted to the NCAA Eligibility Center for any student transferring to Kent State from a junior (two-year) college. If these documents were not received by the Eligibility Center prior to your attendance at a junior college you must submit them to Kristin Reed, Assistant Athletic Director for Eligibility, upon your enrollment at Kent State. Kristin will notify you if you are required to submit these documents.

**12 HOUR MINIMUM ENROLLMENT RULE**

Student-athletes must be enrolled in no less than twelve semester hours during the fall and spring semesters to be eligible for practice, competition and financial aid; however, student-athletes who need fewer than twelve semester hours to graduate may enroll in only that remaining number of hours and still be eligible for practice, competition and financial aid in their final semester.

**SATISFACTORY PROGRESS**

The NCAA requires freshman student-athletes to earn at least 24 semester hours during each calendar year (the first day of fall semester through the last day of summer school) with at least 18 of those hours earned during the regular academic year (September - May). Once the 24 hour rule has been satisfied the freshman year, upperclassmen must successfully complete 18 credit hours during the academic year (September – May).

**A SIX CREDIT HOUR REQUIREMENT**

Student-athletes must pass a minimum of six credit hours each semester to remain eligible for competition during the next semester (fall or spring).

**DESIGNATION OF DEGREE PROGRAM**

Before beginning a fifth semester of full-time study each student-athlete must designate or declare a major field of study. This is accomplished by completion of a change of program request through the students Flashline account. Change of programs must always be completed in the presence of, or with permission from, the student-athlete’s designated Athletic Academic Counselor.

**DEGREE PROGRESS RULE**
A student-athlete who is entering his or her 5th full time term of collegiate enrollment shall have completed successfully at least (*40) percent of the course requirements in the student's specific degree program. A student-athlete who is entering his or her 7th semester of collegiate enrollment shall have completed successfully at least (*60) percent of the course requirements in the student's specific degree program. A student-athlete who is entering his or her 9th term of collegiate enrollment shall have completed successfully at least (*80) percent of the course requirements in the student's specific degree program. The course requirements must be in the student's specific degree program (as opposed to the student's major).

**Winning Combinations Course HED 13510**

Every Kent State University student-athlete must complete a one-hour health education course entitled Winning Combinations within the first four semesters of enrollment at Kent State University. The course is designed to explore strategies for promoting healthy lifestyles for athletes. This course is reserved for varsity intercollegiate athletes.

**Athletic Academic Eligibility Regulation**

**General Academic Requirements**: Must be followed by all student-athletes during each year of participation in intercollegiate athletics:

- Visit with your college academic advisor each semester.
- Carry a minimum course load of at least 12 credit hours for the duration of each semester to be eligible to practice and/or compete.
- Pass a minimum of 24 freshman credit hours each academic year (September to September) with at least 18 of those completed in fall and spring semesters. (September to May)
- Pass a minimum of 6 credit hours each semester (fall and spring) to remain eligible for competition during the next semester (fall or spring).

**Specific Academic Requirements**: Will determine satisfactory progress toward a degree and grade point average (GPA) requirements necessary for eligibility and participation in intercollegiate athletics:

- High school requirements for entering first year student - must be certified through the NCAA Eligibility Center.
- Collegiate Requirements: (Determined by calendar years following first full-time collegiate enrollment at Kent or any other collegiate institution).
Student-Athlete Academic Services Corrective Action Agreement

Student Name__________________________________     Sport_____________________   ID #____________________

This is notification that the above-mentioned student-athlete is currently academically ineligible for athletic competition at Kent State University as of the following date: __________________________________.

The eligibility standards not met as required per NCAA By-Laws: [Check box(s) that apply]

- Did not pass 6 credit hours each term (hours completed _____)
- Did not pass 9 credit hours Fall semester (Football only) (hours completed _____)
- Did not pass 18 credit hours during the fall and spring term (hours completed _____)
- Did not pass 24 credit hours during the fall, spring, and summer term (Freshman Year Only) (hours completed _____)
- Did not obtain required cumulative GPA
  ○ 1.80  □ 1.90 □ 2.00 (current cumulative GPA _______)
- Did not meet Progress Toward Degree (PTD) requirement
  □ _____% complete of _____% requirement

Please note only 6 hours of remedial courses may count for the 6, 9, 18 & 24-hour rules during the freshman year. After the freshman year, no remedial courses may be used for any eligibility rules.

Listed below is a corrective action plan set forth by the Student-Athlete Academic Services area to help you move forward academically. You are required to complete all of the requirements listed below in order for you to regain your eligibility.

Corrective Action Plan:

- You must earn a minimum of _____ credit hours by the end of_______ term to reach 18 credit hours.
  □ Check here if these hours must be degree applicable
- You must earn a minimum of _____ credit hours by the end of_______ term to reach 24 credit hours (Freshmen Only).
- You must earn a minimum of _____ credit hours by the end of_______ term to reach 27 credit hours (Football Only).
  □ Check here if this student-athlete is attempting the one-time exception
  □ Check here if these hours must be degree applicable
- You must earn a minimum cumulative GPA of _____ by the end of_______ term.
  Note: Any student with a GPA below a 2.0 puts themselves at risk of being academically dismissed by the University
- You must pass _____ degree applicable credit hours during the_____ term to reach _____%
- The following courses you are registered for during the ____________ term have minimum grade requirements
  1.__________________  2.__________________  3.__________________  4.__________________

Notes:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Signatures:

I have read the above information and understand the circumstances of the above named student-athlete’s eligibility status and what needs to be accomplished for this student-athlete to regain their eligibility by the_______ term. I am clear not only on the seriousness of this issue, but also the implications on any applicable athletic aid.

Student-Athlete: ________________________________ Date: ________________

Head Coach: ________________________________ Date: ________________

Athletic Academic Counselor: ________________________________ Date: ________________
FINANCIAL AFFAIRS
FINANCIAL AID

ELIGIBILITY FOR FINANCIAL AID
A student-athlete must meet applicable NCAA, MAC and institutional regulations to be eligible for institutional financial aid. Included in those regulations are the following requirements:

- The student is enrolled as a full-time student at Kent State University (12 credits)
- The student is attending classes regularly.
- The student has eligibility remaining on the five-year clock or is within six years after initial enrollment.
- The student is an undergraduate or meets the NCAA eligibility regulations for graduate student participation.
- An incoming freshman has been certified as an NCAA Final Qualifier.

PERMISSIBLE FINANCIAL AID
Student-athletes may receive most types of financial aid administered by an educational institution and some types of financial aid not administered by an educational institution as long as such aid does not conflict with the governing legislation of the NCAA and is specifically approved under the NCAA’s rules of amateurism.

Institutional financial aid includes all funds administered by the institution: scholarships, grants, tuition waivers, loans, on campus employment and aid from government or private sources for which university personnel select the recipients or determine the amount of aid.

Non-institutional financial aid includes aid from parents or legal guardians, aid awarded without any relationship to athletics ability, aid awarded through established and continuing programs to aid students, aid awarded in recognition of outstanding high school graduates, and outside scholarships from any organization outside of Kent State University. ALL NON-INSTITUTIONAL FINANCIAL AID MUST BE REPORTED TO THE OFFICE OF STUDENT FINANCIAL AID via the Outside Resources Declaration Form, which must be filled out via the online compliance Jumpforward forms.

NON PERMISSIBLE FINANCIAL AID
Student-athletes may not receive aid from the following sources without jeopardizing eligibility.

- Representatives of Kent State University’s athletic interests (boosters).
- Specific donors.
- Professional sports organizations including agents.
- Anonymous gifts.
- Any income from participation in an athletic event (Pay for Play).
- Foreign governments.

EXEMPTED FINANCIAL AID
The following sources of aid are permissible and are exempted from counting against a student-athlete:

- Legitimate loans based upon a regular repayment schedule and available to all students
- Federal Government Welfare benefits
- Employment
- NCAA Special Assistance Funds

IMPROPER FINANCIAL AID
Any student-athlete who received financial aid other than that permitted by the NCAA shall not be eligible for intercollegiate athletics.
**ATHLETIC FINANCIAL AID**

**MAXIMUM AMOUNT**

*Individual* - The maximum athletic grant-in-aid may not exceed the cost of tuition (based on 16 credit hours), standard room, Standard board and required course related books for each academic year. The grant may be renewed each year for a maximum of five years within six years of enrollment.

*Team* - The maximum number of scholarships which may be in effect during any one academic year are as follows:

- Baseball 11.7
- Basketball - M 13.0
- Basketball - W 15.0
- Field Hockey 12.0
- Football 85.0
- Golf - M 4.5
- Golf - W 6.0
- Gymnastics 12.0
- Soccer 12.0
- Softball 12.0
- Track/CC – M 12.6
- Track/CC – W 18.0
- Volleyball 12.0
- Wrestling 9.9

**Reduction Permitted**

In the event that a student-athlete’s financial aid from all non-exempted sources will exceed a full grant-in-aid for the balance of the academic year, the institution shall reduce institutional financial aid so as not to exceed a full grant.

**PERIOD OF AWARD**

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

**ELEMENTS OF AN ATHLETIC GRANT-IN-AID**

**Tuition and Fees** - An athletic grant-in-aid which includes tuition and fees will cover only the actual cost of tuition plus general fees, which are assessed to all students. The athletic grant does not cover special course fees, admissions fees, room deposits, parking fees or other miscellaneous fees.

**Room** - An athletic grant-in-aid for room covers the cost of a standard double room only. An athlete who chooses to live in more expensive campus housing is responsible for the difference in cost.

**Board** - An athletic grant-in-aid for board varies in coverage from a 15 to a 21-meal plan. This board plan is to be used by the designated student-athlete only and any misuse of the board card will result in termination of the board portion of the scholarship.

**Books** - An athletic grant-in-aid for books covers the actual cost of required course-related books. There is no limit for books a student-athlete may receive, providing each book is required for a course in which the student-athlete is enrolled. Books may be obtained only at the KSU Bookstore in the Kent Student Center. Expendable course supplies such as notebooks, pens, workbooks, tapes, and personal items may not be purchased as part of the book scholarship. **THE BOOK SCHOLARSHIP IS A LOAN PROGRAM, THEREFORE ALL BOOKS MUST BE RETURNED AT THE DESIGNATED DATES AND TIMES DURING FINALS WEEK OR THE STUDENT-ATHLETE WILL BE CHARGED THE FULL COST OF THE NON-RETURNED BOOK.**

**On Campus Resident** - An athletic grant-in-aid covering room and/or board costs for an on campus resident will be credited to the student-athlete’s account in the Bursar’s Office to offset the University’s charge for room and/or board.

**Off Campus Resident** - An athletic grant-in-aid covering room and/or board costs for an off campus resident will be credited to the student-athlete’s account in the Bursar’s Office after deducting any balance owed to the university. A refund will then be generated and sent to the student-athlete. The value for off campus room or board is equivalent to the on campus cost.

Student-athletes may receive the following financial aid up to the value of a full Athletic-Grant-in-Aid (provided the student’s individual limit and team limits can accommodate the award):

- Athletically related institutional aid.
- Financial aid (scholarship, grant, prize, award, loan, etc.) from sources outside of the institution (external sources) determined to be countable against team and individual limits.
- Educational expenses from an Olympic Committee or national governing body.
- Institutional aid, federal grants, state grants, or other aid programs that are designated specifically for tuition, room, and/or board.

A student-athlete may receive one or more of the following forms of financial aid in addition to the Athletic grant-in-Aid, provided the student does not exceed the Cost of Attendance budget:
- Institutional financial aid that is unrelated to athletics ability and is not designated specifically for tuition, room and/or board.
- Financial aid from sources outside of the institution.

A student-athlete may receive a Pell Grant in addition to the Athletic Grant-in-Aid

**INJURY OR ILLNESS**

Under no circumstances will aid be discontinued during the period of the award because of injuries or illness sustained while participating in organized practices or competition.

**RENEWAL/NON-RENEWAL OF ATHLETIC GRANT**

Athletic grants-in-aid are awarded on an annual basis. Recommendation for renewal or non-renewal must be made by the respective coach and communicated to the student-athlete in writing from the Office of Student Financial Aid by July 1 each year.

**Renewal** - Athletic grants are normally renewed if the student-athlete remains eligible, continues to show improved athletic performance, maintains good citizenship on and off campus and exhibits both a positive behavior and attitude toward his or her team, the athletic department and the university.

**Non-Renewal** - If the student-athlete is informed that his/her grant is not being renewed, or that the grant was reduced, and he/she believes they have valid reason to question the decision; the following procedures should be followed:
- Schedule an appointment with the head coach to try to resolve the issue.
- If not resolved, schedule an appointment with your sports administrator to try to resolve the issue.
- If not resolved, the student-athlete should contact the Director of Student Financial Aid and request a hearing. Both the student-athlete and the coach will be asked to provide each other and the members of the Financial Aid Appeals Committee with written documentation in support of their stance on the non-renewal issue. At a mutually agreed time, both parties will then meet with the appeals committee.

**Hearing Procedure Guidelines** - Non Renewal or Reduction of Athletic Grant

- Only the principles in the case will be allowed in the hearing room.
- The chair (Director of Student Financial Aid) will call the meeting to order, conduct introductions, and take whatever action is necessary to preserve decorum of the hearing.
- The chair asks the student-athlete if he or she requests the meeting to be open. If so requested, observers will be permitted to be seated. Witnesses will remain outside the room.
- The chair will explain the purpose for the hearing and the reasons for non-renewal or reduction of the athletic grant.
- The chair will explain that the members of the hearing board will serve as advisors to the chair and will be free to voice their opinions during deliberation of the information presented.
- The athletic department representative will present the reasons for non-renewal of the athletic grant in writing, orally, or both. Witnesses may be presented by the athletic department.
- The hearing board may question the athletic department representative and any witnesses.
- The student-athlete may question the athletic department representative and any witnesses.
- The student-athlete will present a statement in writing, orally, or both. Witnesses may be presented by the student-athlete.
- The hearing board may ask questions of the student-athlete and any witnesses.
- The Athletic Department representative may ask questions of the student-athlete and any witnesses.
- The chair will ask the Athletic Department representative to present any final statement.
- The chair will ask the student-athlete to present any final statement.
- The hearing will be adjourned. Recommendations will be discussed by the members of the board.
- The final decision concerning the non-renewal of the athletic grant will be made by the chair. The student-athlete will be informed of that decision by letter postmarked no later than five working days after conclusion of the hearing.

**REDUCTION/CANCELLATION OF GRANT**

Reduction or cancellation of an athletics grant-in-aid during the period of award is permitted in the following circumstances if the student-athlete:
- Becomes ineligible for any reason to compete.
- Voluntarily quits the team.
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement.
- Engages in serious misconduct or criminal activity on or off campus.
- Drops below fulltime enrollment.
- Signs a professional contract, agrees to be represented by an agent, or accepts money or benefits from an agent while still eligible.
- Accepts money for playing in an athletic contest.
- Receives any other aid that has not been approved and/or exceeds individual limits.
- Misses an excessive number of classes in any one term.
- Drops or fails a summer school course for which tuition was paid by an athletic grant.
- Fails to meet academic requirements or standards.
- Violates athletic department rules and/or policies.
- Exhausts athletic eligibility and graduates with a degree at the end of your final semester.
- Is enrolled in all online courses and NOT living in the locale of Kent State University.
- Violates policy in the Kent State Student-Athlete Handbook.

A hearing opportunity will be provided, at the student-athlete’s request, if the student has valid reason to question the reduction or cancellation of aid. (Refer to procedures under ‘Renewal/Non-Renewal’).

**STUDENT OMBUDS OFFICE**

The Ombuds Office provides students confidential consultation on any University-related problem, concern, and/or grievance. The Ombuds Office advocates for students and can assist in resolving academic and non-academic issues. If you have an issue and you need assistance, contact the Ombuds Office. Office hours: 8:00 a.m. to 5:00 p.m. Monday through Friday, or by appointment after 5:00 p.m.; 330-672-9494; 250 Kent Student Center.

**POLICY ON SUMMER SCHOOL ATHLETIC FINANCIAL AID**

**Eligibility:** To receive summer school athletic financial aid, a student-athlete must receive athletic aid either in the academic year prior or the academic year after the summer session.

**Philosophy:** In realizing the difficulty Division I student-athletes may have in completing the requirements for a college degree within four years, the Department of Intercollegiate Athletics would like to offer additional athletic financial within budget constraints. It is the Department’s intent to reward those student-athletes who have exhibited outstanding academic and athletic performance, by providing the opportunity and motivation for student-athletes to complete their college degrees. Student-athletes that receive financial aid from the Athletic department or those students that receive the Student Opportunity Fund may be drug tested at any time during the summer.

**Criteria:**
- Must have been on athletic financial aid during the last academic year or during the next academic year.
- A non-qualifier must have already met the satisfactory progress requirements and the required GPA for eligibility for the succeeding year.
- Must have recommendation of head coach.
- Student-athlete must submit an application, which will be subject to review by the department scholarship committee. Awards will be based on availability of funds, plus adherence to the following criteria:
  - Student-athlete must have made a good faith effort throughout the year to succeed academically (good class attendance, use of tutors and help sessions, good attendance at study table, has met regularly with academic counselors).
  - Student-athlete has not exhibited a history of course withdrawal or failure.
  - Summer tuition must be repaid if courses are dropped or failed. Student may appeal repayment requirement through a Financial Aid hearing (per Reduction or Cancellation of Athletics Grant Procedures discussed previously).
  - Must have recommendation of Student-Athlete Academic Services.
  - Behavior resulting in disciplinary action by the Office of Student Conduct, campus police, local police or other law enforcement agencies shall be cause for review of grant and possible termination.
  - Special situations or extenuating circumstances affecting a sport or a student-athlete will be reviewed by the Sport Administrator, Head Coach, Academic Counselor, and Compliance Administrator.

**POLICY ON CONTINUED ATHLETIC FINANCIAL AID FOLLOWING A CAREER ENDING INJURY OR ILLNESS**

**Philosophy:** The Department of Intercollegiate Athletics would like to continue athletic financial support, if possible, to scholarship athletes who have suffered “career ending” injury or illness during their participation for Kent State University. It is hoped that this assistance will provide the opportunity and motivation for such student-athletes to earn their college degrees.

**Criteria:**
- Injury must have occurred during an official Kent State University varsity athletic authorized practice or competitive situation. Illness must have occurred subsequent to enrollment at Kent State University. Both must be supported as “career ending” by appropriate medical documentation.
- Student-athlete must have been an athletic scholarship recipient at the time of injury/illness.
- Student-athlete shall be eligible to have his/her athletic grant renewed annually up to four years from the original collegiate enrollment date.
- Student-athletes, who have received two or more years of aid under “medical hardship” status, will not be given further consideration for “fifth” year aid. A student-athlete, who has only received one year of aid under “medical hardship” status, may be considered for one additional term of full tuition if he/she meets all requirements for 5th year aid recipients.
- A student-athlete must continue to meet the appropriate NCAA, MAC, and Kent State University eligibility standards.
• A student-athlete must enroll for and complete the maximum hours toward a degree each semester as determined by his/her academic advisor. A student-athlete must average at least 14 hours/semester following the semester in which the injury took place.
• A student-athlete must agree to work 20 hours per week in the Athletic Department as assigned.
• A student-athlete must repay tuition or its equivalent for courses dropped without justification and approval by the Student Athlete Academic Services, or for courses, which are failed.
• A student-athlete must submit an application that will be subject to review by the department scholarship committee. Awards will be based on availability of funds plus adherence to these listed criteria.
• Behavior resulting in disciplinary action by the Office of Student Conduct, campus police, local police, or other law enforcement agency shall be subject for review of the athletic grant with the possibility of termination.
• Extenuating circumstances affecting a sport or a student-athlete will be reviewed by the Athletic Director and the department scholarship committee.

POLICY ON STUDENT-ATHLETE OPPORTUNITY FUND AWARD AFTER ELIGIBILITY IS EXHAUSTED

Philosophy: Realizing the difficulty student-athletes may have in completing the requirements for a baccalaureate degree within four years, the Department of Intercollegiate Athletics would like to offer additional athletic financial aid for student-athletes to complete their undergraduate degree after their eligibility has been exhausted. It is the Department's intent to provide an opportunity and purpose for student-athletes to complete their undergraduate degrees.

Criteria:
• Must have been on athletic financial aid for at least one full time semester.
• Must have exhausted their athletic eligibility at Kent State University.
• Student-athlete must complete the currently enrolled semester enrolled with a 2.00 GPA or higher.
• Student-athlete must submit a Student-Athlete Opportunity Fund Award application, which will be subject to review by the department scholarship committee.
• Student must enroll and complete maximum hours toward a degree as determined by his/her academic advisor.
• Student must perform job responsibilities in the Athletic Department as assigned.
• Student must repay tuition if courses are dropped/withdrawn or not successfully completed per degree requirement.
• In no case will athletic aid be awarded to a student-athlete beyond the spring term of the fifth year of enrollment.
• Behavior resulting in disciplinary action by the Office of Student Conduct, campus police, local police or other law enforcement agencies shall be cause for review of award and possible termination. This includes being subject to drug testing by the Athletic Department at any time.
• Special situations or extenuating circumstances affecting a sport or a student-athlete will be reviewed on a case-by-case basis.
• The Student-Athlete Opportunity Fund Award is a tuition only scholarship.
• Award will be based on the availability of funds.

NCAA SPECIAL ASSISTANCE FUND

The NCAA provides a financial assistance program to student-athletes with special financial need. Student-athletes receiving a Pell Grant and others who have completed a Free Application for Federal Student Aid (FAFSA) form, available through the Student Financial Aid Office, may qualify for unmet financial need beyond the value of a full grant-in-aid and may apply for these funds. Qualifying students will be given application forms each year through the office of Student Athlete Academic Services. Permissible uses of this fund include:
• Medical expenses (not covered by insurance)
• Hearing aids
• Vision Therapy (contacts, eye exams, glasses)
• Off-campus psychological counseling
• Travel expenses of student-athletes or parents related to family emergencies
• Purchase of expendable required academic course supplies
• Dress clothing and dress shoes allowance

NON-RETURNED BOOKS/ATHLETIC EQUIPMENT

Athletics Department equipment and training room materials, and Kent State University Bookstore textbooks are on loan to you and all items must be returned to the Athletics Department or Bookstore at the conclusion of your sport’s season or semester as designated. Dates for returning equipment or books will be posted through the athletic department facilities. All student-athletes are expected to return all items no later than the due date. Failure to return equipment or books by the dates established will result in charges being assessed to the individual student account. For unreturned equipment, student-athletes will be charged both a replacement charge and a service charge to cover the cost of ordering, shipping, numbering/lettering and re-inventorying replacement items. These charges, if unpaid will result in an ineligible hold being placed on future registration.

Equipment and/or books signed out to you are your responsibility. Lost or stolen items, while they are signed out to you, are also your responsibility and you are accountable for these items, as stated by the policy above. The value of late or non-returned equipment or books will be charged to your account.
**TAXABLE INCOME**

All funds received by a student-athlete that exceed the value of tuition, books, and course supplies must be reported as income to the Internal Revenue Service for tax purposes. The institution is not under any obligation to file tax information or withhold any income tax from such payments, but it is the student-athlete’s responsibility to report it.

**PAYMENT PROCEDURES**

Each student-athlete is responsible for finalizing registration each semester by ensuring full payment towards a remaining balance to the Bursar’s Office. Even if a student-athlete is receiving an athletic scholarship, the student-athlete must follow this procedure.

If you are receiving an athletic scholarship, you will receive a Financial Aid Award letter from the Student Financial Aid Office showing all awarded aid, both athletic and non-athletic. You may deduct the value of your awarded aid from the balance due the university.

You MUST make a payment towards any remaining balance PRIOR to the due date. Failure to pay your student account balance in full by the due date will result in a schedule cancellation.

Financial aid award letters and university bills are sent to the permanent address listed on your account. If your address has changed, please or correct the address on your student account to reflect the change. Please make sure to notify the Student Athlete Academic Services Office of any changes of local or permanent addresses and/or local or permanent phone number as well.

Payment dates and important registration information are published each semester in the university Schedule of Classes Booklet. It is the student’s responsibility to adhere to those dates.

**EXTRA BENEFITS**

An extra benefit is any special arrangement by a college or university employee or representative of the school’s athletic interests to provide a student-athlete or the student-athlete’s relative or friend a benefit not authorized by NCAA legislation. If a benefit is not generally available to all students, it is not permissible for a student-athlete to accept per NCAA rules. For example, student-athletes may not have free photocopying, telephone calls, typing of papers, meals, transportation or special favors. Violation of the NCAA Extra Benefits rule by a student-athlete may result in loss of eligibility.

**Permissible Benefits**

- Awards in recognition of athletic or academic performance.
- Recognition or awards banquets.
- Conference awards and travel expenses to the site of presentation.
- Four complimentary admissions per home or away contest in the sport in which the student-athlete practices or competes.
- Academic counseling and support services.
- Use of computers.
- Athletics medical insurance.
- Medical exams and medical treatment costs following injury.
- Glasses, contacts or protective eye wear for athletic participation.
- Presession/vacation meals and housing when student-athletes are required to be on campus.
- Transportation, meals, lodging and reasonable entertainment cost associated with athletic travel for practice and/or competition.
- Foreign tour expenses.
- Expenses for local media appearances or conference media days.
- Local transportation on an occasional basis by athletic department staff members.
- Acceptance of randomly drawn promotional prizes.
- Occasional home meal from an institutional staff member or Booster
- Use of athletic equipment and apparel.

**Non-Permissible Benefits**

- Use of departmental or staff member’s personal telephones and/or credit cards.
- Use of an automobile under any circumstances.
- Cash Awards
- Pay for Play
- Discounts or credits not available to all students.
- Transportation home with a coach, even if reimbursement is offered.
- Use of copy machines
- Payment for unspecified expenses
- Gift Certificates
- Country club or sports club memberships
- Payment for complimentary tickets
- Professional sports tickets
- Profit from sale of tickets at greater than face value
- Typing costs
- Student health insurance
• Surgical, medical or hospital expenses which are not the direct result of participation in athletics.
• Dental work not related to injury during participation in athletics.
• Meals, housing or transportation costs for family or friends of enrolled student-athletes.
• Travel apparel that is not practice or competition related.
• Loan or cosigning of a loan from an employee or representative of the institution’s athletic interests.
• Direct receipt of equipment, clothing or supplies from a manufacturer.
• Sponsor families outside the institution.

EMPLOYMENT
Under NCAA regulations all earnings from any student-athlete’s employment on or off campus during the academic year must be monitored to determine if his/her total income sources exceed permissible limits. Every student-athlete, except those who have exhausted eligibility, has a maximum earnings figure, and it is the responsibility of the institution to determine that dollar amount, inform both the student-athlete and the prospective employer of that amount, and to monitor both the legitimacy of the work and the income received.

Eligibility for Employment:
• Once all required agreement forms are signed, all non-scholarship and partial scholarship athletes may be cleared for employment.
• Once all required agreement forms are signed, full scholarship sophomores, juniors and seniors may be employed if they are eligible to compete and have completed one year in residence at Kent.

Regulations for Employment:
• Student-athletes can be compensated only for work actually performed.
• Student-athletes cannot be paid more than the going rate in the locale for similar work or services.
• Compensation may not include any extra pay or bonus for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.
• Employment on a commission basis must follow these rules:
  • The cost of any preliminary training program for such employees must be paid by the student-athlete (i.e., such costs may not be paid by a member institution or a representative of its athletics interests).
  • The personnel employed by the company must consist of both student-athletes and non-athletes.
  • The employment of student-athletes does not result in the company’s use of the athletics reputations of such individuals to promote the sale of the company’s products.
  • The company is able to document that employees who are non-athletes receive earnings from sales commissions at a rate generally equivalent to the commission realized by the student-athletes employed by the company.
  • It is not permissible for a student-athlete to receive expenses for transportation to or from the site of employment, or any other benefits, unless such expenses or benefits are provided for all employees in that employment situation.

Procedures for Employment:
• Before beginning any employment opportunity during your career as a student-athlete, you must obtain a ‘Student-Athlete Employment Form from the Compliance Services Office in room 185 MAC Center.
• All Employment Agreement Forms must be filled out completely and accurately, and signed by all required parties before your employment may begin.
• Student-athletes should not arrange or accept employment opportunities without first discussing their employment interest with their head coach.
STUDENT-ATHLETE HANDBOOK

STUDENT-ATHLETE RIGHTS, RESPONSIBILITIES AND REGULATIONS
STATEMENT OF EXPECTATIONS
The pursuit of excellence within Kent State Athletics is a privilege not a right. While the student-athlete must assume prime responsibility for his/her academic and athletic achievements, the athletic department also acknowledges its responsibilities in enhancing and supporting the student-athlete’s quest for academic and athletic enrichment. It is appropriate, therefore, to set forth the following expectations for both parties:

ATHLETIC DEPARTMENT & ACADEMIC SUPPORT
The athletic department, as an indication of its strong commitment to the athlete as first and foremost a student, can be expected to provide to its student-athletes the following academic support:

- A recognition by the athletic department and coaching staff that each student-athlete’s primary goal at Kent State University is to obtain an academic degree.
- The establishment and implementation of a policy designed to enable student-athletes to satisfactorily progress toward their chosen degree.
- The provision of a departmental academic counselor who works closely with the coaching staff to monitor academic performance and identify those student-athletes needing further assistance academically.
- The provision of a study table and tutorial assistance for student-athletes.
- An emphasis on student responsibility in the process of maintaining eligibility and attaining a degree.

ATHLETIC DEPARTMENT & ATHLETIC SUPPORT
Additionally, the athletic department recognizes the desirability of maintaining a competitive athletic program and striving for improvement wherever possible. In that regard, the athletic department can be expected to provide to its student-athletes the following support athletically:

- The provision of competent coaching personnel to instruct and lead university teams.
- The provision of adequate facilities for practice and competition.
- The provision of necessary equipment and uniforms to university teams.
- The provision of training room and weight training facilities and personnel to assist student-athletes.
- The provision of primary or secondary medical insurance coverage.
- The provision of athletics grants-in-aid for outstanding athletic contribution.
- The accumulation and maintenance of individual and team records of athletic performance.

STUDENT-ATHLETE & ACADEMIC PERFORMANCE
The student-athlete, in acknowledging that his/her academic performance is of prime importance, shall be expected to do the following:

- Maintain his/her required GPA for academic eligibility in accordance with all pertinent NCAA, Conference, and university rules.
- Complete academic satisfactory progress and degree progress requirements in accordance with NCAA, Conference and university rules.
- Attend all classes and perform all course assignments in a diligent and conscientious manner.
- Utilize the services of the departmental academic counselor, study table, and/or tutorial assistance as needed.

STUDENT-ATHLETE & ATHLETIC PERFORMANCE
The student-athlete, in acknowledging the privilege of participation in intercollegiate athletics and in support of the quest for excellence in athletics, shall be expected to do the following:

- Conduct himself/herself in a sportmanlike manner at all times during practice and competition.
- Conduct himself/herself in a manner befitting a highly visible member of the university community at all times.
- Conduct himself/herself in accordance with all university rules regarding student conduct.
- Abide by all disciplinary and training rules established by his/her coach and/or the athletic department.
- Abide by the standards and goals established by his/her coach including:
  - Attend all meetings as required.
  - Attend all practice sessions, unless excused.
  - Attend all conditioning and/or weight training sessions, unless excused.
  - Attend all study tables as required.
  - Attend all contests, unless excused.
  - Report for all treatment/rehabilitation sessions as recommended by the athletic trainers.
  - Be prompt and courteous when attending all practices, meetings, contests, or appointments, both home and away.

PENALTY
Failure in meeting the listed expectations of student-athletes may result in suspension from practice or contests, dismissal from the team, cancellation of athletic grant, or other disciplinary action deemed necessary by the coach, athletic department or university.

Upon voluntary withdrawal (i.e. quitting) from your respective team, your athletic aid maybe be terminated immediately in accordance with NCAA rules, and you will be responsible for the pro-rated portion of your athletic aid from the day of voluntary withdrawal through the end of the semester. Department-issued equipment should be returned immediately to the coaching staff, athletic director or equipment room.
Walk-ons are subject to all rules and regulations that are in place for every team member. A walk-on’s role is determined solely by the coaching staff, specifically the head coach; that role may be increased or decreased according to the head coach’s expectations and determination of the walk-on’s contribution to the team.

**STUDENT OMBUDSMAN OFFICE:**
The Ombudsman Office provides students confidential consultation on any University-related problem, concern, and/or grievance. The Ombudsman Office advocates for students and can assist in resolving academic and non-academic issues. If you have an issue and you need assistance, contact the Ombudsman Office. Office hours: 8:00 a.m. to 5:00 p.m. Monday through Friday, or by appointment after 5:00 p.m.; 330-672-9494; 250 Kent Student Center.

**ADMINISTRATIVE POLICY AND PROCEDURES REGARDING RIGHTS AND RESPONSIBILITIES OF STUDENT-ATHLETES**

Every student who participates in intercollegiate athletics becomes a member of a team. By accepting this privilege of team membership, the student-athlete is responsible for conduct which does not bring discredit to the university, the department of intercollegiate athletics, teammates or self. To that end the student-athlete must behave in a sportsmanlike manner and in a manner befitting a representative of the university.

Each student-athlete must comply with:
- Rules governing academic eligibility as established by the university, the NCAA, MAC, or other appropriate governing body.
- All other rules and regulations for student-athlete conduct as established by the university, the NCAA, MAC, or other appropriate governing body.
- Training and discipline rules established by the head coach and the department of intercollegiate athletics for the sport in which the student-athlete participates.
- By declaring himself/herself a candidate for a team membership, the student-athlete assumes the following responsibilities, in addition to his/her regular responsibilities as a student.

**ACADEMIC DISCIPLINE**
The student-athlete is subject to all rules for academic eligibility as required by the NCAA, MAC, and the University. These rules are on file in the offices of the director of intercollegiate athletics and of each head coach.

The department of intercollegiate athletics views the student-athlete as a student first. The major purpose at the university is to obtain an undergraduate and graduate degree. The athletic department has a great interest in the general welfare and academic achievement of every student-athlete. Because of this concern, the department has designated individual coaches to follow the academic progress of each student-athlete. In addition, the athletic department strongly recommends that each student-athlete establish communication with his/her faculty advisor within the student-athlete’s area of academic major. The athletic department also expects that each athlete attend all classes and perform all assignments, unless illness or other extreme emergencies arise. Further, the student-athlete is encouraged to consult with instructors on an individual basis concerning academic problems.

**CONDUCT DISCIPLINE**

**CODE OF STUDENT CONDUCT**- Kent State University is a student-centered institution offering a broad array of academic programs to engage students in diverse learning environments that educate them to think critically and to expand their intellectual horizons while attaining the knowledge and skills necessary for responsible citizenship and productive careers. To maintain high standards, the university must furnish an atmosphere conducive to study and educational growth, as well as one that enables and assists students in developing in a positive manner. University rules and regulations form parameters for individual behavior on and off campus, and follow the normative standards of behavior adhered to by the City of Kent and Kent State University communities. By virtue of a student’s enrollment at Kent State University, he/she consents to follow the policies and procedures of the University, including those outlined in this Code of Student Conduct. It is the student’s responsibility and in his/her interest to be familiar with all applicable conduct-related policies.

The student-athlete is subject to all rules regarding student conduct established by the university. These rules are contained in the university policy register, and are also available in the Office of the Director of Intercollegiate Athletics.

As a highly visible member of the university community, the student-athlete should strive to set an example for fellow students in complying with the standards of behavior established by the university.

As ambassadors of the university to the public, team members accept a higher standard of conduct than other students. Actions off-campus, including but not limited to violations of local, state, and federal laws, will subject the student-athlete to review for possible discipline and sanctions of this policy.
Hazing
Kent State University students as individuals, members of registered student organizations or any other recognizable groups, teams, or associations of students are expressly prohibited from engaging in hazing. Pursuant to Ohio law under Ohio Revised Code Section 2903.31 “hazing” is defined as committing any act of initiation individually or with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

In addition to Ohio law, Kent State University defines “hazing” as any action or situation intentionally created, whether on or off university (premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Students and/or organizations charged with violating this rule are subject to disciplinary action under the code of student conduct, rule 3342-4-02 of the Administrative Code and this register.

The Kent State University Department of Athletics constitutes that such activities may include, but are not limited to the following:

- Brutality of any nature, including whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, drug, liquor, or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual.

- Any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction of public or private property.

- Paddling in any form; creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other activities carried out on or off campus, compulsory servitude.

- Wearing in public, apparel which is conspicuous and not in normally good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; and any other activities which are not consistent with the laws and policies of the educational institution.

- Forced tattooing or branding.

- Student-athletes found to be in violation of this policy are subject to suspension from practice and competition, dismissal from the team, and removal of grant-in-aid.

Body Piercing
In addition to the rules that are in place in the Sports Medicine Handbook for the sports of field hockey, football, soccer, volleyball, and wrestling, the Kent State Athletic Department as of February 1, 2005 and effective immediately, specifically prohibits facial piercing ornamentation, including tongue studs, worn during competition, practices or community service activities.

In addition, (applicable to all sports), all jewelry or ornamentation that could cause injury to the wearer or other participants is strictly prohibited; coaches and athletic trainers are urged to stress compliance with this policy.

Coaches are encouraged to develop and enforce team rules that are specific to their sports regarding the wearing of jewelry or body ornamentation during any team, department or university related activities.

Athletic Discipline
The student-athlete is subject to the athletic disciplinary and training rules pertaining to his/her particular sport/s, as established by the head coach and the athletic Administration. Each head coach will inform the student-athlete involved on the squad of expectations relating to team rules. The coach and team members should come to an understanding about any issues relating to team rules.

Each student-athlete is responsible for having read and being familiar with the rules outlined in this handbook. The rules referred to regarding the NCAA, MAC or other appropriate governing body, are on file and available in the office of the Director of Intercollegiate Athletics and may also be obtained from the head coach of each sport. The rules regarding training and discipline will be provided to the student-athlete at the time he/she tries out for a sport.

The establishment and recitation of the above rules does not set the limits as to the coach’s authority to coach a student-athlete. Coaching a student-athlete necessarily involves the coach’s establishment of standards, expectations, and goals; giving directions, guidance and orders; and the student-athletes accepting and following those rules. The student-athlete is therefore expected to comply with the directives of the coach.

A student-athlete is a public figure and conduct, both on and off the field/court, reflects on self, teammates, coaches, and the institution. The athlete is expected to conduct himself/herself so as not to bring discredit to the above and must act in a sportsmanlike manner during competition.
DEPARTMENTAL DISCIPLINE POLICY

The KSU Athletic Department expects student-athletes to be model citizens. Student-athletes will be held to a higher standard than non-athletes because of their public visibility; student-athletes’ behavior on and off the playing field or court is reviewed more closely by the media. It is important that our student-athletes receive counseling and assistance specific to the prevention of problems concerning law enforcement agencies and/or the University’s Office of Student Conduct.

POLICY

Every incident of a student-athlete who is arrested and/or who is brought before Kent State University Student Conduct will be reviewed by the Athletic Director, Sport Administrator and Head Coach to determine the appropriate disciplinary action that will be taken in addition to the due process of the legal system and/or the University’s Office of Student Conduct.

All incidents involving a Kent State student-athlete, upon acceptance of his/her admission offer, and continuing throughout the entire calendar year (365 days) until the student-athlete is no longer a member of his/her team or exhausts his/her eligibility, will be reviewed in a manner consistent with this policy.

Student-athletes who have exhausted eligibility, receive departmental financial support in their fifth year, and are involved in an incident (on or off campus) will be subject to disciplinary action determined by the Head Coach, Sport Administrator (of the student-athlete’s prior sport membership) and Athletic Director.

Student-athletes who represent the athletics department at special events, conferences, and community service activities etc. are held to higher standards of ethical conduct. Student-athletes involved in incidents of misconduct or lack of respect for their institution may be asked to resign their position(s) of leadership and/or face additional sanctions determined by the Head Coach, Sport Administrator and Athletic Director.

A student-athletes’ failure to report any and all incidents to their Head Coach (or a department administrator) within 24 hours will result in additional disciplinary sanctions, immediate suspension or a sanction(s) imposed at the discretion of the Athletic Director. This directive is consistent with the KSU Athletic Department’s mission with the intention to guide the student-athlete, as quickly as possible, to appropriate resources (i.e., legal advice and counsel).

NOTE: Kent State reserves the right to review the conduct of any prospective student-athlete (PSA) who has signed a National Letter of Intent (NLI), or letter of financial aid and who has been involved in any incident relative to the legal system beginning with the date the PSA has accepted the offer of athletic aid (NLI, MAC, Financial Aid Award Letter).

YEAR-ROUND STUDENT-ATHLETE DISCIPLINARY POLICY

Student-athletes who are charged with criminal misdemeanors, criminal minor misdeorders (which include but are not limited to disorderly conduct, open container of alcohol in a public venue and possession of marijuana) and operating a vehicle under the influence of alcohol or drugs, will be suspended for the next immediate contest (excluding exhibitions and scrimmages.)

All non-criminal minor misdemeanors (which comprise but are not limited to traffic offenses), noise or nuisance party violations and any allegation of criminal conduct in which a charge has not been filed against a student-athlete will be discretionary and reviewed by the head coach, sport supervisor, and athletic director.

Any student-athlete arrested and charged with a felony on or off campus will be immediately suspended from any practice and/or contest activity pending the outcome by the legal system and/or reviewed by the Athletic Director and Sport Administrator. Financial aid, academic and sports medicine services will continue pending the outcome by legal and University Student Conduct.

Any student-athlete brought before University’s Student Conduct will be reviewed by the Athletic Director, Sport Administrator and Head Coach involved and any additional disciplinary action will be determined.

Student-athletes are not permitted to consume alcohol at any university-sponsored functions, regardless of their chronological age.

NOTE: Incidents involving student-athletes who are arrested or charged with a violation of the law during university observed holidays, vacation periods, summer sessions etc. will be reviewed on a case-by-case basis by the Head Coach, Sport Administrator and Athletic Director, and appropriate action(s) will be taken.

STUDENT CONDUCT/ WEAPONS

Consistent with the University’s Code of Student Conduct: Students are not permitted to:

Possess, store or use a dangerous weapon or firearm (included but not limited to clubs, dangerous knives, dirks or martial art weapons), dangerous chemicals, explosive devices of any description, incendiary devices specifically modified to be used as a weapon on university premises or at a university-sponsored activity. This Policy should not prohibit persons from possessing, storing or using weapons for the purpose of meeting requirements of a recognized educational or recreational program sponsored by the university.
For more information regarding regulations for student conduct, see link below:

http://www.kent.edu/studentconduct/code-student-conduct

**Infractions of Rules**

Failure to comply with any rules regarding academic or conduct discipline will subject the student-athlete to those sanctions contained in the general university policies including those which affect the privilege of participating in athletics. Such failure will also cause the student-athlete to be subject to all sanctions which may be imposed by the coach, the athletic director or designee, or the president or designee, when such failure is deemed to be detrimental to the team or the athletic program.

Failure to comply with any rules regarding athletic discipline will subject the student-athlete to suspension or dismissal from the team.

**Procedure for Appealing Sanctions**

**Academic and Conduct Appeals** - If the student-athlete alleges a violation of student rights in an academic sanction, conduct sanction or financial aid reduction/cancellation, he/she may seek redress under the procedures set forth in the general university policy under which he/she was sanctioned. (See procedure for financial aid appeal*.)

**Athletic Appeals** - The student-athlete is encouraged to maintain a dialogue with his/her coaches in order to aid in the informal resolution of problems involving discipline or sanctions. However, only the following discipline or sanctions may be appealed beyond the coach:

- Suspension from the team
- Dismissal from the team
- Any discipline or sanctions in retaliation for use of the appeals process
- Systematic use of discipline in an unreasonable or discriminatory manner.
- Athletic appeal procedures

The student-athlete and coach should make every effort to resolve the issue prior to instituting the formal appeals process. The student-athlete must contact the coach within fourteen (14) days after he/she knew, or through the exercise of reasonable diligence, should have known of the issue.

The first recourse for the student-athlete is to appeal in writing to the coach or university official imposing the sanction. The written appeal shall be filed within thirty (30) calendar days after the coach was contacted, or in the case of a university official, within thirty (30) calendar days after the student-athlete knew of the sanction, or through the exercise of reasonable diligence, should have known of the sanction. Such notice shall state the events upon which the appeal is based, the reason for the appeal, and the specific relief or remedy sought.

The student-athlete shall receive a written response within four working days after receipt of the appeal by the coach or university official.

- If no agreement is reached, the student-athlete may appeal in writing to the Athletic Director. The Athletic Director shall give the student-athlete a written statement of his/her decision regarding the student-athlete’s appeal within four working days following receipt of the appeal.

If the sanction has been imposed by a University Vice President or the University President, the student athlete may bypass this level appeal and appeal directly to the ad hoc appeals committee.

- If no agreement is reached after the student-athlete has appealed to the Athletic Director, the student-athlete may make a written notice of appeal to the chair of the Intercollegiate Athletic Committee within thirty (30) calendar days after receipt of the written response from the athletic director. The chair of the athletic committee will notify the designated Faculty Athletics Representative, who will establish the ad hoc appeals committee within five working days of the written notice of appeal by the student-athlete. The ad hoc committee will review submitted materials from the student and from the athletic department staff to determine whether an in-person appeal is warranted. The decision of the ad hoc committee is final. The student will receive a written response within 30 days of submitting the appeal to the committee chair. All proceedings are confidential, and all documents and agenda of hearing will be kept on file.

- The composition of this committee shall be as follows:
  - Faculty Athletics Representative as chairperson.
  - One faculty member of the athletic committee to be determined by lot by the committee chair.
  - One student member of the athletic committee to be determined by lot by the committee chair. The individual should not be a member of the sport involved.
  - One member of the intercollegiate athletic coaching staff not representing the sport of the student-athlete making the appeal, selected by the athletic director.
  - One faculty member selected by the student making the appeal.

The student should include the following information with his/her appeal:

- Student’s name, Banner ID, year in school, sport
- Reasons for believing that cancellation/reduction in aid was unfair, including names of institutional staff members, such as coaches) with whom the student has discussed the aid;
- Copies of any relevant documents that support the student’s position
Committee Procedure
A hearing shall be held on the matter within five working days following the establishment of the appeals committee. The hearing shall be guided by the following procedures:

- The hearing shall be closed unless mutually agreed to be open by the student-athlete bringing the appeal, and the coach or university official imposing the sanction.
- The coach or university official imposing the sanction shall make a statement, in writing, orally, or both, of the facts and basis for imposing the sanction or discipline.
- The student-athlete may make a statement in writing, orally, or both.
- Both the coach or university official and student-athlete may ask questions of the other at an appropriate time during the hearing.
- Both may present witnesses.
- Both have the right to hear all testimony and examine all evidence.
- The student-athlete may be accompanied by one other person of his/her choice. That person may act as an advisor to the student-athlete, but may not participate in the hearing procedure in any manner whatsoever. No party may be represented by legal counsel.
- All matters pertaining to the conduct of the hearing will be under the sole authority of the chairperson of the appeals committee.

Appeals Committee Decision
- The appeals committee will hear all the statements and have all the documents, which support the claim.
- Following the hearing, the appeals committee will prepare a short statement in writing of the facts as they are judged to be true.
- The appeals committee will, within ten working days make the decision and, in writing, provide a summary of the reasons for upholding, reducing, or dismissing the sanction.
- The chairperson of the appeals committee will provide the student-athlete with the statement of facts, decision and summary of the reasons.
- The decision of the appeals committee will be final and not subject to further appeal.

If a student fails to appear after proper written notice, he/she will be deemed to have waived his or her right to a hearing. The hearing will proceed in absentia.

Student Ombuds Office
The Ombudsman Office provides students confidential consultation on any University-related problem, concern, and/or grievance. The Ombudsman Office advocates for students and can assist in resolving academic and non-academic issues. If you have an issue and you need assistance, contact the Ombudsman Office. Office hours: 8:00 a.m. to 5:00 p.m. Monday through Friday, or by appointment after 5:00 p.m.; 330-672-9494; 250 Kent Student Center.

EDUCATIONAL RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)
At the beginning of each year, as part of NCAA eligibility, student-athletes are required to have a current Buckley Amendment consent form signed and on file. By signing the consent form, the student-athlete grants permission for authorized representatives of Kent State University, the Mid-American Conference and the NCAA access to the following documents or information:

- NCAA Student-Athlete Statement
- Results of NCAA Drug Tests
- Transcripts from any high school, junior college or four year institution attended.
- Pre-college test scores and supporting documentation.
- Records concerning financial aid.
- Any other documents necessary pertaining to NCAA eligibility.

It is understood that these records may only be accessed to determine athletic eligibility, eligibility for athletically related aid, and for NCAA research and/or statistical purposes.

In addition, student-athletes will be asked permission to release grade point information to the public, media and award sponsors in support of nomination or recognition for academic honors.

Rights of Student-Athletes Involved in Infractions Investigations:
Kent State University, the Athletic Department, support staff, coaching personnel, student-athletes and associated groups such as the Blue and Gold Club and the Varsity K Club strive to provide a competitive athletic environment of the highest integrity. Abiding by Athletic Department policies, university regulations, Mid-American Conference rules and NCAA regulations is the responsibility of all persons associated with the Kent State University athletic program.

The Department of Athletics, through its compliance authority and responsibility, must investigate all allegations of violations of institutional, conference and NCAA regulations. The investigation may involve interviews with student-athletes, coaches or other parties who may have knowledge of alleged infractions.
The rights described below are intended to help the student-athlete understand the investigation procedures, to emphasize the necessity of complete and honest disclosure of information, and to aid the student-athlete in understanding the consequences of not cooperating fully and honestly with the investigation, or understanding the possible consequences if it should be determined that the student-athlete did commit a violation of institutional, conference or NCAA regulations.

Student-athletes have the following rights in an investigation:

- To be informed of the reason for the inquiry.
- To be provided with an explanation of how the information is being gathered and how the information will be used if the investigation proceeds.
- To be informed of the possible consequences for failure to cooperate fully and honestly, or for having been involved in an infraction.
- Ineligible to participate in a specified number of contests.
- Repayment of excessive income or benefits.
- Ineligible to participate in athletics.
- Loss of scholarship.
- To be provided with a complete explanation of the regulations and the specific details of the alleged infraction.
- To have an advisor/counselor present during any interview. (An attorney other than University Counsel may attend an interview to provide advice to the student-athlete, but may not represent the student-athlete or directly question or cross-examine witnesses.)
- To have the opportunity to review information given in the interview and to make additions or corrections.

**SEASON-END EVALUATIONS**

The athletic administration will conduct confidential interviews/surveys with each full team at the conclusion of each sport season. Student-athletes will have the opportunity to provide input regarding the value of the student’s athletics experiences, the extent of the athletic time demands encountered by the student-athletes, proposed changes in intercollegiate athletics, and concerns related to the administration of the student-athlete’s specific sports. A summary of the information gained through this process helps the athletic department better assess individual sport programs and the effectiveness of departmental policies, and is used by the Athletic Director in each coach’s annual performance review.

**EXIT INTERVIEW**

Exit Interviews will be collected from graduating seniors, student-athletes who have exhausted their eligibility (or forfeited any remaining eligibility, i.e. signed a professional contract) and students who have notified the athletic administration of their decision to transfer and enroll in another collegiate institution. Every effort will be made by the athletic administration to conduct these exit interviews before the student-athlete leaves the Kent State University community. It is incumbent upon the student-athlete to contact the appropriate sport administrator to schedule his/her exit interview before they leave the immediate community. Notes or written documents will be destroyed by July 1 of each year after specific concerns have been addressed. Each student will sign a form stating that the exit interview was completed.

**WALK-ON POLICY**

The head coach of the respective sport has the authority to determine who will be selected for a team. Cutting/dismissing a walk-on is the coach’s prerogative, and the walk-on should understand early in the process what criteria will be in place if he/she expects to make the team.

A walk-on will be expected to meet all expectations of high behavior and academic progress, meeting all eligibility standards for Division I student-athletes; a strong academic record is not the sole basis for remaining on a team. All compliance and athletic training paperwork should be completed ASAP by any student who participates in a try-out or who is a walk-on.

Try-outs are held at the discretion of a head coach. Coaches of some teams choose not to hold try-outs.

Athletes are expected to meet with a head coach, with an assistant coach present, if they have concerns or questions about playing time, scholarship opportunities, etc. Parents should not be calling or emailing on behalf of the student-athlete. Plying time, scholarship opportunities, etc. are not guaranteed as a walk on.
**Student-Athlete Conduct Policy Regarding Involvement in Internet-Based Social Networking**

Social Media sites provide individuals with an opportunity to interact with an amazingly expansive universe of new people and connect with current friends. Postings on personal profiles, groups and chat rooms are in the public domain and easily accessible by anyone including reporters, parents, coaches, groupies, predators, employers and graduate school admission officials. Once information is posted, it can be retrieved by computer-savvy individuals even after it has been deleted.

**Athletic Department Policy**

Participation in intercollegiate athletics at Kent State University is a privilege, not a right. Athletic Department conduct policy currently states, “Student-athletes shall conduct themselves in a manner befitting highly visible members of the university community at all times, and abide by all rules established by the university, department, and head coach.” While the Athletic Department does not prohibit student-athlete involvement with internet-based social networking communities, this Department reserves the right to take action against any currently-enrolled student-athlete engaged in behavior that violates University, Department, or team rules, including such behavior that is evidenced in postings on the internet. This action may include education, counseling, team suspension, termination from the varsity team and reduction or non-renewal of any athletic scholarships. Athletes are prohibited from blocking coaches or athletic department staff from viewing their sites.

**Recommendations**

Immediately review any internet websites you may have posted on the internet to ensure that the postings are consistent with University, Department, and team rules and that they present you in a way you want to be portrayed. For your safety and privacy, you should refrain from posting and should promptly remove any personally identifiable information such as telephone number, address, class schedule and places frequented as well as any photos you may have posted. Alert the Compliance Services Office of any sites that falsely appear to be yours as this constitutes identity theft, and the University will assist your efforts to have the offensive site removed. Be cautious about which chat groups you join to be sure you want to be publicly associated with that group. Once you become a member, you are linked to the discussion that takes place within that group. Only the group’s administrator is able to delete your group membership or postings made to the group site.

**TRANSFER PROCEDURES**

**REQUESTING PERMISSION TO CONTACT**

If a student-athlete wishes to explore attendance and participation in a sport at a different collegiate institution, the following procedures should be followed:

- The student-athlete must discuss the situation with his/her head coach before permission to speak with another institution(s) letter will be prepared.
- After discussing his/her intentions with the head coach, the student-athlete should then see the Office of Athletic Compliance so that the permission to contact letter can be drafted with the correct information.
- Before preparing any permission to contact letter, the Compliance Office will confirm with the student-athlete’s head coach, all pertinent information concerning what institutions are and are not granted permission to speak to that student-athlete.
- The student-athlete will be provided their permission to contact letter via email, which will state what institutions the student-athlete may contact.
- The student-athlete may then call the coach of the collegiate institution they are provided permission to contact.
- The student-athlete should provide name, current institution of attendance and interest in a possible transfer.

Student-athletes should discuss any intentions or interests in transferring with their head coach to understand the potential implications that will have on their status with the team. It should be understood that if a coach grants a student-athlete a permission to contact letter, it is very likely they will no longer be an active member on that team’s roster and will not be permitted to attend practice, meetings, weight lifting, conditioning or other team activities. Additionally, the athletic department reserves the right to use discretion on continuing to provide certain privileges associated with being a student-athlete (i.e. training room, academic, weight-room). Student-athletes should understand some services and benefits might no longer be available to them once they are removed from the roster.

**Permission to Contact Denied/Appeal Process**

Coaches are not required to provide a student-athlete permission to contact another institutions athletic department and have the authority to deny any such request at their discretion. Additionally, coaches have the authority to deny the student-athlete permission to contact specific institutions.
The Kent State University Athletic Department reserves the right to deny permission to contact to the athletic staff at another institution that has hired a Kent State University Coach that was employed by the Kent State Athletic Department during the previous academic Year.

Each four-year institution is required to have an institutional committee to hear student-athlete release and one-time transfer exception appeals.

If the institution (KSU) decides to deny a student-athlete’s request to permit any other institution to contact the student-athlete about transferring, or denies the request to grant an exception to the transfer residence requirement, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the Athletics Department (e.g. the Office of Student Affairs, Office of the Dean of Students, or a committee composed of the faculty athletics representative, student-athletes and non-athletics faculty/staff members). The institution shall have established reasonable procedures for promptly hearing such a request.

Committee Composition

- The Committee shall consist of the Faculty Athletics Representative (FAR), and a representative from the Registrar’s Office and Financial Aid Office.
- The FAR shall chair the Committee.

Appeal Procedure

- The student-athlete shall make a written notice of appeal to the FAR within five days after receipt of a written response from the Athletic Director (or designee) that permission has been denied for another institution to contact him/her or that a one-time transfer exception has been denied.
- The FAR shall schedule a hearing within ten working days after receiving the written notice of appeal from the student-athlete.

Hearing Procedures

- The hearing shall include only the committee members, the Athletic Department Representative, the student-athlete appellant, and one advisor to the student-athlete appellant (if the student-athlete chooses to have such an individual).
- If the student-athlete chooses to be accompanied by an advisor, this individual shall not participate in the hearing procedure apart from advising the student-athlete appellant on an occasional basis.
- Per NCAA rules, the institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days of receipt of the student-athletes written request for a hearing.

If either party wishes to present witnesses, he/she should provide the witnesses names and rationales for their appearance in writing to the committee chair at least 48 hours prior to the hearing. The committee chair will rule on any such requests after conferring with the other committee members.

The Athletic Director (or designee) shall provide the Committee with a written statement of his/her reasons/s for denying permission of another institution to contact the student-athlete or for denying a one-time transfer exception. The student-athlete shall provide the Committee with a written statement of his/her reasons for requesting that permission be granted for another institution to contact him/her or that a one-time transfer exception be granted.

Both the Athletic Director (or designee) and the student-athlete will be provided the opportunity to make brief opening statements and to ask questions of the other at a time during the hearing to be determined by the committee chair.

Both parties shall provide the Committee with any documents in their possession that have relevance to the appeal.

Both parties have the right to hear all testimony and examine evidence presented by the other party.

All matters pertaining to the procedural conduct of the hearing shall be under the authority of the committee chair.

Committee Decision

- A Committee decision will be determined by the concurring votes of at least two committee members to either uphold or overturn the Athletic Department decision. Within five working days following the hearing, the committee chair shall provide the Athletic Director (or designee) and the student-athlete with a written statement of the Committee decision.
- The decision of the Committee shall be final and not subject to further appeal.
**One-time Transfer Exception**

NCAA regulations require that student-athletes who transfer between four-year schools spend a year in residence at the new school before being allowed to compete in athletics. If certain conditions are met, however, that year in residence may be waived:

- Must be in a sport other than football or men’s or women’s basketball, or if in those sports, must be transferring to a school that does not play Division I FBS football or Division I basketball, and Baseball.
- Must not have transferred previously from another four-year school.
- The student-athlete must be academically eligible to compete if he/she were to remain at Kent State.
- The student-athlete must meet degree progress requirements at the new institution.
- Kent State University must certify that it has no objection to the waiver of the transfer residence requirement allowing the student-athlete to compete immediately for the new school.

**NLI Release Options**

It is important to understand that being granted a permission to contact letter by the institution (KSU), does not release the student-athlete from the NLI obligations. To request release from the NLI, the student-athlete needs to complete the Release Request process through the National Letter of Intent website at www.nationalletter.org.

**Complete Release** – A Complete Release permits the student to attend any National Letter of Intent institution without being subject to the NLI Basic Penalty. It releases both the institution and student from any further NLI obligations. The NLI Recruiting Ban is no longer in effect, allowing the student to be recruited by other NLI institution and receive an offer of athletic financial aid. The NLI release is not the say as Permission to Contact.

**No Release** – No Release keeps the NLI intact, thereby requiring the student to lose one season of competition in all sports and to serve one academic year in residence at the next NLI institution they attend if they are participating in athletics. This option also keeps the recruiting ban on the student-athlete intact.

**No Release with NLI Recruiting Ban Removed** – By removing the Recruiting Ban from the student-athlete, contact with coaches at other institutions is permissible without granting a Complete Release. The Recruiting Ban would be lifted for all NLI institutions and cannot be limited. However, the NLI basic penalty, listed above in the “No Release” section, would still be intact.

**Intra-Conference Transfer**. The Mid-American Conference requires any student-athlete transferring from one Mid-American Conference institution or its affiliate members to another, to serve a residence requirement of one full academic year from the date of transfer and shall be charged with one year of eligibility. To appeal the intra-conference transfer rule requirement, the requesting student-athlete must file a written request with the Conference Office, addressed to the Commissioner, in electronic format.

Additionally, Kent State coaches reserve the authority to deny student-athlete and institutions permission to contact if an institution the student-athlete desires to transfer to appears on the upcoming year’s competition schedule. Further, the coach may also object to the use of the One-Time Transfer exception by new institution for a student-athlete who transfers from Kent State, if that institution appears on the upcoming year’s competition schedule.

**Kent State University Statement of Policy on Drug Abuse**

**Purpose and Administration**

The Kent State Department of Intercollegiate Athletics (“Department”) has a responsibility to help student athletes achieve and maintain their optimum health in a drug free atmosphere. It is the purpose of the Student-Athlete Drug Education, Testing, and Treatment Policy (“Policy”) to fairly, reliably, and privately establish a drug free atmosphere among our student-athletes through education, identification, assessment, treatment, and rehabilitation of substance abuse including establishing and enforcing consequences to deter substance abuse. Maintenance of a drug free atmosphere is necessary because of the direct and indirect adverse health effects and other potential harm to the user as well as the potential of harm to others caused by acts resulting from impaired judgment of the user. In addition, the use of non-therapeutic drugs is illegal and, prohibited by NCAA, MAC and Kent State rules.

This Policy was adopted on January 1, 2018, became effective on that date, and applies to all student-athletes participating in intercollegiate athletics at Kent State and/or receiving athletics financial aid. It is administered, interpreted and enforced by the Department and not by any particular sport program within the Department. No team rules or other individual sports program activities may be established or enforced that are less restrictive than this Policy. However, team sanctions may be more stringent than those set for in this Policy.
DRUG EDUCATION PROGRAM
Kent State strives to educate student-athletes, coaches and staff members about the concerns and consequences related to the abuse of drugs. Because of the key role substance abuse education plays in creating a drug free atmosphere, all Department staff, coaches and student-athletes will be required to participate in education sessions to help prevent the occurrences of substance abuse and increase awareness regarding issues and concerns related to substance abuse.

DRUG TESTING PROGRAM
The testing component of KSU’s comprehensive drug program was developed on the belief that drug testing, random and otherwise, serves as a deterrent to drug use. In addition to administering a comprehensive drug testing program, the Department strictly upholds and enforces NCAA and MAC regulations regarding substance abuse. Under University procedures for drug testing, there are immediate progressive rehabilitative and disciplinary consequences for a student-athlete found abusing drugs. In addition to Kent State testing, the NCAA conducts their own drug testing programs for every men’s or women’s sport. It should be understood that under some circumstances, the NCAA could declare a student-athlete who is found to have utilized a substance on the list of banned drugs 1.) ineligible for further participation in post season and regular season competition for a minimum of one season of competitions in all sports for 365 days from the time of their positive test, and 2.) to have lost one of their four years of eligibility. This rule may apply even if this is a first positive drug test.

Student-athletes are responsible for every substance they eat, drink, smoke, or otherwise consume whether they know its contents or not. Being unaware that a substance is banned is not an adequate defense for a positive drug test, under the NCAA, MAC or Kent State drug policies. The only drugs student-athletes should take are those that are appropriately prescribed to them by a physician. The student-athlete must notify his/her athletic trainer or team physician when any drug is prescribed by a physician or before taking any non-prescribed over the counter medication, vitamins, dietary supplement or the like. The banned drug list is subject to change from time to time leaving the student-athlete open for unknowingly taking a banned drug.

At the beginning of the academic year, all student-athletes will be informed of the purpose and implementation of the Policy. Student-athletes will be required to sign a form acknowledging that they have received a copy of the Policy and understand what is expected from them. Further, they will be required to consent to the administration of urinalysis testing and the release of results to a limited group of individuals directly involved in the implementation of this Policy. Failure to sign a consent form (copy attached) will result in prohibition from all intercollegiate athletics participation at Kent State.

Student-athletes will be subject to drug tests for the following categories of substances:

| 1. Opiates (Morphine, Codeine, Demerol, Heroin, etc.) | 7. Natural and manufactured hallucinogens |
| 2. Cocaine | 8. Anabolic Steroids |
| 3. Tetrahydrocannabinol (THC or Marijuana) and Synthetic cannabinoids (eg. spice, K2) | 9. Diuretics |
| 4. Drug analogs (Ecstasy, designer drugs) | 10. Urine manipulators |
| 5. Barbiturates and Benzodiazepines | |
| 6. Stimulants/Amphetamines (including Ritalin, Adderall, Ephedra, ginseng, etc.) | |

At any time, other drugs may be added to this list of substances for which drug testing is conducted. The NCAA publishes a list of banned drugs annually. It is conceivable that drugs from this list could be added or deleted from time to time. The present list, which is updated on the NCAA website, is at the end of this document.

Any missed scheduled drug test will be treated as a constructive positive drug test. In the event of a no-notification test, no selected student-athlete will be allowed to leave the facility after they have been notified or that will be counted as a constructive positive test. Inability to void at the time of the test will necessitate that the student-athlete being tested remain at the testing area until a sample can be obtained. Additionally, tampering with, diluting or in any way altering one’s urine sample, will be viewed as a positive test. Moreover, such activities will also subject the student-athlete to additional sanctions at the discretion of the Athletic Director upon the recommendation.

Drug tests will be analyzed at an appropriately certified and accredited lab, utilizing procedures and cut-off parameters for determining positive test results.
Notification
Those student-athletes randomly selected for drug testing will be notified by a designated member of the athletic department. Notifications will be done by calling each student or speaking directly to the student-athlete in person or by phone, to notify the student of the date and time of the test. (Notification messages on voice mail) Failure of a coach to notify a student-athlete will result in an official written letter of reprimand, from the Athletic Director, to be placed in the coach’s file. Student-athletes who will be randomly selected for testing include those receiving financial aid (including summer school and fifth year aid) during the calendar year (includes summer sessions) and/or any student-athlete who is on a roster during the calendar year (includes summer sessions.)

Consequences of Positive Test Results

First Positive Test

- The Athletic Director, Sports Supervisor, and Head Coach will be informed of positive test results by the Director of Compliance.
- The Head Coach, along with sport administrator and sports medicine representative, will then inform the student-athlete of the positive drug test result.
- Any student-athlete with a first-time positive drug test will be required to attend a mandatory assessment interview with a mental health professional to determine the type and extent of treatment that would be most appropriate.
- The mental health professional will recommend a plan for treatment and/or education. The treatment plan may involve one or more of the following: personal counseling, substance abuse counseling, referral to an intensive outpatient program, or referral to an in-patient treatment facility.
- The Head Coach will have the student-athlete place a phone call to the student-athlete’s parents. This call must be made in the presence of the Head Coach.
- The student-athlete will be suspended from all team related activities (including practice and competition) until the phone call has been made and the student-athlete has made the appointment with the mental Health Professional, which can be done through the sports medicine staff.
- Failure to complete counseling within 2 weeks of notification will result in a second positive drug test.
- The Notification Form must be completed and returned to the Athletic Director, Sports Administrator and Director of Compliance prior to the student-athlete’s suspension being lifted.

Note: Coach is not permitted to dismiss the student-athlete from team but may institute further consequences that are clearly defined prior to season in a team handbook and explained at a team meeting.

- Student-athlete will be subject to subsequent drug testing for the remainder of his/her athletic career.

Second Positive Test

Any student athlete with a second positive drug test will be required to participate in appropriate assessment and treatment as prescribed by a mental health professional. In addition, the student-athlete will be immediately suspended from 20% of the competitive season play. All suspensions must be approved by the Athletic Director or an assigned designee. The suspension shall be served in consecutive competitions starting with the next scheduled competition and will be in effect for both regular season and post-season competition. In the event, multiple student-athletes on the same team are suspended at the same time, the sanctions may not be “staggered” but rather served concurrently. Ticketed, prescheduled exhibition contests may count as part of the sanction but not for more than 50% of the sanction. In no event may non-ticketed scrimmages, or foreign tour competitions or other non-traditional contests count as part of the sanction. For student-athletes competing in multiple competitions on the same day (i.e. a double header), each competition listed on the team’s official schedule will count towards the sanction. A competition that has multiple competitors (such as a track or wrestling meet) is considered to be a single competition regardless of how many different opponents are competing in it or how it is scored. If the positive drug test result occurs during the off-season, the suspension will be served at the start of the next season of competition. Furthermore, if a student-athlete tests positive outside their competitive season and participates in more than one sport, the suspension will be served during the upcoming competitive season. Suspensions for competitions shall include those where a student is allowed to compete unattached where KSU is providing the resources to participate in the competition. In the event that the sanctions cannot be completed by the end of a current season, the sanctions will rollover to the next season. At the discretion of the attending mental health professional the student-athlete may be drug tested not subject to discipline as part of the assessment and/or treatment, however, during and after the assessment and treatment the student-athlete will be subject to increased random testing subject to discipline. The student-athlete is also required to call their parents in the presence of the Head Coach.
Third Positive Test Result

Any student-athlete with a third positive drug test will serve a suspension for a period of one calendar year commencing immediately with revocation of athletic scholarship at semester's end, in accordance with all NCAA, conference, and institutional rules and regulations. In order to be reinstated to athletic participation, the student-athlete will be required to undergo re-entry drug testing and must test negative. The student-athlete would then be reinstated with two positive test results and be subject to increased random testing subject to discipline. The reinstatement of the student-athlete's scholarship would be at the discretion of the Athletic Director upon advice of the Senior Administration and Head Coach. Should a student-athlete have another positive drug test at any time after being reinstated, the student-athlete will be immediately and permanently suspended from all future athletic competition and his or her scholarship will be immediately revoked.

TREATMENT COMPLIANCE

A student-athlete who has been referred to treatment as a result of a positive test must attend the prescribed sessions with mental health professionals and complete any requirements as outlined as part of their treatment. Any student-athlete who does not follow the prescribed treatment, and/or who is not making satisfactory treatment progress, will be subject to further disciplinary action. Discipline may include suspension from future participation in a specified number of contests or other disciplinary action as deemed appropriate by the Director of Athletics or his or her designee.

SAFE HARBOR PROGRAM

A student-athlete eligible for the Safe Harbor Program may refer himself/herself for voluntary evaluation, testing and treatment for substance abuse problems by executing the attached Safe Harbor Policy and Procedures Acknowledgement Form and providing it to the Director of Sports Medicine. A student-athlete is not eligible to enter the Safe Harbor Program:
1. More than one (1) time;
2. After he/she has been informed of an impending drug test;
3. Thirty (30) days prior to NCAA postseason competition.

A student-athlete is able to enter the Safe Harbor Program after a positive test, or after second positive test, or after the third positive test but they must have to meet the requirements of the positive tests and the above still apply.

KSU, through a Mental Health Professional, will work with the student-athlete to prepare a Safe Harbor treatment plan. All Safe Harbor treatment plans will include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and a positive initial test will not result in any administrative sanction except those listed in this section (the athletics staff may suspend the student-athlete from play or practice if medically necessary). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

Failure to comply with the Safe Harbor Program treatment plan or evidence of new substance use (as determined by follow-up testing) after entering the Safe Harbor Program, will result in a positive drug test and be subject to appropriate sanctions. The student-athlete will also be removed from the Safe Harbor Program. While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random drug testing by KSU. However, student-athletes in the Safe Harbor Program may be selected for drug testing by the NCAA and the MAC Conference. A student-athlete’s participation in the Safe Harbor Program may be communicated to the Director of Athletics, the Head Coach, and the supervising Athletic Trainer. Other university employees may be informed only to the extent necessary for the implementation of this policy.

CONFIDENTIALITY STATEMENT

KSU recognizes the confidential nature of information received in the administration of its drug testing policy, and will make every effort to maintain the confidentiality of such information.

THE NCAA BANS THE FOLLOWING CLASSES OF DRUGS:

*Note to Student-Athletes: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. Check with your athletics department staff prior to using a supplement. Some Examples of NCAA Banned Substances in Each Drug Class:

Stimulants:
- Amphetamine (Adderall);
- caffeine (guarana);
- cocaine;
- ephedrine;
- fenfluramine (Fen);
- methamphetamine;
- methylphenidate (Ritalin);
- phentermine (Phen);
- synephrine (bitter orange);
- methylhexaneamine, “bath salts” (mephedrone);
- octopamine;
- DMBA;
- etc. Exceptions: phenylephrine and pseudoephedrine are not banned.
**Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):**
Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; ethiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterione; trenbolone; SARMS (ostarine); etc.

**Alcohol and Beta Blockers (banned for rifle only):**
Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

**Diuretics (water pills) and Other Masking Agents:**
Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

**Street Drugs:**
Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).

**Peptide Hormones and Analogues:**
Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.

**Anti-Estrogens:**
Anastrozole; tamoxifen; formestane; ATD; clomiphene; SERMS (nolvadex); etc.

**Beta-2 Agonists:**
Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaureine; etc.

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

Note: Any substance that is chemically related to the class, even if it is not listed as an example, is also banned.

**Drugs and Procedures Subject to Restrictions:**


b. Gene Doping.

c. Local Anesthetics (under some conditions).

d. Manipulation of Urine Samples.

e. Beta-2 Agonists permitted only by prescription and inhalation.

**NCAA Nutritional/Dietary Supplements Warning:**
Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff! Dietary supplements are not well regulated and may cause a positive drug test result. Student-athletes have tested positive and lost their eligibility using dietary supplements. Many dietary supplements are contaminated with banned drugs not listed on the label. Any product containing a dietary supplement ingredient is taken at your own risk. It is your responsibility to check with the appropriate athletics staff before using any substance.

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) (password: ncaa1, ncaa2 or ncaa3). It is your responsibility to check with the appropriate athletics staff before using any substance.

**Transfer Release Letter:**
NCAA rules (Bylaw 13.1.1.3.5 and 18.4.1.5.1.3) stipulate that the certifying institution (Kent State University) must notify the next institution that the student-athlete is ineligible as a result of a positive drug test received through an NCAA administered drug test. The certifying institution (Kent State University) is not required to report the results of the institutional drug testing policy to the next institution and will not do so without written consent of the student-athlete.

*(Revised January 1, 2018)*
The Department of Intercollegiate Athletics strongly believes that substance abuse can negatively affect both your academic and athletic performance, as well as your physical and mental well-being. Therefore, the Department has instituted a comprehensive program of drug education, testing, counseling, and rehabilitation to deal with the growing problem of substance abuse in intercollegiate athletics.

In consideration for participation, each student-athlete understands, accepts, and agrees that the student-athlete may be required to submit to drug testing at any time. The Athletic Department can schedule drug screening at any time and the schedule of drug testing is subject to change without prior notice. Currently, drug testing may be scheduled at any time, even without prior notice. Failure to submit to an immediate drug test will be considered an automatic positive test and all corresponding sanctions will apply.

I understand the following:

1. That I have received, read, understand and agree to abide by, the enclosed policy statement regarding sport enhancing drugs and drug abuse as provided by the Department of Intercollegiate Athletics in the Student-Athlete handbook. Additional policy information is available online at www.kentstatesports.com under the athlete services tab.
2. That urine samples for testing will be collected randomly throughout the academic year and other periods of official organized practice and participation.
3. That all urine samples will be sent only to a licensed medical laboratory for actual testing and that samples will be coded to provide confidentiality.
4. That I authorize the release of the initial urine testing results to only the Head Trainer and myself.
5. That a “positive” test can be the result of detection of a true chemical substance, or as the result of my failure to appear for any phase of the testing and that positive test results are not negated at the end of the academic year but are cumulative throughout my athletic career at Kent State University.
6. That I agree to abide by the provisions outlined in the policy relating to professional counseling and suspensions.
7. That I am free to withdraw this consent for urinalysis testing. However, I also understand that should I refuse to submit to testing at the time requested, I will not be permitted to participate in any intercollegiate sport program at Kent State University.
8. That I release and hold Kent State University, its trustees, officers, employees, and agents harmless from legal responsibility or liability for the release of such information and records as authorized by this form.

B. I acknowledge that I have read, understand and agree to abide by the policy and purpose of this testing and the consequences of a confirmed positive test result as outlined.

- A student-athlete testing positive the first time will undergo a mandatory assessment to determine the type and extent of drug use counseling and will be subjected to additional drug-testing in accordance with the provisions of the policy.
- A student-athlete testing positive a second time will be suspended for multiple competitions in accordance with the provisions of the policy.
- A student-athlete who tests positive three times will serve a one year suspension with revocation of the athletic scholarship at semester’s end.

*In the event of an appeal of a positive test, the corresponding sanction shall not be imposed while a student-athlete appeal is pending.

You agree to allow Kent State to test you in accordance with the provisions of the Kent State's Student-Athlete Drug Education, Testing and Treatment Policy, which was provided to you for your review.

You understand that the results of the University's Student-Athlete Drug Education, Testing and Treatment Policy are part of your education records. These records are protected by the Family Educational Rights and Privacy Act of 1974, and they may not be disclosed without your consent. By signing this consent form, you provide your consent to disclose the results of your drug tests to the President of the University, Director of Athletics, Athletic Trainer, Head Coach, your parents (or legal guardians), and any other authorized representatives of the University as deemed appropriate by the Director of Athletics.

You agree to disclose the University's drug test results only for purposes related to your eligibility for participation in regular and post-season competition and for your eligibility to receive athletically related financial aid.

You affirm that by signing this consent form, you understand the provisions of the Kent State's Drug Testing Policy and this corresponding consent form and agree to the terms and conditions set forth in the policy and consent form and do so by your own free will and choice.

Student-Athlete Signature ___________________________ Date ___________________________

Parent Signature (If less than 18 years of age) ___________________________ Date ___________________________
Kent State
Safe Harbor Policy and Procedures Acknowledgement Form

Student-Athlete (Please Print) ________________________________ SID # _______________________

I _______________________________ understand that, according to the Kent State Student-Athlete Drug Education, Testing and Treatment Policy, I may self-refer into the Safe Harbor Program once during my intercollegiate athletic career for voluntary evaluation and counseling.

I further understand that I am not eligible for the Safe Harbor Program after being informed of an impending test or thirty (30) days prior to NCAA or Conference post-season competition.

Kent State will work with me to provide a treatment plan which may include confidential impermissible substance testing not subject to discipline. I will be furnished with a copy of the treatment plan and guidelines after an initial meeting with a substance abuse counselor to evaluate the extent of any of my substance use.

I understand that if I test positive for an impermissible substance while in the Safe Harbor Program, the test result will not result in any disciplinary action. I also understand that I may be suspended from play or practice if it is medically warranted. Otherwise, I will be allowed to participate in team activities, including competitions, so long as I am successfully participating in the Safe Harbor Program. I will be permitted to remain in the Safe Harbor Program for a reasonable period as determined by the Mental Health Professional and the treatment plan.

If I fail to comply with the treatment plan, I will be removed from the Safe Harbor Program. While in the Safe Harbor Program, I will not be included in the regular random testing program, but may be selected for drug testing by the NCAA and/or MAC Conference.

My participation in the Safe Harbor Program will be kept confidential unless the Department’s Head Athletic Trainer determines that notifying a particular person or persons is medically indicated.

Signature: _______________________________________________ Date: ____________________________
(Student-Athlete)

Signature: _______________________________________________ Date: ____________________________
(Head Athletic Trainer)
NCAA Drug Testing

**Use of Banned Substances**

The NCAA has established a list of banned substances. Failure to share with appropriate University authorities the knowledge of use of any banned substance is improper. Student-athletes should not assume that the list is limited to street or illegal drugs. Some of the banned substances can be found in prescription and over-the-counter medications such as cold remedies. Therefore, before taking ANY medication, even those prescribed by a physician, student-athletes are advised to consult with their team trainer or team doctor.

Strict penalties have been established for first and subsequent violations of the NCAA banned substances rules. In addition, student-athletes who refuse to participate in mandatory drug testing or who attempt to manipulate a drug test to cause an incorrect result will also receive a penalty.

The NCAA Executive Committee has been authorized to determine the time and methods for drug testing of student-athletes. Student-athletes are tested randomly during the regular season, summer and prior to, or immediately following, any post-season competition or certified football game.

**Banned Drug Classes**

A complete list of drugs in each of the categories below is available in the Office of Student Athlete Academic Services, the Athletic Training Room, or from the Team Physical.

**Gambling**

Illegal sports wagering is believed to exist in one form or another on every college campus. The growth and popularity of sports wagering has caused a significant increase in the number of NCAA sport wagering-related infractions cases in Division I. Student-athletes must be aware of NCAA regulations regarding gambling activities, and shall not knowingly:

- Provide information concerning intercollegiate athletics competition (injuries, starters, game strategy, and suspended players) to individuals involved in organized gambling activities.
- Solicit a bet on any intercollegiate or professional team.
- Accept a bet on any team representing the institution.
- Participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.
- Solicit or accept a bet for a non-monetary material item (shirt, dinner, drink) that has tangible value. Institutions that play against each other may agree to compete for a tangible item (trophy, wagon wheel), provided no student-athlete receives any tangible item.

**Penalties:**

- A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e. point shaving) or who solicits or accepts a bet or participates in any gambling activity through a bookmaker, a parlay card or any other method employed by organized gambling that involves wagering on the student-athlete’s institution shall permanently lose all remaining regular-season and post-season eligibility in all sports.
- A student-athlete who solicits or accepts a bet or participates in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling, shall be ineligible for all regular-season and post-season competition for a minimum of a period of one year from the date of the institution’s determination that a violation has occurred and shall be charged with the loss of a minimum of one season of competition. If the student-athlete is determined to have been involved in a subsequent violation of any portion, the student-athlete shall permanently lose all remaining regular-season and post-season eligibility in all sports.

**Agents, Runners and Financial Advisors**

An individual shall be ineligible for participation in an intercollegiate sport if he/she has ever agreed (orally or in writing) to be represented by an agent, a runner (person who works for an agent and may make the initial contact for the agent), or a financial advisor for the purpose of marketing his/her ability or reputation in that sport. An individual shall also be ineligible if he/she enters into a verbal or written agreement with an agent, runner, or financial advisor for representation in future professional sports negotiations that are to take place after the individual has completed his/her eligibility in that sport. However, a coach may contact agents on behalf of a student-athlete provided no compensation is received for such services. Additionally, an individual shall be ineligible if he/she (or relatives or friends) accepts transportation, meals, or other benefits from any person who wishes to represent the individual in the marketing of his/her athletics ability.

Potential Pitfalls for Student-Athletes
Accepting benefits from an agent, runner or financial advisor. These benefits include (but are not limited to) transportation, meals, money and gifts, regardless of the value of the benefit.

Agreeing (orally or in writing) to be represented by an agent or runner before eligibility has ended, including post-season competition.

Agreeing (orally or in writing) to be represented by an agent or runner at a future time (after eligibility is exhausted).

Agreeing (orally or in writing) to be represented by an agent, runner or financial advisor for the purpose of marketing the student-athlete’s athletics ability or reputation in that sport.

Once an agreement (oral or written) is made with an agent or runner to compete in professional athletics, the student-athlete is ineligible for participation in that intercollegiate sport, regardless of the legal enforceability of the contract. (An agent contract that is not specifically limited in writing to a particular sport shall be applicable to all sports).

Retaining professional services (legal advice) for personal reasons at less than the normal charge.

**Promotional Activities**

The use of a student-athlete's picture and/or name in commercial promotions is restricted under NCAA rules. Before agreeing to any promotional activities (calendars, modeling, product endorsements, or posters), a student-athlete must check with the Athletic Department to determine permissibility of the activity and to obtain permission; failure to do so can result in loss of eligibility for the student-athlete.

Additionally, a student-athlete’s name or picture may not be used in a “name-the-player” contest conducted by a local business for promotion and may not be used by an athletics equipment company in publicity, however, a student-athlete may receive a prize for winning a promotional activity (i.e., half-court shot, money scramble, etc.) held in conjunction with a member institution’s intercollegiate competition provided the participants in the activity or the prize winners were selected through a legitimate random drawing.

**Recruiting**

As a result of several allegations of inappropriate recruiting activities at institutions across our country, and in response to the NCAA Recruiting Task Force designed to recommend acceptable recruiting activities, Kent State University has taken steps to more clearly identify the athletic department’s position on the recruitment of prospective student-athletes.

The information identified below is the first step in these revisions and will be updated on an on-going basis. The athletic department will notify you and your coaches of any additional revisions through future copies of this handbook and team meetings throughout the academic year.

“Some unfortunate and unacceptable behaviors have developed within the recruiting process and official visits at some institutions. A culture of entitlement pervades the experience, and we have to turn that around by holding each campus accountable for setting expectations and monitoring behavior.” President, NCAA

Due to the heightened awareness of recruiting problems nationwide, and to reinforce Kent State’s commitment to a standard of excellence both on and off the playing surfaces the following expectations, once implicit, are now explicit. All NCAA, MAC, and KSU rules still apply.

The use of alcohol in recruiting activities is strictly prohibited. Per Kent State Athletic Department policy: Under no circumstances shall a coach, student-athlete, PSA, or any representative of athletics interest utilize alcoholic beverages for entertainment.

**Excessive Entertainment defined:** Per Kent State Department Policy: Excessive entertainment shall include the promotion of sexually related activities; including but not limited to: exotic entertainment, erotic entertainment, and promiscuous innuendos are all strictly prohibited.

**Head coach responsibility:** Per Kent State Department Policy: The head coach is duly responsible for all activities during the official visit. Head coaches that elect to delegate recruiting duties to an assistant coach are still accountable for any NCAA, MAC, and KSU rules that may be violated during the process. It is also the Head Coach’s responsibility to educate assistant coaches, student-hosts, PSA and parents, on all applicable rules regarding the official visit. Failure to monitor activities may result in disciplinary action, including dismissal from position.

**Administrative Responsibility:** Per Kent State Department Policy: The senior administrative staff is duly responsible for setting expectations, monitoring behavior, and educating the campus community about University, Mid-American, and Association wide issues as they pertain to the recruiting process. This shall include the ongoing monthly education of head coaches and the Intercollegiate Athletics Committee.
Student Host: Student-athletes will be asked, on occasion, to assist their coaches in recruiting prospective student-athletes for the next year by acting as a Student Host during a prospect’s official campus visit. Acting as a student host is an important service to KSU and the Department of Intercollegiate Athletics. Appropriate conduct is required of you by KSU, Mid-American Conference, and NCAA standards. All activities should be planned and approved by the head coach. These activities should always promote the University and its values. It is important to know the NCAA rules that apply to such visits. Taking a recruit to a bar or to a party where alcohol is served is strictly prohibited.

An exit interview of all prospective student-athletes who have visited Kent State University on an official visit will be conducted. This document will be issued to head coaches and filed in the Business Office for two years from the date of issuance.

All recruiting visits need to emphasize the academic aspects of Kent State University. Every effort should be made to allow the recruit to meet with faculty or other academic representatives within the recruits’ areas of interest.

Permissible activities for enrolled student-athletes

- Off campus incidental, unavoidable contact with a prospect if such contacts do not occur at the direction or suggestion of a Kent coaching staff member. These contacts may occur at the prospect’s high school provided Kent staff had no prior knowledge of the contact occurring.
- Telephone calls made by a prospect to an enrolled student-athlete and at the expense of the prospect as long as the call is made after July 1 of the prospect’s junior year in high school.
- Written correspondence between a prospect and an enrolled student-athlete is permitted as long as it is not done at the direction or expense of Kent State University.

Serve as a student host for an official on-campus visit by the prospect. The enrolled student-athlete may:

- Receive $40 for each day of the visit to cover the cost of entertaining the prospect and family members.
- Receive an expense paid meal at a restaurant facility with the prospect.
- Receive a complimentary admission to a campus athletics event if accompanying a prospect to that event.
- Provide lodging to a prospect on an unofficial visit, provided the prospect pays a legitimate rate for such lodging.

Non-permissible activities for enrolled student-athletes:

- Receiving expenses to assist in recruiting of prospects other than student host money during an official visit.
- Making or participating in phone calls to prospects at the direction of a coaching staff member or financed by anyone other than the prospect.
- Being provided use of an automobile by institutional staff members or boosters for use in transporting a prospect at any time.
- Serving as a student host while not enrolled at Kent State.
- Serving as a student host while a non-qualifier during the first academic year in residence.

**Department Inclusion Policy**

The Kent State University of Intercollegiate Athletics opposes all forms of discrimination against individuals on the basis of sexual orientation or gender identity, race national origin or religious belief.
STUDENT-ATHLETE HANDBOOK

PRACTICE AND COMPETITION REGULATIONS AND PROCEDURES
PRIVILEGE OF TEAM MEMBERSHIP AND PARTICIPATION

It is the philosophy of the Kent State University Department of Athletics that no student has the right to be an intercollegiate athlete, but that membership on an athletic team, with all its related benefits, is a privilege, which must be earned and maintained through positive academic, athletic and citizenship performance.

HONESTY, FAIR PLAY, ETHICAL CONDUCT

In accordance with the philosophy, regulations and expectations of Kent State University, the Mid-American Conference and the National Collegiate Athletic Association, student-athletes shall act with honesty, fairness and proper ethical conduct at all times so that intercollegiate athletics as a whole, the university, and the individual student-athlete, shall represent the honor and dignity of fair play and generally recognized high standards associated with wholesome intercollegiate sports competition.

SPORTSMANSHIP

Intercollegiate athletics has the opportunity to promote positive character development of participants, spectators, coaches, officials and contest administrators, enhance the integrity of higher education and promote civility in society by demonstrating, encouraging and adhering to the fundamental values of respect, fairness, civility, honesty and responsibility. Student-athletes have a heightened responsibility to behave with good sportsmanship in that they serve as role models for so many impressionable young fans, and their behavior is often the key element in how spectators react to and treat opponents.

Unsportsmanlike Conduct - Acts of unsportsmanlike conduct include, but are not limited to, the following:

- Striking or physically abusing an official, opposing coach or player.
- Intentionally inciting participants or spectators to violent or abusive action.
- Using obscene gestures or profane or provocative language or actions toward officials, opponents or spectators.
- Being publicly critical of game officials, opposing players or coaches, other universities or their personnel, and/or conference personnel.
- Engaging in negative recruiting by making statements to a prospect, parent, high school coach or other person that are derogatory of another university, its student-athletes or its personnel.
- Taunting, teasing or trash talking.
- Engaging in unnecessary and prolonged acts of self or team celebration.
- Demonstrating loss of temper by throwing equipment or implements, kicking or hitting objects, knocking things over, damaging equipment or facilities.

Penalties for Poor Sportsmanship - Unsportsmanlike conduct shall subject the student-athlete to disciplinary action by the coach, athletic department, university, MAC and/or NCAA. Violators may be subject to reprimand, suspension from contests, dismissal, loss of scholarship, or other actions deemed appropriate.

AMATEURISM

As a member of the MAC and the NCAA, Kent State University adheres to the principle of amateurism for student-athletes where participation is motivated primarily by education and by the physical, mental and social benefits to be derived. A student-athlete retains amateur standing and eligibility for intercollegiate competition unless he/she becomes involved in any of the following:

- Receives pay or the promise of pay for participating in an athletic contest.
- Signs a contract or commitment to play professional sports.
- Plays on a professional team even if no pay or expenses were received.
- Enters into an agreement (verbally or in writing) with an agent, runner or financial advisor.
- Uses athletic skill for pay in any form (TV commercials, superstar competition, cash prize, demonstrations, fee for lesson).
- Receives more than actual and necessary travel, room and board expenses for practice and games while participating on an amateur sports team.
- Enters into a professional draft in any sport except basketball, which allows a player to enter a professional league’s draft one time during his or her collegiate career if certain restrictions are followed.

REQUIREMENTS FOR PRACTICE/COMPETITION ELIGIBILITY

- Incoming freshman must be a qualifier.
- Must be enrolled at the University.
- Must maintain a minimum 12-hour credit load throughout the year.
- Must complete and have on file all Compliance Forms.
- Incoming freshmen and junior college transfers must have final eligibility determined within a specified time period.
- Must have required medical history and medical insurance forms on file, and be cleared by the Team Doctor.

Temporary Certification
Per NCAA rules, a student-athlete is permitted to practice, but not compete, for a maximum period of 45 days while their amateur status is pending in the NCAA Eligibility Center. If eligibility is still pending after the 45-day period, the student-athlete must be withdrawn from all athletically related activity until they receive a final certified amateur status.

Contest Eligibility - In addition to requirements for practice, a student-athlete must be fully academically eligible and name must appear on an Affidavit of Eligibility for that sport for that semester, signed by both the Registrar and Faculty Athletics Representative.

SEASONS OF COMPETITION

Defined - A season of competition (year of eligibility) is utilized when a student-athlete in either a two-year or a four-year collegiate institution does one of the following:
- Participates for any length of time against outside competition (scrimmage, exhibition, joint practice sessions with another institution’s team) while representing the institution.
- Competes in the uniform of the institution or utilizes any apparel or equipment from the institution that includes institutional identification (travel bag).
- Competes and receives transportation, meals, room or entry fee expenses from the institution for the competition.
- Maximum - A student-athlete shall not engage in more than four seasons of competition in any one sport.
- Five Year Clock Rule - A student-athlete shall complete his or her seasons of competition within five calendar years after the student initially registers as a full-time student in a regular term of an academic year, and attends the first day of classes for that term. The five-year clock may be interrupted and extended only for time spent in the military, on official church missions, with recognized foreign aid services of the U.S. Government (Peace Corps), or for females, a one-time pregnancy exception.

REDSHIRT
If for any reason (injury, ineligibility, illness, not enrolled, discipline, coaches choice) a student-athlete does not participate in any portion of any contest against outside competition during the year, that year is designated as a redshirt year and the student-athlete is not charged with using a year of eligibility. It is possible for a student-athlete to be redshirted more than one year, however, there is no extension allowed on the five-year rule.

MEDICAL HARDSHIP
A student-athlete who has participated in a contest in any given year may have the year of eligibility restored if an incapacitating injury or illness:
- Occurs during one of the four permissible seasons of competition.
- Occurs prior to the completion of the first half of the playing season.
- Results in incapacity to compete for the remainder of that playing season.
- Occurs before the student-athlete has participated in more than contests or dates of competition, or thirty percent of the institution’s completed contests or dates of competition in that sport.

UNATTACHED COMPETITION
The Mid-American Conference requires that student-athletes in individual sports (wrestling, golf, track and field, cross country, gymnastics) who wish to participate in outside competition as an individual during the academic year, may do so as long as the student-athlete:
- Represents only himself or herself in the competition, not Kent State University.
- Does not participate in the competition as a member of an outside team.
- Does not receive any benefits or expenses (transportation, meals, lodging, entry fees) from Kent State University or an outside team.
- Does not wear a Kent State University uniform or utilize equipment labeled with the University name.
- Is eligible to compete as a regular member of the intercollegiate team during that sport season.
- Receives written permission from the Office of Student Athlete Academic Services at least ten days in advance of the competition.
OUTSIDE COMPETITION
A student-athlete in any sport who participates during the academic year as a member of any outside team in any non-collegiate competition becomes ineligible for intercollegiate competition in that sport unless:

- The competition occurs during any official vacation period.
- The student-athlete participates in field hockey, soccer, or volleyball (outdoor doubles tournaments) and the participation occurs no earlier than May 1, no class time is missed, and approval is given by the Director of Athletics through the Office of Compliance.
- The student-athlete participates in one high school alumni game, which except for basketball, must be during a vacation period.
- The student-athlete is participating in tryouts or competition for the Olympic Games, Pan American games, U.S. National Teams, World Championships, World Cup Teams, or recognized state and national multi-sport events.

Summer Basketball - Basketball athletes may play on one team in one league during the period between June 15 and August 31. The league must be sanctioned by the NCAA, and the student-athlete must have prior written approval from the Office of Student Athlete Academic Services.

Vacation and/or Summer Team Limits - Not more than the following number of Kent student-athletes with eligibility remaining may practice or compete on an outside non-collegiate amateur team during the time specified.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>4</td>
</tr>
<tr>
<td>Basketball</td>
<td>2</td>
</tr>
<tr>
<td>Cross Country</td>
<td>2</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>5</td>
</tr>
<tr>
<td>Football</td>
<td>5</td>
</tr>
<tr>
<td>Golf</td>
<td>2</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>2</td>
</tr>
<tr>
<td>Soccer</td>
<td>5</td>
</tr>
<tr>
<td>Softball</td>
<td>4</td>
</tr>
<tr>
<td>Track and Field</td>
<td>7</td>
</tr>
<tr>
<td>Volleyball</td>
<td>2</td>
</tr>
<tr>
<td>Wrestling</td>
<td>5</td>
</tr>
</tbody>
</table>

USE OF TOBACCO PRODUCTS
The use of tobacco products is prohibited by all game personnel in all sports during practice and competition and violators shall be disqualified for the remainder of that practice or competition.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who used tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Baseball ban - No baseball player, coach or game official may use any form of tobacco during practices or games in NCAA approved summer baseball leagues.

PLAYING AND PRACTICE SEASONS
To minimize interference with the academic program of its student-athletes, NCAA member institutions limit athletically related activities, the length of playing seasons, the number of regular season contests or dates of competition, and the extent of allowable participation in non-collegiate sponsored athletics activities.

Playing Season: The playing season is the period between the date of the institution’s first official practice and the date of the last practice or date of competition, whichever occurs later.

Length

- 132 days - baseball, field hockey, soccer, softball, volleyball
- 144 days - cross country, golf, gymnastics, wrestling
- 156 days - indoor and outdoor track combined
- Published starting date of preseason practice through the end of the regular playing season - basketball and football.
Outside of Playing Season: The period after classes begin, but before the first official practice; the period of time which exists in some sports between the fall season and the spring season; and the period of time from the end of the last practice or competition until the last day of classes is considered to be time outside the playing season.

Athletically Related Activities

- Practice: Meeting, activity or instruction involving sports related information with an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member of the coaching staff.
- Any field/floor/court/mat/course activity
- Setting up/walking through offensive or defensive alignments
- Chalk talks
- Lecture/discussions on sport strategy
- Activities using equipment related to the sport.
- Discussion/review of game films, motion pictures, or videotapes related to the sport.
  - Competition
  - Required weight training and conditioning
  - Required participation in camps, clinics or workshops.
  - Individual workouts required by and/or supervised by a member of the coaching staff.
  - Captain’s practice, if participation is expected or required.
  - Visiting the site of competition in cross-country and golf.
    - Involvement of an institution’s strength and conditioning staff with enrolled student-athletes in required conditioning programs other than to monitor voluntary individual workouts for safety

- Time and Activity Limits for Athletically Related Activities

  Playing Season
  - Day Limit: Four hours per day maximum, except the actual time for a golf practice round.
  - Week Limit: Twenty hours per week maximum for all sports including golf.
  - Day Off: During one calendar day per week, all athletically related activities shall be prohibited.
  - Missed Class Time: No class shall be missed for practice activities except those associated with authorized athletic travel.
  - Competition Day: Is three hours regardless of actual time
  - Practice may not be conducted at any time following the conclusion of competition

  Preseason/Vacation Limits: Before the start of classes or first regular season competition (whichever occurs first) or during official vacations - no limits.

  Out of Playing Season
  - Week Limit: Eight hours per week maximum
  - Sports Related Equipment: May not be utilized except during two-hour individual skill workout.

  Individual Skill Workouts
  - Football – none (may review film)
  - Other Sports - Two hour per week maximum

  Safety Exception - Coach may be present in gymnastics, field events in track, and wrestling during voluntary workouts to provide safety or skill instruction but not conduct the workout, provided the workouts were requested by the Student Athlete themselves.

  Summer Workouts - Student-athletes in the sports of cross country, golf, gymnastics, track and field, and wrestling may initiate a request for their coach to participate in individual summer workout sessions.

Number of Regular Season Contests or Dates of Competition

<table>
<thead>
<tr>
<th>Sport</th>
<th>Contests/Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>56 contests</td>
</tr>
<tr>
<td>Basketball</td>
<td>27 or 29 contests</td>
</tr>
<tr>
<td>Cross Country</td>
<td>7 dates</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>20 contests (fall), 5 dates (spring)</td>
</tr>
<tr>
<td>Football</td>
<td>12 contests</td>
</tr>
<tr>
<td>Golf</td>
<td>24 dates</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>13 dates</td>
</tr>
<tr>
<td>Soccer</td>
<td>20 contests (fall), 5 dates (spring)</td>
</tr>
<tr>
<td>Softball</td>
<td>56 contests (spring), 8 contests (fall)</td>
</tr>
<tr>
<td>Track (indoor and outdoor)</td>
<td>18 dates</td>
</tr>
<tr>
<td>Volleyball</td>
<td>28 dates (fall), 4 dates (spring)</td>
</tr>
<tr>
<td>Wrestling</td>
<td>16 dates</td>
</tr>
</tbody>
</table>
STUDENT-ATHLETE HANDBOOK

ATHLETIC SUPPORT SERVICES
**Policy Regarding Athletic Insurance Coverage**

Kent State University has an established policy and procedure regarding athletic insurance coverage for injuries sustained while participating in one of our intercollegiate sports. The Kent State University Intercollegiate Athletic Insurance Coverage is offered on an “excess” or “partial excess” basis. Under the terms of the policy, the coverage is considered secondary to all other valid and collectable group medical insurance policies such as, parental insurance coverage through the parent’s place of employment under which the student-athlete is covered as an eligible dependent. Therefore, Kent State University athletes will be expected to do the following with all insurance claims:

- Submit insurance claims to their own insurance company first, immediately upon receipt of statement.
- If they have no personal, family or work-related insurance, or if their insurance does not cover the entire claim, then submit the claim to Kent State University’s Athletic Insurance within 90 days of service at address below.

Trent Stratton MA, ATC, LAT
Director of Sports Medicine
MACC Athletic Training Room
Kent State University
Kent, OH 44242-0001
(330) 672-8426
(330) 672-5520 fax
tstratto@kent.edu

**NCAA Catastrophic Injury Insurance Coverage**

As a benefit of NCAA membership, the Association provides catastrophic injury insurance coverage for student-athletes of member institutions. The policy provides benefits to student-athletes who incur devastating injuries resulting in partial (paraplegic) or total (quadriplegic) paralysis.

**Athletic Injury and Medical Policy**

**Eligibility for Athletic Participation:** All students desiring to participate in Intercollegiate Athletics must be examined and approved by the Athletic Team Physician(s) before being permitted to work out with any intercollegiate team. The examination is effective for one year; however, the Athletic Team Physician(s) may re-examine and change the athlete’s eligibility status at any time. The athlete must receive final clearance from the athletic training staff that his/her medical status, Health Appraisal (medical pre-history), General Medical Exam (Initial entrance only) and a Participation Clearance, Consent/Informed Risk Form, and Insurance Information Form, have been approved prior to any participation with an athletic team and drawing of athletic equipment.

**Section I - Eligibility for Athletic Participation**

All students desiring to participate in Intercollegiate Athletics must be examined and approved by the Athletic Team Physician(s) before being permitted to work out with any intercollegiate team. The examination is effective for one year; however, the Athletic Team Physician(s) may re-examine and change the athlete’s eligibility status at any time. The athlete must receive final clearance from the athletic training staff that his/her medical status, Health Appraisal (medical pre-history), General Medical Exam (Initial entrance only) and a Participation Clearance, Consent/Informed Risk Form, Authorization to Release Medical Information, and Insurance Information Form, have been approved prior to any participation with an athletic team and drawing of athletic equipment.

Students who have sustained significant injuries (one year prior to becoming a team candidate) are required to report these injuries to the Athletic Trainer(s) or Athletic Team Physician(s). Student-athletes who have had an infectious disease during the previous calendar year must report this illness to the athletic trainer or team physician. An athlete reporting such an injury or infectious illness is subject to examination by the Athletic Team Physician(s) prior to being given permission to become a team candidate. Failure to report such injuries or infectious illness relieves the University of all liability, in the event that the athlete sustains a subsequent injury or re-injury to the affected part, provided the original injury was a contributing factor to the subsequent injury in the opinion of the Athletic Team Physician(s). Loss of one of any paired organ (ex. eye, kidney, testicle, etc.), shall disqualify one from participation on any intercollegiate team sponsored by the Athletic Department unless the athlete receives written permission to participate from the Athletic Team Physician(s).
Section II - Liability
The University's liability for medical expenses resulting from injuries sustained by athletes is defined as follows:

Liability is extended to cover only those injuries reported to the Athletic Team Physician or Athletic Training Staff within 48 hours from the injury producing accident. Liability is further restricted to those injuries received during periods of official, organized athletic participation which, in the opinion of the Athletic Team Physician, Athletic Director and Athletic Training Staff, are DIRECTLY ATTRIBUTABLE TO PARTICIPATION IN INTERCOLLEGIATE ATHLETICS WHILE A FULL-TIME STUDENT AT KENT STATE UNIVERSITY. Periods of official, organized athletic participation includes all regularly scheduled practice and games while under the general supervision of authorized University personnel or outside practice in preparation for intercollegiate participation. No liability is assumed by the University for the treatment of such injuries/conditions not directly attributable to participation in Intercollegiate Athletics (even though occurring during periods of official, organized athletic participation), illnesses (as common colds, sore throats, respiratory infections, gastrointestinal disorders, pulmonary conditions, etc.) or non-athletic injuries, etc.

1. Liability limited to full payment of authorized expenses not covered by the athlete's parents' own surgical and hospital insurance.
2. Liability limited to payment of expenses resulting from breakage of eyeglasses broken or damaged while participating in a game or a regular supervised practice period.
3. Liability limited to the replacement of lost or damaged prescription contact lenses provided the athlete has on deposit with the Athletic Trainer one extra pair of contact lenses at the time of loss or damage.
4. Liability limited to payment of expenses resulting from damage to whole and sound natural teeth or damage to permanent bridges. The terminology "permanent bridges" refers to those bridges, which cannot be removed.
5. Liability is not extended for expenses associated with non-participation related examination or testing. THE ATHLETIC MEDICAL STAFF MAY ASSIST THE STUDENT-ATHLETE IN EXPEDITING CARE BY MAKING NON-PARTICIPATION RELATED APPOINTMENTS; HOWEVER, IT SHOULD NOT BE ASSUMED THAT THE ATHLETIC DEPARTMENT WILL COVER THE EXPENSES FOR SUCH APPOINTMENT(S).

Section III - Authorization for Medical Services
1. Authorization for medical services as a result of an injury attributable to participation in Intercollegiate Athletics must be obtained in advance of such services. THE ATHLETIC DEPARTMENT WILL NOT ASSUME ANY LIABILITY IN COVERING MEDICAL SERVICE EXPENSES WITHOUT PRIOR APPROVAL BY THE ATHLETIC TEAM PHYSICIAN OR Director of Sports Medicine.
2. Arrangements for the care of injuries requiring medical attention following the athlete's dropout or graduation must be made prior to his/her dropout or graduation. Authorization is obtained by procuring from the Athletic Team Physician or Head Athletic Trainer a written referral authorizing the needed medical services.
3. In instances of NON-ATHLETIC INJURY/ILLNESS the athlete should obtain medical attention on his/her own through the University Student Health Center. However, the Athletic Team Physician or Athletic Training Staff must be notified by the athlete within 48 hours of obtaining such services.
   In instances of athletically-related injuries, the athlete should contact a member of the Athletic Training Staff or an Athletic Team Physician immediately. However, if this cannot be accomplished, the athlete should obtain medical attention on his/her own at the University Student Health Center, then he/she must notify the Athletic Team Physician or Athletic Training Staff within 48 hours of obtaining such services.

Section IV - Second Opinions
All injuries sustained during athletic participation will be cared for by the Athletic Medical Staff of the athletic department. The Athletic Medical Staff consists of the Director of Sports Medicine, Team Physicians and the Assistant Athletic Trainers. If the athlete and/or parent is not satisfied with the diagnosis and treatment of any athletic injury, another medical opinion may be obtained. However, the following guidelines must be followed:

1. The second opinion may be rendered by a physician of the athlete's choosing. Prior to diagnosis, this physician should first consult with the Director of Sports Medicine for history, mechanism, and treatment of injury implications.
2. The second diagnosis and plan for treatment will be communicated to the department's team physician. He or she will then make recommendations regarding the course of action for the injury.
3. Should the athlete decide on a treatment plan contrary to that of the team physician, it is understood that in all instances the department's athletic team physician will have the final say as to whether or not the athlete continues participation with Kent State University's Department of Intercollegiate Athletics.

THE RESPONSIBILITY FOR ANY AND ALL EXPENSES INCURRED WITH THE SECOND OPINION WILL BE THAT OF THE ATHLETE. THE ATHLETIC DEPARTMENT WILL ASSUME NO FINANCIAL RESPONSIBILITY
FOR THESE ADDITIONAL CONSULTATIONS.

The medical specialists utilized for additional opinions must have a good working knowledge of athletes and sports-related injuries. This will reduce the possibility for miscommunication in the results of additional opinions.

Section V - Optional Surgery
The responsibility for any and all expenses incurred with an optional surgery will be that of the athlete. The Athletic Department will assume no financial responsibility for an optional surgery. An optional surgery is any surgery that is not deemed necessary for athletic participation at Kent State University by the Athletic Team Physician(s).

Section VI - Pre-Existing Conditions/Injury
All pre-existing injuries or medical conditions must be reported to the Athletic Medical Staff (Director of Sports Medicine, Athletic Team Physicians, and Assistant Athletic Trainers) at the time of the Initial Participation Clearance. As mandated by the NCAA, the Athletic Department cannot be financially responsible for any bills incurred due to pre-existing conditions.
Section VIII – Cardiac Testing/Screening

Cardiac conditions may be found during the annual participation clearance examinations, or at other times of physical examination. Cardiac conditions are not the result of athletic participation. The student-athlete is responsible for any and all expenses incurred with all Cardiac Testing/Screening. **THE ATHLETIC MEDICAL STAFF MAY ASSIST THE STUDENT-ATHLETE IN EXPediting CARE BY MAKING CARDIAC TESTING/SCREENING RELATED APPOINTMENTS; HOWEVER, IT SHOULD NOT BE ASSUMED THAT THE ATHLETIC DEPARTMENT WILL COVER THE EXPENSES FOR SUCH APPOINTMENT(S).**

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The below section is out of the Kent State University Athletic Medical Policy and contains the revisions for the NCAA: Medical Necessity of Banned Substances that go into effect August 1, 2009.

This change to the procedure is for all student-athletes, incoming as well as all returning student-athletes!
The Athletic Department does not assume financial responsibility for this type of testing as it is not the direct result of athletic participation, even though these problems/conditions may have a direct bearing on the participation status in Intercollegiate Athletics.

Summary
Any and all questions regarding the Athletic Medical Policy or Athletic Insurance coverage direct those inquiries to the Director of Sports Medicine. The Director of Sports Medicine mailing address, phone numbers, and email address can be found on the cover page of this document.

If you become pregnant:
The team’s certified athletic trainer and/or team physician should be notified as soon as you learn that you are pregnant. The sport’s medicine staff will respect the student-athlete’s confidentiality until such time when there is medical reason to withhold the student-athlete from competition. The student-athlete will not be forced by anyone in the athletic department to terminate a pregnancy because of financial or psychological pressure or fear of losing their institutional grants for school aid.

Athletic Scholarship:
If you become pregnant, the NCAA rules permits one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.

Confidential Counseling:
Women’s Center: 2-8264
College of Nursing: 2-7930
Health Center: 2-2322

Training and Competing:
It is impossible to provide a set of definitive recommendations that apply to the safe participation of all pregnant females in any type of competition or exercise. There is too much variability with respect to individual fitness levels, intensity and nature of the exercise and specifics of each individual pregnancy. If the student-athlete chooses to remain pregnant, the ACOG guidelines, along with their obstetrician, will be used in determining the participation status of the student-athlete. Each case will be addressed and evaluated independently and will remain confidential at the student-athlete’s request. A signature release form must be signed stating that you are aware of the risks to you and the fetus.

Insurance
As with any other nonathletic-related medical condition, KSU’s medical insurance coverage does not cover pregnancy-related care. The sports medicine staff will help the pregnant student-athlete to access the pregnancy and parenting support resources that are available to all students at KSU. If a pregnant student-athlete is enrolled in KSU’s supplemental health insurance plan, she will be advised by Campus Health Services whether that plan covers pregnancy. If the student-athlete has her own private health insurance coverage, a healthcare provider can follow her on that insurance plan. If she has no health insurance coverage, she will be further advised of her options by KSU’s Campus Health Services.

Male Student-Athlete
If your partner becomes pregnant, it can put emotional and psychological stress on you. If you have any concerns regarding yourself, partner, or the fetus our sports medicine staff encourages you to seek help within our support staff from above.

References:

CURRENT NCAA POSITION REGARDING TRANSGENDER STUDENT-ATHLETE
NCAA rules do not prohibit transgender student-athletes from competing in the NCAA.

NCAA guidelines are to follow the gender classification that student-athletes have from their state (driver’s license, taxes, voter registration, etc.) and their conference/institution.
Transgender student-athletes who compete in the NCAA must compete in the gender classification that matches their state classification.
References
It Takes a Team - www.ittakesateam.org
Women’s Sports Foundation - www.womenssportsfoundation.org
National Center for Transgender Equality - www.nctequality.org
National Transgender Advocacy Coalition - www.ntac.org
Transgender Law Center - www.transgenderlawcenter.org

Summary:
Direct any and all questions regarding the Athletic Medical Policy or Athletic Insurance coverage to the Director: Sports Medicine. The Assistant Athletic Director: Medical Services, mailing address, phone numbers, and email address can be found on the cover page of this packet.

TRAINING ROOM RULES AND PROCEDURES
All Kent State University Student-Athletes are advised of the following Athletic Training Room rules and procedures. These rules and procedures should be followed so that you, the student-athlete, receives the optimum in medical care.

Training Room Service Eligibility:
- A completed eligibility form must be on file with the Associate Athletic Director for Academic and Student Affairs.
- A completed insurance information form must be on file with the Athletic Training Room. Further information describing the Athletic Department’s medical liability and insurance coverage is provided in the ATHLETIC INSURANCE COVERAGE POLICY and the ATHLETIC INJURY AND MEDICAL POLICY STATEMENT, which was issued with the insurance information form.
- A completed health appraisal and pre-entry physical examination form must be on file in the Training Room.
- A completed physical examination and subsequent clearance to participate or receive rehabilitation, as given by an Athletic Team Physician, must be on file in the Athletic Training Room.

COMPETITIVE SEASON CARE
Injury: The student-athlete is responsible for reporting to the Athletic Medical Staff (Head Athletic Trainer: athletic team physicians, assistant athletic trainers) all injuries associated with athletic competition (periods of official, organized athletic participation) as soon as possible. The staff athletic trainer will make the necessary medical referrals as indicated. In the event of emergency and contact cannot be made with the athletic medical staff, the student-athlete is to report to, or be taken to, the DeWeese Health Center. The student-athlete must make known that they are a Kent State athlete to insure notification of proper medical staff. The student-athlete should report the emergency situation to the Staff Athletic Trainer no later than 48 hours after the incident. EXCEPT IN CASES OF EXTREME EMERGENCY, THE STUDENT-ATHLETE IS NOT PERMITTED TO SEEK MEDICAL ATTENTION WITHOUT PRIOR AUTHORIZATION, IF MEDICAL ATTENTION IS SOUGHT WITHOUT THIS PRIOR AUTHORIZATION FROM THE ATHLETIC MEDICAL STAFF, COSTS OF SERVICES RECEIVED CANNOT BE COVERED BY THE ATHLETIC DEPARTMENT. THE ATHLETIC MEDICAL STAFF MAY ASSIST THE STUDENT-ATHLETE IN EXPEDITING CARE BY MAKING NON-PARTICIPATION RELATED APPOINTMENTS, HOWEVER, IT SHOULD NOT BE ASSUMED THAT THE ATHLETIC DEPARTMENT WILL COVER THE EXPENSES FOR SUCH AN APPOINTMENT.

Illness: The student-athlete is responsible for reporting to the Athletic Medical Staff all illnesses which may affect athletic participation, preferably, by 9:00am Monday-Friday, or as soon as possible. All illness will be cared for through the Athletic Team Physicians and/or DeWeese Health Center Staff. PAYMENT FOR ALL MEDICATION AND SPECIAL TESTS WILL BE THE RESPONSIBILITY OF THE STUDENT-ATHLETE. THE ATHLETIC MEDICAL STAFF MAY ASSIST THE STUDENT-ATHLETE IN EXPEDITING CARE BY MAKING NON-PARTICIPATION RELATED APPOINTMENTS, HOWEVER, IT SHOULD NOT BE ASSUMED THAT THE ATHLETIC DEPARTMENT WILL COVER THE EXPENSES FOR SUCH AN APPOINTMENT.

Treatment/Rehab The training room hours will be posted for each sport season. The training room will be open for morning treatment/rehab at 7:00am Monday-Friday during the traditional academic year. Additional, specific times will be posted related to various team practices. Treatment will be available to all student-athletes, however those student-athletes in their competitive season will be given priority. There will also be preference given to those student-athletes who have scheduled an appointment. Failure to report for treatment by an injured student-athlete will be interpreted as a lack of cooperation and lack of desire of an early return to athletic participation. The respective coach will be informed of such lack of cooperation by the student-athlete.
Dental Care The Athletic Department will be financially responsible for injury to sound, natural teeth and/or permanent fixtures while participating in an official, organized athletic participation period. PROVIDING, the student-athlete is wearing a protective device in those sports in which such device is stated by rule. Dental cavities, extractions, and normal dental care not directly related to an athletic injury shall be the financial responsibility of the student-athlete. THE ATHLETIC MEDICAL STAFF MAY ASSIST THE STUDENT-ATHLETE IN EXPEDITING CARE BY MAKING NON-PARTICIPATION RELATED DENTAL APPOINTMENTS, HOWEVER, IT SHOULD NOT BE ASSUMED THAT THE ATHLETIC DEPARTMENT WILL COVER THE EXPENSES FOR SUCH AN APPOINTMENT.

Eye Care The Athletic Department assumes the responsibility for contact lens or eyewear replacement only when loss or damage occurs during periods of official, organized athletic participation. All student-athletes who wear corrective eyewear should have a copy of their prescription on file with the athletic medical staff, and in cases of contact lens, it is recommended to have a spare pair of lens, also on file.

Referral to Medical Specialists If, in the opinion of the Athletic Medical Staff, a student-athlete requires referral to a medical specialist for consultation due to an athletic injury; the following procedures will be followed:

- The Athletic Team Physician or Staff Athletic Trainer will make an appointment with the appropriate medical specialist.
- Arrangements for transportation to the specialist will be made by the staff athletic trainer in charge.
- The Athletic Department will not be responsible for any expenses incurred by examination of a specialist if this procedure is not followed.
- Refer to the ATHLETIC INJURY AND MEDICAL POLICY (Section III - Authorization for Medical Services, Section VI - Second Opinions, Section V - Optional Surgery, and Section VI - Pre-existing Conditions/Injury) for financial responsibility.

**NON-COMPETITIVE SEASON INJURY OR ILLNESS**

The Athletic Department will not be responsible for injury/illness when the student-athlete is not engaged in an official, organized participation period. The athletic training staff will give advice and provide care on an as available basis. Absolutely no charge can be made to the Athletic Department due to this non-competitive injury/illness. No preventative taping will be done in the off-season for non-competitive injury or recreational participation.

Health Center Services Each and every student-athlete is entitled to the full services provided by the DeWeese Health Center. This is adhering with the guidelines established for all students at Kent State University. The Health Center does provide some services for a nominal charge to the student. Under no circumstances are any expenses (X-rays, prescriptions, lab work, etc.) to be charged to the Athletic Department without the prior approval of a Staff Athletic Trainer.

Massage Therapy Massage therapy has been recognized, by some, as a recovery component from strenuous practice and competition and is not intended to replace or aid any rehabilitation therapy provided by the athletic training staff. The athletic department respects the recovery value massage therapy provides but requires coaches and student-athletes abide by the following athletic department guidelines:

- Any massage therapist utilized by any Kent State University student-athlete should provide proof of current and appropriate massage certification.
- All massage therapy is coordinated in advance with the appropriate athletic training staff.
- Any massage therapy provided by any member of the athletic department staff is conducted in an approved location designated by the respective athletic trainer and sport administrator.
- Any expense associated with massage therapy is the responsibility of the student-athlete unless specifically directed by the appropriate athletic training staff member or team physician.

Medical Hardship If a student-athlete does not qualify for a medical hardship due to clearance by the Kent State medical staff, but he/she chooses not to practice/compete with their team, the athletic department is no longer under obligation to financially support the student-athlete.

These guidelines are in place to protect the student-athlete and to ensure that proper communication transpires regarding a student-athlete’s injury and appropriate treatment.
The Student-Athlete Advisory Committee (SAAC) serves as a forum for expression for Kent State University student-athletes. The committee is comprised of approximately 40 student-athletes from each of the 18 men’s and women’s intercollegiate sports programs. Athletes who have demonstrated leadership abilities are selected to the committee by the recommendation of the head coach. The main responsibility of committee members is to represent their teams in providing input to the Athletic Department regarding present and future issues affecting student-athletes on and off the Kent campus, and to disseminate informational items from committee meetings back to their teammates. In addition, the SAAC coordinates all functions and activities related to the CHAMPS/Life Skills Program.

MEDIA RELATIONS

The Role of the Athletic Communications Office:

- Servicing the media before, during and after games
- Compiling game and season statistics
- Producing media guides and programs
- Serving as information center/historian of athletics
- Design and maintain department web site

Media Interviews

- Don’ts
  - Don’t take your complaints to the media. The coaches’ office is the only place for these.
  - Don’t let your guard down. Don’t say anything you would not want to see in print or on air or on an opponent’s bulletin board.
  - Don’t think you are ever ‘off-record’, even if it is over the phone or a casual conversation.
  - Don’t criticize. Don’t blame officials; don’t put down opponents.
  - Don’t talk too fast.
  - Don’t presume to know what someone else thinks. Speak only for yourself.
  - Don’t grant interviews without Sports Information or coaches knowing.
  - Don’t use humor to make a serious point. It may not look that way in print.

- Do’s
  - Be neat. Personal appearance counts. (Wear KSU Warm up Gear)
  - Relax before you answer a question. Take a deep breath. Ask for a question to be rephrased if you do not understand it. Do not be afraid to take a minute to think out your answer.
  - Be yourself. Be honest. Be confident. Have a sense of humor.
  - Praise those who deserve it (teammates, coaches, opponents).
  - Be brief, but quotable. Short complete sentences allow reporters to easily edit your answer without distorting it. Talk about what you know, not about what you don’t know.
  - Be straightforward and maintain eye contact (look at reporter, not camera for TV).
  - Be courteous. Remember you are representing both yourself and the University.
  - Face the music in tough times. You will gain the respect of reporters and their readers.
  - Keep appointments and return phone calls. Be on time.
  - Anticipate questions you might be asked and outline (in your head) appropriate answers.
  - volunteer background information that the reporter does not know when appropriate.
  - Say thanks. Your final words may leave the strongest impression.

- General Policies
  - Student-athletes are entitled to a 10-minute cooling off period following any contest. If approached prior to that time, refer media personnel to the Kent State Sports Information staff.
  - All of Kent’s athletic teams, men and women, maintain a closed locker room policy. Kent Sports Information personnel will escort selected student-athletes to media areas.
  - Sports Information staff will not release a student-athlete’s phone number without permission. An attempt will be made to have most interviews conducted at the practice or competition site. At other times, arrangements can be made to conduct interviews or phone calls in the Sports Information Office. If more convenient for the student-athlete, he or she may decide to have a reporter call at home.
  - As a scholarship athlete representing Kent State University, you sacrifice a certain amount of privacy. Publicity is important to the promotion of your sport and cooperation with the media is essential. Sometimes after a game, you
may be in a hurry to go out with family or friends, but please give a few minutes of your time to reporters who cover Kent State University.

- If a student-athlete receives a call at home or in the dorm that was not pre-arranged, the athlete should refer the caller to the Sports Information Office

**NCAA/CHAMPS Life Skills**

The NCAA/CHAMPS (Challenging Athletes' Minds for Personal Success) Life Skills Program is a comprehensive program of life skills that provides educational experience and services in order to develop well-balanced lifestyles for student-athletes. The program provides the student-athletes with a support system that helps them bridge the gap from high school to college and from college to the working world, and teaches them to make meaningful contributions to others in the community. The CHAMPS program helps prepare Kent State athletes for their most important contest - the game of life. This program consists of five distinct components:

1) **Academic Excellence** - Academic support for the progress of intellectual development and the achievement of graduation.
2) **Athletic Excellence** - Administrative and coaching support to provide athletic programs that are dedicated to success, equitable, and geared toward the well-being of the student-athlete.
3) **Career Development** - Assist student-athletes in pursuing career and life goals after their Kent State University experience.
4) **Community Service** - Providing teams and individual student-athletes the opportunity to engage in various community service projects on campus and throughout the surrounding communities.
5) **Personal Development** - Support the development of a well-balanced lifestyle for student-athletes, encourage well-being, personal growth, and decision-making skills.

**Complimentary Admissions**

Kent State University may provide up to four complimentary admissions per home or away contests for persons designated by the student-athlete for the sport in which he/she practices or competes.

- Complimentary admissions may only be provided through a pass list for designated individuals. Hard tickets cannot be issued.
- Designated individuals must present picture identification to the person supervising the pass lists at the admission gate.
- Student-athletes are not permitted to receive any form of payment or re-sale value from complimentary admissions.
- Prior to each game in sports where admission is charged, student-athletes will be asked to designate the intended recipients of the complimentary admissions.
- A student-athlete may be admitted at no charge to any athletics contests in sports other than that in which he or she is a participant by showing a valid Kent State University ID card.
Awards

Varsity Letter Awards

1st year letter winner: Navy Varsity “K” leather sleeved jacket
2nd year letter winner: Kent State Lapel Pin
3rd year letter winner: Sport Specific Lapel Pin
4th year letter winner: Watch

General Qualifications: To letter, an athlete must be eligible and remain in good academic and disciplinary standing throughout the duration of his/her sport season, be recommended by his/her coach, and meet the specific sport requirements below; or be a senior in his/her last season of eligibility.

Team Championship Awards

Award, Championship Ring: ‘Team Championship Rings/Pendants’ are intended to recognize a team’s success by winning one of the following: a Mid-American Conference regular season championship (divisional or overall); or a Mid-American Conference Tournament Championship.

(For: Only student-athletes and coaches on the championship team plus (2) others (e.g. trainers, additional administrators, etc.) are included in this budget expense. Upon the approval of your immediate sport supervisor and the athletic director, a request to award additional rings may be considered provided additional funding beyond your respective FRS account is available. Please refer to the athletic department’s policy and procedures notebook for further details.

Qualifications for athletes

An athlete must be eligible and remain in good academic and disciplinary standing while making a significant contribution to a team which wins a recognized MAC or NCAA title. Must receive the recommendation of the head coach.

Number of Awards

General - The total number of awards shall not exceed the maximum number of players allowed by MAC Championship travel squad regulations, plus all members of that sport’s coaching staff, plus a pre-designated number. The head coach shall designate all award recipients.

Specific Sport Maximums

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<tr>
<th>Sport</th>
<th>Maximum</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>37</td>
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<tr>
<td>Basketball</td>
<td>27</td>
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<tr>
<td>Cross Country</td>
<td>16</td>
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<td>Field Hockey</td>
<td>28</td>
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<tr>
<td>Football</td>
<td>80</td>
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<tr>
<td>Golf</td>
<td>13</td>
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<td>Gymnastics</td>
<td>22</td>
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<td>Soccer</td>
<td>30</td>
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<td>Softball</td>
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<td>Track (Indoor)</td>
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<tr>
<td>Track (Outdoor)</td>
<td>38</td>
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<tr>
<td>Volleyball</td>
<td>26</td>
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<tr>
<td>Wrestling</td>
<td>23</td>
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</tbody>
</table>

Maximum Awards Values

- Varsity Letter Awards
  - Non-senior: 225
  - Senior: 425
- Special Attainment or Contribution to the Team’s Season
  - 150
- Special Events (NCAA Championships, Bowl Game)
  - Participation: 225
  - Conference Championship: 375
  - National Championship: 415
  - MVP: 350
- Specialized Performance in a Single Contest or over a limited time period (broke/set record)
  - 80 (plaques, certificate or medal only)
- Home Town Award
  - 80
EQUIPMENT AND LAUNDRY

EQUIPMENT ROOMS

The Athletic Department staffs and maintains three athletic equipment rooms for service to student-athletes.

- Field House – Kasey Monda: Soccer, Field Hockey, Softball, Track and Field, Cross Country.

EQUIPMENT PROVISION/ISSUE/RESPONSIBILITY

Student-athletes will be provided and responsible for all necessary equipment/apparel for participation in practice and competition throughout the academic year.

- Summer - A student-athlete may retain and use institutional athletics equipment during the summer if regular equipment check out procedures are followed.
- After Eligibility Expired - The coach and equipment staff may allow a student-athlete to retain athletics apparel items, but equipment items must be returned.
- Travel - In instances where the athletic equipment room staff packs travel bags for athletic travel, the individual student-athlete is responsible for checking to see that all required equipment/apparel has been included.
- All non-returned items - A charge will be placed on the individuals Bursar’s account for all non-returned items for the replacement cost.

LAUNDRY

All equipment rooms offer full daily laundry service for student-athletes. Specific procedures will be covered by equipment room personnel.

WEIGHT ROOM’S USE/RESTRICTION POLICY

Facilities: The Athletic Department provides the latest in strength and conditioning equipment in either of two weight rooms located in the Field House and the basement level of the MAC Center.

FIELD HOUSE WEIGHT ROOM RULES

- No Unauthorized or Unsupervised use of the Weight Room.
- A member of the strength and conditioning staff must be present with any team lifting.
- No horseplay of any kind or abuse of equipment will be permitted.
- Use collars at all times and a spotter when appropriate.
- Maintain control of your weights, no dropping of any dumbbell or weight (bumper plates excluded).
- All weights and equipment must be put back in assigned place when finished.
- No equipment leaves the weight room, unless by a Strength & Conditioning staff member.
- Proper attire must be worn. There is NO other school’s apparel allowed in the weight room.
- All additional clothing and bags must be placed in appropriate locations out of lifting area.
- No jewelry, including necklaces, earrings, and rings
- Water is the only drink allowed in the weight room. No food, gum, or chewing tobacco is permitted.

*Failure to comply can result in revoked weight room privileges
*All rules subject to discretion of strength and conditioning staff

CLEARANCE

Student-athletes must be cleared through the athletic training room (insurance on file, completed physical exam) and be listed on a current KSU roster before being allowed to use either athletic weight room. Athletes who have been suspended from or have quit a varsity team are not permitted use of the facilities.

Athletes who have exhausted their eligibility may request to use the weight room. This may be granted under the following conditions:

- Permission from the strength staff
- May not work out either during or with their former team.

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May only work out during posted open times that are not in conflict with any other team’s lifting time.
Must adhere to all weight room rules and regulation, either posted or understood as good common sense rules of behavior.

Former Kent State University athletes who have the opportunity to pursue their athletic career beyond the time of their college eligibility may also request permission to use the facility. This would be limited to athletes involved in the following:
- Professional Team sports
- Olympic competition/tryouts
- AAU sanctioned events or competitions

Visitor: Occasionally a world-class athlete, coach, official or athletic administrator may request use of our facility. This courtesy can be extended with permission from the strength staff.

Staff: Each team will have a designated strength and conditioning staff member to teach and supervise proper weight training techniques and workouts. No student-athlete is permitted to use either weight room until he or she has been instructed in the proper use of the equipment.

Safety/Discipline: Student-athletes who refuse to use spotters where required, or who violate other weight room policies or regulations shall have weight room privileges suspended. Conduct in the weight room should be a positive reflection on the University and specific sport.

Usage
- Equipment should be returned to its proper place after use.
- Athletes must bring a change of shoes to work out.
- Proper attire is required at all times. This includes athletic shoes, shorts, and T-shirts. No tank tops, sandals, cut-off shorts or hats are permitted. T-shirts or shorts should not advertise tobacco, alcohol or other colleges or universities.
- Before using equipment with which you are unfamiliar, ask the strength staff for instruction and assistance.

Gender Discrimination, Sexual Harassment, Sexual Misconduct, Intimate Partner Violence, and Stalking

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of gender in programs or activities operated by recipients of federal financial assistance, such as Kent State University. Sexual harassment, which includes sexual assault, is a form of gender discrimination and can limit a student’s ability to participate in, or benefit from, the university's programs. University policy reflects Title IX, and strictly prohibits unlawful discrimination on the basis of gender, including gender identity. The Violence Against Women Reauthorization Act of 2013 (VAWA) requires campus programs regarding prevention, awareness, and response to reports of dating violence, domestic violence, sexual assault, and stalking.

The university’s policies regarding prohibition of sexual assault, domestic violence, dating violence, and stalking, as well as procedures for filing and investigating complaints of such offenses, can be found in Chapter 5, at 5-16 and 5-16.2 of the KSU policy register. The Code of Student Conduct is also a useful resource, as it contains information regarding prohibited student conduct, the student conduct adjudication process and the rights of students (including the rights of victims of sexual assault, domestic violence, dating violence, and stalking). It may be found on the Office of Student Conduct website.

Definitions from University Policy 5-16.2:

**Sexual Harassment** is unwelcome conduct of a sexual nature. It includes, but is not limited to: sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

**Sexual Misconduct** is sexual contact with a person without their consent. It includes, but is not limited to: touching or fondling; rape (defined as vaginal, anal, or oral penetration with a body part or object without consent); sexual exploitation (e.g. videotaping sexual acts without consent); or letting someone else watch sexual acts without your partner’s consent.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety, fear for the safety of others, or suffer substantial emotional distress.
Domestic violence is defined as acts of violence or intimidation committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person's acts by law.

Dating violence is defined as violence or intimidation committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

Consent is defined as the voluntary, unambiguous agreement to participate in an act, the nature of which is known to and understood by the consenter. Consent may be given verbally or nonverbally and may be withdrawn at any time before completion of the act. A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat, coercion, the influence of alcohol or drugs, or age.

Reporting and Resources:
To report sexual harassment, sexual misconduct, intimate partner violence or stalking, contact:

Title IX Coordinator
Phone: 330-672-2038
E-mail: aa_eo@kent.edu - Website: www.kent.edu/sss

To report gender inequity in Intercollegiate Athletics, contact:
Trent Stratton
Associate Athletic Director for Sports Medicine
Kent State University Athletics
Phone: 330-672-8426
Fax: 330-672-9328
E-mail: tstratto@kent.edu

For victim advocacy services and support:

- The Office of Sexual & Relationship Violence Support Services (SRVSS): SRVSS is a resource for victim advocacy by providing education, information, and referral program and services for both male and female victims of sexual assault, domestic violence, dating violence, and stalking. The SRVSS office can also assist with notification to law enforcement and/or the University Title IX Coordinator. The SRVSS website noted below is also a great resource.

  Jennie O'Connell, Director
  Carriage House
  Phone: 330-672-9230, Email: srvss@kent.edu, Website: http://www.kent.edu/srvss

DISCLAIMER: This handbook is a summary of institutional, conference and/or NCAA policies, procedures and regulations, and is not meant to be the complete and final document or authority. Please check with your coach, an athletic administrator, or other appropriate university officials if you have questions or need additional information.

Original Student Athlete Handbook written by Judy Devine, former Senior Associate Athletic Director for Academic and Student Services.

Stephanie Danesis, Assistant Athletic Director for Compliance
Kent State University
181 MAC Center
(330) 672-2243
sdanesis@kent.edu
Revised: June, 2017