#UNIFIGHT

STUDENT-ATHLETE HANDBOOK

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

UNIVERSITY OF NORTHERN IOWA

2017-2018
<table>
<thead>
<tr>
<th>3</th>
<th>Introduction</th>
<th>38 Financial Aid and Scholarship Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Letter from Athletic Director, David Harris</td>
<td>38 Introduction to Aid</td>
</tr>
<tr>
<td>5</td>
<td>Letter from Asst. AD, Stacia Eggers</td>
<td>38 Types of Financial Aid</td>
</tr>
<tr>
<td>6</td>
<td>Athletic Department Mission Statement</td>
<td>39 Expenses not Covered by Athletic Scholarship</td>
</tr>
<tr>
<td>7</td>
<td>University of Northern Iowa Mission Statement</td>
<td>39 Renewal and Non-Renewal of Athletic Scholarship</td>
</tr>
<tr>
<td>8</td>
<td>Student-Athlete Code of Conduct</td>
<td>39 Post-Eligibility Scholarship (5th Year Aid)</td>
</tr>
<tr>
<td>9</td>
<td>MVC Code of Sportmanship</td>
<td>40 Summer School</td>
</tr>
<tr>
<td>10</td>
<td>Athletic Department Policies</td>
<td>41 Athletic Compliance</td>
</tr>
<tr>
<td>11</td>
<td>Hazing and Pre-Initiation Activities</td>
<td>41 Ethical Conduct</td>
</tr>
<tr>
<td>12</td>
<td>Sexual Misconduct</td>
<td>41 Sports Wagering – “Don’t Bet on It”</td>
</tr>
<tr>
<td>13</td>
<td>Policies of Misconduct</td>
<td>41 Employment</td>
</tr>
<tr>
<td>14</td>
<td>Academic Integrity</td>
<td>41 Private Lessons</td>
</tr>
<tr>
<td>15</td>
<td>Missed Class Policy</td>
<td>42 Seasons of Competition</td>
</tr>
<tr>
<td>16</td>
<td>Religion Policy</td>
<td>42 Outside Competition</td>
</tr>
<tr>
<td>17</td>
<td>Transgender Student-Athlete Participation</td>
<td>43 Practice Hours</td>
</tr>
<tr>
<td>18</td>
<td>Transfer Policy</td>
<td>43 Amateur Status and Agents</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>43 Extra Benefits</td>
</tr>
<tr>
<td>20</td>
<td>Social Media Strategy</td>
<td>44 Boosters</td>
</tr>
<tr>
<td>21</td>
<td>Introduction to Social Media</td>
<td>44 Recruiting Policies</td>
</tr>
<tr>
<td>22</td>
<td>Athletic Dept. Policies for Social Media</td>
<td>45 Complementary Admissions and Ticket Benefits</td>
</tr>
<tr>
<td>23</td>
<td>Best Practices for Social Media</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Social Media Training</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Social Media Resources</td>
<td>46 Medical Care and Procedures</td>
</tr>
<tr>
<td>26</td>
<td>Substance Abuse Policies and Procedures</td>
<td>46 Medical Certification</td>
</tr>
<tr>
<td>27</td>
<td>Introduction and Overview</td>
<td>47 Athletic Injury Medical Care</td>
</tr>
<tr>
<td>28</td>
<td>Testing Selection and Frequency</td>
<td>47 Outside Injury Care and Consultations</td>
</tr>
<tr>
<td>29</td>
<td>Notification Process</td>
<td>47 Insurance Coverage</td>
</tr>
<tr>
<td>30</td>
<td>Urinalysis Collection Procedures</td>
<td>49 Drug Testing</td>
</tr>
<tr>
<td>31</td>
<td>Rapid Drug Screen Procedures</td>
<td>50 Supplements</td>
</tr>
<tr>
<td>32</td>
<td>Self-Referral</td>
<td>50 Pregnant Student-Athlete Policy</td>
</tr>
<tr>
<td>33</td>
<td>Notification of Results</td>
<td>50 Strength and Conditioning</td>
</tr>
<tr>
<td>34</td>
<td>Sanctions for Positive Test Results</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Zero Tolerance</td>
<td>51 UNI Constituencies and their Athletic Department</td>
</tr>
<tr>
<td>36</td>
<td>Confidentiality</td>
<td>51 Department Role</td>
</tr>
<tr>
<td>37</td>
<td>Appeals</td>
<td>51 Equipment Room and Apparel</td>
</tr>
<tr>
<td>38</td>
<td></td>
<td>51 Athletics Communications</td>
</tr>
<tr>
<td>39</td>
<td>Academics and Eligibility Basics</td>
<td>52 Faculty Athletics Representative</td>
</tr>
<tr>
<td>40</td>
<td>Full-time Enrollment</td>
<td>52 Intercollegiate Athletics Advisory Council</td>
</tr>
<tr>
<td>41</td>
<td>Continuing Eligibility</td>
<td>53 Panther Scholarship Club</td>
</tr>
<tr>
<td>42</td>
<td>NCAA Progress Towards Degree (PTD)</td>
<td>54 Frequently Asked Questions</td>
</tr>
<tr>
<td>43</td>
<td>Office of Student-Athlete Development</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Commitment to Academic Excellence</td>
<td>55 UNI Resources</td>
</tr>
<tr>
<td>45</td>
<td>Commitment to Personal Development</td>
<td>56 University Organizations</td>
</tr>
<tr>
<td>46</td>
<td></td>
<td>57 Campus Resources</td>
</tr>
<tr>
<td>47</td>
<td>Student-Athlete Recognition and Awards</td>
<td></td>
</tr>
</tbody>
</table>
Introduction to the Student-Athlete Handbook

The University of Northern Iowa Student-Athlete Handbook has been prepared for UNI student-athletes to become better acquainted with procedures and general regulations that have been established by the University, the Missouri Valley Conference, the Big 12 Conference (wrestling), and the National Collegiate Athletic Association (NCAA). Many regulations apply to you, the student-athlete. Please contact the Office of Student-Athlete Development staff with any questions you may have; they will be happy to assist you. Please remember to always ask questions concerning any regulations/policies because it may impact your eligibility.

Use this handbook and the other resources that you have been provided, as reference tools for important information while you are a UNI student-athlete. This handbook includes only general guidelines. Make sure you are aware of what your coach expects from you and your rights and responsibilities as a University of Northern Iowa student. Student-athletes will be held responsible for abiding by all Athletics Department policies, whether provided by individual teams, specific department offices, or the department as a whole. Please note this handbook is a guide only and does not include every applicable rule/regulation/policy. In addition, changes to department policies and procedures are updated on the online version of the Student-Athlete Handbook. The handbook is located on the UNI Athletics website.
Dear Panther Student-Athletes:

Welcome to the start of another school year! We are excited to have you back on campus and look forward to another phenomenal year for UNI athletics. As this year commences, I want to thank you for the way that you represent us in all of your endeavors on and off the various fields of competition. Each of you make sacrifices every day in order to compete for Panther athletics, and we all greatly appreciate your hard work and dedication. You make the UNI campus a stronger, more diverse and vibrant community.

The 2016-17 year saw Panther athletics register our 14th and 15th consecutive semesters with grade point averages above the student body. Our teams registered the highest finish in the Missouri Valley Conference in the Learfield Director’s Cup standings. Additionally, Panther student-athletes completed over 3000 hours of community service. These are truly accomplishments in which we can all be proud. However, I know that we are capable of achieving even higher goals in the near future. We will work together daily as a Panther family to ensure that you achieve your academic goals, compete at a high level and have a fantastic overall experience.

A significant part of having a great experience involves understanding the policies, procedures and culture of UNI athletics. Please take some time to become familiar with the information presented in this handbook. It was created as a resource for you as you navigate through the upcoming year. There is a lot of information to take in, so please feel free to contact Stacia Eggers or anyone in the Office of Student-Athlete Development if you have any questions. Your success during the upcoming year is our top priority.

Thank you again for all that you do for Panther athletics. We wish you the best for a school year that will live up to all of your expectations. If you ever need to speak with me then please feel free to contact me at (319) 273-2470 or david.harris@uni.edu. I am always available to meet with student-athletes and discuss your experience here at UNI.

GO Panthers!

David Harris
Director of Athletics
Dear UNI Student-Athlete:

Welcome to another wonderful year as a Panther student-athlete! You have many new opportunities and experiences awaiting you, and our office is here to help support you in all aspects of your collegiate experience. Currently, our student-athletes have a combined cumulative grade point average that is higher than the general student body, which reflects our strong commitment to academics and the outstanding work ethic of our student-athletes.

We are available to assist you with the following: registration, progress toward degree/eligibility, tutoring referrals, academic advising, exploration/declaration of major, life skills development, individual meetings with mentors, community service opportunities and more. We are dedicated to helping you reach your full potential as a student, and we will work hand-in-hand with you to reach all of your academic, career and life goals.

The Office of Student-Athlete Development and the entire athletics staff is dedicated to making sure your experience here is as good as it can possibly be. There are many policies, procedures, rules, regulations and general information that you will need to know as a student-athlete. Our hope is that this handbook can serve as a helpful guide for you during your time here. Should you have any questions or concerns about anything in this handbook, please contact me. My direct office line is 319-273-3326.

Have a great year! Go Panthers!

Stacia M. Eggers
Associate Athletic Director for Student Services
Athletics Department Mission Statement

The Department of Intercollegiate Athletics at the University of Northern Iowa is dedicated and committed to the highest level of competition with peer and sister institutions, institutions in the Missouri Valley Conference, the Missouri Valley Football Conference and the Western Wrestling Conference, and on a national basis in terms of athletic excellence and academic achievement of student-athletes.

We will offer compelling experiences for the student-athlete and for our campus community and will provide a diverse environment steeped in integrity, values and vitality. We are committed to equitable opportunities for all students, student-athletes and athletic department staff including women and minorities. Our programming offerings, our recruitment of both students and staff, and our career enhancement opportunities for staff will reflect this commitment to equity and diversity. Further, we are totally committed to the NCAA principles of sportsmanship and ethical conduct and nothing short of complete and total adherence to the principles and guidelines prescribed by the NCAA in these critical areas will be tolerated or accepted.

Teaching is our core, positive growth and development of student-athletes and coaches is our goal and the highest level of performance in the classroom, in social settings and on the field of play is our target outcome.

University of Northern Iowa Mission Statement

Vision Statement

The University of Northern Iowa will be nationally known for innovative education, preparing students for success in a rapidly changing, globally competitive, and culturally diverse world.

Mission Statement

The University of Northern Iowa provides transformative learning experiences that inspire students to embrace challenge, engage in critical inquiry and creative thought, and contribute to society.

Values

As a university community we are guided by the following core values:

**Academic Freedom** – freedom of inquiry by students, faculty, and staff

**Access** – an affordable, inclusive educational environment

**Accountability** – integrity, responsibility and the highest ethical standards of students, faculty and staff

**Community** – an ethical, caring, and safe community characterized by civility

**Diversity** – a welcoming community that celebrates pluralism, multiculturalism, and the unique contributions of each person and group

**Engagement** – characterized by challenge, transformation, and lifelong learning in a global society

**Excellence** – in teaching and learning, scholarship and creative work, and service

**Sustainability** – an attractive, well-maintained campus environment that enhances the living and learning experience with an emphasis on environmental stewardship
Student-Athlete Code of Conduct

Code of Conduct

As a Panther I will...

- be respectful of all others and treat people as they would want to be treated,
- communicate with their teammates, coaches, faculty, and other members of the Athletics Department and campus community with honesty and timeliness,
- follow all team, intercollegiate athletics, University, MVC, MVFC, MAC, and NCAA rules and guidelines,
- attend all classes as scheduled, unless absences are approved,
- complete my academic coursework in a timely fashion and make progress towards my degree each semester, and
- give my best effort academically, athletically, and in life!

Review and Acknowledgment

The student-athlete code of conduct is subject to annual review and revision by the athletic department, with subsequent approval of the President of the University.

Acknowledgment of the terms and conditions of this code of conduct is mandatory prior to athletic participation at the University of Northern Iowa.
MVC Code of Sportsmanship

Statement of Purpose - The Missouri Valley Conference is committed to establishing sportsmanship and developing healthy environments for competition. The Missouri Valley Conference sets forth this code to maintain intercollegiate athletics in harmony with the educational purposes of its member institutions.

Principles of Sportsmanship - The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential for sports is achieved when competition reflects these “six pillars of character.”

Standards of Conduct - Coaches and administrators shall conduct themselves in a professionally dignified manner. Student-athletes shall similarly conduct themselves as positive role models and represent their institutions in a manner which exhibits the principles of sportsmanship. The standards for the conduct of administrators, coaches and student-athletes immediately preceding, during and following athletics events are:

1. Exhibiting respect and courtesy towards all participants including the coaches, student-athletes and officials;
2. Exercising restraint in their actions, both physical and verbal, toward other participants;
3. Commenting about other institutions, coaches and student-athletes only in a positive manner;
4. Refraining from making public comments critical of officials or the quality of their work.

Student-athletes - Respect for the game in which the student-athlete participates also demands respect for the opponent. Student-athletes at MVC institutions are expected to treat opponents with respect. There will be no tolerance for taunting and baiting of opponents. MVC student-athletes must understand that they are often the most visible representatives of their institutions and their behavior is observed and emulated by many who are younger. MVC student-athletes must honor the responsibilities that accompany the privilege of representing our schools by behaving with dignity and class on and off the field.

Spirit Groups - Like our student-athletes, spirit groups are visible representatives of our institutions. As such, we place high expectations on them for decent behavior. Cheerleaders, bands, mascots and other spirit groups are admitted to the contests at the pleasure of our institutions to support their teams and assist in creating a fun atmosphere. They are not admitted in order to disrupt or confront the opponent and such behavior will not be tolerated. Their focus must be toward encouragement of their team and respect for the opposing team.

Officials - Officials assigned to Conference contests must enforce the rules regarding sportsmanship, without tolerance for abuse. The only warning to participants and coaches regarding sportsmanship should come at the beginning of the contest. Once the contest begins, penalties (consequences), not warnings, must be assessed for violations of unsportsmanlike conduct. The Conference will require that officials eject any coach who protests unsportsmanlike conduct calls, provided such ejection is permissible by the rules of that sport.

The full sentiment of the following statement must be communicated by officials to the captains and coaches prior to every contest. It is not required to be read verbatim.

“The Missouri Valley Conference requires officials to enforce all rules regarding unsportsmanlike conduct by coaches and players. There will be no tolerance for negative statements or actions between opposing players, especially taunting and baiting. If such comments are heard, a penalty will be assessed immediately. If any coach protests an unsportsmanlike penalty, he or she will be ejected from the contest. We have been instructed not to issue warnings during the contests. It is strongly suggested that you remind your participants of this policy.”

Officials who do not follow this policy will be subject to reprimand or suspension. Further, officials will be protected from any retaliatory action (e.g. negative impact on ratings, reduced assignments) for enforcing MVC sportsmanship standards. Conference policy prohibits any public criticism of officials by coaches or staff members including comments critical of any game official’s performance, character, appearance or abilities.

Commissioner - The commissioner is expected to enforce Code of Sportsmanship. He or she is authorized to assess penalties for improper behavior that is not detected or properly addressed during the contest. Institutions and their personnel are expected to fully cooperate with his or her effort to investigate possible improper behavior.

Fans - The Conference hopes and believes that the establishment of the principles outlined in this document will create a wholesome atmosphere that will attract more fans to our events. Fans should be encouraged to applaud the effort by both institutions. They should be reminded that the participants are young people who should be treated as if they were their own sons and daughters.
Athletic Department Policies

Introduction

All student-athletes are members of the University of Northern Iowa's student body. You are a student first, and your participation in intercollegiate athletics derives from your status as a student. Accordingly, all University policies governing student conduct apply to you.

Participation in the University of Northern Iowa intercollegiate athletic program is a privilege. You represent not only yourself, but also your teammates, others in the athletic department, the University, our community, our state, our conference and our alumni throughout the world. Given the significance of this privilege, additional responsibilities are placed upon you beyond those placed on other students at the University.

This student-athlete code of conduct is designed to inform you, the student-athlete, of the behavior expected of you, and to the potential consequences that your behavior may have on your status as a student-athlete, and applies in addition to the student conduct code of the University. [https://www.uni.edu/deanofstudents/studentconductresources]

The Athletic Department may take action under this code of conduct regarding your participation in the University's intercollegiate athletics program, and also regarding the awarding, renewal, and modification of a scholarship that you may now have or may receive in the future. This Code of Conduct is intended to complement, not replace, the University student conduct code or conduct rules that your sport team has adopted, including consequences for violating university policy or sport team rules. Always remember that a coach has the right to impose additional rules and sanctions above and beyond those outlined in this policy.

Hazing and Pre-Initiation Activities

All forms of hazing on the part of any individual, group or organization are subject to disciplinary action. No initiation or other activity shall be undertaken which endangers the health or safety of an individual, or demands an individual to engage in conduct of an unbecoming or humiliating nature, or in any way detracts from an individual’s academic pursuits.

For purposes of this policy and university disciplinary action, hazing is prohibited and is defined as any act which intentionally, unintentionally or recklessly endangers the physical, mental or emotional health or safety of a student and/or results in ridicule, for the purpose of admission into, affiliation with or as a condition for continued membership in any group. This applies to any group, organization or team connected with the university, regardless of the individual's willingness to participate in any forced or required activity. Failure to report hazing activity may be considered a violation of the code of conduct.

Sexual Misconduct

If you or someone you know may be a victim of sexual misconduct, sexual assault, or any other behaviors prohibited under this policy, you are strongly encouraged to seek immediate assistance from Violence Intervention Services, Wellness and Recreation Center, Room 101, (319) 273-2137 or UNI Police, Gilchrist Hall, Room 30, (319) 273-2712. Students will be provided counseling and medical referrals; assistance with safe housing and academic and financial concerns related to the sexual misconduct; and information concerning victim's rights. Individuals will also be provided information concerning University, civil and criminal complaints, including how to file such complaints. 
The University will not pursue disciplinary action for improper use of alcohol or other drugs against an alleged
victim of sexual misconduct or against another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith. See “Good Samaritan Provision” Article III (D) of the Student Conduct Code.

Policies of Misconduct

If you are arrested or charged with a crime you are required to notify your head coach within 24 hours. Your head coach will inform his/her sport administrator. The sport administrator shall serve as the representative of the department in determining the appropriate application of this policy. There are two levels of misconduct that may affect your ability to fully participate in the University of Northern Iowa’s intercollegiate athletic program: Level I, Level II. Charges such as minor driving offenses, etc. are not subject to the applications, definitions and sanctions of Level I and Level II misconduct.

Level I Misconduct

If the University of Northern Iowa Athletics Department has information which leads it to conclude that a student-athlete has been arrested or charged with a violation of local, state or federal law involving violence (sexual assault, battery, etc.), theft (any degree), drugs (possession, distribution or intent to distribute, etc.) or a major alcohol offense (OWI, providing alcohol to a minor, etc.) or illegal gambling or any felony charge, the student-athlete shall be immediately suspended from intercollegiate athletic participation, which may include practice. The suspension remains in effect until either 1) the charges are resolved by the legal system; or 2) University or departmental disciplinary measures have been issued in accordance with this policy and/or the department lifts or modifies the suspension or the term of the suspension is served.

By suspending the student-athlete, the department is not pre-judging guilt or innocence, rather the suspension protects the integrity of our department and its 17 sport programs, including all of our student-athletes, when there is an arrest or criminal charge.

Termination of scholarship benefits: The Director of Athletics may pursue revocation or modification of athletically-related financial aid, such as a scholarship, as a consequence of any and all Level I misconduct. Any action to revoke or modify athletically-related financial aid will be in accordance with NCAA and institutional procedures.

Sanctions for Level I Misconduct:

- First Offense – The student-athlete will be suspended (at least 10% of the season) from competition and may be suspended from practice. This suspension may be up to one calendar year. The Athletic Director and/or Head Coach reserve the right to dismiss the student-athlete from the team.
  - The student-athlete may be required to a) Attend an assessment session with appropriate counseling provider to assess if additional intervention is needed. The student-athlete is responsible for related expenses including expenses for education, counseling, evaluation, or treatment, if any expense is entailed; b) Perform community service as directed.
- Second Offense – The student-athlete will be suspended from practice and competition for a minimum of one calendar year. The Athletic Director and/or Head Coach reserve the right to dismiss the student-athlete from the team.
  - The student-athlete may be required to a) Attend an assessment session with appropriate counseling provider to assess if additional intervention is needed. The student-athlete is responsible for related expenses including expenses for education, counseling, evaluation, or treatment, if any expense is entailed; b) Perform community service as directed.
- Third Offense – The student-athlete will be dismissed from the team.

Level II Misconduct

A student-athlete arrested or charged with other infractions (non-Level I) violations such as public intoxication, disorderly conduct, minor in possession, etc. is subject to the following sanctions. The Athletic
Director reserves the right to declare any infraction as Level I.

Sanctions for Level II Misconduct:

- **First Offense** – The student-athlete is required to meet with the appropriate sport administrator, or designee to review the infraction. The student-athlete may be required to a) Perform community service as directed; b) If so directed by the sport administrator, attend an assessment session with appropriate counseling provider to assess if additional intervention is needed. The student-athlete is responsible for related expenses including expenses for education, counseling, evaluation, or treatment, if any expense is entailed.
- **Second Offense** – The student-athlete is required to meet with the appropriate sport administrator, or designee to review the infraction. The student-athlete may be required to a) Attend an assessment session with appropriate counseling provider to assess if additional intervention is needed; b) Perform community service as directed; c) Shall be suspended at least 10% of all regularly scheduled competitions beginning with the next event.
- **Third Offense** – Any third level II offense shall be considered a level I violation and result in appropriate level I sanctions.

Suspension Guidelines: When suspended from competition, a student-athlete may be allowed use of facilities for academic services, athletic training and strength and conditioning. The student-athlete may be suspended from practice activities.

**Appeals**

A student-athlete may appeal sanctions issued as a result of violation of this policy if the policy has been incorrectly applied to the student-athlete’s circumstance, or applied in a manner deemed arbitrary and/or capricious, or new information becomes available. This appeal shall be made in writing to the Athletic Director. The basis for the appeal shall be clearly delineated, along with the specific relief sought. The Athletic Director shall respond to the appeal in writing. If the appeal is not resolved to the satisfaction of the student-athlete, further appeal may be made to the Faculty Athletic Representative. This subsequent appeal procedure shall be clearly delineated in the written response from the Athletic Director. Violations of UNI’s drug testing policy have a separate appeal policy.

**Academic Integrity**

Students at the University of Northern Iowa are required to observe the commonly accepted standards of academic honesty and integrity.

- Except in those instances in which group work is specifically authorized by the instructor of the class, no work which is not solely the student’s is to be submitted to a professor in the form of an examination paper, a term paper, class project, research project, or thesis project.
- Cheating of any kind on examinations and/or plagiarism of papers or projects is strictly prohibited.
- Also unacceptable are the purchase of papers from commercial sources, using a single paper to meet the requirement of more than one class (except in instances authorized and considered appropriate by the professors of the two classes), and submission of a term paper or project completed by any individual other than the student submitting the work.

**Plagiarism**

- Students are cautioned that plagiarism is defined as the process of stealing or passing off as one’s own the ideas or words of another or presenting as one’s own an idea or product which is derived from an existing source. It is not acceptable for the work or ideas of another scholar to be presented as a student’s own or to be utilized in a paper or project without proper citation.
- To avoid any appearance of plagiarism or accidental plagiarism, it is important that all students become fully cognizant of the citation procedures utilized in their own discipline and in the classes which they take. The plea of ignorance regarding citation procedures or of carelessness in citation is not a compelling defense against allegations of plagiarism.
A college student, by the fact that he or she holds that status, is expected to understand the distinction between proper scholarly use of others’ work and plagiarism.

Consequences

A student who is found to have improperly used others’ work must expect to be penalized for such action—even if the argument is made that the action was taken with innocent intention—and the student’s instructor will normally judge such work “unacceptable.” But it should be noted that the assignment of a low or failing grade for unacceptable work is not in itself a disciplinary action—even if the assignment of such a grade results in the student’s receiving a lower grade in the course—including “F”—than he or she would otherwise achieve. Such a response by an instructor is part of the normal grading process; if a student feels that he or she has grounds to protest a grade received through this process, the student has access to the academic grievance procedure which the University has developed to deal with all student academic grievances. On the other hand, cheating and plagiarism are issues which can affect a student’s status at the University in more serious ways. As an educational institution, the University maintains standards of ethical academic behavior, and recognizes its responsibility to enforce these standards. Therefore, the following procedures of academic discipline prevail at the University of Northern Iowa.

- If a student is determined by an instructor to have committed a violation of academic ethics, the instructor may take additional disciplinary action including, but not limited to, grade reduction for the course in which the infraction occurs, even if the reduction is over and above the normal consequences resulting from the grade merited by the unacceptable work.

- In cases where such disciplinary action is taken, the instructor is obliged to report the action in writing, to the student, to the instructor’s department head, (and, if the student is from a different department, to the head of the student’s department), and to the Office of the Provost and Vice President for Academic Affairs.

- The Provost and Vice President for Academic Affairs will notify the student in writing that such action has been taken, and will maintain a file for each student so disciplined. (This file is confidential and is independent of the student’s normal University records.)

- A student wishing to appeal or dispute the disciplinary action taken may seek redress through the University academic grievance structure. In the case of a successful grievance, the evidence of the disciplinary action taken by the instructor will be expunged from the student’s file by the Provost and Vice President for Academic Affairs.

- In cases of particularly flagrant violations of academic ethics relating to cheating or plagiarism, the instructor may feel obligated to recommend suspension from the University of Northern Iowa for a period ranging from the term in which the infraction occurs (with a loss of all credit earned during that term) to permanent suspension from the University. Such recommendations are sent in writing to the department head and the Provost and Vice President for Academic Affairs, the latter of whom informs the student in writing that the recommendation has been made. In such cases, the academic appeals procedure is automatically invoked by the Provost and Vice President for Academic Affairs. Until the mandatory academic appeal in such cases has been completed, the recommended suspension is not in effect. In cases of a successful appeal to such action, the materials will be expunged from all University records.

- Finally, the Provost and Vice President for Academic Affairs will regularly monitor all files relating to disciplinary action taken against specific students. If the monitoring reveals that there is a history of disciplinary actions taken against a particular student (excluding any actions which have been successfully grieved) such that there are three or more instances of such action subsequent to any academic grievances generated by such actions, the Provost and Vice President for Academic Affairs will, as a matter of course, institute proceedings for permanent suspension of that student. The procedures demand that the Provost and Vice President for Academic Affairs notify the student in writing that suspension procedures have been invoked, and there is an automatic appeal to the University academic grievance structure in all such cases. All parts of the academic grievance structure (including those stipulated in the immediately preceding paragraph) apply in such cases, except that the Provost and Vice President for Academic Affairs, as the disciplinary officer, functions in the role of the instructor in an academic grievance relating to a specific class.
Missed Class Policy

The UNI Department of Athletics has created the following attendance policy as one way of assisting student-athletes and their academic success. Each head coach may endorse a more restrictive policy for his/her sports program.

Attendance at EVERY class and laboratory session is expected for all courses in which you are enrolled. Studies have shown that there is a direct correlation between classroom attendance and academic success. If you are having problems with a class, your professor is much more likely to be willing to work with you if you have demonstrated an interest in the course by attending the class. For student-athletes this issue is even more critical because of the days that might be missed due to competition. It is YOUR responsibility to attend class every day, be on time and actively participate in the class.

Student-athletes bear the responsibility of informing their professors of upcoming class absences due to competition. Student-athletes should refer to their course syllabus carefully on assignment completion for any given class. Student-athletes are responsible for understanding and meeting the instructor’s expectations. Student-athletes also are responsible for communicating with faculty prior to missing scheduled assignments and for making arrangements with faculty to complete all missed assignments. Athletics Academic Advisors will provide a form that will list each class missed due to athletic competition that can be shared with faculty. Concerns with completing missed assignments due to athletic competition are to be reported to the Athletics Academic Advisors in Athletics Academic Services.

It is against NCAA rules for student-athletes to miss class to attend practice or other athletics department events unrelated to official competition.

The Athletics Academic Services staff may use the following methods to monitor class attendance and tardiness to classes:

- Direct grade check requests
- Telephone calls to and from professors
- Electronic communication with professors
- Personal meetings with professors
- Random class attendance checks

With proper documentation, the following circumstances generally constitute an excused absence:

- Absence due to team travel and competition
- Absence due to illness – Student-athletes must provide documentation from the athletic training staff or a licensed medical facility to both the professor and the Athletics Academic Services staff prior to the next class meeting. Note: Depending on the professor’s attendance policy, missing class for an illness even with a physician’s note may not constitute an excused absence in that class. However, the Athletics Department may still consider the absence “excused” if proper documentation is provided.
- Absence due to extenuating personal circumstances such as death in the immediate family – the student-athlete must notify the professor and a member of the Athletics Academic Services staff prior to the next class meeting. Appropriate documentation to provide proof of extenuating circumstances may be requested.

Sanctions for missed classes due to unexcused absences (per course):

- First Unexcused Absence – Reported to Sport Administrator and Head Coach.
- Second Unexcused Absence – Letter to Student-athlete and Head Coach. Parents/guardians of the student-athlete will be notified.
- Third Unexcused Absence – Student-athlete will be suspended from one (1) practice beginning with the next scheduled practice. No athletically-related activities are allowed for a
24-hour period, including strength and conditioning activities, film sessions, individual workouts or any other activity that is required by the coaching staff.

- **Fourth Unexcused Absence** – Suspension from 10% of the team’s regular season scheduled competitions beginning with the next scheduled competition, which could also include post season.

If a student-athlete self-reports the first unexcused absence, the first absence will be waived. Absences can be self-reported to Athletics Academic Advisors, sport supervisors or the head coach.

Summer school classes are included and sanctions will be applied beginning with the fall semester.

**Suspension Criteria:**

1. A suspension is defined as the inability to participate during an entire practice, game and/or competition. This includes all countable athletically related activities such as weight training or film sessions. Student-athletes who have been suspended from practice and/or competition are not allowed to observe practice or attend the competition as a student-athlete. You may attend a home athletic event, but cannot participate in team activities, including team meals, locker room sessions or sit on the bench/sideline during the game.
2. Suspension(s) will be served at the first available opportunity and must be served consecutively as applicable.
3. Absences are calculated per course. Students who miss four (4) classes in one course will be subject to a 10% suspension. Each subsequent absence in that course will result in being suspended for one (1) additional competition.
4. Unexcused absences are “reset” each academic term and do not carryover. However, sanctions may be applied, when necessary, to the following term.
5. If the calculation of a suspension results in a percentage of a contest, the following formula shall be used:
   a. .4 and below – round down to the nearest contest.
   b. .5 and above – round up to the nearest contest.
6. In as much as most summer activities are voluntary, no suspensions may be served during voluntary summer workouts. Unexcused absence sanctions for missed summer classes may be applied to fall practice and/or competitions.
7. Scrimmages and exhibition games shall not be used in determining the total number of a team’s regular season scheduled contests.
8. Scrimmages and exhibition games shall not be used to satisfy suspensions.
9. Suspension from practice will be for the next scheduled practice.
10. Suspension from competition will be for the next scheduled contest, including post-season. If a sport splits their competition season between “championship” and “non-championship” segments, suspensions shall be served during the segment of the season concluding with the NCAA Championships (also known as the “championship” segment). If the next scheduled contest will not be until the following academic year, the suspension will carry over to that year.
11. The student-athlete and the head coach will be notified in writing by the UNI Department of Athletics after the second absence.
12. If the UNI Department of Athletics receives a progress report with multiple unexcused absences from a professor without any prior notice of class absences, the student-athlete’s absences will be recorded as three and associated penalties will be administered.

**Process to Appeal Unexcused Absences**

If a student-athlete believes the information related to unexcused absences is not accurate, he/she has three (3) business days to formally appeal to the Senior Associate Athletic Director/STA. This appeal shall be made in writing and presented in person and any pertinent documentation to support the student’s perspective should be presented at that time. The appeal will be reviewed by the Senior Associate Athletic Director/STA or designee and forwarded to the Director of Athletics for final review and ruling. The decision of the Director of Athletics is final. The student-athlete’s appeal will be responded to in writing, and copied to the Head Coach,
the Sport Administrator, and the Athletics Academic Advisor within two (2) business days. 
Note: This policy can be amended at the discretion of the Director of Athletics.

**Religion Policy**

The University of Northern Iowa athletic department does not tolerate religious discrimination, or any other behavior in its athletic department which may be reasonably perceived as a bias for or against any particular religious beliefs. As a result, the following guidelines are in place to assist department personnel.

- Organized prayer in the locker room or adjacent areas before, during or after a game, practice or other team activity is not permitted. Student-athletes may observe a period of silence for personal introspection or internalized prayer, but only in the absence of coaches and/or staff.
- No university personnel, either employed or volunteer, or an individual acting as an agent of university personnel may initiate any religious discussion with any student-athlete or team, in any on- or off-campus location. This restriction extends to include, but is not limited to, any individual such as a speaker, who is given the opportunity to address a student or group of students or team.
- Organized groups, such as the Fellowship of Christian Athletes, may conduct meetings, and coaches may take part in those meetings with student-athletes. Coaches may inform student-athletes of these meetings. However, those meetings may not be sport specific, and shall occur away from team activities. Further, university personnel as described above in paragraph 2 may not directly or indirectly require or expect students to attend those activities.
- During banquet or other meal activities, it is appropriate to offer thanks prior to a meal. However, no religious message may be delivered as part of doing so.
- If a student-athlete seeks a coach or staff member’s guidance or direction about religious matters on an individual basis, the coach or staff member should feel free to locate appropriate resources and guide the student-athlete to those resources but shall not mandate any behavior by the student-athlete.

Questions regarding this policy should be directed to the office of the Athletic Director. Concerns about violation of this policy should be directed to the Office of Compliance and Equity Management (OCEM). Any related complaints should be directed to OCEM at 117 Gilchrist Hall, Cedar Falls, IA 50614-0028, (319) 273-2846, equity@uni.edu.

**Transgender Student-Athlete Participation**

The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:

- A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men’s team, but is no longer eligible to compete on a women’s team without changing that team status to a mixed team.
- A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

- A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men’s or women’s team.
- A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.
Transfer Policy

NCAA Bylaw 13.1.1.3 specifies that athletics staff members or other representatives of the institution's athletics interests shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution's athletics director (or an athletics administrator designated by the athletics director) to do so, regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage the transfer and the institution shall not provide athletically related financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply. If an institution receives a written request from a student-athlete to permit another institution to contact the student-athlete about transferring, the institution shall grant or deny the request within seven business days (see Bylaw 13.02.1) of receipt of the request. If the institution fails to respond to the student-athlete's written request within seven business days, permission shall be granted by default and the institution shall provide written permission to the student-athlete.

Any student-athlete wishing to transfer to another institution should initiate their request with the head coach. A student-athlete is required to have prior written approval for permission to speak with another institution and for completion of the actual transfer, which would certify eligibility for athletic aid and competition. Written permission shall be granted solely by the Athletic Director (or designee) with input from the head coach and sport administrator.

In accordance with NCAA legislation, UNI considers each transfer request on a case-by-case basis using the policies stated below.

Requests for contact and transfer exception will be denied:
• To any Missouri Valley or MAC Conference institution, or any other Division I institution against whom Northern Iowa regularly competes, or any Division I institution within the state.
• If the request is received late in the academic year (defined as after March 1) and results in a situation creating a recruiting disadvantage.
• To scholarship student-athletes who have been found to be deficient in fulfilling athletics and academic related obligations (i.e., quitting the team, failing to participate in required team activities, APR etc.).

Extenuating circumstances, which justify the need to transfer (i.e., financial need, family problems, etc.) may result in the athletics department granting exceptions to the stated policies. UNI athletics considers the welfare of the student-athlete in all of its decisions. The athletic department believes a quality student-athlete experience also includes understanding the meaning and value of commitment and responsibility.

A complete transfer release, certifying immediate eligibility for athletic aid and competition, will only be issued if the student-athlete meets all NCAA and UNI academic eligibility requirements upon departure from the University.

Appeals

If UNI denies a student-athlete's request for permission to contact other institutions and/or transfer, the student-athlete will be informed in writing that he or she, upon request, shall be provided a right to request an appeal hearing. The student-athlete will be notified that he/she has two weeks from the date of the written notification to formally appeal the transfer request denial decision. The student-athlete will also be notified of the appeal process/order of proceedings in writing. In order to appeal the decision, the student-athlete must submit a completed Transfer Appeal Hearing Request (in writing or via e-mail) to the NCAA Faculty Athletics Representative within this two-week period. Failure to submit a written request for an appeal hearing in this format within this time frame to the NCAA Faculty Athletics Representative or failure to fill out the appeal form completely will result in the appeal being denied. Upon receipt of the written appeal request for a hearing, the NCAA Faculty Athletic Representative will review the request and submit it to all of the members of the Appeals Committee, the Sport Administrator, and the Head Coach.
The Faculty Athletics Representative, as chairperson, will schedule an in-person or phone appeal hearing and the student-athlete will be notified of the date/time of the hearing by the FAR. The student-athlete may choose to participate by only providing written information, but must have the opportunity to actively participate in the hearing. The appeal hearing will be conducted and a written decision (on behalf of the Appeals Committee) of the hearing outcome will be provided to the student-athlete within 15 business days from the date of receipt of the student-athlete’s appeal request form. If the hearing is not conducted and/or the decision is not provided to the student-athlete within this time period, the appeal shall be granted by default. Note: An appeal hearing may not be conducted beyond the 15 business day period, even if requested by the student-athlete.

Prior to the appeal hearing, the Faculty Athletics Representative will request written statements and any other necessary documentation from the student-athlete’s head coach and from the Department of Athletics detailing their positions. The student-athlete will be permitted to submit additional documentation, if necessary, to the FAR to be considered by the Appeals Committee. At the appeal hearing, the student-athlete and the Athletics Department shall have the right to present pertinent information and offer testimony of relevant witnesses, if necessary. A representative from the UNI Athletic Compliance Office shall be present at the hearing as an ex-officio member of the Appeals Committee to ensure NCAA bylaws are followed regarding the scope of review. The hearing shall involve a disclosure of positions from “both sides” and is not a court of law or legal adjudication. The decision of the Appeals Committee will be based on the facts and information provided at the hearing. Copies of the decision will be sent in writing (or via e-mail) to the student-athlete, the Athletics Director and/or SWA, the head coach, and the Deputy Athletic Director. The decision of the Appeals Committee is final and binding and may not be appealed further by the student-athlete or by the Athletics Department.

Services and Benefits Available to Student-Athletes Who Request Permission to Contact or Indicate Their Intention to Transfer

Student-athletes who request permission to contact another institution or indicate their intent to transfer at the conclusion of the next academic term or year may still have access to utilize weight-training areas, athletic training rooms, and the academic study center. However the dates and time these areas are made available may not be the same dates and times with which the student-athlete is accustomed. The availability of each facility shall be determined by the managing staff. Student-athletes who cease to participate in their sport will no longer receive complimentary admission to UNI contests through UNI Athletics, but may acquire admission through the same means as the general student body. Student-athletes who cease to participate in their sport will not have access to priority registration privileges through UNI Athletics. Student-athletes who fail to complete the entire season as a participating member of their team, as determined by their head coach, may be excluded from team banquets and/or receiving institutional awards.

Extenuating circumstances may warrant an exception to some or all of the services and benefits described above, and may be examined by the Director of Athletics on a case-by-case basis.

Missouri Valley Intra-Conference Transfer Rule

A student-athlete who has accepted or received an athletic scholarship or participated in any intercollegiate contest as a member of a MVC member institution is subject to the MVC Intra-Conference Transfer Rule. Unless a waiver or appeal is granted, a student-athlete who has triggered the application of the intra-conference transfer rule may not compete in any sport at the certifying institution until after that student-athlete has served a one-year residence (2 full-time semesters) requirement from the official date of transfer. The intra-conference transfer rule does not impact a student-athlete’s ability to practice or receive financial aid at the certifying institution.

Missouri Valley Football Intra-Conference Transfer Rule

A prospective student-athlete or student-athlete who has accepted or received an athletic scholarship or participated in any intercollegiate contest as a member of a MVFC member institution is subject to the MVFC Intra-Conference Transfer Rule. Unless a waiver or appeal is granted, a student-athlete who has triggered the
application of the intra-conference transfer rule may not practice or compete at a certifying institution until a two-year requirement (four full-time semesters) has been served. Additional questions about this rule should be directed to Athletic Compliance Staff.

a. Impact of Other Regulations. Once a student-athlete has triggered the application of the intra-conference transfer rule, it continues to apply until the residence requirement is fulfilled or a waiver or appeal is received. Other circumstances (e.g., NLI release, initial eligibility status, graduation from initial institution) do not automatically negate or lessen the residence requirement under the intra-conference transfer rule.

Mid-American Intra-Conference Transfer Rule

A current student-athlete at a MAC Institution who has accepted or received an athletic scholarship or a prospective student-athlete who attends summer session on athletics related financial aid prior to initial enrollment is subject to the MAC Intra-Conference Transfer Rule. The rule states that a student-athlete must serve one year in residence (two full-time semesters) from the date of transfer before becoming eligible to compete at another MAC Institution. In addition, the student-athlete must sacrifice one of the four seasons of competition permitted under NCAA Rules. Additional questions about this rule should be directed to Athletic Compliance Staff.
Social Media Strategy

Introduction to Social Media

Social media are tools that provide powerful communication opportunities to build relationships and support. That support can be built and crushed quickly. The small nuggets of information you post can dramatically change the community’s perception of you. They are a great way to interact with fans, alumni, recruits, parents and the community, but they can be equally as damaging. It’s important that you use the tools appropriately.

Members of the athletic department staff have the authority to view Facebook, Twitter, Instagram, or any other public online journal, and review profiles and other information for appropriate content related to being a student-athlete. Photos, “groups” or other content (including “wall-postings”), which violate or appear to violate the conditions of the code of conduct or other laws may be considered a violation of the university’s code of conduct. This includes, but is not limited to, derogatory statements, depictions of underage drinking or alcohol use, and any reference to illicit drugs or other inappropriate behavior not reasonably related to a legitimate academic activity.

Inappropriate use of social media is subject to remedial actions, up to and including the loss of scholarship and participating privileges and dismissal from the team. While conduct may or may not violate the UNI Student Conduct Code, individual teams and head coaches may implement additional guidelines regarding the use of social media by their student-athletes. For example, a head coach may prohibit the use of social media technologies immediately prior to, during and following competition. Student-athletes are responsible for knowing and abiding by any such additional guidelines implemented by their respective teams. Violations of team guidelines regarding social media may subject student-athletes to additional, progressive remedial actions as determined by the code of conduct, their respective head coach and the athletics director.

The Deputy Athletic Director for External Operations, Steve Schofield and Assistant Athletic Director for Athletics Communications, Colin McDonough will rule on possible violations. Appeals can be made to the athletics director.

Examples of social media sites include but are not limited to: Facebook, Google Plus, Twitter, Podcasts, Vodcasts, Text Messaging, Email Blasts, Flickr, YouTube, Blogs, Social Bookmarking, Instagram, Snapchat, Vine, LinkedIn.

Athletic Department Policies for Social Media

- Notify the athletics communications office of new official accounts. **All student-athletes with a Twitter account are asked to follow the private account @UNIcompliance and allow that account to follow them in return.** This allows administrators to communicate with student-athletes and identify tweets that put student-athletes in danger of being held from NCAA participation.
- Do not post anything that is confidential, sensitive or private. See FERPA (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) – for example: Schools can’t publicly release information from a student’s education record without consent. Exceptions apply in cases involving other education institutions and law enforcement. In general, do not release injury information or other bits of news that allows other teams to gain an advantage through social media outlets.
- Follow all applicable laws, NCAA rules, the university’s and athletic department’s policies and guidelines. For example, it is impermissible for current student-athletes to promote or endorse any product in any forum. It is also not permissible for current student-athletes to contact prospective student-athletes (recruits) in any manner, including via social media. Student-athletes also must be cautious in their social media interactions with athletic boosters and recruits.
• Do not comment on athlete injuries, rosters, playbooks, officiating or any other team information that should be kept confidential.
• Follow all social media site rules. Here are the terms for Facebook (https://www.facebook.com/legal/terms) and Twitter (https://twitter.com/tos).
• Respect copyright and other persons’ property rights and privacy rights.
• UNI logos are off limits as a part of social media profiles. The department is concerned about the logo being altered and losing its branding recognition, so students are asked to not incorporate them in their avatars or profile pictures.

Best Practices for Social Media

• Think twice before posting. If you wouldn't want your boss, parents or future employer to see your post, don't post it. Consider how it will make you appear to the public. Posting that you are bored in class lends itself to believe you are not diligent and working hard on your studies. Complaining about referees or making fun of other players makes you appear as if you are making excuses while being disrespectful and un Sportsmanlike.
• Avoid complaining of all kinds. You should never air work grievances on social media. Your boss will likely see them and take appropriate actions. In addition, it's rare for negative posts to make much of an impact on your followers. They don't want to hear someone whine about how hard their life can be, so make each tweet and post something you can be proud of and worth sharing to others.
• Be accurate. If you make a mistake, own up and correct it quickly. If you're posting to a blog, you may choose to modify an earlier post – just make it clear that you have done so.
• Be respectful. Be positive. No use of slurs, epithets, curse words or generally demeaning messages.
• Be honest. Be transparent. Always tell the truth.
• Remember many different audiences will see your posts including fans, alumni, kids, student-athletes, parents, staff and faculty. Comments made via social media can be and have been used by members of the media as attributed quotes.
• Be professional and polite. Rather than focusing on beating other teams or schools, focus on promoting UNI. Also thank fans and media.
• Share the love! Link back to other university and athletics postings.
• Be authentic. Be real. Don’t sound like you’re selling something. The expected tone within social media sites is conversational and personal.
• Moderate your content. Respond promptly to comments where a response is expected. Don’t respond to negative posts or tweets. This kind of interaction can be picked up and turned into a story by media. Arguing in a public forum may not help you protect your reputation. It may only damage it. Even private messages are likely to be leaked to the media and public, so don’t think that is a way around it. Taking the high road with no response may actually do more good than responding.
• Remember that the Internet is permanent. Even if you delete something, it’s still out there somewhere. Google has a long memory! As a reminder, texts and posts are all discoverable in legal proceedings.
• Don’t spam. Ever. Repeated posts about something you’re selling will result in turning people off and you will lose your audience.
• Avoid topics that may be considered objectionable or inflammatory, like politics and religion.
• Don’t post anything that you wouldn’t say openly at a press conference with media present such as comments about drug use, profanity, off-color or sexual humor, ethnic slurs or personal insults.
• Be in the right state of mind when you make a post. Don’t post when you’re angry, upset or your judgment is impaired in any way. Be careful of being in pictures in places or with items that may not represent you in a professional light. Remember, the Internet is permanent and widespread!
• Protect your identity. While you should be honest about yourself, don’t provide personal information about yourself or others that could be used by scam artists, identity thieves or stalkers. Don’t list your address, phone number or date of birth. It is a good idea to create a separate email address that is used only with social media sites.
• Understand your responsibility. You are responsible for what you post on your site and on the sites of others. Individuals have been held liable for various types of commentary such as those deemed to be
copyright infringement, defamatory, infringing on proprietary rights, libelous and obscene. Comments posted on Twitter have forced student-athletes to be dismissed from teams and post-season participation. Your actions always have consequences. Make sure they are the ones you want.

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

- Avoid message boards. Rarely does anything good come from them – reading or commenting. You may find yourself in an unwanted battle with people who hide behind fake names.

- Avoid revealing your exact location. You may be surprised at who shows up or uses that information.

- Your views will represent your team. If you post an opinion about anything related to UNI on your own accounts, make it clear that your post represents your OWN personal view and does not represent the university. However, be aware that you are known for your involvement at UNI as a student-athlete. Your views will offer the public an impression of other coaches, the team and the university.


- Remember that it is your responsibility to follow NCAA rules when posting content on a social media account. You should assume anything you post on your personal account could be read by staff, opposing teams, recruits, alumni, future employees or coaches. Be smart, because you are always in the public eye when it comes to the rules and representing UNI. General athletics content may be posted to your site but don't forget that many areas have restrictions: video content, recruiting information, endorsements and more. Ask if you are not sure!

### Social Media Training & UNI Athletics Directory

Contact the Assistant Athletic Director for New Media if you are struggling with harassment, imitation accounts or other issues related to social media, or if you would like training on social media. You can find a list of coaches and staff on social media at UNI athletics using the following link: [http://www.unipanthers.com/ViewArticle.dbml?DB_OEM_ID=26200&ATCLID=205184572](http://www.unipanthers.com/ViewArticle.dbml?DB_OEM_ID=26200&ATCLID=205184572)

Current Assistant Athletic Director for New Media: Michelle Van Dorn (319) 273-5455/ [michelle.vandorn@uni.edu](mailto:michelle.vandorn@uni.edu)

### Social Media Resources

- Best Buy's Social Media Policy
- 100 Twitter Rules to Live By: [http://www.cnbc.com/id/43759244/The_100_Twitter_Rules_To_Live_By/print/1/displaymode/1098/](http://www.cnbc.com/id/43759244/The_100_Twitter_Rules_To_Live_By/print/1/displaymode/1098/)
Introduction and Overview

The University of Northern Iowa Intercollegiate Athletics and Sports Medicine Department is committed to the physical and mental health and wellbeing of its student-athletes. UNI recognizes that the use of certain drugs, legal or illegal, is not in the best interests of the student-athlete or UNI Intercollegiate Athletics. In an effort to combat the use of illicit drugs, UNI Intercollegiate Athletics has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student-athletes.

Purpose

The purpose of the UNI Substance Abuse Education and Testing Program is multifaceted. The program focuses on the following objectives:

- Deterring the use of drugs and alcohol;
- Identifying substance-abuse users;
- Providing substance-abuse rehabilitation and educational services;
- Promoting the role of UNI student-athletes as representatives of the University and positive role models for the youth in the community;
- Counseling student-athletes who do not adhere to the requirements of the program.

Department of Intercollegiate Athletics Drug and Alcohol Committee

The Department of Athletics Drug and Alcohol Committee shall consist of the following staff members:

- Director of Athletics or designee
- Senior Woman Administrator
- Assistant Athletic Director for Compliance
- Member of the Office of Student-Athlete Development
- Head Athletic Trainer

Program Compliance/Eligibility

Participation in UNI Intercollegiate Athletics is a privilege, not a right. To become and remain a participant at UNI, including receiving athletics grant-in-aid after a student-athlete has exhausted his/her eligibility; a student-athlete must comply with the terms of this program that encompasses substance-abuse education, screening, and counseling. By signing the UNI Sports Medicine Department’s Medical Examination and Authorization Waiver and Substance Abuse Testing Authorization Waiver, the student-athlete agrees to submit to any and all tests ordered by the UNI Intercollegiate Athletic Department in order to detect unauthorized substance use. This document must be completed in order to practice and/or compete. The form is required of all student-athletes as a part of their annual pre-participation physical examination.
What is Being Tested For and Banned Substances

The UNI Intercollegiate Athletics and Sports Medicine Department utilizes the most current NCAA List of Banned Drug Classes (NCAA Bylaw 31.2.3.1) for its substance abuse testing program. This list may be obtained through:

- A member of the UNI Sports Medicine and Strength and Conditioning Departments
- A member of the UNI Compliance Office

No substance belonging to the prohibited class(es) may be used, regardless of whether it is specifically listed as an example. A complete listing of banned substances is found in Appendix C of this document.

Testing Selection and Frequency

Random Drug Testing

All UNI student-athletes are subject to drug testing. Selection for the testing will occur randomly, by UNI-assigned student identification number, throughout a student-athlete’s association with UNI. The Director of Athletics, and/or his/her designee will determine the date, time, and site for testing. UNI Intercollegiate Athletics will conduct random testing throughout the course of the academic year.

All student-athletes are eligible for each test. Therefore, someone may be tested more than once per year.

“Reasonable Suspicion” Drug Testing

In addition to random testing, UNI Intercollegiate Athletics reserves the right to screen a student-athlete anytime there is reasonable suspicion that he/she may be engaged in the use of banned substances. The term “reasonable suspicion” means that information has been given to a member of the coaching staff, Sports Medicine Department, and/or athletics administrator, regarding a student-athlete’s possible use of banned substances. Other events or conduct may rise to the level of reasonable suspicion, including but not limited to: (a) a student-athlete’s possession or use of a prohibited substance; (b) a student-athlete’s arrest or conviction related to the possession of, use or trafficking of banned substances; or (c) abnormal conduct interpretable as being caused by the use of banned substances (e.g., dilated or constricted pupils, missing class or practice, lack of motivation, mood changes). Reasonable suspicion drug testing may be done in one of two ways, at the election of the authorized Athletics Department personnel: urinalysis as described in Section IV below; or contact screening with a rapid drug screening test as described in Section V below.

Reasonable suspicion shall not mean a mere “hunch” or “intuition.” It shall be based upon a specific event or occurrence, which leads to the belief based on reasonable circumstances that a student-athlete has used a banned substance.

- Such belief may be engendered by direct observation, a physical or mental deficiency, medically indicated symptomology of banned substance use, suspicious conduct, or unexplained absence.
- Such belief may also be engendered by information supplied by reliable third parties corroborated by objective facts.
- Such belief may also be engendered by common-sense conclusions about observed or reliably described human behavior upon which practical people ordinarily rely.

Postseason and Championship Testing

Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he/she will not be allowed to compete at the post-season event until the student-athlete has completed the appropriate sanction as outlined in this policy, until the student-athlete subsequently tests negative prior to departure for the event, and until the student-athlete receives permission from the Director of Athletics or his/her designee to
participate.

NCAA Year Round Drug Testing Program

The NCAA reserves the right to test all sports in accordance with the Year Round Drug Testing Program. All UNI student-athletes are subject to the NCAA Year Round Drug Testing Program. Selection for the testing will occur randomly throughout a student-athlete’s association with UNI and the NCAA. The Center for Drug Free Sport (NCAA) will determine the date, time, and sports to be tested. The NCAA will conduct random testing a minimum of one (1) time every year.

All student-athletes are eligible for each test. Therefore, someone may be tested more than once per year.

NCAA Championship Drug Testing Program

In the event of an individual or team qualifying for NCAA Championship competition, the individual or team is subject to drug testing prior to, during, or post event by the NCAA. All UNI student-athletes participating in NCAA Championship competition are subject to the NCAA Championship Drug Testing Program. Selection for the testing will occur randomly by the NCAA. The Center for Drug Free Sport (NCAA) will randomly determine individuals to be tested.

Notification Process

Random Drug Testing and “Reasonable Suspicion” Drug Testing by Urinalysis

- Upon selection, student-athletes will be notified prior to testing by a member of the UNI Sports Medicine Department, the student-athlete’s coach, and/or a member of the UNI athletics administration (“personnel”).
  - Personnel will call all available phone numbers, attend student-athlete’s classes, etc., in an effort to notify the student-athlete. Personnel may notify a student-athlete in person if possible, such as when the student-athlete is present in UNI athletic facilities.
  - Personnel WILL NOT leave a phone message on the student-athlete’s voicemail or with anyone answering the phone besides the student-athlete.

- Notification will take place no more than four (4) hours before the scheduled test.

- Upon notification, the student-athlete will be asked to read and sign a UNI Substance Abuse Testing Notification Form, notifying him/her of the date, time, and site of the testing, as well as any other special instructions pertinent to the test.
  - The student-athlete will be instructed to immediately report to the test site or location with a picture ID.
  - **The student-athlete will not be allowed to practice or otherwise participate in team activities until he/she has reported to the testing site/location and supplied a viable sample.**

- It is the UNI Test Site Coordinator’s responsibility to notify the Director of Athletics and/or his/her designee of those individuals who do not report for their test within the scheduled time periods. The scheduled time period for a random drug test is normally two hours from the start of the testing period until its conclusion.

- If a student-athlete does not report at the scheduled time for his/her test, he/she will be sanctioned appropriately for his/her action. A “no show” or refusal by a student-athlete to take a drug test at the time it is requested will be interpreted as a positive test result, and the student-athlete may be withheld from practice and competition until a sample is provided for testing.
Uralysis Collection Procedures

Every possible step will be taken to ensure and maintain the confidentiality of the test results and to ensure the identity and integrity of the sample throughout the collection and testing process.

- Only those persons authorized by the UNI Director of Athletics and/or his/her designee and/or the UNI Test Site Coordinator will be allowed in the specimen collection and processing area.
- The UNI Director of Athletics and/or his/her designee and/or the UNI Test Site Coordinator may release a sick or injured student-athlete from the collection area or may release a student-athlete to return to meet academic obligations only after appropriate arrangements for having the student-athlete tested have been made and documented on the UNI Substance Abuse Testing Notification Form.
- Upon entering the collection station, the student-athlete will show his/her picture ID and will be identified by the UNI Test Site Coordinator and/or his/her designee. The student-athlete will record the time of arrival and print his/her name on the UNI Drug Testing Roster Form.
- When ready to urinate, the student-athlete will be asked to remove any unnecessary outer clothing, and to leave his/her all personal belongings that he/she may be carrying outside of the collection station.
- The student-athlete will select a sealed collection container from a supply of such, will unwrap the container in the presence of a member of the drug testing crew, and will record his/her initials on the beaker’s lid.
- A crew member will accompany the student-athlete to the restroom, and will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen.
  - A minimum specimen of at least 80 ml is required.
  - If a student-athlete has difficulty voiding, he/she may drink fluids and/or eat foods approved by the UNI Site Coordinator. Such fluids and food items must be caffeine and alcohol-free and free of any other banned substances.
  - If the specimen is incomplete, the student-athlete must remain in the collection station with the sample until the sample is complete. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
  - If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the UNI Site Coordinator, the specimen must be discarded. Upon return to the collection station, the student-athlete will be required to begin the collection procedure again.
- Once the specimen (at least 80 ml) has been provided, the student-athlete is responsible for keeping the collection beaker closed and controlled.
- The collector, in the presence of the student-athlete, will immediately assure that the collection beaker is securely closed.
- The collector, in the presence of the student-athlete, will then apply tamper-evident label/seals to the beaker and write the student-athlete’s identification number on the tamper-evident label/seal (usually the student-athlete’s social security number or last six digits of the social security number).
- The student-athlete will initial the tamper-evident label/seal.
- The student-athlete will witness the collector placing the sealed specimen in a shipping case for express shipment to a testing laboratory.
- The student-athlete, the collector, and a witness (if present) will sign the Student-athlete Notification Form, certifying that the procedures were followed as described in the protocol.
- Any deviation from the procedures outlined must be described and recorded on the Student-athlete Notification Form at that time.
- The student-athlete will then sign-out on the Testing Roster, collect his/her belongings, and immediately vacate the collection area.
- After the collection has been completed, the specimens will be forwarded to the designated laboratory.
- The specimens become the property of the UNI Intercollegiate Athletics Department.
- Failure to sign the UNI Drug Testing Notification Form, UNI Drug Testing Roster Form, arrive at the collection station at the designated time without justification, or provide a urine specimen according to
the aforementioned protocol is cause for the same action(s) as evidence of use of a banned substance. The UNI Drug Testing Site Coordinator will inform the student-athlete of these implications (in the presence of witnesses) and will record such on the Drug Testing Notification Form.

**Rapid Drug Screen Procedures**

Every possible step will be taken to ensure and maintain the confidentiality of the test results and to ensure the identity and integrity of the sample throughout the collection and testing process.

- Notification procedures will be followed as outlined previously in section IV.
- Only those persons authorized by the UNI Director of Athletics and/or his/her designee will be permitted to administer and process the rapid drug screen.
- The UNI Director of Athletics and/or his/her designee and/or the UNI Test Site Coordinator may release a sick or injured student-athlete from the collection area only after appropriate arrangements for having the student-athlete tested have been made and documented on the UNI Substance Abuse Testing Notification Form.
- Upon entering collection station, the student-athlete will show his/her picture ID and will be identified by the UNI Test Site Coordinator and/or his/her designee. The student-athlete will record the time of arrival and print his/her name on the **UNI Drug Testing Roster Form**.
- The student-athlete, in the presence of the collector, will verify the expiration date on the rapid drug screen test package and verify that there is no damage to the package.
- The collector, in the presence of the student-athlete, will tear open the foil packet at the cut and remove the rapid drug screen test.
- The student-athlete will write his/her name and test date on the back of the body of the rapid drug screen test.
- The collector will lift the blue rapid drug screen test cover off of the white body, taking care not to touch the test pad and/or remove the cap.
- The collector will wet the test pad with tap water (**sterile saline and/or distilled water may be substituted for tap water**) and shake off any excess water.
- The collector will wipe the test pad gently over the student-athlete’s body surface (e.g. forehead, arm, back, chest, leg, etc.) 4 to 6 times, taking care to dab rough surfaces, tablets, and powders.
- The collector will replace the blue cover onto the white body gently and close firmly with a “double click”.
- The collector will remove the clear end cap and fill the end cap to the mark with tap water (**sterile saline and/or distilled water may be substituted for tap water**).
- The collector will dip the rapid drug screen test into the cap of water for ten (10) seconds, taking care not to immerse the white plastic body.
- The collector will remove the rapid drug screen test from the cap of water and hold the rapid drug screen test horizontal for 3 – 5 minutes.
- After 3 – 5 minutes, the collector will read and interpret the rapid drug screen test as directed by the manufacturer’s directions.
- After interpretation of the rapid drug screen test, the student-athlete, in the presence of the collector, will place the used rapid drug screen test in an envelope, label the front of the envelope with his/her name and date of test.
- The student-athlete, in the presence of the collector, will seal the envelope.
- The student-athlete and the collector will sign and date the sealed envelope over the seal.
- The student-athlete, the collector, and a witness (if present) will sign the Student-Athlete Drug Testing Notification Form, certifying that the procedures were followed as described in the protocol.
- Any deviation from the procedures outlined must be described and recorded on the Student-Athlete Drug Testing Notification Form at that time.
- The student-athlete will then sign-out on the Drug Testing Roster, collect his/her belongings, and immediately vacate the collection area.
• The rapid drug screen test becomes the property of the UNI Intercollegiate Athletics Department and will be filed as per the UNI Director of Athletics and/or his/her designee.

• Failure to sign the UNI Drug Testing Notification Form, UNI Drug Testing Roster Form, arrive at the collection station at the designated time without justification, or allow the collection of a sample according to the aforementioned protocol is cause for the same action(s) as evidence of use of a banned substance. The UNI Drug Testing Site Coordinator will inform the student-athlete of these implications (in the presence of witnesses) and will record such on the Drug Testing Notification Form.

In the Event of a Positive Rapid Drug Screen Test Result, the Following Procedure Applies:

In the event that a student-athlete tests positive for the presence of a banned substance using the rapid drug screen test, the following procedures will be followed:

• The student-athlete will be verbally notified by the collector of the presence of a banned substance as detected by the rapid drug screen test system and will record such on the Drug Testing Notification Form.

• The student-athlete will be immediately referred for follow-up urinalysis testing as described in the aforementioned section.

• The student may not participate in team activities (e.g. team meetings, strength and conditioning sessions, individual workouts, practices, and competition) until the urinalysis has been conducted.

• Failure to allow the collection of a urine specimen according to the aforementioned protocol will be considered a positive test result and will be cause for the same action(s) as evidence of use of a banned substance. The UNI Drug Testing Site Coordinator will inform the student-athlete of these implications (in the presence of witnesses) and will record such on the Drug Testing Notification Form.

Self-Referral

• Any student-athlete may refer himself/herself for evaluation or counseling by contacting a member of the coaching staff, UNI Sports Medicine Department, and/or an UNI administrator.
  o A student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending drug test.

• This self-referral will be held strictly confidential and no team and/or administrative sanctions will be imposed upon the student-athlete who has made a personal decision to seek professional assistance.

• A treatment plan will be put into place and the student-athlete will not be sanctioned for entry.

• A student-athlete testing positive (during random and/or reasonable suspicion testing) after entering this program will be subject to the applicable sanctions.

Notification of Results

Urinalysis Results

• The designated laboratory will use a portion of the specimen ("specimen A") for its initial analysis, consisting of sample preparation, instrument analysis, and data interpretation.
  o If the initial analysis of the specimen shows the presence of a banned substance and/or a masking device, the designated laboratory will immediately arrange for an analysis of the remainder of "specimen A".
  o Preparation and analysis of the remainder of "specimen A" will be conducted by a laboratory staff member other than the individual who prepared and analyzed the student-athlete's initial specimen. The designated laboratory reserves the right to send the remainder of "specimen A" to another certified laboratory for preparation, analysis, and interpretation.

• Upon verification of "specimen A", the designated Medical Review Officer (MRO) / laboratory will notify the Director of Athletics and/or his/her designee of the test results.
• Upon notification of a positive test result, the UNI Director of Athletics and/or his/her designee will verbally notify the student-athlete, the student-athlete’s head coach, and the Head Athletic Trainer and/or his/her designee. A representative of the UNI Student Health Center Counseling Center and/or the team physician may be present at this meeting and/or verbally notified as per the Director of Athletics and/or his/her designee.
  o At this time, the student-athlete may request to appeal the test results.
  o The student-athlete will have 48 hours from the time of his/her verbal notification to begin the appeals process.
  o The student-athlete may request that the remainder of his/her initial specimen (“specimen B”) be sent to the certified laboratory of his/her choosing for preparation, analysis, and interpretation.
  o All costs associated with the appeals process, including shipping, preparation, analysis, and interpretation of the specimen will be the responsibility of the student-athlete.
  o The interpretation of Specimen B will be final.
• The student-athlete will also be notified in writing within 48 hours, with carbon copies being sent to the UNI Director of Athletics and/or his/her designee, Head Athletic Trainer and/or his/her designee, the student-athlete’s head coach, a representative of UNI Student Health Center Counseling Center, and the team physician (if necessary). The UNI Drug Testing Administrator is responsible for this written notification.

Rapid Drug Screen Test Results

In the event that a student-athlete tests positive for the presence of a banned substance using the rapid drug screen test, the following procedures will be followed:
• The student-athlete will be verbally notified by the collector of the presence of a banned substance as detected by the rapid drug screen test system and will record such on the Substance Abuse Testing Notification Form.
• The student-athlete will be immediately referred for follow-up urinalysis testing as described in the aforementioned section.
• The student may not participate in team activities (e.g. team meetings, strength and conditioning sessions, individual workouts, practices, and competition) until the urinalysis has been conducted.
• Failure to allow the collection of a urine specimen according to the aforementioned protocol will be considered a positive test result and will be cause for the same action(s) as evidence of a use of a banned substance. The UNI Drug Testing Site Coordinator will inform the student-athlete of these implications (in the presence of witnesses) and will record such on the Drug Testing Notification Form.

Sanctions for Positive Test Results

There are three ways in which a student-athlete can test positive under this program:
• Any legal conviction of a student-athlete for underage possession of alcohol, DUI, public intoxication, and/or the purchase or possession of banned substances;
• Any on-campus conviction of a student-athlete for violating the University of Northern Iowa’s Drug and Alcohol Policy. The UNI Department of Intercollegiate Athletics has requested that the University notify the Director of Athletics and/or his/her designee of any such infractions; and
• The presence of one or more of the banned substances in the student-athlete’s urine during any UNI and/or NCAA substance abuse test, as confirmed through the collection testing methods outlined above.
• Failure to appear for a drug test; and
• Refusing to provide a sample at the testing site.

A positive test result does not include detection of a banned substance where the banned substance use or presence is part of, or the result of, documented medical treatment prescribed and supervised by a qualified physician.
First Positive Test

- The student-athlete will be required to have a confidential meeting with the Director of Athletics (or his/her designee) and at least one other member of the Drug and Alcohol Committee within one (1) week of his/her notification of the second positive test result. Additional participants may include, the head coach, an athletic trainer, a member of the UNI Student Health Center Counseling Center, and other University Staff as deemed appropriate. The student-athlete has the option to request that one (1) person of his/her choosing to accompany him/her to this meeting.
  - The student-athlete may be referred to an outside designated agency for evaluation, education, and mandatory counseling sessions.
    - The student-athlete will be required to sign a waiver to release information regarding his/her attendance at the mandatory counseling services.
  - The student-athlete will be required to contact his/her parent or guardian in the presence of the Director of Athletics and/or his/her designee and the student-athlete’s head coach.
  - The student-athlete will be randomly tested at the discretion of the Director of Athletics and/or his/her designee for one (1) calendar year after the date of the first positive test.
  - An unexcused absence from, and/or failure or refusal to participate in the conditions set forth and those provided by the UNI Department of Intercollegiate Athletics will be treated as a second positive test result.
  - The student-athlete’s head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges and/or travel, and/or termination of some or all athletics financial aid, as outlined in written team policies.

Second Positive Test

- The student-athlete will be required to have a confidential meeting with the Director of Athletics (or his/her designee) and one other member of the Drug and Alcohol Committee within one (1) week of his/her notification of the second positive test result. Additional participants may include, the head coach, an athletic trainer, a member of the UNI Student Health Center Counseling Center, and other University Staff as appropriate.
  - The student-athlete has the option to request that one (1) person of his/her choice, accompany him/her to this meeting.
  - The student-athlete will be suspended from competition for a *minimum of 10% of their total competitive season* from the date of his/her notification of a second positive test result. The suspension shall be served at the next opportunity and only in a sport in which the student-athlete was officially participating in at the time testing notification occurred.
    - Football – 1 game
    - Women’s Soccer – 2 dates of competition
    - Volleyball – 3 dates of competition
    - Men’s and Women’s Cross-Country – 1 date of competition
    - Men’s and Women’s Basketball – 3 dates of competition
    - Softball – 6 dates of competition
    - Men’s and Women’s Golf – 2 dates of competition
    - Women’s Tennis - 2 dates of competition
    - Men’s and Women’s Track and Field - 1 date of competition
    - Women’s Swimming and Diving - 2 dates of competition
    - Wrestling - 3 dates of competition

* If a team completes its competition schedule while a student-athlete is under a second positive sanction, the student-athlete’s suspension will be carried over into next season’s competition. If an individual is positive during a red shirt year, the student’s suspension will begin during the next season of competition.
o The student-athlete’s head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges and/or travel, and/or termination of some or all athletics financial aid, as outlined in written team policies.

- The student-athlete will be referred to an outside designated agency for evaluation, education, and mandatory counseling sessions.
- The student-athlete will be required to contact his/her parent or guardian. The student-athlete will be randomly tested at the discretion of the Director of Athletics and/or his/her designee for one (1) calendar year after the date of the first positive test.
- An unexcused absence from, and/or failure or refusal to participate in the conditions set forth may be considered a third positive test result.

**Third Positive Test**

- Upon a third positive test result, the student-athlete will be immediately dismissed from the UNI Intercollegiate Athletics Program.
  - All existing athletics financial aid will be terminated at the first permissible opportunity.
  - Further sanctions by the University of Northern Iowa may be imposed, including but not limited to suspension or expulsion.

**Zero Tolerance**

- Any student-athlete who engages in the sale or distribution of illegal drugs will immediately be dismissed from the UNI Intercollegiate Athletics Program.
- Any existing athletics financial aid will be terminated at the first permissible opportunity.
- Further sanctions by the University may be imposed, including but not limited to suspension or expulsion.

**Confidentiality**

All members of the UNI Intercollegiate Athletics are expected to respect a student-athlete’s right to privacy. It is essential that anything seen, heard, read, and/or otherwise obtained remain confidential by all parties involved. It is illegal for any unauthorized personnel to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or because their job would require such access.

All UNI Intercollegiate Athletics personnel are expected to adhere to the Confidentiality Policy at all times. Violation of the policy may incur disciplinary action at the discretion of the Director of Athletics.

**Appeals**

A student-athlete may appeal sanctions issued as a result of violation of this policy if the policy has been incorrectly applied to the student-athlete’s circumstance, or applied in a manner deemed arbitrary and/or capricious, or new information becomes available. Student-athletes may NOT appeal the findings of the drug testing agency. This appeal shall be made in writing to the Director of Athletics. The basis for the appeal shall be clearly delineated, along with the specific relief sought. The Director of Athletics shall respond to the appeal in writing. If the appeal is not resolved to the satisfaction of the student-athlete, further appeal may be made to the Faculty Athletic Representative. This subsequent appeal procedure shall be clearly delineated in the written response from the Director of Athletics.
Full-Time Enrollment

All student-athletes must be enrolled in a minimum full-time program of studies leading toward a baccalaureate degree, defined as 12 credit hours per semester, in order to be eligible for practice and competition. Student-athletes that have already received a baccalaureate degree must be enrolled in 12 credit hours leading toward a second baccalaureate degree or 9 credit hours leading toward a graduate degree. The only exception to this rule is if a student-athlete is in his/her final semester and does not need 12 credit hours to fulfill their degree requirements. This exception must be specifically approved by the Registrar’s Office, prior to a student-athlete being allowed to be enrolled in less than 12 credit hours.

Any student-athlete who drops below full-time enrollment (12 credit hours) for any reason will immediately be declared ineligible for further practice and competition until he or she is enrolled in 12 credit hours again. In addition, the student-athlete’s athletic scholarship will be suspended or cancelled and he or she will not be allowed to use UNI equipment, athletic training services, or the weight room until enrolled full-time.

Continuing Eligibility

Subsequent to your freshman year, there are a number of important benchmarks you must reach in order to retain your academic eligibility. These requirements are set forth by the NCAA and your academic eligibility is determined by the Registrar’s Office.

NCAA Progress Towards Degree (PTD) Regulations

<table>
<thead>
<tr>
<th>Year in College</th>
<th>Completion requirement</th>
<th>NCAA GPA requirement **</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Freshman</td>
<td>24 hours</td>
<td>1.8</td>
</tr>
<tr>
<td>2 Sophomore</td>
<td>40% 48 hours</td>
<td>1.8</td>
</tr>
<tr>
<td>3 Junior</td>
<td>60% 72 hours</td>
<td>1.9</td>
</tr>
<tr>
<td>4 Senior</td>
<td>80% 96 hours</td>
<td>2.0</td>
</tr>
<tr>
<td>5 5th Year Senior</td>
<td>100% Graduate</td>
<td>2.0</td>
</tr>
</tbody>
</table>

*Based on a 120 hour degree program. Check with your major advisor to see how many hours your degree program is

**GPA requirements are based on NCAA minimums. Check with your major advisor to confirm GPA requirements

6-Countable Hour Rule

Student-athlete must pass at least 6 hours in the Fall semester to be eligible for competition in the Spring semester and accordingly must pass at least 6 hours in the Spring semester in order to be eligible for competition during following Fall semester. After a student-athlete’s fifth full time semester, those 6 hours must be “degree countable” credit hours.
18-Countable Hour - Academic Year Rule

Student-athlete must pass a minimum of 18 degree-countable hours during the academic year (Fall/Spring semesters) to be eligible following semester. (Note: For the 18-hour academic year rule, per NCAA regulation 14.4.3.4.1.1 the regular academic year shall be defined as the time beginning with the opening of the institution’s fall term and concluding with the institution’s spring commencement exercises. Therefore, Spring intersession courses taken at other colleges/universities which do not end by UNI’s spring commencement date, cannot be counted as spring hours and therefore cannot be used to satisfy the NCAA 18-hour academic year rule for Fall/Spring. Also, UNI’s May term is considered a summer session and cannot be used to satisfy the NCAA 18-hour academic year rule.)

24-Hour Rule

Student-athletes must pass 24 hours by end of 1st year of college enrollment.

Football Only – 9 Countable Hour Rule

Football student-athletes must successfully complete at least 9 countable semester hours during the Fall term. Once during a student-athlete’s 5 year period of eligibility, if a student-athlete does not complete at least 9 semester hours during the Fall term, but earns at least 27 countable semester hours before the following Fall term, then he will not be subject to a penalty. After this “one-time” exception has been used, if a student-athlete does not complete at least 9 semester hours during the Fall term, but earns at least 27 semester hours before the following Fall term, he will be ineligible to compete in the first two football contests of the following fall term. If neither of these requirements is met, the student-athlete will be ineligible to compete in the first four football contests of the following fall term.

Failed and Repeated Courses

Student-athletes may count a course only once. The point at which the course becomes countable for applying the NCAA 6-hour rule, 18-hour academic year rule, and 40-60-80% rule is the semester in which the course has been satisfactorily completed for degree-countable hours. The credit hours will count only once toward graduation. Therefore, before you enroll in a repeated course that you have already successfully completed, please talk to your Athletic Academic Advisor to be sure you have enough countable hours in your schedule.

Per UNI academic policy, “if a student repeats successfully a course s(he) has previously failed, only the grade received for the successful completion will be included in figuring the cumulative grade point. If a student repeats a course s(he) has successfully completed, the grade received the most recent time the student takes the course will be used in figuring the grade index even though the most recent grade may be lower than the grade received previously. The student’s transcript will show every time the course is taken and the grade earned.”
The UNI Office of Student-Athlete Development (OSAD) is committed to providing the necessary support to assist all student-athletes in reaching their full potential academically, personally, and professionally. Our program includes academic advising, career development, community service, and tutorial programs, which are all aimed at promoting a philosophy of individual responsibility so as to encourage each student-athlete to value their educational experience. In providing such services, student-athletes will be afforded the opportunity to develop the skills needed to persist towards graduation, become leaders within the community, and lead successful and productive lives after graduation.

Commitment to Academic Excellence

Degree Progress & Graduation Monitoring

OSAD Academic Advisors are responsible for monitoring the academic progress of each student-athlete to promote effective communication between the student-athlete, primary academic advisor, coaches, and faculty members. All information gathered encourages the student-athletes to take ownership of their academic program and make appropriate decisions regarding their future. Academic progress updates are also provided to the coaches to ensure the coaching staff is fully aware of how their students are progressing in courses and how their progress may affect eligibility status.

Priority Registration

All student-athletes are given priority registration for the semester in which the majority of their competition occurs. This provides student-athletes the best opportunity to register for courses needed at the necessary times and enables them to stay on a steady graduation plan.

Mid-Term Progress Reports

Each semester, faculty members submit midterm grade reports with detailed information on academic performance including current grade, attitude, and attendance. In addition, emails are sent to instructors seeking academic progress information on student-athletes as needed.

Tutorial Services

*Many UNI academic departments also provide tutoring services for their own courses. The Academic Learning Center has a complete list of available on-campus tutoring services on its website: http://www.uni.edu/unialc/.

All student-athletes have access to free tutorial services provided by qualified undergraduate and graduate students in a variety of subject areas. Tutoring is offered either on a one-to-one basis or in a group setting. Upon the completion of each tutorial session, the tutor fills out a feedback form that evaluates the student's comprehension of the course material, provides suggestions for learning strategies, and outlines new grade information. Although tutoring services are free, student-athletes will be charged for each unexcused miss (after the first miss) of a tutoring session.

In addition to hiring and training our own tutors, the Athletics Academic Advisors work closely with other departments on campus who provide tutoring. Student-athletes are highly encouraged to utilize existing resources on campus when available. Many UNI academic departments also provide tutoring services for their
own courses. The Academic Learning Center has a complete list of available on-campus tutoring services on its website: http://www.uni.edu/unialc/.

Computer Lab

The Athletics Academic Services’ computer lab (located in the north dome athletic administration offices) has computers available for student-athlete use Monday – Friday, 9:00 am – 5:00 pm.

Rules & Regulations:
1. Respect other students by keeping conversations low
2. Music should not be audible outside your headphones
3. Set cell phones to “silent” mode, and do not talk on cell phones while in the lab
4. No food, drinks, or tobacco products allowed
5. Computers are to be used for academic purposes only
6. Be courteous of others waiting to use the computers
7. Monitor your time and be ready to leave by 5:00 p.m.

** This computer lab is for student-athletes only. Students found to be in violation of the rules will lose their privilege to use the computers.

Commitment to Personal Development

POSTSEC 1055

Student-athletes are encouraged to enroll in POSTSEC 1055, Strategies for Academic Success during the fall semester of their first year at UNI. This is a semester long course designed to address the current issues affecting the personal development of student-athletes. Discussion topics include study skills and strategies, test taking and library research, sexual health and conduct, interpersonal communication, financial management, media relations, selecting a major, career development and campus resources. This two credit course is facilitated by OSAD staff with guest speakers from various student service departments across campus.

Career Series and Career Night for Student-Athletes

Each semester, OSAD staff coordinates career workshops with various topics, including grad school preparations, job search techniques, resume building, cover letter and personal statement crafting, etc. Every spring semester, junior and senior student athletes are invited to attend the Career Night for student-athletes, a career fair hosted by OSAD staff, specifically for student-athletes.

Leadership Development

Every student-athlete completes the StrengthsQuest inventory in their first semester at UNI. Students are then encouraged to attend leadership workshops which incorporate the results of this inventory with additional leadership skills to form a complete foundation in leadership; building the skills needed to capitalize on opportunities to lead while at UNI (leadership workshops offerings vary each year).

Student-Athlete Advisory Committee (SAAC)

The Student-Athlete Advisory Committee (SAAC) was established for the purpose of giving student-athletes a voice within the Department of Intercollegiate Athletics, the Missouri Valley Conference, and the NCAA. UNI SAAC is comprised of representatives from all 17 varsity sports as elected by coaches and teammates each year. The UNI SAAC strives to promote communications between student-athletes, the athletics administration and staff on campus. They recognize and discuss issues within the department and the campus, as well as issues with national implications. SAAC representatives work to build a sense of community among all
athletic teams through social and community service activities. For information about becoming a SAAC representative for your sport, contact your head coach or the Athletics Academic Advisor/Life Skill Coordinator.

**Speakers**

Student-athletes are encouraged to attend various presentations featuring well-known keynote speakers, who address personal development issues, such as alcohol and drug abuse, sexual responsibility, diversity, leadership, life after sports, and more (speakers vary each year).

**Community Service**

Each year UNI student-athletes participate in various campus and community service activities. Our student-athletes regularly complete over 2,000 collective hours of community service each year. Community service opportunities are publicized and tracked through SAAS and Compliance.
Student-Athlete of the Month

Each month during the regular academic year, the OSAD staff nominates student-athletes for the Student-Athlete of the Month award. Members of SAAC then vote for four student-athletes (2 male and 2 female) who, in addition to their dedication to academics, have had an exceptional month athletically on in other leadership roles within the department, campus, or community.

UNI Athletic Director’s Honor Roll

Each semester, student-athletes who have earned a grade point average of no less than 3.00 are honored with the distinction of Athletic Director’s Honor Roll.

UNI Dean’s List

To be eligible for the Dean’s Honor List, which is published each fall and spring semester, a student must have earned a grade point average of no less than 3.50 while completing at least 12 semester hours in graded work or in field experience in that semester. A Dean’s Honor List is not compiled for the summer session, nor does the list include graduate students.

MVC Academic Awards

The Missouri Valley Conference President's Council Academic Excellence Award requires a minimum 3.8 cumulative grade point average, participation in athletics a minimum of two years, and the student-athlete must be within 18 hours of graduation.

The Missouri Valley Conference Commissioner’s Academic Excellence Award, which requires a minimum grade point average of 3.5 for the previous two semesters, a minimum 3.2 cumulative grade point average, and participation in athletics.

The Missouri Valley Conference Honor Roll recognizes academic achievement of student-athletes. To qualify for the Valley Honor Roll, a student-athlete must have recorded a minimum 3.2 grade point average for a specified term (Fall & Spring), must have been a 28 member of an athletics team, and must have a minimum of 12 hours of enrollment during the fall or spring semesters.

Graduation with Honors

Three levels of honors are awarded to students on graduation from a bachelor’s degree curriculum. To receive an honor rating, the student must earn not less than 55 semester hours of credit at this university. Only credit earned in residence at this university is considered in making honor awards, except for students graduating with the Bachelor of Liberal Studies degree in which case both residence and non-residence credit taken at this university is considered. The names of the students receiving honors are identified in the commencement program and on their academic transcript.

- *Summa Cum Laude*: Students whose cumulative UNI grade point average places them in the top 3% of those students graduating from their academic major college/division will be awarded Summa Cum Laude.
- *Magna Cum Laude*: Students whose cumulative UNI grade point average places them in the top 4% through top 8% of those students graduating from their academic major college/division will be awarded Magna Cum Laude.
• *Cum Laude:* Students whose cumulative UNI grade point average places them in the top 9% through top 15% of those students graduating from their academic major college/division will be awarded Cum Laude.

**Awards for Special Events**

There are very specific rules on awards that an institution may provide to student-athletes for participation in special events such as NCAA tournaments. To assure that we stay in compliance with NCAA legislation, all such awards must receive prior approval by the Director of Athletics and/or the Athletic Compliance. No awards are to be presented to student-athletes without this approval.
Financial Aid and Scholarship Information

Introduction

The student-athlete and his/her parent(s) or guardian(s) are responsible for all expenses of a college education. There are, however, various means of financial assistance available to the student-athlete. The student-athlete may be awarded, if qualified, an athletics grant-in-aid (scholarship), work study, Pell grant, student loans, and various other institutional or organizational awards. Under NCAA guidelines, a student-athlete shall not receive any financial aid other than that administered by the institution. This includes hometown, service club, and/or company awards of any kind. By federal law, these types of awards must be reported to the UNI Office of Student Financial Aid and a revision to your athletics award may occur to assure your eligibility is maintained.

Financial aid awarded to the student-athlete must not exceed that amount equal to the cost of attendance (with the exception of Pell Grant and Student Loans). The portion of scholarship income that exceeds tuition, supplies, books, and equipment is taxable income and must be reported to the IRS on Form 1099.

Types of Financial Aid

All students should apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to determine eligibility for receiving additional funding. Countable financial aid awards cannot exceed the value of tuition/fees, room and board, and required course-related books as allowed by the NCAA.

Room and Board

If room and board is included as a part of a student-athlete’s athletic scholarship, it is strongly recommended that the student-athlete lives on campus for at least two years. It is recommended that the student-athlete complete the 2-year advantage Department of Residence contract. Individual sport programs may require this as a condition of being on the team.

Student-athletes on full athletic scholarship and living off-campus will receive a stipend equal to the cost of an on-campus double room and Purple meal plan, which is equal to full room and board. The stipend will be issued in one installment at the beginning of each semester.

Textbook Scholarship

If you have been awarded books as part of your athletic scholarship, the Office of Student-Athlete Development staff will distribute them to you prior to each semester.

Policy

- Only required textbooks will be provided and they will be issued as part of a loan program.
- You should NOT go directly to University Book & Supply to get your books. Check your email or ask the Associate Athletic Director for Student Services, if you have any questions regarding the details relating to receiving your textbooks.
- Required course packets, syllabi, etc. may be purchased at Copyworks or from an instructor. Detailed receipts must be submitted to the Associate Athletic Director for Student Services for reimbursement.
- If your schedule changes from the time you receive your books, you are responsible for exchanging the appropriate books directly from the University Book & Supply with approval from the Associate Athletic Director for Student Services. You must take the pink receipt with you to the bookstore in order to exchange the books.
- In the event that a required textbook is missing when you pick them up, you must notify the Associate Athletic Director for Student Services prior to the beginning of the third week of classes. Failure to do so
may result in the missing material not being covered by textbook scholarship.

At the conclusion of each semester, all books issued through your athletic scholarship must be returned to Office of Student-Athlete Services. Details regarding the book return will be provided prior to the end of each semester. If the books issued to you are not returned, you will be charged for the retail value of the unreturned books.

**Expenses Not Covered by Athletic Scholarships**

Student-athletes may have some questions concerning a full scholarship and what it covers. As a rule, a full scholarship will only cover room and board, tuition and mandatory fees for all students, and required books. Charges not covered by athletic scholarship include (but are not limited to) the following:

- Food charged to your U-bill
- Library fines
- Fines for damage to University property, including the residence hall
- Key deposits or replacement of a lost residence hall key
- Replacement costs for a lost student ID
- Parking permits or fines
- Housing deposit, application and processing fees
- Laundry charges
- Past due balances on your U-bill
- Other miscellaneous charges made to your U-bill

**Renewal and Non-Renewal of Athletic Scholarship**

**Renewal:** Student-athletes may have their athletic scholarship renewed each term or year during which he/she is in regular (full-time) attendance as an undergraduate with eligibility remaining, or within six years after initial enrollment (provided the student-athlete does not receive such aid for more than five years during that period). The student-athlete will be informed and will receive the renewal of athletics scholarship on or before July 1 before the academic year it is to be received.

**Non-Renewal:** Non-renewal of athletics scholarship can occur with cause upon recommendation by the head coach, or if the student-athlete renders him/herself ineligible. Athletic scholarships are awarded on a year-to-year basis.

**Appeal Procedure:** The student-athlete has an obligation to the university and the university has an obligation to the student-athlete. Should the student-athlete not live up to his/her obligation, non-renewal procedures will commence. Any student-athlete who receives notification that their athletic scholarship will not be renewed can request the opportunity for a hearing before the institution’s regular scholarship awards authority appointed by the Office of Student Financial Aid.

**Post-Eligibility Scholarships (5th year aid)**

Exhausted eligibility scholarships may be available to provide scholarship assistance to student-athletes who have not graduated. Such aid will be awarded according to the following policy and procedures:

**Policy**

- The student-athlete must be within 6 years of his/her initial full-time enrollment and must not have received athletic aid for more than 4 years at the time the aid is awarded.
- All student-athletes must submit an application to be considered for exhausted eligibility/5th year athletic aid.
- Decisions for exhausted eligibility/5th year aid will be made on a case-by-case basis. The following criteria will be considered: 1) number of credits needed for graduation; 2) grade-point-average; 3) number of repeated, failed, and withdrawn courses; 4) degree program (major(s)/minor(s)).
- The amount of scholarship awarded will cover the lesser of a) the amount of scholarship received by the student-athlete during his/her final year of eligibility; or b) the cost of tuition and fees for the credits needed to graduate.
• Exhausted eligibility athletic aid will only cover tuition charges, which does not include the cost of room, board or books. Exceptions to this rule may be granted by the Director of Athletics on a case by case basis. If such an exception is made, the student-athlete will be required to work in the Athletics Department as a condition to earn such athletic aid.

Procedures
• Student-athletes must complete an application, available from the Office of Student-Athlete Development or the Assistant Athletics Director for Compliance.
• The application must have approval from the head coach and the Athletics Academic Advisor, and must have a current degree audit attached.
• Completed applications must be submitted to the Athletics Academic Advisors no later than April 25th. Applications received after April 25th may not be considered.
• Notification of decisions will be sent to S-As via e-mail no later than July 1st. All decisions are final.
• The student-athletes that are approved for exhausted eligibility/5th year athletic scholarships will be required to sign a scholarship agreement in order for the scholarship to be awarded.
• The Director of Compliance will notify the Financial Aid Office of all exhausted eligibility/5th year athletic scholarship awards and provide copies of the signed scholarship agreements.

Summer School
Summer school scholarships may be available to provide scholarship assistance during the summer term(s) for qualified student-athletes. Such aid will be awarded according to the following policy and procedure:

Policy
• As required by NCAA Bylaw 15.2.8, all continuing UNI student-athletes (S-A) must have received an athletic scholarship during the previous academic year in order to receive summer athletic financial aid. Summer athletic scholarships may only be awarded in direct proportion to the amount of athletic scholarship awarded during the previous academic year.
• All incoming or continuing UNI student-athletes must complete the application in order to be considered for summer athletic financial aid.
• Priority for summer school may be given to student-athletes based on the following criteria:
  o the summer class(es) will lead to the completion of an undergraduate degree program either during the summer or during the ensuing fall semester;
  o the summer class(es) are necessary to meet NCAA/UNI eligibility requirements for the ensuing fall semester;
  o the summer class(es) taken in order to get ahead in a chosen degree program.
• The Director of Athletics has the right to allocate summer school athletic scholarships based on additional criteria on a case-by-case basis.
• Summer athletic scholarships are subject to available funding; generally not all requests will be fulfilled.
• Student-athletes who fail a summer class will be required to repay the cost of the entire amount of the class failed, which may also include any other athletic aid awarded for other charges (e.g. room and board).
• Student-athletes who withdraw from a summer class will be required to repay the cost of the entire amount of the class withdrawn, which may also include any other athletic aid awarded for other charges (e.g. room and board).

Procedures
• Student-athletes must complete the Summer Athletic Scholarship Application available from the Office of Student-Athlete Development in order to be considered.
• Completed applications must be submitted to the Athletics Academic Advisors no later than April 15th. Applications received after April 15th may not be considered.
• Notification of decisions will be sent to sport programs and student-athletes via email no later than the end of May.

All decisions are final. The Assistant Athletic Director for Compliance will notify the Financial Aid Office of all summer scholarship awards prior to the beginning of the summer session.
Ethical Conduct

All participating student-athletes shall conduct themselves with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Sports Wagering – “Don’t Bet On It”

The NCAA strictly prohibits student-athletes and athletics department’s staff members from engaging in the following activities:

- Soliciting a bet on any intercollegiate or professional team;
- Accepting a bet on any team representing the institution;
- Soliciting or accepting a bet on any intercollegiate or professional competition for any item (e.g. cash, shirt, dinner) that has tangible value;
- Engaging in gambling activities that do not involve the outcome of contests (e.g., fantasy leagues, picking the top scorer);
- Participating 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;
- Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; or
- Engaging in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., “point shaving”).

The NCAA is very clear regarding their stance on gambling and the consequences associated with sports wagering. The moment a student-athlete is discovered to have made a bet of any kind on any college or professional sport or has given information to someone who does gamble, the following will occur:

- Student-athlete’s involved in activities designed to influence the outcome or win/loss margins (i.e. point shaving) will be ruled permanently ineligible.
- Student-athlete’s involved in accepting or soliciting bets on their own institution will be ruled permanently ineligible.
- Student-athlete’s involved in any other type of sport wagering through organized gambling shall lose at least one-year of eligibility.

Employment

NCAA regulations permit a student-athlete to earn legitimate on- and off-campus income (including employment within the Athletics Department) at any time provided:

- You have not been hired based upon your athletic ability or the value that you may have for the employer because of the athletic reputation or fame you have achieved;
- You will be compensated only for work actually performed; and
- You will be compensated at a rate commensurate with the going rate in this locality for similar services.

Private Lessons

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

- Institutional facilities are not used;
- Playing lessons shall not be permitted;
- The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for
the lesson(s) provided during any time of the year; and

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

Contact the Assistant Athletic Director for Compliance, for approval prior to conducting any private lessons.

**Seasons of Competition**

**Intercollegiate Competition**

Intercollegiate competition is considered to have occurred when a student-athlete in either a two-year or a four-year collegiate institution does any of the following: represents the institution in any contest against outside competition; competes in the uniform of the institution; or competes and receives expenses from the institution for the competition.

**Five-Year Rule ("Your Eligibility Clock")**

A student-athlete shall not engage in more than four seasons of intercollegiate competition in any one sport. The four seasons of participation must be completed within five calendar years from the beginning of the semester in which the student-athlete first registered for a full-time program of studies in a collegiate institution. Time spent in the armed services, on official church missions, or in recognized foreign aid services will be excluded from this rule. Extensions of the 5 year eligibility period (6th year) may be granted if a student-athlete suffers two seasons of hardship (see below) during their career.

**Redshirt**

The term "redshirt" refers to the circumstance surrounding no competition. The student-athlete has met eligibility requirements and may be practicing with the team; however, the coaching staff has determined that the student-athlete will not compete, for any amount of time, against outside competition. Simply speaking, the student-athlete is held out of all competitive events during the academic year. The student-athlete has not used a season of eligibility, but one of five calendar years has elapsed.

**Medical Hardship**

A student-athlete may be granted an additional year of competition by the conference office for reasons of "hardship," which is defined as incapacity resulting from injury or illness which occurs under the following conditions:

- Occurs in one of the four seasons on intercollegiate competition at any four-year institution for members of Division I, or in one of two seasons at a junior college.
- Occurs when the student-athlete has not participated in more than 30 percent of the institution’s completed events in his/her sport or no more than two events, whichever number is greater provided the injury or illness has occurred in the first half of the season and results in the incapacity to compete for the remainder of the season.

**Outside Competition**

In sports other than basketball, a student-athlete may not participate during the academic year as a member of any outside team (there is an exception for official vacation periods outside of your playing season). You must obtain prior written permission from the Assistant Athlete Director for Compliance to participate. Student-athletes may participate on an outside amateur team during the summer, but there are limitations in some sports on the number of student-athletes who may participate on the same team.
In the sport of basketball, student-athletes may not participate in any organized outside basketball competition during the academic year. Summer participation is permissible only in those summer events (e.g., leagues, tournaments, state games) that are approved by the NCAA and are located within 100 miles of campus and/or your permanent residence. You must obtain prior written permission from UNI to participate.

Always check with the Assistant Athlete Director for Compliance or your coach prior to participating in any outside competition.

**Practice Hours**

The NCAA defines practice as any meeting, activity or instruction involving sports-related information and having an athletic purpose, held for one or more student-athletes at the direction of a coaching staff member. During your sport’s season, coaches are permitted to practice no more than 20 hours a week and 4 hours a day. Coaches must also give at least one day off per week. Outside of your sport’s season, during the academic year, you are permitted to participate in up to 8 hours of practice per week. In all sports except football, a coach can require up to 2 hours of skill instruction. In the sport of football, no skill instruction is permitted and no more than 2 hours may be spent watching film. During official vacation periods outside of your sport’s season (e.g., summer vacation), any athletically related activity must be voluntary, and must be conducted by the strength and conditioning coach. The student-athlete must request the activity. Voluntary also means that attendance is not mandatory and no penalty can be given if a student-athlete decides not to participate in the activity. Results of the voluntary activities cannot be reported back to the coaching staff. If you have any concerns/questions about practice hours, contact the Director of Compliance.

**Amateur Status and Agents**

NCAA rules state that a student-athlete will become ineligible for participation in intercollegiate athletics if he/she has ever agreed (verbally or in writing) to be represented by an agent to market their athletic ability. The moment the agreement is made, student-athletes will lose their eligibility even if this agreement states that representation will not begin until after the expiration of their eligibility. This includes any individual, agency, or organization that might represent prospects in hopes of placing them in a collegiate institution and helping them gain financial aid. A student-athlete may confer with legal counsel regarding sports contracts. However, the council may not represent the student-athlete in negotiations for such a contract. An authorized institutional professional sports counseling panel may help student-athletes with the following:

- Advise student-athletes about future professional options
- Provide aid in securing disability insurance
- Review sports contracts
- Meet with representatives of professional teams and the student-athlete
- Assist the student-athlete with the selection of an agent
- Assist the student-athlete in securing a tryout with a professional team and
- Assist the student-athlete in determining his/her market value, potential salary and draft status.

This panel is appointed by the institution’s CEO, and may include not more than one athletics department staff member.

**Extra Benefits**

NCAA Bylaw 16.12.2.1 prohibits student-athletes from receiving any “extra benefits,” which are defined as any special arrangement by an institutional employee or representative of the institution’s athletics interests (i.e., booster) to provide the student-athlete or his or her relatives or friends with a benefit not expressly authorized by NCAA legislation. Some examples of impermissible extra benefits include, but are not limited to, the following:

- Room, board, or transportation costs
- Loan of money in any amount (or for any period of time) or signing or co-signing a loan with an outside agency
• Cash or gifts
• Typing or other costs associated with school projects or reports
• Professional services for which a fee would normally be charged (medical/dental services, haircuts, automotive services, laundry, etc.)
• Entertainment or the purchase of meals or services at commercial establishments (this includes a soft drink or popcorn at an athletic event)
• The use of a telephone (including cell phones) or telephone credit card for free long distance calls
• Awards for athletic performance
• An honorarium or fee for a speaking engagement or other appearance
• A special discount payment arrangement or credit on a purchase (airline ticket, clothing, etc.)
• A guarantee of bond (bail money, etc.)
• A benefit connected with off-campus housing (electronic equipment, room furnishings, etc.)
• Tickets to an athletic, institution or community event (professional football/basketball games, state high school tournament tickets, etc.)
• The use of personal properties (boats, cars, summer homes, automobiles, etc.)

If a benefit, gift or service is offered to you, please check with your coach or the Assistant Athletic Director for Compliance, BEFORE accepting it. Remember, any violation of this rule could result in a loss of your eligibility.

Boosters

A booster, also known as a "representative of the institution's athletics interests," is any individual who is a member of the institution's athletics booster club, has made donations to the booster club or to the athletics department, is involved in providing benefits (i.e., summer jobs) to enrolled student-athletes or is otherwise involved in promoting the institution's athletics program. Boosters may not be involved in the recruitment of student-athletes; they may not give student-athletes cash, clothing, equipment or other merchandise; boosters may not provide use of a vehicle or free or reduced-cost housing; they may not take a student-athlete out to a restaurant; etc. Boosters may invite a student-athlete to their home for an occasional family meal; they may employ a prospective or enrolled student-athlete during the summer, provided that compensation is paid only for work actually performed and at a rate commensurate with that paid for similar services. For questions regarding NCAA rules and regulations on this subject, contact the Director of Compliance.

Recruiting Policies

The Intercollegiate Athletic Department at the University of Northern Iowa is ultimately responsible for and concerned with the health, safety and welfare of both enrolled student-athletes and prospective student-athletes. Any visit to the University of Northern Iowa, whether official or unofficial, is a way of introducing a positive environment to prospective student-athletes. Those visits will encourage future enrollment of the prospects where they can develop and grow personally, academically, socially and athletically. Official and/or unofficial visits at UNI will provide prospective student-athletes with information, both academically and athletically, necessary for those prospects to make an educated decision as to their educational future at our institution.

The following policies have been established to ensure that prospective student-athletes, and student-athletes who will be serving as campus hosts, conduct themselves in a manner that is consistent with NCAA and University of Northern Iowa guidelines. These philosophies have been developed because of input from other campus constituents such as student-athletes, faculty members, coaches and athletic administrators.

Student-Athletes and Recruiting

• **Off-Campus Contact with Prospects**: No off-campus contact between UNI student-athletes and prospects (especially at the direction of the coach) is permissible. Unavoidable, incidental contact (without prior knowledge or coordination) is acceptable but must involve only normal civility for a brief amount of time.
• **Telephone Calls**: Enrolled student-athletes or other enrolled students shall not make or participate in
telephone calls to prospects at the direction of a coaching staff member or calls financed by the institution or a representative of is athletics interests

- **On-Campus Contact with Prospects:** It is permissible for student-athletes to contact prospects on-campus. A prospect may stay in a student-athlete’s room on an official visit.
- **Serving as a Student Host:** During the recruitment of a prospective student-athlete, you may be asked to serve as a student host of an official on-campus visit. Be sure to fill out the proper forms (supplied by the coaching staff) and follow all rules and regulations pertaining to this prospect’s visit. There is a maximum of $30 per day (24-hour period) allowed for specific entertainment use.

**Complementary Admissions and Ticket Benefits**

Under NCAA rules, a student-athlete may receive four complementary tickets, per the discretion of the athletic department, for each home or away intercollegiate athletics event in the student-athlete’s sport. If the student-athlete’s team participates in a conference or NCAA championship, per the discretion of the athletic department, he/she could receive a maximum of six complementary tickets. All complementary tickets will be issued through a pass list. All individuals that are receiving complimentary tickets must present proper identification and must enter at the designated pass gate. If a person’s name is not on your team’s pass list, that person will not be admitted without purchasing a ticket. No hard copy tickets will be issued. The tickets may not be sold or exchanged for anything of value, whether by you or by a person designed on your list. Such a sale is an “extra benefit” and will jeopardize your eligibility.
Sports Medicine, Athletic Training, and Strength and Conditioning Services

Medical Care Procedures for the Student-Athlete

As a student-athlete at the University of Northern Iowa, you assume the inherent risk of injury while participating in intercollegiate athletics. UNI seeks to provide the very best possible athletic training, physical rehabilitation, and medical care for its student-athletes. UNI has a staff of full time athletic trainers, intern assistant athletic trainers and graduate assistant athletic trainers who guide these services. In addition to the certified athletic trainers on staff, UNI uses team orthopedic surgeons, general physicians, sports physical therapists, a wide variety of medical specialist consultants, and a full staff of athletic training students to make up the UNI Sports Medicine Team.

UNI operates three different athletic training facilities (Human Performance Center, McLeod Center and West Gym), which feature equipment and supplies to facilitate athletic injury care and rehabilitation. The crown jewel of the facilities is the Human Performance Center, which houses the athletic training staff offices, and provides cutting edge sports medicine technology and resources. A fully operational orthopedic clinic staffed daily by team orthopedic surgeons, on-site MRI and X-Ray, a physical therapy clinic staffed by a sports physical therapist and certified athletic trainers, a HydroWorx 2000 aquatic therapy pool, cold and hot plunge pools and the most advanced ultrasound and electrical therapy devices available are all located within the HPC facility.

Medical Certification for Individual Student-Athlete Participation

The University of Northern Iowa requires all student-athletes to complete a pre-participation physical examination on an annual basis. This examination is to be completed after the student-athlete goes through the UNI Student-athlete Orientation Program and before the student-athlete is issued equipment and/or permitted to attend any practice, strength and conditioning sessions, and/or compete in any intercollegiate athletic events.

Upon completion of the physical examination, the student will receive certification from the Sports Medicine Department/Athletic Training Services to be issued equipment and to participate in practice, strength & conditioning sessions, and/or competition. No member of the UNI Intercollegiate Athletic Department will permit a student-athlete to participate, nor will the University provide insurance coverage to any student-athlete not following this procedure.

If for any reason the student-athlete is not approved/certified for intercollegiate athletic participation, he/she will be notified by a member of the Sports Medicine Department/Athletic Training Services at the completion of the pre-participation physical examination. All costs associated with any tests, consultations, and/or medical procedures needed to gain approval/certification for participation in intercollegiate athletics at the University of Northern Iowa are the responsibility of the student/parent/guardian. If the student-athlete is not approved/certified for intercollegiate athletic participation at UNI due to a prior injury/illness resulting from the direct participation in the intercollegiate athletics program during the dates of the competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations, all costs associated with any tests, consultations, and/or medical procedures needed to gain approval/certification may be covered by the University of Northern Iowa’s medical and catastrophic insurance program. This policy, however, is secondary to, or in excess of, a student-athlete’s personal family medical insurance coverage. The procedure for gaining medical certification must be completed on an annual basis. Upon completion of eligibility in their final sport, student-athletes are requested to schedule an appointment with a member of the Sports Medicine Department/Athletic Training Services, prior to the conclusion of the academic term, for the purpose of an “Exit Physical Examination”. This will include a review of all injuries and/or illnesses received during participation and referral for follow-up care if applicable.
Athletic Injury Medical Care

Any certified intercollegiate athletics participant who receives an injury during and as a result of an approved practice or contest must immediately report the injury/illness to a member of the UNI Sports Medicine Department/Athletic Training Services to activate insurance coverage. Please note that the injury must have been incurred in a practice, contest, or related travel that was supervised by approved University coaching staff during a practice/contest period that was approved by the Director of Athletics according to NCAA regulations, to be eligible for secondary insurance coverage from the University of Northern Iowa. The athlete or his/her parent(s)/guardian(s) must notify the student-athlete’s primary insurance carrier within 24 hours of injury.

Outside Injury Care and Consultations

If a student-athlete visits a physician outside of the University’s Team Physician, then a member of the UNI Sports Medicine Department/Athletic Training Services must make the referral. When consultation is requested or recommended, any recommendations for testing, medical procedures, surgery, repeat visits, etc. made by the consultant must be communicated to the Sports Medicine Department/Athletic Training Services before any arrangements are made. If that referral results in a recommendation for non-emergency surgery, the student-athlete must inform the Sports Medicine Department/Athletic Training Services prior to finalization of any arrangements.

If a student-athlete decides to see a physician/specialist without prior authorization/referral from a member of the UNI Sports Medicine Department/Athletic Training Services, the student-athlete and/or the student-athlete’s parent(s)/guardian(s) will be financially responsible for any and all medical bills incurred.

Insurance Coverage of Student-Athletes

A. UNI Insurance – All student-athletes are required to either show proof of insurance or purchase a primary major medical insurance policy. Insurance coverage is available through the University. The brochure and enrollment information is available on-line at: http://www.uni.edu/health/insurance/

This is the link to the UNI Student Health Insurance Policy (SHIP) brochure. Student-athletes without medical insurance will not be allowed to practice or participate until coverage is purchased.

As a precaution, and to avoid any delays if your son/daughter needs medical attention, please ensure that their primary health insurance policy will cover them in the Cedar Falls/Waterloo area. Please contact your insurance carrier to ensure adequate coverage in the cedar valley is in place.

Any questions regarding health insurance, please contact the UNI Student-Athlete Health Insurance Coordinator, Chelsea Lowe, at the following:
Chelsea Lowe, MSE, LAT, ATC,
University of Northern Iowa
Student Athlete Health Insurance Coordinator
319.273.6108 (office)
319.273.7023 (fax)
chelsea.lowe@uni.edu

B. Athletic Department Insurance – The Athletic Department utilizes the student-athlete’s family insurance as the primary source for handling medical bills. The Athletic Department automatically enrolls each student-athlete on an active roster in our athletic insurance policy (at no cost to the student-athlete), which acts as a secondary source for coverage for athletically related medical bills. This insurance coverage is SECONDARY to all other collectible insurance benefits. All sports-related injury claims must first be filed with the student-athlete’s primary insurance. The insured must provide their carrier with information regarding their student when requested. Failure to do so in a timely manner may result in non-payment. This will negate UNI’s liability for coverage of the medical bills. Once the primary insurance has paid benefits, the Athletic Department’s insurer will review the remaining medical bills. By utilizing the combination of primary and secondary insurance student-athletes will have full coverage.
C. Medical Services – Medical services covered by the secondary policy include those of licensed physicians and surgeons, nurses, clinicians, and other licensed professionals rendering curative, therapeutic or diagnostic services, hospitalization and transportation when required. **Athletes must be referred** to a UNI team physician or other licensed healthcare professional in order for medical services to be covered by the secondary insurance policy. Emergency situations that require immediate referral will also be covered.

D. Dental Care – Dental care is limited to injury to sound natural teeth caused during a required practice or competition. UNI’s policy only covers dental injuries. It does not cover routine dental care, orthodontics, or root canals, crowns, bridges, or implants related to tooth decay.

E. Eye Care – Eye care is limited to injury to the student-athlete’s eyes caused during a required practice or competition. UNI’s policy does not cover routine eye care, eyeglasses, or contact lenses.

F. Time of coverage – Insurance coverage is limited to one year following the date of injury. All arrangements for treatment are to be made before the student-athlete graduates, leaves a team or withdraws from UNI.

G. Previous Injuries/Illness – UNI is NOT responsible for any charges due to pre-existing injury, illnesses, conditions or required surgeries. All costs related to the evaluation, care and treatment of pre-existing conditions is the responsibility of the student-athlete and his/her primary insurance plan. All student-athletes are **REQUIRED** to disclose pre-existing illnesses and injuries prior to practice or participation as a student-athlete at UNI.

H. Non-Athletic Conditions – Conditions that are not athletic related (asthma, cardiac, dental, etc.) are examples of non-covered conditions. In addition, please refer to your primary insurance plan for coverage in the Cedar Falls area as the costs fall entirely upon you and your insurance company during the time the student-athlete is out of his/her official sport season. “Out of season” generally means any time the student-athlete is not participating in required practices or competition in their designated sport. Examples might be, but are not limited to, intramurals, fraternity or sorority functions or off-campus activities.

I. Prosthetic Devices – The cost of prosthetic devices (i.e. knee braces, ankle braces) necessary for athletic participation resulting from an athletic injury sustained while participating for UNI will be covered by the appropriate insurance plan. If lost, the cost of replacement is the student-athlete’s responsibility.

J. Medications – The cost of medications prescribed by a team physician as a part of athletic injury care or in-season illness affecting the athlete’s performance may be covered by UNI’s insurance plan on a secondary basis. All student-athletes must visit a UNI team physician in order for reimbursement to process. The student-athlete will be responsible for paying the prescription when they pick it up, and will then need to turn in **ALL** pharmacy receipts to the UNI Athletic Department Insurance Coordinator. Failure to turn in all pharmacy receipts may result in a delay or denial of reimbursement. Reimbursement will be issued to the student-athlete via direct-deposit by the athletic department if any out of pocket expenses occur for prescribed medication.

K. Reporting Injuries, Loss or Damage – All injuries and any loss or damage must be reported to the supervising athletic trainer on duty or the head coach during the contest/practice or immediately thereafter. Appropriate referral to a physician will be determined by the supervising athletic trainer. Any outside appointments (aside from emergency situations) scheduled with medical personnel or other expenses incurred will be the responsibility of the student-athlete.

L. Athletic Department Insurer – The University of Iowa processes UNI’s Athletic Department’s secondary insurance claims. All eligible claims will be filed to The University of Iowa and payment of medical bills will be considered after the student-athlete’s primary insurance plan has evaluated the medical bills.

M. Insurance Policy Changes – If the student-athlete’s primary insurance coverage changes during the school year it will be the student-athlete’s responsibility to provide a copy of the insurance card of the new carrier. If a student-athlete cancels a valid primary health insurance policy without approval from his/her
athletic trainer, or if the student-athlete fails to provide proof of current primary health insurance coverage all medical bills will become his or her responsibility.

**N. Non covered charges** – Any medical charges not covered by the primary insurance plan must be submitted to the UNI Athletic Department Insurance Coordinator within 30 days. If the charges are not received within 30 days, a charge of $15 will be placed on the student-athlete’s university bill.

**Drug Testing**

Drug use and abuse will not be tolerated. It is within NCAA rules and regulations that the NCAA, UNI, or conference may drug test student-athletes for use of prohibited/banned drugs. The use of any drug or narcotic not prescribed by a physician for specific treatment of an injury or illness is prohibited by NCAA regulations. A list of banned drugs is provided in this handbook for your review and is provided to you at your preseason team meetings. Student-athletes are strongly encouraged to notify the sports medicine staff if they are taking any prescribed medications or over the counter nutritional supplements. Please contact the athletic training staff if you have any questions about these banned substances. Refer to the UNI Drug Testing policies and procedures for further information.
Supplements

Many nutritional/dietary supplements contain substances banned by the NCAA. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA or UNI Athletics drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes are strongly urged to contact the UNI athletic training staff for further information prior to taking any nutritional supplement.

Pregnant Student-Athlete Policy

Pregnancy may preclude a student-athlete from athletics participation but will not threaten cancellation of her scholarship or jeopardize team membership status. When a student-athlete self-discloses a pregnancy to a member of the athletics staff, our first priority will be to refer the student-athlete to our designated medical professionals for confidential, non-judgmental counseling and subsequent care.

- If the student-athlete chooses to carry the baby to term, prenatal counseling is available and required. Restriction of participation may be deemed medically necessary by the supervising physician, at the conclusion of which the student-athlete will be reinstated to pre-pregnancy participation status. The scholarship commitment will be honored during the period of restricted activity. Note that NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.
- If the student-athlete chooses to participate/compete during her pregnancy and is medically cleared to do so, documentation of potential risks and understanding of these risks is required in the form of a signed consent. The student-athlete will be educated on the effects of strenuous physical activity and the warning signs indicating the necessity to terminate exercise.
- For student-athletes who choose to participate/compete during their pregnancy, participation clearance will rest with the supervising physician in consultation with the student-athlete, head coach, team physician, attending athletic trainer, and athletics director.
- If the student-athlete chooses not to participate and forego her remaining years of eligibility, her scholarship will not be renewed following the existing award period.
- If the student-athlete chooses to terminate her pregnancy, confidentiality will be maintained within disclosure regulations. Medical documentation must be on file prior to the student-athlete’s resumption of sports specific activities. Participation clearance will rest with the supervising physician.

Strength and Conditioning

UNI is committed to providing the best possible staff and equipment for your strength and conditioning training. Student-athletes are expected to adhere to all policies, procedures, and instructions given by the strength and conditioning staff in regard to the use of the weight room. These policies are intended to maintain the health and safety of those who use the weight room. The policies will be provided to every student-athlete by the strength and conditioning staff each year.
Equipment Room and Apparel

University of Northern Iowa athletics equipment room is available only to eligible student-athletes and the staff of each respective team. All apparel and equipment use is governed by the NCAA, and student-athletes are expected to abide by all policies and procedures prescribed by the NCAA and the University. These policies are available from the equipment room. Student-athletes are eligible to make use of the equipment room’s services, provided each individual:

- has been listed by the head coach of his/her sport,
- has complete physical on file in the Head Athletic Trainer’s office, and
- is academically eligible to practice and/or compete.

At the beginning of his or her season, each student-athlete is issued clothing, which may be laundered daily throughout the fall and spring semesters. At the conclusion of the student-athlete’s season, any equipment that has been issued during the year must be returned, or the student-athlete will be billed at replacement cost. Equipment room hours are 1:00 pm – 6:00 pm, Monday through Friday.

Lost Gear

Each student-athlete will be held accountable for the gear issued to him or her, and will be responsible for returning it at the end of each season. There will be no “borrowing of gear.” Students are not to wear athletic apparel for anything but practice and games. Equipment losses will be billed to the student-athlete U-bill before a replacement item will be issued. Cost of replacement items will be the replacement cost of the equipment lost.

Checking in Gear

Student-athletes should return all items issued by the equipment room at their first opportunity, but no later than 30 days after the final competition of the season. Student-athletes may retain practice apparel (t-shirts, shorts, socks, shoes, etc.) upon approval of the head coach and sport administrator.

Student-athletes whom have not returned their uniform and warm up apparel during the specified time frame will have their university bill charged for the items at replacement cost.

Athletics Communications

The yearly task confronting the University of Northern Iowa Athletics Communications Department is a substantial one. It is to provide publicity material and assist in the promotion of 17 varsity sports and more than 400 student-athletes from around the world to a wide variety of publics, including media, alumni, fans, parents, the general public and other university personnel, both within and outside of the athletic department.

This task involves the production of game day programs and press releases, among other items. The athletic communications department is also responsible for updating and maintaining the athletic department website as well as producing updates for the athletic department's social media sites (Facebook, Twitter, etc.). In addition, the athletics communications department serves as a historical reservoir for information on all past UNI athletes, coaches and teams.

In a larger sense, the task involves the maintenance and advancement of the public relations image of the University, as athletics is one of most visible areas of any institution. Given the scope of the institution, the ardent devotion of alumni, the regional and national interest in the school's athletic program and the level of competition of its teams, the task looms particularly large on the university's scale. The athletics communications department is as involved as anyone on campus in helping create that image – whether it's in
dealing with folks from ESPN or the Waterloo/Cedar Falls Courier, or in answering a telephone question from a curious, out-of-state fan. It’s an image that should never be taken for granted — and it’s one that is affected by every action of every representative of the University, including student-athletes.

Part of being a student-athlete at UNI is dealing with the media. Our teams are covered by newspapers, television stations and radio stations on a regular basis. Many, if not most, of you will be interviewed at some point during your career. The athletics communications department is here to help you in this area, and each team has a specific person assigned to it to assist with media requests. Don’t hesitate to ask if you have questions or concerns about how to deal with the media. Just like practice makes you a better athlete, learning to deal with the media is something that can serve you better later in life.

Any time there is a member of the media that wishes to speak with you, you will hear about it from either a member of the athletics communications staff or one of your coaches. This is the ONLY time you should grant an interview request, even if you have a prior relationship with the reporter. If a member of the media contacts you directly for an interview, politely tell them that you would be happy to talk to them, but that they should please contact the athletics communications department first.

**Faculty Athletics Representative (FAR)**

The FAR is a member of an institution’s faculty or administrative staff who is designated by the institution’s president or chancellor or other appropriate entity to represent the institution and its faculty in the institution’s relationships with the NCAA and its conference(s), if any. The FAR is or should be involved in ensuring the academic integrity of the athletics program, the maintenance of the well-being of the student-athlete, the institutional control of the athletics program, and must develop a framework to maintain independence and establish oversight of academic eligibility decisions. They should establish a shared understanding among key constituencies and should have direct contact with student-athletes on a regular basis as a means of monitoring the well-being of student-athletes. They should have access to information regarding all aspects of the program. This includes access to the institution’s computer system related to the academic records of student-athletes.

**Exit Interviews**

Each year, Division I institutions are required by NCAA regulations to interview student-athletes in all sports who will no longer be participants in the athletic program (e.g., graduation, transfers). The purpose of the interview is to find out how student-athletes perceive their experience at the University of Northern Iowa. The information is used to help the University determine the strengths and weaknesses of programs and to help decide where changes or improvements should be made. Actual interview responses are kept confidential and anonymous, to be read only by athletic administrators.

**Intercollegiate Athletics Advisory Council (IAAC)**

The Intercollegiate Athletics Advisory Council oversees all aspects of the University of Northern Iowa’s athletic program as it relates to the academic quality and integrity of the institution; supports the development and maintenance of a competitive intercollegiate athletic program which reflects favorably upon the university; monitors policies and activities related to the welfare of student-athletes; and formulates and recommends to the Provost and/or Vice President for Administration and Finance, and/or the University Senate, new policies regarding athletics and student-athletes. The Council meets monthly and when called by the Chair. The Council makes an annual report to the Provost, the Vice President for Administration and Finance, the Professional & Scientific Council, and the University Senate.

The Intercollegiate Athletics Advisory Council’s roles and responsibilities include, but are not limited to the following:

- Reviewing with the [NCAA Faculty Representative](#) the status of institutional compliance with the NCAA rules and guidelines, the issues and opportunities pertaining to athletic conferences in which UNI participates, and problems involving student-athletes at UNI.
- Reviewing with the Athletic Director the status of, and activities undertaken by, Intercollegiate Athletics
at this institution.

- Participating on search committees for head coaches and other athletic administrative positions.
- Conducting team meetings with participants in each sport, the purpose of which is to inform student-athletes about the IAAC, the rights and responsibilities of student-athletes at UNI, and IAAC concerns for student welfare, academic integrity, and institutional control.
- Conducting exit interviews with student-athletes to discuss the experience of participation in intercollegiate athletics at the university and to identify and solve any problems that may exist related to recruiting, financial aid, advising, and participation.
- Monitoring the schedules of all athletic teams.
- Reviewing grade reports, graduation rates, admission and retention data, and related information for the institution, and comparing this data with that of the non-athlete student body at UNI and with that of other NCAA Division One institutions.

**Panther Scholarship Club**

At UNI, an important part of intercollegiate athletic experience is the participants’ opportunity to enjoy success both in the classroom and on the field of play. In 1963, the Athletic Club was formed to ensure these objectives were met annually. During the past 50 years, the organization has enjoyed tremendous growth. That inaugural year, 100 people contributed a total of $6,000. Today, more than $1.1 million in cash and $450,000 in gift-in-kind is received each year from supporters across the country. While the name has changed and the dollar amounts have increased, the mission remains the same. The Panther Scholarship Club’s purpose is to raise money to assist the athletic department in providing scholarship support for student-athletes. Each contribution, regardless of amount, helps to allow a young person to realize the dream of earning a quality education while enjoying the thrill of competing athletically on a national level. Each year, universities across the country rely more heavily on private contributions from various constituents to help keep pace with the escalating costs of higher education. During your career as a UNI student-athlete, you may be asked to participate in certain Panther Scholarship Club events in order to help raise money for the department. Please make every effort to assist us and future student-athletes in this endeavor when you are requested.
Frequently Asked Questions

What is MyUNIverse and how can it help me?
MyUNIverse is your personal portal to the University of Northern Iowa. In this dynamic environment, users may access all available web resources from a single, personalized web page. MyUNIverse functions as a gateway to University resources and the world. MyUNIverse News is a weekly newsletter available to students through the Web. A brief summary of what is available on MyUNIverse News will be e-mailed to students every Monday morning. MyUNIverse News contains a variety of information on UNI programs, events, procedures and academic information that is pertinent to students.

Do I need to use my UNI email account or can I keep my personal account?
Your UNI email account will be the only way your professors can contact you to relay important information about your classes. It is also the email address that offices on campus, such as Financial Aid, will use to contact you with important updates. The Athletics Department will also use your UNI email to convey important messages. You can certainly continue to use your previous email account, but be sure to check your UNI email account DAILY so important messages are not missed. You may also forward your UNI email to another email address that you check daily. Find out how to do this at: http://www.uni.edu/its/us/email/FAQs/Forwarding.htm

How do I log onto My UNIverse?
Your CatID (login credentials) at the University of Northern Iowa consists of your username and your password. Your username is a unique 3-8 character account name that identifies you as a member of the UNI community. Your username is a permanent and visible part of your UNI identity: For students, it appears in your UNI email address: username@uni.edu. It also appears in your UNI web page URL www.uni.edu/username. Your Cat ID is your unique identifier and/or login ID in many of UNI’s online systems. Your username in conjunction with your password allow you access to various online resources and computers on campus. You may find your username at https://espresso.uni.edu/ed/faces/searchAll.jsp.

What if I have questions regarding my Financial Aid?
If you have specific questions regarding an athletic scholarship, please contact a member of the compliance staff in the Student Services Office. Also, all student-athletes are encouraged to submit a FAFSA form as soon after January 1st as possible. This can be done online through the FAFSA website, www.fafsa.ed.gov.

What do I do if I need to drop or add a class?
All student-athletes must remain full-time (12 hours) per NCAA rules. If you need to change your class schedule you should contact your athletic academic advisor to make sure the adjustment will not adversely affect your eligibility. Sometimes a drop/add form is needed to collect instructors’ and/or departments’ signatures before classes can be added. All drop/adds are processed by the Registrar’s Office, which is located in Maucker Union.

What do I do if I want to change my major?
All student-athletes should contact either your athletic academic advisor or Diane Wallace (Registrar’s Office) to verify that they can still meet all NCAA Progress Toward Degree requirements for the new major. Once that has been determined, you will need to visit the department you wish to declare to fill out the necessary paperwork. All major changes are processed by the Registrar’s Office.

How do I plan my schedule for future semesters?
Each student at UNI is assigned an advisor through their major department. As a student-athlete you will be expected to meet with your assigned advisor before your registration date. You should bring an up to date degree audit with you when you meet. After you have reviewed all major requirements and selected courses for the following term, you may schedule a meeting with your athletic academic advisor to make sure you will meet all NCAA Academic Eligibility requirements and to check that there are no practice time conflicts.
If I am on book scholarship, how and where do I get my books?
The Athletics Academic Advisors in the Office of Student-Athlete Development are the contact people for book scholarship questions. The office is in the North Dome Suites area. If your athletic scholarship includes books, you will be provided all of the mandatory textbooks for your semester classes by the Office of Student-Athlete Development the week before each semester starts. You will be informed what day and time to pick up your textbooks in the UNI Dome North Suites Offices. You should not pick up or purchase any books directly from University Book & Supply unless you have specific written approval in advance. If a class requires a book or course packet from somewhere other than University Book & Supply (i.e., Copyworks, Bought Again Books) you will need to purchase the item. You must then submit an original detailed receipt along with a copy of your course syllabus and the appropriate reimbursement form to Associate Athletic Director for Student Services to determine if the purchase is eligible for reimbursement.

How can I get tutor help?
The Athletics Department provides tutoring for all student-athletes. Contact your Athletics Academic Advisor to fill out a request form. In addition, The University of Northern Iowa provides a variety of other academic support services through departmental offices as well as the Academic Learning Center.

I have a past-due balance on my U-Bill due to charges from a previous semester. Will this affect my ability to enroll or receive financial aid?
Yes. Unlike previous years, your past-due balance on your U-Bill will not be automatically paid using your financial aid for the upcoming term. If you have a past-due balance on your U-bill in excess of $200.00 that has not been paid, you might not be permitted to enroll for the upcoming semester and will likely need to make a payment to your U-bill. Again, financial aid from an upcoming semester will not be automatically applied to cover your past due balance and in some cases, may not be available for these purposes. If you have a past due balance and you are concerned about if your financial aid will be available to cover this bill, please contact Tim Bakula in the Office of Financial Aid.
University Organizations

**Center for Multicultural Education (CME)**
Maucker Union 109
(319) 273-2250

The CME fosters success in racial and ethnic minority students, contribute to the cultural competence of all students, and promote an appreciation of diversity in the University community.

**International Students and Scholars Office**
Maucker Union 113
(319) 273-6421
After hours emergency: (319) 273-4000

The International Students and Scholars Office (ISSO) provides services to international students and scholars including: orientation, immigration advising, personal advising and counseling, special programs and activities, employment, and other issues or questions that arise for internationals in the U.S.

**LGBT* Center**
Upper Level Maucker Union
(319) 273-LGBT (5428)

The University of Northern Iowa LGBT* Center promotes healthy, engaged, successful LGBT* students and allies. The LGBT* Center provides a safe space, resources and educational opportunities to advocate for an inclusive community.

**Northern Iowa Student Government (NISG)**
Maucker Union 111K
nisg@uni.edu

**Student Life & Event Services**
Maucker Union 063
http://www.uni.edu/studentlife/

Website includes information about Campus Activities Board (CAB), Connecting Alumni to Students (CATS), Leadership and Community Service opportunities, student organizations and more!
Campus Resources

Counseling Center
Located on the corner of Minnesota Street and W 23rd Street, Cedar Falls
www.uni.edu/counseling/
Schedule an Appointment: (319) 273-2676
After hours Crisis/Emergency: (319) 273-2676 and press 2 to speak to a crisis counselor

Department of Public Safety
Gilchrist Hall 030
UNI Police Phone: (319) 273-2712
www.uni.edu/publicsafety
Parking Services: (319) 273-2710

Department of Residence
Redeker Center 010
Email: residence@uni.edu
www.uni.edu/dor
Phone: (319) 273-2333

Office of Financial Aid
Gilchrist Hall 105
Email: fin-aid@uni.edu
www.uni.edu/finaid
Phone: (319) 273-2700

Student Health Clinic
Located on the corner of Minnesota Street and W 23rd Street, Cedar Falls
www.uni.edu/health/
Schedule an Appointment: (319) 273-2009
After hours Nurse on-call: (319) 273-2600

Student Wellness Services
Wellness Recreation Center (WRC) 104
www.uni.edu/studentwellness/