

**2012-2013**

Indiana University – Purdue University,  
Indianapolis (IUPUI)

Office for Athletics Compliance



# **STUDENT-ATHLETE HANDBOOK**

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# Introduction

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## **The IUPUI Champion Philosophy**

The IUPUI Athletics Department, as part of its continued emphasis on academics, has adopted the philosophy of “Recruit, Retain, Graduate Champions,” with “Champions” being defined as those that compete for the Jaguars, represent the university in a first-rate manner and earn their college degree.

## **Directions to the Athletics Offices**

- From the Natatorium, take University Blvd north
- Turn left onto Indiana Avenue
- Continue straight ahead to Stadium Drive
- Turn left on Waterway Blvd
- The Athletics Department offices (coaches and staff) are located at 1000 Waterway Blvd.

The Athletics Advising Office is located on the 4th floor of University Library. Staff offices are in Rooms 4115K, 4115L, 4115M and 4115N.

# Athletics Academic Support Program

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## Mission of the IUPUI Athletics Academic Support Program

Academic advising helps student-athletes to realize their academic goals, personal potential and career aspirations. The mission of the IUPUI Athletics Academic Support Program is to challenge and support student-athletes, promote student-athlete learning and encourage intellectual and personal development of student-athletes.

## Goals

- To assist student-athletes in clarification of life and career goals.
- To provide an environment in which student-athletes can learn about the full array of educational opportunities available to them at IUPUI.
- To engage student-athletes in the development of suitable educational plans and guide them toward selection of a major by the beginning of their sophomore year.
- To encourage student-athletes to become self-directed learners.
- To use campus resources effectively to assist student-athletes with career planning, study strategies, personal development, etc.
- To provide information and assistance to student-athletes regarding degree requirements, course selection, career planning, campus resources, eligibility, registration, study skills, tutoring, etc.
- In conjunction with academic authorities at IUPUI schools, to evaluate student-athlete progress toward their degree to maximize opportunity for continuing eligibility and graduation.
- To use continuing examination and assessment to improve student-athlete and Athletics Academic Support Program performance.

## Student Learning Outcomes

Through the academic advising and support experience at IUPUI, student-athletes will:

- Demonstrate the ability to make effective decisions regarding their career and academic goals.
- Develop an educational plan for successfully achieving their goals and select courses each term to progress toward fulfilling that educational plan.
- Select a major by the end of their freshman year.
- Understand the academic requirements of their degree program and school as well as NCAA eligibility requirements.
- Utilize academic advising services provided by the A Team member in their school.
- Utilize campus resources and services to assist them in achieving their academic, personal, and career goals.
- Develop skills associated with being a self-regular learner.
- Understand the need to foster faculty relationships.
- Understand the importance of time management and its relationship to success.
- Understand the importance of being an active learner.
- Graduate in a timely manner based on their educational plan.

## Academic Support Policies

### Term

This policy applies to the regular academic year for all student-athletes. It also applies to summer sessions for those student-athletes who receive summer aid.

### Philosophy

The goal for every student-athlete is to graduate from IUPUI. The IUPUI Intercollegiate Athletics Support Program is designed to provide every opportunity for success through academic advising and tracking. This can take the form of mentoring, tutoring and utilization of campus resources such as CAPS and Adaptive Services.

### Role of the Coaching Staff

Coaches are expected to be supportive of the academic support program in all situations, especially when interacting with student-athletes. Head coaches will consult with the academic advising staff to determine times that are optimal for allowing student-athletes to meet both academics and athletics expectations. **However, academics needs supersede athletics when the situation arises.** Coaches are encouraged to interact with faculty in order to familiarize them with the intercollegiate athletics program and foster good will; however, individual conversations regarding specific student-athletes **must** be coordinated through the academic support office.

### Role of the Academic Support Staff

The academic support staff is expected to coordinate all academic related activities for student-athletes to include advising for student athletes not yet in a school, liaison with advisors from IUPUI schools, liaison with university support services (CAPS, testing, adaptive services), mentoring, academic progress reports from faculty, compliance with required tutoring, lab work, etc. The academic support staff will work to keep the coaching staff informed of all matters related to the academic progress of their student-athletes.

### Student-Athlete Responsibilities

Student-Athletes are expected to attend all scheduled classes unless excused for travel to regularly scheduled competition. Class may not be missed for practice, conditioning, meetings or other non-competitive reasons.

Student-Athletes are required to meet the following conditions to comply with the IUPUI Intercollegiate Athletics Academic Support Policy. Failure to do so will result in the penalties outlined in the following paragraph:

- All students must consult with their academic advisor prior to priority registration. Registration must occur during the student-athlete priority registration period.
- Freshmen student-athletes and upperclassmen with a cumulative GPA of under 2.5 are required to attend mentoring as scheduled by the academic support staff in consultation with the head coach. Excused absences can only be granted by the academic staff.
- Student-athletes must attend all regularly scheduled meetings with the academic support staff.
- Student-athletes must comply with any additional requirements as determined by the athletics support staff or faculty member (i.e. writing lab).
- Any and all absences from regularly scheduled academic activities must be approved in advance by the Associate AD for Academics. The time must be made up during the same week. Unforeseen situations may occur at the last minute which will result in an absence; however the Academic Support Office should be notified at the time of the occurrence and arrangements made to re-schedule the obligation.

Student-Athletes are expected to adhere to the conditions listed above. Any failure to adhere to the conditions will result in the following mandatory disciplinary action:

1. First Offense. Head Coach is notified and expected to take action on the infraction. Head Coach will notify Associate AD for Academics in writing of the action taken.
2. Second Offense. A formal warning letter from the Director of Athletics to both student-athlete and head coach outlining the offense and penalties for additional future offenses. Offenses do not have to be of the same type to accumulate (i.e. missing an advising appointment, failing to register, etc.).
3. Third Offense. Suspension for the next scheduled contest.
4. Fourth Offense. Suspension for 10% of next scheduled contests.
5. Final Offense. Suspension for remainder of season and possible loss of financial aid.

## Academic Advising

All student-athletes must meet with an academic advisor prior to registering for classes for the subsequent semester. Student-athletes who are in University College will be assigned an advisor in the Athletics Academic Support Program. This will be the student-athlete's advisor until the student-athlete is admitted into an IUPUI school.

Upon admission to the school and degree program, the student-athlete will meet with a member of the "A Team" from the school. The A Team is comprised of academic advisors in each IUPUI school who are specifically designated to advise student-athletes. These advisors receive special training regarding NCAA eligibility rules and will work closely with the Athletics Academic Support Program staff to ensure student-athletes are making progress toward their degrees and are meeting all NCAA eligibility requirements.

Written confirmation from a student-athlete's advisor must be received in the Athletics Academic Support Program office before the student will be allowed to register.

## Academic Policies

1. Student-athletes may not take courses that do not apply to their degree program other than required remedial or prerequisite courses. If a student-athlete wants to register for a course that is not degree-applicable (e.g. wants to take a course for "fun"), they must receive permission through the Athletics Advising Office.
2. A student-athlete cannot repeat a course to improve the grade without prior permission from the Athletics Advising Office. If a student-athlete has to re-take a course because a minimum grade is required for the course to count (e.g. must have a C or higher), it is permissible for the student to re-take the class. However, in situations where the course will count for the degree program with the grade that has already been earned, the student must receive approval before registering to re-take the course.
3. Student-athletes should not register for a course load with the intent of dropping a class or classes at some point during the semester. While situations do arise in which a student-athlete must consider dropping a course, the Athletics Advising Office expects this to be the exception, not the rule.
4. Athletics staff members are prohibited from obtaining or having access to a student-athlete's Oncourse username and/or password. The policy applies to all full-time and part-time athletics staff including coaches, the Assistant Athletics Director for Complianace, and all of the academic support staff.

5. If situations arise in which a student-athlete approaches a member of the Athletics Academic Support Program staff with an issue or concern that does not relate to academic advising, academic support or eligibility (e.g. conflict with coach, sport-related issue, etc.), the student-athlete will be referred to the sport administrator of the team. Questions regarding NCAA rules that are not related to academic eligibility (e.g. transfer rules, releases, etc.) will be referred to the Assistant Athletics Director for Compliance. Questions regarding financial aid will be referred to the Senior Associate Athletics Director/Senior Woman Administrator.

## Registering for Classes

Student-athletes have been granted the privilege of Priority Registration. Priority Registration allows student-athletes to register for classes one day before registration opens to other IUPUI students. This privilege is given to student-athletes so they can register for course sections that will not conflict with their practice schedules.

Student-athletes must utilize this privilege appropriately. This includes making an advising appointment in a timely manner, asking the advisor to send written confirmation of the appointment to the Athletics Academic Support Program, checking for holds that would prevent the student from registering, and registering for courses on the designated Priority Registration day.

All student-athletes are expected to register on the day of Priority Registration.

## Hold

A “Student-Athlete” hold is placed on the SIS account of every student-athlete. The hold prevents student-athletes from registering, dropping courses, or adding courses without the knowledge of the Athletics Advising Office. This hold can only be released through the student-athlete’s advisor in the Athletics Advising Office.

## Dropping Classes

There are many complex NCAA rules which govern student-athletes’ eligibility to practice and compete. Because of these rules, the Athletics Academic Support Program must closely monitor the dropping of any class by a student-athlete.

After the first week of a semester, a student-athlete must obtain a Request to Drop form from their athletics advisor in the Athletics Advising Office. The student-athlete must meet with the instructor of the class, get the Request to Drop” form completed, and return the form to the athletics advisor. Based on the information on the form, the advisor will determine if the student-athlete will be permitted to drop the class.

If approval to drop the course is granted, the student-athlete must obtain a Class Withdrawal Form from their athletics advisor. If dropping the course will have an impact on the student-athlete’s future eligibility status, this information will be recorded on the Class Withdrawal Form.

The student-athlete must obtain the signatures of their head coach and school academic advisor on the Class Withdrawal Form. Once all signatures have been obtained, the student-athlete takes the Class Withdrawal Form to their athletics advisor. The athletics advisor will release the Student-Athlete hold so the student can drop the course using the eDrop function in OneStart.

## Eligibility

There are numerous NCAA rules which student-athletes must meet in order to be eligible to practice and compete. Student-athletes must comply with the following NCAA eligibility rules:

1. Student-athletes must be enrolled fulltime (12 or more hours) in order to practice and compete. The only exception is when a student-athlete is enrolled in the courses necessary to complete the degree during his or her final semester.
2. Student-athletes must be enrolled in courses leading to a bachelor's degree program in order to practice and compete. Cannot be enrolled in: Associates Degree, Certificate Program, or Pre-Professional Preparation Program.
3. A student-athlete who has completed a bachelor's degree may compete while enrolled in a second bachelor's degree program or a graduate degree.
4. Student-athletes must:
  - a. Pass at least 6 hours each semester in order to be eligible to compete in the subsequent semester.
  - b. Pass a minimum of 18 degree-applicable credits during the academic year (fall and spring semesters).
  - c. Meet the following requirements:

At the beginning of the.....	Must have earned at least....	And must have a cum GPA of .....
3 <sup>rd</sup> semester	24 hours, 18 of which must be earned during the academic year	90% of the GPA required for graduation
5 <sup>th</sup> semester	40% of the credits needed for your degree	95% of the GPA required for graduation
7 <sup>th</sup> semester	60% of the credits needed for your degree	100% of the GPA required for graduation
9 <sup>th</sup> semester	80% of the credits needed for your degree	100% of the GPA required for graduation

## Required Study Table Program

All freshman student-athletes are required to participate in a minimum of six hours of study activities per week during their first academic year at IUPUI. Student-athletes who have been conditionally admitted will be required to participate in a minimum of eight hours of study activities per week. Athletics Advising Office staff and head coaches have the prerogative to increase the number of required hours for any given student-athlete.

Student-athletes have the option of fulfilling their study hours via a combination of any of the following activities:

- Study lab in University Library monitored by AASP staff Sunday-Thursday evenings from 7:00 – 9:00 p.m.
- Tutoring sessions (e.g. Math Assistance Center, Writing Center, Chemistry Resource Lab)
- Meetings with professors
- Quiet study sessions in AASP private study rooms

- Study strategy workshops conducted by the Bepko Learning Center or the AASP
- Supplemental Instruction
- Research assistance with a University librarian
- Other activities approved by the AASP staff

At least two of the required study hours per week must be fulfilled by attending a study lab session.

Note: No cell phones or iPods are permitted in study tables. No cell phones, iPods, or laptop computers are permitted in the athletics study rooms. Failure to abide by these rules will result in dismissal from the session and no credit for the time spent in that session.

Student-athletes will obtain signatures on their “Paw Pass” from professors, tutors, etc. when participating in study activities. The forms must be turned into the AASP staff by Friday at 12:00 noon for students to obtain credit for their hours that week. A record of the hours completed by each student-athlete will be sent to head coaches on a weekly basis.

Head coaches will determine the number of required study hours any upperclassman student-athlete must fulfill. AASP staff may also set a required number of hours for an upperclass student-athlete. The number of required hours for a particular student-athlete can be increased by the head coach or AASP at any time.

## Progress Reports

The Athletics Advising Office will send out progress reports to each student-athlete’s faculty twice per semester. The information from these reports will be shared with the student-athletes’ coaches. Any issues that need to be addressed will be discussed with the student-athlete.

## Missed Class

All student-athletes are expected to be present for every meeting of classes in which they are enrolled unless excused for team travel and competition.

On August 1 (for Fall Semester) and December 1 (for Spring Semester), the Athletics Advising Office will notify the instructors of student-athletes of the dates that student-athletes will miss class for intercollegiate competition. If the instructor excuses these absences, the student-athlete must make arrangements to make up all work as a result of missing class PRIOR to the absence (e.g. submission of required coursework, taking a test or quiz, acquiring class notes, etc.).

If the student-athlete revises her/his Fall Semester class schedule after August 1 or Spring Semester class schedule after December 1, the student-athlete is responsible for directly notifying the instructor the student-athlete’s absences for missed class due to intercollegiate competition.

In the case of an illness, accident or an emergency, the student-athlete should make direct contact with his/her instructor(s) or the Athletics Advising Office as soon as possible.

## Tutoring & Other Resources

Student-athletes will utilize the same tutoring services and other resources on campus that are available for all students including:

- Math Assistance Center
- University Writing Center
- Speaker's Lab
- Chemistry Resource Center
- Biology Resource Center
- Psychology Resource Center
- Supplemental Instruction provided by the Bepko Learning Center
- Adaptive Educational Services
- Financial Aid Office
- Bursar Office
- Registrar
- Housing & Residence Life
- Counseling & Psychological Services
- Student Health Services

The Athletics Advising Office does not have a staff of private tutors for student-athletes. Private tutoring might be arranged for a student-athlete in certain circumstances but only after other resources have been exhausted (e.g. meeting with professor, free departmental tutoring, etc.).

## Study Strategy Workshops

Workshops in areas such as time management, note taking, test preparation, learning from textbooks, etc. will be offered by the Athletics Academic Support Program on a periodic basis. Some student-athletes may be required to attend, others may attend on a voluntary basis.

## Programs to Support At-Risk, Academically Underprepared, and First-Generation Student-Athletes

Weekly meetings with every student-athlete below a cumulative 2.50 GPA.

- An athletics academic advisor will meet with the student-athlete to discuss assignments, papers, tests, projects, etc. The advisor will monitor deadlines, work with the student-athlete to develop and follow an academic plan, assist the student-athlete in developing good time-management skills and ensure the student-athlete is completing assignments and preparing for tests appropriately. The advisor will also review results of tests and assignments with the student-athlete and will determine if any additional departmental or campus resources (e.g. tutoring, disability testing, etc.) need to be utilized.

Utilization of the "Student Support Services" program for first-generation student-athletes.

- Student Support Services is a program in University College that adds an extra layer of support, guidance, and answers throughout the college years for first-generation students. Students become a part of the SSS family for their entire time at IUPUI and can get free tutoring, academic and personal advising, and help with financial aid.

Disabled student-athletes

- The Athletics Advising Office will coordinate services with the following campus resources for any IUPUI student-athlete who has a disability or who may have an undiagnosed disability:

- Testing at Counseling and Psychological Services (CAPS) - staff psychologists at CAPS provide assessment services for Learning (LD) and Attention-Deficit/Hyperactivity (ADHD) Disorders. Evaluation for LD or ADHD begins with an interview with a staff psychologist during which information will be requested regarding academic, psychological, medical, developmental and family history. At the conclusion of the interview, a recommendation will be made regarding further testing. A fee is assessed to the student for any additional testing.
- Adaptive Educational Services (AES) - Adaptive Educational Services coordinates support services and academic accommodations for students with documented disabilities. AES ensures students with documented disabilities have equal opportunities to pursue a college education, while also ensuring a high level of academic integrity is maintained. AES understands students with disabilities face unique challenges in college and their services are designed to maximize potential and minimize disability.

#### Undecided student-athletes

- The Athletics Advising Office staff will provide assistance to undecided student-athletes or student-athletes in need of career services in the following ways:
  - Provide career development tools including on-line assessments, career websites, books and other career guidance.
  - Referral to the IUPUI Career Services office. A partnership has been created with Career Services so student-athletes will have the opportunity to investigate career paths prior to choosing a major. This partnership includes:
    - A contact person in Career Services specifically for student-athletes
    - Career Services incorporated into New Student-Athlete Orientation
  - Freshman student-athletes who exhibit a high level of indecision regarding their academic major by at the end of their first semester will be advised to take UCOL-U 210, Career Connections. This is a one-credit course designed to help students develop and execute a personalized plan of major and career exploration.

## Summer orientation

All incoming IUPUI student-athletes (freshmen and transfers) who are receiving athletics financial aid must attend New Student-Athlete Orientation in the summer which combines a half-day athletics orientation scheduled in conjunction with IUPUI summer orientation. Information pertinent to incoming student-athletes is presented and each student-athlete receives academic advising from the Athletics Academic Support staff in addition to attending the same orientation program that all incoming IUPUI students attend.

## Jaguar Jump-Off

The IUPUI Athletics Department sponsors a CHAMPS/Life Skills program which is designed to support each IUPUI student-athlete's development in five areas: academics, athletics, personal development, career development and community service. The Jaguar Jump-Off is part of the CHAMPS/Life Skills program for IUPUI student-athletes. It takes place the day before the first day of classes for the fall semester and includes speakers on a variety of topics such as:

- Gambling
- Drugs and alcohol

- Hazing
- Social networking
- Stress management
- Academic Honesty (freshman student-athletes)
- Transitioning to college (freshman student-athletes)

# Student-Athlete Conduct Policy

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Student-athletes have a special responsibility to conduct themselves in a manner that reflects well on the University, the athletic program, and themselves. The Director of Athletics administers the Student-Athlete Conduct Policy in consultation with the IUPUI Athletics Committee appointed by the Chancellor. Violation of the Student-Athlete Conduct Policy may result in suspension or cancellation of the student's athletic privileges and may also result in sanctions that limit practice, competition, financial aid and access to athletically related services.

Student-athletes are expected to comply with the Student-Athlete Conduct Policy as well as the IUPUI Student Code of Conduct, the Student-Athlete Drug Testing Policy, and other university policies and applicable laws and NCAA rules. Any student-athlete who is involved in a violation of this policy is expected to report the incident to the Head Coach, Sport Administrator, Senior Associate Athletics Director/SWA, or Director of Athletics within 48 hours of the occurrence. Questions related to this policy should be directed to the Senior Associate Athletics Director/SWA or the Director of Athletics.

## I. SCOPE

- a. This policy applies to all IUPUI student-athletes.
- b. Action taken under this policy is in addition to and separate from any action that may be taken:
  - i. By a court or public agency under a civil or criminal law,
  - ii. By a university officer under another IUPUI policy, including the Student Code of Conduct, and the Student-Athlete Drug Testing Policy,
  - iii. By a coach under an athletics team rule, or
  - iv. By the university or NCAA pursuant to NCAA rules.
- c. IUPUI may impose sanctions under this policy even if a criminal proceeding or another university or NCAA proceeding involving the same incident is pending. A student-athlete has no claim of double jeopardy because sanctions for the same incident may be or have been imposed for the same or related conduct under another proceeding. Sanctions under this policy may be imposed even if related criminal or other charges have been reduced or dismissed.
- d. Action taken under this policy is separate from and in addition to university, conference, or NCAA rules and regulations on eligibility, compliance, drug testing, and other requirements for participation in intercollegiate athletics.
- e. This policy applies to:
  - i. Student-athletes who are "students" as defined in the IUPUI Student Code of Conduct, including student athletes participating in pre-season play; and
  - ii. Misrepresentations made by or on behalf of a student-athlete during the student-athlete's recruitment, whenever that recruitment takes place, to a coach or other university officer about the student-athlete's involvement or non-involvement in a violation of a criminal law.
- f. State, federal and university rules on confidentiality of student records apply to the decisions and procedures under this policy.

## II. DEFINITIONS

- a. "IUPUI Student-Athlete Conduct Committee" means the IUPUI Committee that is appointed by the Chancellor.
- b. The IUPUI Student Code of Conduct" includes the IUPUI Code of Conduct and Student Disciplinary Procedures.

- c. “Dangerous Instrument” means anything that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.
- d. “Explosive” means any dynamite, nitroglycerin, black powder or other similar explosive material including plastic explosives; any breakable container that contains a flammable liquid with a flash point of 150° F or less and has a wick or similar device capable of being ignited.
- e. An “Intercollegiate Athletics Policy” is any written policy of Intercollegiate Athletics, including policies published in the Intercollegiate Athletics manual and policies and other materials in the student-athlete handbook, but not including teams rules.
- f. “Possession” means having physical possession (with or without knowledge) or exercising dominion and control over property.
- g. “Student-athlete” means an IUPUI student who is a member of an IUPUI intercollegiate athletics team.
- h. “University means Indiana University Purdue University Indianapolis, (IUPUI).
- i. A “University Academic Integrity or Conduct Policy” is any IUPUI policy, including any policy of an IUPUI school, department, or residence hall, that governs the conduct of students who are enrolled at IUPUI. Examples include, but are not limited to, policies on student conduct, sexual harassment, academic integrity, alcohol, gambling, and hazing.
- j. “Weapon” means any object or substance designed to inflict a wound, cause injury, or incapacitate, including all firearms (loaded or unloaded), air guns, BB guns, pellet guns, switchblade knives, knives with blades five or more inches in length, and chemicals such as “mace” or tear-gas.

### III. MAJOR OFFENSES

- a. Any of the following acts by a student-athlete is a major offense:
  - i. Student-athlete admits to, is convicted of, or pleads guilty or no contest to, a violation of an Indiana criminal law that is classified as a felony. If the court reserves the ability to reduce the charge to a misdemeanor at a later time, the offense is considered a major offense until the charges are actually reduced to a misdemeanor.
  - ii. Student-athlete admits to, is convicted of, or pleads guilty or no contest to, a violation of a criminal law of another jurisdiction that would have been classified as a felony under Indiana law if it had occurred in Indiana.
  - iii. Student-athlete admits to, is convicted of, or pleads guilty or no contest to, a violation of a term of probation or other condition imposed by a court in a criminal case involving a major offense by the student-athlete and the Director of Athletics, after consultation with the IUPUI Student-Athlete Conduct Committee, determines that this violation should be treated as a major offense.
  - iv. Student-athlete admits to, is convicted of, or pleads guilty or no contest to any criminal offense involving a weapon, dangerous instrument, or explosive device, including criminal offenses involving manufacture, transport, sale, transfer, possession or use.
  - v. Student-athlete admits to, is convicted of, or pleads guilty or no contest to, or is found to have violated any statute, IUPUI university policy or NCAA rule regarding gambling.
  - vi. Two or more secondary offenses within a 12-month period that the Director of Athletics, after consultation with the IUPUI Student-Athlete Conduct Committee, determines involve aggravating circumstances that substantially outweigh any mitigating circumstances and should be treated as a major offense.
  - vii. The student-athlete acknowledges responsibility to the Director of Athletics or other appropriate university official for having engaged in conduct that is a major offense.
  - viii. The student-athlete has been suspended or expelled from the University for any Reason.
- b. If a student-athlete is determined to have committed a major offense, the Director of Athletics will prohibit the student-athlete from participation in practice; competition and student-athlete services

provided by intercollegiate athletics and may terminate student-athlete financial aid. The minimum sanction for a major offense will be suspension from practice, competition, and services for one year, subject to the following reinstatement procedures.

- c. Review for Reinstatement of a Student-Athlete who has been determined to be responsible for a Major Offense.
  - i. A student-athlete may be reinstated to participation in competition or practice only in accordance with these procedures.
  - ii. If the Director of Athletics, after consultation with the IUPUI Student Athlete Conduct Committee, finds substantial mitigating circumstances and no substantial aggravating circumstances, the Director of Athletics may provide that the prohibition on participation in practice activities will be reviewed after a stated period of time. The Director of Athletics may also authorize the student-athlete to have access to departmental services, under stated conditions, if access would be useful as part of a program of rehabilitation for the student-athlete. A student-athlete may be reinstated for participation in practice and for access to athletic department services prior to reinstatement for participation in competition.
  - iii. If the Director of Athletics, after consultation with the IUPUI Student-Athlete Conduct Committee, finds substantial mitigating circumstances and no substantial aggravating circumstances, the Director of Athletics may provide that the prohibition on participation in competition will be reviewed after a stated period of time. Normally a review for reinstatement for competition will not occur until after the student has been suspended and not participated in competition for a minimum of one year.
  - iv. In determining whether to reinstate a student-athlete for participation in practice or competition or athletically-related financial aid, the Director of Athletics, in consultation with the IUPUI Student Athlete Conduct Committee, may consider all the circumstances, including the nature of the offense, any aggravating or mitigating circumstances, including any previous violations by the student of the Student Code of Conduct, the Student-Athlete Code of Conduct, or the Student-Athlete Drug Testing Policy, and the extent of the student-athlete's cooperation and acceptance of responsibility, and the conduct of the student-athlete since the offense. The student-athlete will be expected to comply with the terms of any prohibition or other condition to reinstatement.
  - v. In determining the period of time before a student-athlete may be considered for reinstatement, the Director of Athletics may credit the student-athlete for the period of time when the student-athlete was suspended from participation in competition or practice as a result of preliminary action taken with the respect to the offense.
- d. Notice of Decision.
  - i. The Director of Athletics will notify the student-athlete in writing of the sanctions imposed, any conditions established for possible reinstatement, and the procedures available for appeal or review.
  - ii. After providing notice to the student, the Director of Athletics may make a public announcement. Unless the student-athlete consents in writing to the release of additional information, the announcement will be limited to information relating to the student-athlete eligibility for participating in competition in the future at the university and public information that is not protected under federal, state, or university rules.
- e. Preliminary Suspension – suspension takes effect prior to student's opportunity to meet with IUPUI Athletic Committee:
  - i. Automatic Suspension. The Director of Athletics will immediately suspend a student-athlete from participation in practice, competition and access to athletic department services when the Director of Athletics is reliably informed that an appropriate public authority has found probable cause that the student-athlete has committed a felony. The

IUPUI Student-Athlete Conduct Committee will be notified of the suspension as soon as reasonably possible.

- ii. Discretionary Suspension. The Director of Athletics, after consultation with the IUPUI Student-Athlete Conduct Committee, may immediately suspend a student-athlete from participation in practice or competition or access to athletic department services upon a reasonable belief the student-athlete has committed any major offense under this policy. The Director of Athletics may impose a suspension from participation, practice, or services before consulting with the IUPUI Student-Athlete Conduct Committee if time or circumstances do not permit consultation but will consult with the IUPUI Student-Athlete Conduct Committee as soon as is reasonably possible to evaluate continuation of the suspension.
- f. Notice to Student-Athlete and Review of Preliminary Action.
- i. If the Director of Athletics takes preliminary action under this policy to suspend a student-athlete from participation, the Director of Athletics will notify the student-athlete in writing of the suspension and the procedures available for review of the suspension.
  - ii. A student-athlete may ask the Director of Athletics to review a preliminary suspension from participation by submitting a written petition to the Director of Athletics that includes a brief and factual statement signed by the student-athlete giving reasons why the preliminary action should be modified or rescinded. Whenever feasible, the Director of Athletics will consult with the IUPUI Student-Athlete Conduct Committee to consider the petition within 10 university business days from its receipt.
  - iii. If circumstances affecting a suspended student-athlete change significantly, the student-athlete may petition the Director of Athletics to review the circumstances. The student-athlete must submit a written statement in support of the request. The Director of Athletics will consult with the IUPUI Student-Athlete Conduct Committee on whether the preliminary action should be modified. The dismissal or reduction of a criminal charge is one example of a change of circumstances that may be considered for review.

#### IV. SECONDARY OFFENSES.

- a. Any of the following acts by a student-athlete is a secondary offense if it does not constitute a major offense:
- i. Student-athlete admits to, is convicted of, or pleads guilty or no contest to, an Indiana criminal law that is not classified as a felony.
  - ii. Student-athlete admits to, is convicted of, or pleads guilty or no contest to, a violation of a criminal law of another jurisdiction that would not have been classified as a felony under Indiana law if it had occurred in Indiana.
  - iii. Student is found, by applicable university process, to have violated a University Academic Integrity or Conduct Policy or an Intercollegiate Athletics policy.
  - iv. Student-athlete admits to, is convicted of, or pleads guilty or no contest to, a violation of a warning, a term of condition or probation, or other requirement previously imposed by either a court or by a university officer or the Director of Athletics for a prior major or secondary offense.
  - v. Student-athlete fails to comply with a sanction imposed under the Student-Athlete Drug Testing Policy or an Intercollegiate Athletics Policy.
  - vi. The Director of Athletics determines from the available information that the student-athlete has committed a secondary offense. Before making this determination, the Director of Athletics will notify the student-athlete of the information under consideration and will provide the student-athlete with an opportunity to explain the circumstances and to submit a written statement. The Director of Athletics may consult with the IUPUI Student-Athlete Conduct Committee as part of this process and may impose interim sanctions as appropriate.

- b. Sanctions for a Secondary Offense.
  - i. The Head Coach for the student-athlete's sport, after consultation with the Director of Athletics, will determine the appropriate sanction for a student-athlete's first secondary offense.
  - ii. Sanctions for a student-athlete's first secondary offense may include: warning, reprimand, probation, conditions intended to encourage personal rehabilitation such as educational counseling and community service activities, conditions relating to satisfactory academic performance, suspension from practice for a stated time, restricted access to Intercollegiate Athletics services, and suspension from competition for a stated time.
  - iii. In determining the sanctions for a secondary offense, the Head Coach may consider any aggravating or mitigating circumstances affecting the student-athlete.
    - 1. The following factors may be taken into account as aggravating circumstances. An athletics sanction normally will be appropriate when one or more aggravating circumstances are present. This list is intended to be illustrative and other factors may also be considered.
      - a. A violation that resulted or could have resulted in significant harm to persons or damage to property or that otherwise posed a substantial threat to the stability and continuance of normal university or university-sponsored activities.
      - b. A violation involving willful violation of any University Academic Integrity or Conduct Policy.
      - c. A record of prior offenses, including any previous positive drug test (including an offense or drug test that for any reason is not itself considered a secondary offense).
      - d. Failure to cooperate with university officers in reporting an offense or during the investigation or processing of an offense.
      - e. Failure to self-report the incident to the Head Coach, Assistant Director of Athletics, or the Director of Athletics within 48 hours of its occurrence.
      - f. Disregard of a warning or condition of behavior established for the student-athlete by the Director of Athletics or Head Coach because of prior conduct by the student-athlete in violation of team or departmental rules or an offense under this policy.
      - g. Conduct that violates university policy or criminal law or that exhibits substantial personal dishonesty.
    - 2. The following factors may be taken into account as mitigating circumstances:
      - a. A record of good citizenship and exemplary behavior.
      - b. Self-disclosure of the violation (particularly when it would not otherwise have come to the attention of the Head Coach), cooperation during the investigation and processing of the case, and acceptance of responsibility for wrongful conduct.
      - c. Satisfaction of disciplinary conditions imposed for the same conduct by other university or public authorities.
      - d. The student's willingness to make appropriate restitution.
    - 3. In a case involving a secondary offense in which the Head Coach determines that the mitigating circumstances outweigh any aggravating circumstances, and if a public authority or university official with jurisdiction to impose discipline for the behavior has reviewed the matter, the Head Coach may accept the action of that authority or official as sufficient. Nothing in this policy is intended to alter a sanction imposed under another Board of Trustees, University or Intercollegiate

Athletics policy, but this policy permits the Head Coach to impose additional sanctions.

- c. The Head Coach will notify the Director of Athletics of a finding that a student-athlete has committed a secondary offense and of any sanction imposed by the Head Coach under this policy. The Director of Athletics will provide notice of the offense and sanction in writing to the IUPUI Student-Athlete Conduct Committee. The Director of Athletics will provide writing confirmation to the student-athlete of the secondary offense and the consequences under this policy.
  - d. Each year the Director of Athletics will provide a list of all secondary offenses and sanctions imposed during the previous year to the IUPUI Student-Athlete Conduct Committee.
- V. IUPUI Student-Athlete Conduct Committee PROCEDURES
- a. The IUPUI Student-Athlete Conduct Committee will be comprised of:
    - i. the Faculty Athletics Representative;
    - ii. student-athlete with remaining eligibility appointed by the Director of Athletics
    - iii. one person appointed by the Vice Chancellor for Student Life and Diversity.
  - b. Meetings and recommendations of the IUPUI Student-Athlete Conduct Committee will be confidential. If a case involves a major offense, the recommendations of the committee and the decision of the Director of Athletics will be reported to the Office of the Chancellor before final action is taken. The Director of Athletics may attend and participate in IUPUI Student-Athlete Conduct Committee meetings.
  - c. The Director of Athletics and the IUPUI Student-Athlete Conduct Committee may consider any information determined to be reasonably reliable and may receive information from public authorities, court records, law enforcement officers, university officers and agencies, and other persons.
  - d. The IUPUI General Counsel will serve, or will designate another lawyer to serve, as legal advisor to the IUPUI Student-Athlete Conduct Committee as needed.
  - e. A student-athlete who is subject to suspension from athletics participation as a result of preliminary action or who is the subject to final sanction relating to a major offense will be given an opportunity to meet with the Director of Athletics or the IUPUI Student-Athlete Conduct Committee, if feasible under the circumstances. The student-athlete will be provided the opportunity to make an oral and written statement about the circumstances and whether suspension or sanctions should be imposed or continued. A personal advisor or attorney, whose role will be limited to advising the student-athlete, may accompany the student. The student-athlete may be asked to respond to questions from the Director of Athletics or the IUPUI Student-Athlete Conduct Committee.
  - f. The Head Coach of a student-athlete who is subject to suspension or sanction for a major offense will be given an opportunity to meet with the IUPUI Student-Athlete Conduct Committee or the Director of Athletics, if feasible under the circumstances, to make a statement.
- VI. STUDENT-ATHLETE APPEALS. A student-athlete may appeal a decision affecting the student-athlete financial aid through the normal university appeal procedures for financial aid disputes.
- VII. AMENDMENTS. This policy may be amended by a majority vote of the IUPUI Athletics Committee. An amendment is not effective until approved by the IUPUI Athletics Committee.

# Hazing

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## **Definition**

Hazing is defined as any conduct which subjects another person, whether physically, mentally, emotionally or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent. Student-athletes, managers and coaches cannot participate in any form of hazing or initiation. Any activity of this nature is strictly prohibited and allegations will be thoroughly investigated. If it is determined that the policy has been violated, involved student-athletes will be suspended or dismissed from the team. In addition, the Dean of Students will be notified and the involved student-athlete(s) will be subject to additional disciplinary action.

# Student-Athlete Advisory Committee (SAAC)

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The Student-Athlete Advisory Committee (SAAC) consists of two student-athletes from each IUPUI varsity sport team. The purpose of SAAC is to:

- Facilitate communication about concerns, problems, suggestions between the student-athlete and athletics administration.
- Promote more interaction between IUPUI athletics, the IUPUI campus, the Summit League, and the surrounding community.
- Continually strive for improvement in all aspects pertaining to IUPUI athletics (from academics to facilities).
- Encourage unity, common purpose and camaraderie between teams and among all student-athletes at IUPUI.
- Keep the student-athletes informed of relevant NCAA issues.

# Financial Aid

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## Athletics Grant-in-Aid

Athletics grants-in-aid are available to IUPUI student-athletes to the extent the NCAA and university budget limitations permit. It is the policy of the IUPUI Department of Intercollegiate Athletics to honor its financial aid commitment to each student-athlete in accordance with NCAA rules.

During the period of a financial aid award, IUPUI may reduce or cancel a student-athlete's award if he/she:

1. Renders himself/herself ineligible for intercollegiate competition;
2. Misrepresents any information on an application, letter of intent or financial aid agreement by not reporting for practice or after making only token appearances as determined by the Director of Athletics;
3. Engages in serious misconduct warranting substantial disciplinary penalty; or
4. Voluntarily withdraws from a sport for personal reasons.

Athletics aid is awarded to a student-athlete for a period of one semester or one academic year. If a student-athlete's athletics aid will not be renewed for the next year, IUPUI will notify the student-athlete of the decision no later than July 1<sup>st</sup> prior to the academic year in which the nonrenewal is to take effect. The student-athlete will be notified in writing by the Office of Financial Aid.

If a student-athlete's athletics aid is reduced or cancelled, the Office of Financial Aid will notify the student-athlete in writing of the opportunity for a hearing to appeal the decision.

All student-athletes are encouraged to apply for the Pell grant and other types of federal assistance. The application is free and can be obtained at the Office of Scholarships and Financial Aid in Room 103 of Cavanaugh Hall. The Pell grant is available to all students based on financial need. Scholarship and non-scholarship athletes may apply.

Student-athletes must report all outside scholarships (scholarships not being awarded by IUPUI or an IUPUI school/department) to the Compliance Office. Failure to do so could negatively impact a student-athlete's eligibility status.

## Fifth-Year Aid

The IUPUI athletic program provides funding each academic year to assist student-athletes with completing requirements for their degree programs. Student-athletes must meet the following criteria to be considered for fifth-year aid:

1. Students can only receive 10 semesters of financial aid within a six year period from the time they initially began collegiate enrollment.
2. Students must have completed a minimum of 75% of their degree program.
3. Students must have at least 95% of the minimum required GPA to earn their degree.
4. Students must have made satisfactory progress per NCAA rules during their final year of eligibility
5. Students awarded a full year of fifth-year aid must meet NCAA continuing eligibility requirements at the end of fall in order to receive fifth-year aid in the spring.

6. Students must be recommended by their head coach.
7. Students will be required to work for the Department of Intercollegiate Athletics during the period of the award.
8. Failure to appear at a work assignment will result in the immediate termination of the aid.

# NCAA and Summit League Compliance

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## Complimentary Tickets

Student-athletes are permitted a maximum of four complimentary tickets to home athletic events in his or her sport. Names for tickets must be submitted to the student-athlete's coach prior to the event. The names will be entered onto a pass list and the individuals on the pass list must show identification to receive admittance to the event. Names cannot be added to the pass list once it has been submitted to the Ticket Manager and under no circumstances can more than four tickets be issued under a student-athlete's name.

## Countable Athletically-Related Activities (CARA)

NCAA rules set daily and weekly limits on the amount of time a student-athlete may engage in countable athletically related activities:

- When a team is "in-season," a student-athlete may be required to participate in no more than four hours per day and twenty hours per week of required activities which include conditioning, practice and competition. A student-athlete must receive one day off per week from all required athletically related activities. A travel day can be considered the "day off."
- When a team is "out-of-season" a student-athlete may be required to participate in no more than 8 hours of required activities with no more than two hours of skill instruction.

## Employment

A student-athlete may receive legitimate earnings from either on or off-campus employment during the academic year and/or vacation period. The student-athlete must certify the following:

- The student-athlete has not been employed on the basis of his or her athletics ability or the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved;
- The student-athlete is to be compensated for work actually performed;
- The student-athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services.

A student-athlete who wishes to obtain employment during the school year should contact the Compliance Coordinator to fill out the proper paperwork.

## Gambling

NCAA rules specifically prohibit sports gambling by student-athletes. That means:

- No wagers on ANY professional or college sports event, even those that don't involve the student-athlete's college.
- No sports "pools," even those run by friends.
- No Internet gambling on sports events.

- No sports wagering using “800” numbers.
- No exchange of information about a student-athlete’s team with ANYONE who gambles. In other words, no information about injuries, new plays, team morale, discipline problems, etc.

## Online Social Networking Policy

Posting student-athlete profiles and photographs on Facebook.com and other similar web-based social networks is not prohibited by the IUPUI Athletic Department. However, student-athletes need to be aware that material posted on their on-line profile is subject to review by athletic department administrators and coaches. Anything posted to a student-athlete’s profile which is a violation of team rules, the Student-Athlete Code of Conduct, the university Student Code of Conduct, or Indiana state law is subject to disciplinary procedures including dismissal from the team and canceling of athletics aid. Student-athletes will be held responsible for the content on their site even if the content has been posted by another individual.

Many student-athletes believe the information posted on “Facebook” and other similar on-line directories is private. Student-athletes need to understand that many different people can access this information and the information posted to an on-line profile can be used in a multitude of unintended ways. Examples:

- The parents of a prospective student-athlete who is considering attending IUPUI and playing on an athletic team could check the profiles of current athletes on the team to see what their son or daughter’s future teammates are like.
- A potential employer can review a student-athlete’s profile before making a hiring decision.
- The media can scrutinize a student-athlete’s information.
- Opposing fans can obtain information regarding student-athletes which can then be used to taunt the athlete during an away contest.
- Information can be used to harass, make threatening phone calls or otherwise “stalk” student-athletes.
- Once a student-athlete posts pictures and makes statements, the student has no control over who views that information and how it is used.

IUPUI student-athletes must remember that they are ambassadors of IUPUI and are always in the public eye. Student-athletes should not post information or pictures on-line which would embarrass the athlete, their team or IUPUI

## Outside Competition

In all sports except basketball, student-athletes may not participate on any outside team during the year except during the institution’s official vacation periods (i.e. summer, Christmas break, spring break). A student-athlete is permitted to practice on such a team at any time as long as he/she does not compete. In basketball, a student-athlete may not practice or compete on any outside team at any time after he/she becomes a member of the IUPUI team.

There are limitations on the number of IUPUI student-athletes with remaining eligibility who may participate on the same outside team during the summer. Any student-athlete with remaining eligibility who desires to compete outside of IUPUI must inform his or her head coach.

Prior written approval from the Director of Athletics is required for any student-athlete participating in outside competition. The student-athlete must complete the proper Outside Competition form and submit the form to his or

her head coach prior to the event. Failure to submit this form prior to competing on any outside team will jeopardize the student-athlete's eligibility to compete in Division I athletics.

## **Transfer**

Any IUPUI student-athlete wishing to transfer to another 4-year college must receive a permission-to-contact release from the IUPUI Director of Athletics before any direct or indirect contact can be made with a coach at the other school, regardless of who initiates the contact. This applies to all sports.

Note: A permission to contact letter is different than a full release. After receiving permission to contact, a full release is still needed. IUPUI student-athletes who do not have a cumulative GPA of 2.6 or higher will not be granted a full release due to APR penalties.

# Drug and Alcohol Education and Testing Program

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## Overview

This program and its sanctions are independent of the NCAA Drug Testing Program. Student-athletes are free to refuse to consent to drug testing under this Program. However, student-athletes who decline participation in the program, which is designed to protect the health and welfare of the student-athlete, will not be permitted to participate in intercollegiate athletics for IUPUI and will result in loss of financial aid. A student-athlete who fails to submit to drug testing as provided in this Program, after initially consenting to such testing, shall be considered to have made a decision not to participate in the Program and will be immediately eliminated from all athletic activity, and will result in loss of financial aid. **This policy is not to be construed as a contract between the university and the student-athletes at IUPUI. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy and shall be a legal contractual obligation of the student-athlete.**

## Introduction

The overall goal of Indiana University-Purdue University Indianapolis (IUPUI) Drug and Alcohol Education and Testing Program (Program) is to promote a year-round drug free environment in the IUPUI athletic program. Within the overall goal are the following objectives:

- To protect the health, safety and welfare of the student-athlete;
- To address, identify and treat student-athletes' problems and concerns surrounding drug use, alcohol consumption and their abuses;
- To inform and educate the student-athlete, and others associated with athletic teams about drugs and alcohol, and the effects of their use/abuse;
- To protect the institution's integrity; and
- To seek to maintain "fair play" in intercollegiate athletics by IUPUI athletes.

**For the purposes of this program, a student-athlete shall be defined as any individual who is listed on an NCAA Squad List.**

The first priority of IUPUI's program is the student-athlete's health, safety and welfare. The approach is from a medical perspective with an emphasis on prevention, diagnosis, treatment and rehabilitation of all student-athletes participating in the intercollegiate athletic program at IUPUI.

The program focuses on four concerns to ensure the health of the student-athlete. One focus is on substances commonly believed to be "performance enhancing" drugs, so that the student-athlete will not feel compelled to take these health-endangering substances in order to feel that they are competitive.

The second focus is on the use of "street drugs" because of their potential for addiction, which could impair the physical and mental wellbeing of the student-athlete. In addition there is evidence to indicate that their use may impair performance and reaction time, possibly resulting in injury to the student-athlete or others during athletic activity.

The third focus is on the consumption of alcohol. Alcohol is involved in over 90% of the undesirable behaviors observed among students on college campuses. Responsible alcohol consumption will be a focal point.

The fourth focus is a twelve-month program that will assist in abstinence through drug testing, education and counseling.

Education and counseling are the essential cornerstones of the program and are directed toward alerting student-athletes and coaches to the potential harm of substance abuse. Education and counseling are supplemented with a drug and alcohol testing component since studies have shown that education alone is not a sufficient deterrent to drug use.

The IUPUI protocol for drug testing is designed to be fair, to achieve reliability of testing results and to protect the privacy rights of the student-athlete. Test results are confidential and become a part of the student-athlete's medical record. Test results will not be released to anyone except in accordance with this Program or as otherwise required by law.

This Program and its administration are subject to modification by the Drug and Alcohol Education and Testing Committee. However, any modification will only be implemented by action of the Director of Athletics upon the approval by the Chancellor of the University and will not be applied retroactively. Any amendments or modifications shall apply to and be effective for all student-athletes upon notice and acknowledgment by such student-athletes of the program as so amended or modified.

This program resides under the guidance of the Office for Athletics Compliance. Although this is a student-athlete-based program, student support personnel such as cheerleaders, student managers and student trainers may be included.

## Educational Component

There are two facets to the educational program: (A) explanation of IUPUI's drug education and testing program to student-athletes and others, and (B) dissemination of information to student-athletes and those associated with athletic teams regarding drugs and alcohol, their use and abuse and how such use or abuse may affect the student-athlete and his/her team and teammates.

1. Explanation of IUPUI's program to the student-athletes:
  1. A presentation will be made to each athletic team in order to outline and review IUPUI's Drug and Alcohol Education and Testing Program, its purposes, implementation and sanctions. A copy of the Program will be provided to the student-athletes in their student-athlete planner. The policy is also located online at [www.iupuijags.com](http://www.iupuijags.com). They will be asked, yearly, to sign a form acknowledging receipt and understanding of the Program and providing voluntary consent to participate in the Program (if the student-athlete is under eighteen (18) years of age at the time of signing, the parent or guardian will be faxed a copy of the Program and will acknowledge by return fax the receipt, understanding and consent for the student-athlete to participate in the Program).
  2. Any student-athlete who does not wish to sign the Consent Form may choose not to do so and will forego participation in intercollegiate athletics. **Student-athletes are free to refuse to consent to drug testing under this Program. However, student-athletes who decline participation in the Program, which is designed to protect the health and welfare of the student-athlete, will not be permitted to participate in intercollegiate athletics for IUPUI and will result in loss of financial aid. A student-athlete who fails to submit to drug testing as provided in this**

**Program, after initially consenting to such testing, shall be considered to have made a decision not to participate in the Program and will be immediately eliminated from all athletic activity, and will result in loss of financial aid.**

2. Education of Student-Athletes and Others about Drugs and Alcohol.
  1. Educational programs are designed with the following goals:
    1. To educate, inform and teach those associated with intercollegiate athletics how to recognize the warning signs and side effects of specific drugs.
    2. To educate the student-athlete and other appropriate personnel about the associated problems of drug and alcohol abuse and how such use may adversely affect the student-athlete and his/her team and teammates.
    3. To encourage discussion about the use of drugs and consumption of alcohol.
    4. To outline rehabilitation and treatment programs as well as referral centers.
  2. Each team and coaching staff will meet annually for educational sessions which will focus on, but not be limited to, information regarding the dangers of using performance-enhancing substances, illegal substances and alcohol.
  3. Attendance of the student-athlete at scheduled educational sessions is **mandatory**. Absence will be permitted only with the approval of the Director of Athletics. All absences will result in the student-athlete being required to attend a make-up session.
  4. Athletic trainers, student-athletic trainers, team physicians and other responsible personnel should participate in these educational sessions.
  5. Appropriate athletics department personnel will be expected to attend NCAA drug and alcohol education seminars, national clinics and seminars, and to participate in departmental drug education training sessions in order to be informed of current information.

## Counseling Component

1. The purpose of the counseling component is to provide assistance, direction, and resources for student-athletes who need additional support as a result of positive tests, physician referral, or self-addressed needs. This component seeks to provide appropriate follow-up and rehabilitation of student-athletes testing positive while addressing their psychological, social and medical wellbeing.
2. Counseling will be provided by trained specialists identified by the Team Physician. Referrals will originate with the Team Physician who shall be involved in developing an appropriate treatment plan. Counseling will be confidential.

## Safe Harbor Program

A student-athlete eligible for the IUPUI Safe Harbor Program may refer him or herself to the Program for voluntary evaluation, testing and counseling. A student is not eligible for the Program after he or she has been informed of an impending drug test or after having received a positive IUPUI or NCAA drug test.

IUPUI will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanction except those listed in this section (the team physician may suspend the student from play or practice if medically indicated). A student will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. A student will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference

postseason competition. A student-athlete will only be permitted to enter the Safe Harbor Program one time during their athletic eligibility at IUPUI.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by IUPUI. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Director of Athletics, Assistant AD for Sports Medicine, the Office of Athletics Compliance, the student-athlete's Head Coach, and the Team Physician may be informed of the student's participation in the Safe Harbor Program. The athletic trainer assigned to that sport also may be notified, if medically appropriate. The assistant coach(s) also may be informed at the discretion of the head coach. Other university employees may be informed only to the extent necessary for the implementation of this policy.

If the student-athlete is determined to have new substance use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate sanctions as detailed in the IUPUI program. Entering the Safe Harbor Program will be treated as a positive test as it relates to sanctions and any positive test after the initial Safe Harbor Program test will be treated as the next subsequent positive.

## Drug Testing Component

- I. General Provisions:
  - a. The testing program will consist of four types of testing:
    - i. Random drug testing for "performance enhancing" drugs, "street drugs" and alcohol.
    - ii. Reasonable suspicion drug testing for "performance enhancing" drugs, "street drugs" and alcohol.
    - iii. Full Team Testing for "performance enhancing" drugs, "street drugs" and alcohol.
    - iv. Re-entry/follow up testing for "performance enhancing" drugs, "street drugs" and alcohol.
  - b. Once the decision to schedule a drug test has been made, the Office for Athletics Compliance will notify the selected student-athlete population of the upcoming test no more than twenty-four (24) hours prior to the test. Head Coaches of selected student-athletes may also be contacted.
  - c. The Protocol for specimen collection, chain of custody and the University's responses to positive tests shall be followed for random as well as reasonable suspicion drug testing.
  - d. Student-athletes who fail to arrive at the testing site at the designated time will be charged with a positive test. Student-athletes who arrive late or miss a test due to an emergency (car accident, death/illness in family) must present proof of the emergency to the Appeals Committee. The Appeals Committee will decide what sanctions should be placed on the student-athlete.
  - e. Independent of the provisions in subsection E, and as is the practice with all medical concerns the Team Physician may prohibit athletic competition and/or participation by any student-athlete for such time as deemed medically necessary. Restrictions should be sufficient to ensure that the student-athlete's condition no longer presents a health danger to himself/herself or his/her teammates.
  - f. Records of test results will be handled in accordance with strict standards of confidentiality, and released only under the circumstances allowed by the provisions of this Program or as otherwise required by law
- II. Random Drug Testing

- a. As part of the student-athlete's annual pre-season medical screening, an initial urine specimen may be collected from each participant.
  - b. Although the testing selection process may be random, a computerized system or similar mechanism (which will be documented) may be used, to ensure that all athletes are equally eligible for testing. Actual selection for testing will be conducted by the Center for Drug Free Sport.
  - c. Once notified, the Office for Athletics Compliance will notify the student-athlete of a positive result. The Team Physician, Head Coach, Director of Athletics and Staff Athletic Trainer will also be notified of a student-athlete's positive test result. The student-athlete will be given an opportunity to appeal the positive test.
  - d. All individuals with prior positive drug test results will be subject to unannounced drug testing throughout their athletic eligibility as a part of their treatment program. In addition, all with prior positive results will be tested at the next and subsequent random drug tests for the remainder of his/her eligibility.
  - e. Regardless of test results, random drug testing will be conducted on an unannounced basis throughout the calendar year.
  - f. Subsequent positive tests will result in sanctions as set forth in this institutional policy.
  - g. Mandatory team testing may occur for any team qualifying for a NCAA tournament.
- III. Drug Testing Based on Reasonable Suspicion
- a. "Reasonable suspicion" is defined as suspicion founded on specific and objective facts, which, if taken with rational inferences drawn from those facts and taken as a whole, strongly suggest that drug testing may produce evidence of improper use. The evidence supporting the suspicion must be reasonably reliable, documented and clearly outlined. Any employee or student at IUPUI can provide the Director of Athletics with reasonable suspicion information.
  - b. All individuals reporting "reasonable suspicion" information must document such information in writing using the "Reasonable Suspicion" form.
  - c. Based upon a "reasonable suspicion" that a student-athlete is using drugs improperly, the student-athlete will be tested using the random drug testing protocol.
  - d. Specimen collection and responsive actions to a positive test result shall be handled the same as those found through random testing.
  - e. Mandatory team testing (under reasonable suspicion) shall occur if reliable and reasonable evidence is presented to the Director of Athletics to warrant such testing.
- IV. Preseason/Postseason Testing
- a. Specific team testing may occur during the initial preseason physical or prior to postseason championship competition.
  - b. Pre or postseason testing may include all team members or a random sampling.
  - c. Specimen collection and responsive actions to a positive test result shall be handled the same as those found through random testing.
- V. Re-entry/Follow-up Testing
- a. All student-athletes who have tested positive for a banned substance are required to be re-tested and have a negative result prior to returning to participation.
  - b. Additionally, all student-athletes who have had a positive test will be subject to follow-up testing. These student-athletes will be tested each time there is a random drug test.
  - c. Specimen collection and responsive actions to a positive test result shall be handled the same as those found through random testing.

## Specimen Collection Guidelines (Provided by Drug Free Sport)

1. Only those persons authorized by the IUPUI representative and certified collector will be allowed in the collection room. The certified collector and IUPUI representative will determine the release of a selected student-athlete from the collection room prior to completing the specimen collection process.
2. Upon arrival, student-athlete will provide photo identification and/or an IUPUI representative will identify the student-athlete. The student-athlete will then print his/her name and arrival time on the Roster Sign-In Form.
3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with collector and IUPUI representative to complete necessary information before proceeding with the specimen collection process.
4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by a collector (same gender) to the restroom to provide a specimen. The student-athlete will place a unique barcode onto the beaker. And then rinse his/her hands with water and then dry hands.
5. The collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be free of any other banned substances.
8. If the specimen is incomplete, the student-athlete must remain in the collection station until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the certified collector and client representative, specimen must be discarded.
10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
11. Once an adequate volume specimen is provided; the collector will escort the student-student-athlete to the specimen processing table.
12. The specimen collector will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the collector observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
14. If the urine is concentrated (1.005 SG or higher), the specimen processor will record the specific gravity value on the CCF and then measure the urine's pH. If in range (4.5-7.5 inclusive), the specimen processor will record the pH value on the CCF in the appropriate area. If the student-athlete has a pH greater than 7.5 or less than 4.5, the specimen will be discarded by the student-athlete with the collector observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen. Upon notification, the student-athlete must present himself/herself at the specified collection site at the designated time for testing. Student-athletes will be asked to leave all bulky clothing and personal bags in the common area.
15. Once the specimen processor has determined the specimen has a specific gravity above 1.005 and a pH between 4.5 and 7.5 inclusive, the sample will be processed and sent to the laboratory.
16. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the discretion of IUPUI, another sample may be collected.
17. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the collector will collect another specimen from the student-athlete.

18. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the student-athlete will select a sample collection kit from a supply of such.
19. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic, and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).
20. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
21. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
22. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
23. The student-athlete is then released by the collector.
24. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic steroids” laboratory.
25. After the collection has been completed, the samples will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
26. The samples become the property of IUPUI.
27. If the student-athlete does not comply with the collection process, the collector will notify IUPUI and Drug Free Sport.

## Responses to Test Results

The testing laboratory will notify the Office for Athletics Compliance of any positive results. The Assistant AD for Compliance will then notify the student-athlete, Head Coach and the Director of Athletics of the positive test results. The Director of Athletics will inform the parent(s), guardian(s) or spouse of any student-athlete who is under eighteen (18) years of age of positive test results. If a student-athlete tests positive, he or she has the option to request the testing of the “B” vial. IUPUI will require the student-athlete to pay for the testing of the “B” vial. Additionally, the student-athlete will be withheld from competition during the “B” vial testing process. Additional responses to positive test results, whether achieved under random, mandatory or reasonable suspicion testing will be as follows for both “performance enhancing” and “street” drugs:

### First Positive Test

The student-athlete will be suspended from the intercollegiate athletics program for a minimum of 10% (rounded to the next whole number) of their next regular scheduled contest(s). Provided the Team Physician determines that the student-athlete’s condition presents no health danger to himself/herself or his/her teammates, the student-athlete will be allowed to continue conditioning and practice activities. They will not participate in, travel to, or sit on the bench of the/those contest(s) they are suspended from. Non-renewal of an athletic or other grant-in-aid will also occur. To be eligible for reinstatement as a student-athlete, the individual must undergo mandatory counseling and/or a treatment program including unannounced re-testing as directed by the Team Physician.

## Second Positive Test

The student-athlete will be banned from the intercollegiate athletics program for one calendar year. To be eligible for reinstatement as a student-athlete, the individual must undergo mandatory counseling and/or treatment including unannounced re-testing as directed by the Team Physician. Non-renewal of any athletic or other grant-in-aid will also result.

## Third Positive Test

The student-athlete will be permanently banned from the IUPUI intercollegiate athletic program and will not be eligible for reinstatement. Non-renewal of any athletic or other grant-in-aid will also result.

**Positive testing results from NCAA or other outside sports testing agencies will also be treated as positive tests obtained under this policy, and may result in sanctions under this policy in addition to possible sanction from NCAA or other outside agencies. Any attempt to adulterate, manipulate, or dilute the urine collection will result in the test being considered a positive test. The student-athlete will be provided an opportunity for appeal.**

**The Head Coach may have team rules regarding the use of illicit substances, which may affect the athlete's eligibility for practice and competition. Such team policies may be more stringent than those of this Program.**

## Reinstatement

The student-athlete may petition for reinstatement from the one calendar year suspension following the second positive result under the following conditions:

1. The student-athlete must complete the mandatory counseling and/or treatment program.
2. The student athlete must consent to a comprehensive medical examination, including drug testing, and a review of all counseling or other treatment records by the Team Physician.
3. The student-athlete must agree to undergo unannounced, periodic drug testing with the understanding that he/she cannot gain eligibility until he/she has had three consecutive negative drug test results.
4. Upon completion of all of the above (a, b and c) the Team Physician will forward the petition including documentation of the comprehensive medical examination, drug tests, counseling and treatment records to the Appeals Committee to render a decision.
5. Should a student-athlete test positive at any time subsequent to being reinstated, he or she will immediately and permanently be barred from the intercollegiate athletics program. Non-renewal of athletic or other grant-in-aid will follow

## Appeals

A student-athlete may appeal any sanction as the result of a positive drug test result. A student-athlete desiring to appeal must file a written notice of appeal with the Assistant AD for Compliance within two days of notification of a positive test result.

An appeals hearing will be conducted by a three-person committee (Appeals Committee) chosen by the Chair of the Drug and Alcohol Education and Testing Committee. The student-athlete making the appeal and any committee member whom previously participated in the decision to recommend testing, will be excluded from the Appeals Committee. Evidence of the student-athlete's drug use, and all positive test results or documented reasonable

suspicious will be presented to the Appeals Committee. Reasons why sanctions or testing should be imposed may be presented. The student-athlete will be given an opportunity to refute the proposed sanctions or reasonable suspicions, present evidence to support his/her contentions, call witnesses or cross-examine other witnesses.

The Appeals Committee will reach a decision within five working days of each hearing and will notify, in writing, the student-athlete, Head Coach, Team Physician, Director of Athletics, and Office for Athletics Compliance of its decision. The Team Physician will maintain a written record of the Appeals Committee's decision, including all evidence considered by the committee.

## Alcohol Policy

Lawful, responsible consumption or abstinence is expected from all student-athletes. Consumption and/or possession of alcohol by minors in the State of Indiana is illegal. The objective of the Department of Intercollegiate Athletics Alcohol Policy is threefold. First, to assist student-athletes with alcohol-related problems. Second, to specify treatment for student-athletes experiencing alcohol-related problems. Third, to provide a uniform policy for all student-athletes.

The Head Coach may have team rules regarding the consumption and possession of alcohol that may affect the student-athlete's eligibility for practice and competition. Such policies and sanctions may be more stringent than those outlined in the department's policy.

1. A student-athlete, who self-identifies an alcohol-related problem to any athletics department staff person will be referred to the Director of Professional Athletic Training Program. The team physician and the intervention counselor, as deemed necessary will then assess the student-athlete. The student-athlete may use the "one-time exemption" one time in their athletic career at IUPUI.
2. Should a student-athlete have an alcohol-induced incident that causes undesirable behavior, he/she will be referred to the Director of the Professional Athletic Training Program. The team physician and intervention counselor, as deemed necessary, will then assess the student-athlete.
3. Should a student-athlete be suspected of consuming alcohol prior to a practice or competition, the student-athlete will be referred to the Director of Professional Athletic Training Program or staff athletic trainer. A breathalyzer test or litmus test will be performed. If the test is a positive .02 or greater by the breathalyzer or color change by the litmus paper, the student-athlete will be immediately withheld from practice or competition and referred to the team physician for assessment.
4. When the team physician determines that a student-athlete has an alcohol problem, the intervention counselor and team physician will establish a treatment plan.
5. If a student-athlete does not participate in the prescribed treatment plan, he/she will be immediately suspended from athletic participation until the student-athlete has complied with the plan.
6. The response for a second positive alcohol test result will have the same response imposed upon the student-athlete as that of a first positive test result for "performance enhancing" or "street" drugs. Additional responses will follow sequentially (i.e. 3<sup>rd</sup> alcohol positive = 2<sup>nd</sup> "performance enhancing"/"street" drug positive and 4<sup>th</sup> alcohol positive = 3<sup>rd</sup> "performance enhancing"/"street" drug positive).

## Tobacco Use

NCAA rules prohibit against the use of all tobacco products by student-athletes, coaches, and personnel during practice activities and competition. Per NCAA rules, a student-athlete found to be using tobacco products during a practice or competition will be disqualified from the remainder of that practice or competition. Student-athletes found to be using tobacco products will be referred to the Team Physician for assessment.

## Drug and Alcohol Education and Testing Committee

The Drug and Alcohol Education and Testing Committee shall be composed of the following individuals:

1. The Team Physician who shall chair the committee.
2. One administrative staff member from the Athletics Department appointed by the Director of Athletics.
3. One Athletics Advisory Committee representative appointed by the chair of the Athletics Advisory Committee.
4. One Head Coach appointed by the Director of Athletics.
5. One senior student-athlete appointed by the Director of Athletics
6. Other members maybe appointed by the Director of Athletics upon recommendation of the Drug and Alcohol Education and Testing Committee.

The duties of the Drug and Alcohol Education and Testing Committee shall include the following:

1. Oversee the Drug and Alcohol Education and Testing Program for student-athletes and others at IUPUI.
2. Perform annual reviews of the Drug and Alcohol Education and Testing Program.
3. Assess the drug testing protocols, procedures and correct identified irregularities.
4. Hear student-athlete appeals as set forth in this policy.
5. Submit an annual report of the Committee's activities to the Director of Athletics, Athletics Advisory Committee and the Chancellor of the University.
6. Provide advice to the Director of Athletics, Athletics Advisory Committee, Office for Athletics Compliance, Athletics Training, Head Coaches, and student-athletes.
7. Carry out other duties related to Drug and Alcohol Education and Testing as assigned by the Director of Athletics.

## Resources

NCAA: [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety)

Drug Free Sport: [www.drugfreesport.com](http://www.drugfreesport.com)

Dietary Supplement Resource Exchange Center: <http://www.drugfreesport.com/rec/>

# Athletic Training Room

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## Scheduling Policy

Please schedule an appointment with one of the athletic trainers if you need to be seen outside our normal hours. Our hours vary during holiday breaks, so athletes will be seen by appointment only during those times. **All rehabilitations, initial evaluations of new injuries, and one on one treatment will take place between 9:00 am and 1:00 pm** unless otherwise scheduled by one of the Staff Athletic Trainers. Afternoon hours are reserved for quick treatments and practice preparation. Appointments can be made by calling the athletic training room at 317-274-7153.

## Athletic Training Room Hours

9:00am – 1:00pm **Evaluations for new injuries**; daily treatments; rehabilitation exercises; and workouts.

1:00pm – 3:00pm Pre-practice preparations. Players are to be finished with their athletic training room preparation and out of the athletic training room ready for practice 10 minutes prior to the start of their practice.

3:00pm – 7:00pm Practice coverage

## Secondary Insurance Policy

Injuries covered by IUPUI's secondary insurance policy are those which are a direct result of participation as a member of an IUPUI intercollegiate team. Specifically, these are injuries incurred in a regularly scheduled and approved practice session or competition, and under the direct supervision of proper authority. Also covered are injuries incurred while traveling directly to or from such regularly scheduled and approved practice session or game with other members of the team as a group. **Please turn in your insurance related bills to an Athletic Trainer immediately upon receipt.** Please consult the student-athlete handbook for more information on the insurance policy, covered and non-covered injuries/illnesses, and out-of-season injuries.

# Strength and Conditioning

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Each student-athlete at IUPUI is put on a year-round strength and conditioning program as requested by their coach. Programs are specific to the demands of the sport. Primarily, training takes place in the National Institute for Fitness and Sport (NIFS) and is conducted by the Strength and Conditioning Coach. The following rules must be adhered to when training at NIFS:

1. A strength and conditioning coach or sport coach must be present at all times for student-athletes to use the Fitness Center.
2. Access to the facility is only during regular Fitness Center hours Monday through Friday. However, no student-athletes are allowed in the Fitness Center during the peak hours of 4:30 – 7:00 p.m.
3. All student-athletes and coaches must check in at the Fitness Center Control Desk upon arriving to train. A student I.D. must be presented at this time.
4. Student-athletes do not have access to the basketball courts (basketball players have limited access to half court individual instruction with a coach present).
5. Lockers are to be used only when the student-athlete is in the Fitness Center working out. Personal items cannot be left in lockers during the day nor can they be left overnight. Locker sweeps are done regularly and a \$3 fee is charged for unauthorized use.
6. Athletic apparel, including shirts, shorts, hats, etc. with collegiate logo displayed other than IUPUI is not to be worn in the Fitness Center. IUPUI athletic apparel should be worn at all times when training in the Fitness Center.
7. Access to the free weight room must be limited to 10 student-athletes at any one time. This includes those who are actually lifting and also those who are observing.
8. The number of student-athletes working in the cybex area should be limited to 16.

# Student-Athlete Grievances

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## Student-Athlete Responsibilities

Participation in the IUPUI athletics program is a privilege and each student-athlete is expected to behave according to the rules of his or her sport, the Department of Intercollegiate Athletics and the University. In addition, the conduct of all student-athletes shall reflect the fact that by virtue of their participation in student athletic programs sponsored by IUPUI, student-athletes are expected to exhibit a higher standard of behavior than might be expected of other students and to avoid conduct that is likely to appear improper.

## Student-Athlete Rights

Each student-athlete at IUPUI has the right to be treated with fairness and respect. Student athletic programs are first and foremost an educational experience and the safety, good health and well-being of the student-athlete is a top priority of the IUPUI athletic program.

## Student-Athlete Grievance Procedure

When a student-athlete believes that any of his or her rights, as defined in this document, have been violated by a member of the athletic department staff, the student should ordinarily attempt to resolve the matter by making an informal complaint to the person involved.

If the problem is not resolved to the student-athlete's satisfaction by contacting the person involved or if the student-athlete does not feel comfortable addressing the concern with the person involved, one of the following individuals can be consulted about options for resolution of the problem:

- Director of Athletics
- Senior Associate Athletics Director/SWA
- Associate Athletics Director for External Affairs
- Assistant Athletics Director for Compliance
- Athletic Trainer
- Faculty Athletics Representative

Note: Issues regarding playing time, position on team, etc. are not considered a grievance under this policy.