



EIUTM

**student-athlete
handbook**

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Dear EIU Student-Athlete,

Welcome to the academic year! This year promises to be an exciting year for EIU Athletics. Eastern Illinois University sponsors 20 sports, providing over 400 students with the opportunity to compete in Division I intercollegiate athletics. EIU is dedicated to giving you every opportunity to succeed in both athletics and academics.

At Eastern we are proud of the success of our student-athletes on and off the field of competition. Student-athletes finished the semester with success in the class room as 15 of the Panthers intercollegiate teams posted a 3.00 GPA or higher for the spring semester. As an athletic department EIU had an overall team GPA of 3.15 with 227 of its student-athletes posting a 3.00 or higher GPA for the semester. Four of the teams posted a team GPA of 3.50 or higher.

The top team in terms of GPA was the women's soccer team with a 3.62 GPA. Men's tennis was the top men's squad for the semester with a 3.55 GPA. Softball (3.59) and women's golf (3.59) had team GPA's of 3.50 or higher.

EIU had 58 student-athletes earn a 4.00 GPA for the semester.

Student-athletes at EIU graduate at a higher rate than the general student body – and they should! Eastern invests a lot of resources in you as a student-athlete to make sure you have the opportunity to excel in the athletic arena as well as the classroom. Make sure you attend classes and take advantage of the various support services on campus, including the Student Academic Assistance Center located in Lantz Arena.

I also hope you will get involved in the Student-Athlete Advisory Committee (SAAC). This organization is a great way to represent EIU through community outreach projects. As a student-athlete, I hope you will always be proud to say you represent Eastern Illinois University. Young people in the community look up to you as a role-model; don't ever take that responsibility lightly!

The Student-Athlete Handbook includes a wealth of information, including many individuals and services available to assist you. The university and NCAA have certain expectations of you. Use this resource to be successful and avoid disappointments and stumbling blocks.

I wish you all a great academic year and great success in the classroom and in competition. I hope you achieve great things!

Sincerely,
Dr. Jim Davis
NCAA Faculty Athletics Representative



Dr. Jim Davis

MISSION STATEMENT

The mission of the Eastern Illinois University Department of Intercollegiate Athletics is to provide an environment in which student-athletes complete their undergraduate college education and achieve athletics success at the highest possible level. The Department is committed to offering a first-class competitive athletics program at the NCAA Division I (FCS) level that promotes the values of Eastern Illinois University mission.

CORE VALUES

Eastern Illinois University considers intercollegiate athletics to be an integral part of the University, providing students, faculty, alumni, and friends with an opportunity to share in the life of the collegiate community. The Department has a responsibility to advance the University's role, ensuring athletics will be conducted in accordance with Eastern Illinois University educational mission while maintaining and building Panther Athletics.

- Maintain a proper balance between academics and athletics.
- Support the student-athletes as a whole person, academically and athletically, in career development, community service, and related to personal well being.
- Develop discipline, character, and teamwork....all necessary ingredients for individual leadership and achievement.
- Student-athletes, coaches, and staff must uphold a sense of character, honesty, and integrity as they serve Eastern Illinois University.
- Long term success increases exposure for Eastern Illinois University and provides regional and national exposure.
- Achieve athletic success on a regional and national level, without compromising any core values.
- Operate in a fiscally sound manner, balancing state, university and self generated resources to create a competitive and appropriate budget.
- Build, renovate and maintain facilities to provide a first class environment to allow competition at the highest level of success.
- Recruit Illinois students who are prepared for NCAA Division I competition.
- Be a campus partner by strengthening and building relationships with students, faculty, administrators, and staff from other areas of campus community.
- Be a positive city, county, and state partner by strengthening and building relationships with Charleston and Mattoon City Councils, operating departments, and county government officials.
- Empower individuals (student-athletes, coaches and staff) to make decisions in a responsible and accountable manner that will lead to their success.
- Provide excellence in customer service by communicating openly and honestly with constituents, treating every EIU alumnus, ticket holder, fan, or contributor with the utmost respect.
- Promote good sportsmanship in all athletic endeavors.
- Maintain an environment that promotes gender equity and embraces diversity, providing fair and equitable treatment of all student-athletes and staff.
- Maintain a positive, enjoyable, and family friendly work environment.

Source: Athletic Department Policy Manual

Last Updated: August 2018



ATHLETICS PHILOSOPHY

At Eastern Illinois University, student-athletes will be provided with the opportunity and encouraged to progress towards a degree of their choice, in an environment consistent with high standards of academic scholarship, sportsmanship, leadership, and institutional loyalty. Participants in intercollegiate athletics at Eastern Illinois University must be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate degree.

It is recognized that Eastern Illinois University Intercollegiate Athletics program:

- is an important part of the well-rounded university dedicated to the service of a broad range of students, faculty and public interest;
- is important in community support for the institution at the legislative, state and local levels;
- fosters pride in Eastern Illinois University among faculty, students and citizens of Illinois;
- can and should develop character, maturity and a sense of fair play in its student-athletes.

ATHLETIC OBJECTIVES

1. To have Eastern Illinois University represented by men and women whose conduct reflects credit upon the institution and who are making normal progress in degree programs with appropriate academic counseling, advisement and support;
2. To field disciplined, healthy and competitive amateur student-athletes and teams recruited, coached and supported by skilled people who are dedicated to the spirit and intent of all conference and NCAA rules and regulations;
3. To strive for improvements in the system of intercollegiate athletics by cooperating with institutions to reduce pressures toward improprieties;
4. To provide quality medical support for all student-athletes;
5. To provide a positive learning environment that is culturally and gender diverse.

Source: Athletic Department Policy Manual

EASTERN ILLINOIS UNIVERSITY STUDENT CONDUCT CODE

Upon enrollment at Eastern Illinois, students are held accountable to standards of conduct which exemplify personal integrity and ethical behavior, and which advance the mission of the University, its traditions and values. Those standards are codified in the Student Conduct Code, which is available online at <http://www.eiu.edu/~judicial>. Questions concerning student rights and responsibilities may be directed to the Office of Student Standards in the University Union at (217) 581-3827.

INTERCOLLEGIATE ATHLETICS STUDENT-ATHLETE CODE OF CONDUCT

As a member of the Eastern Illinois University Department of Intercollegiate Athletics program, a student-athlete becomes a representative not only of their team, but also of the University. As an EIU student-athlete, you are expected to behave both on-and off-campus in a manner which brings credit to the University and your team. This includes, but is not limited to, your behavior/actions while utilizing social networks (e.g., Facebook, MySpace, chat rooms, blogs, etc).

The EIU Department of Intercollegiate Athletics requires employees (e.g., coaches, staff, etc) to conduct themselves in a manner which creates a positive image of the people, values and traditions associated with the University, member Conferences and the NCAA. As a student-athlete, you are expected to uphold the same standards of behavior outlined in the University Student Code of Conduct, as well as the standards set forth by the Department of Intercollegiate Athletics, your head coach, member Conference and the NCAA.

Participating in sports at Eastern Illinois University is not a right, but a privilege. Violations of the EIU Athletic Department Student-Athlete Code of Conduct include, but are not limited to, convictions or credible evidence of the following:

1. Alcohol/drug related problems (see EIU Substance Abuse Policy)
2. Shoplifting or theft
3. Assault/physical violence in any form
4. Sexual harassment and/or relationship violence
5. Violations of the Eastern Illinois University Student Code of Conduct including, but not limited to, those involving academic dishonesty, hazing, etc.
6. Trafficking/disseminating any illegal substance*

If a Student-Athlete Conduct Code violation is found to have been committed, a student athlete may be assessed a penalty including, but not limited to, a written reprimand, community service, temporary loss of practice or participation status, indefinite team suspension, reduction or cancellation of athletics aid and/or termination of their student athlete status. Any reduction or cancellation of scholarship aid may be appealed through established University procedures.

*Trafficking/disseminating any illegal substance will immediately result in indefinite team suspension and the termination of all athletic aid (if applicable).



ETHICAL CONDUCT AND SPORTSMANSHIP POLICY FOR STUDENT-ATHLETES AND SPIRIT SQUADS

STATEMENT OF PURPOSE

It is the policy of Eastern Illinois University and all University representatives to maintain the highest degree of credibility and decorum possible. All persons involved with intercollegiate athletics are expected to conduct themselves in a manner so as not to embarrass the institution by their action. Behavior by institutional representatives that does not meet this standard and which has the potential of harming the reputation of the institution or any of its units is prohibited.

Good sportsmanship must be an integral part of every sport sponsored by Eastern Illinois University. The ethical environment of the university must assert and reflect primacy of human dignity, encourage growth and achievement and must insist on respect in all interpersonal relations.

Fighting, taunting, trash-talking, profane/vulgar language, inappropriate "celebrations" or a disrespectful attitude toward our opponents or officials will not be tolerated.

DISCIPLINARY ACTION

The Director of Athletics and the Head Coach or Supervisor of the activity will review each action of inappropriate and unethical behavior. At the sole discretion of the Director of Athletics and depending upon the severity of the incident, the following system of progressive discipline may be utilized to deal with the situation:

- a. Oral Warning. The Director of Athletics, in consultation with the Head Coach or Supervisor of the activity shall review the incident and counsel the individual concerning his or her actions and future behavior. A private written reprimand will be issued.
- b. Written Warning. Recurrence of behavior previously identified or in situations where conduct is of a highly offensive nature, the individual will after investigation be publicly reprimanded. Appropriate written documentation will be placed in the individual's file. Other disciplinary action may be taken as deemed fit by the Director of Athletics.
- c. Suspension/Termination. In cases where conduct is of an inflammatory or violent nature or in cases of conduct previously documented and for which the individual has been warned or counseled, the individual will be subject to disciplinary action up to and including suspension or termination.

DISTRIBUTION OF INFORMATION

Each year at a designated meeting, all involved students will be required to sign a form stating their understanding of the University's policy concerning sportsmanship and ethical behavior. Students must sign this form prior to becoming a member of one of the intercollegiate sports program as a player or as a member of the spirit squad.



POLICY ON SPORTS WAGERING

SPORTS GAMBLING AGREEMENT

- **I WILL NOT** provide information to individuals involved in organized sports wagering activities concerning intercollegiate competition;
- **I WILL NOT** solicit a bet on any intercollegiate athletic team;
- **I WILL NOT** accept a bet on any team representing the university;
- **I WILL NOT** solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has a tangible value and;
- **I WILL NOT** participate in any sports wagering activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by the gaming industry.

SPORTS WAGERING SANCTIONS - NCAA Bylaw 10.3.2

The following sanctions for violations of Bylaw 10.3 shall apply as follows:

- A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., “point shaving”) or who participates in any sports wagering activity involving the student-athlete’s institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.
- A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum of a period of one year from the date of the institution’s determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If the student-athlete is determined to have been involved in a subsequent violation of any portion of Bylaw 10.3, the student athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

(Revised: August 2018)



AMATEURISM

- **I WILL NOT** allow my name, photograph or reputation to be used for commercial purposes (check on exceptions with the Compliance Office).
- **I WILL NOT** enter into a verbal or written agreement with an agent before conclusion of my eligibility.
- My family members **WILL NOT** enter into a verbal or written agreement with an agent on my behalf before the conclusion of my eligibility.
- **I WILL NOT** accept transportation, gifts, benefits, or services from an agent before the conclusion of my eligibility (the compliance officer can assist you in selecting a reputable agent).

AWARDS, BENEFITS AND EXPENSES

- **I WILL NOT** accept any benefits, gifts, or services that are not available to the general student-body.
- **I WILL NOT** accept discounted, free or reduced price merchandise.
- **I WILL NOT** accept a co-signed loan or a loan whose repayment schedule is based upon athletic ability (disability insurance loans are excluded).
- **I WILL NOT** use a phone credit card, pre-paid calling card or any access code that I (or my parents/guardians) are not the sole owner of.
- **I WILL NOT** accept any benefits, gifts, or services that are not available to the general student-body.

DISCRIMINATION

- **I WILL NOT** partake in any form of discrimination (see definition below).

DEFINITION OF DISCRIMINATION:

Civil Rights Discrimination – Adverse treatment and harassment on the basis of race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, political belief or other status protected by state and federal statutes or University Regulations.

Program Discrimination – Civil rights discrimination that serves to exclude from or deny to its clientele equal access to the University's programs, activities or benefits.

Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

Retaliation – Adverse action or threat made in reprisal against any individual who participates as an actual or potential party, witness or representative relating to a report of discrimination or harassment as authorized by this policy.

Any student-athlete who believes they have been subjected to any form of discrimination should report the occurrence immediately to their Sport Supervisor or the Eastern Illinois University Office of Civil Rights and Diversity. (civil@eiu.edu)

WELCOMING ENVIRONMENT

The Department of Intercollegiate Athletics is dedicated to supporting an open and welcoming environment for members of our campus community. Student-athletes may visit the Lesbian, Gay, Bisexual, Transgender, Queer, and Ally WebCenter (www.eiu.edu/~lgbtqa) to learn about resources that are available throughout Eastern Illinois University.

EASTERN ILLINOIS UNIVERSITY LGBTQA WebCENTER

The Lesbian, Gay, Bisexual, Transgender, Queer, and Ally (LGBTQA) WebCenter of Eastern Illinois University strives to support an open, welcoming, and collaborative campus environment for students, faculty, staff, and friends. Aiming to advance our University's mission of being committed to diversity and inclusion, the LGBTQA WebCenter brings together campus, community, and national resources for all LGBTQA individuals seeking advice, information, or guidance.

HAZING

- **I WILL NOT** partake in the hazing of any individual (see definition below).

DEFINITION OF HAZING:

Hazing is any act or situation on or off campus, initiated, planned, sanctioned, or joined in by one or more persons associated with an athletic team or student organization, causing embarrassment, harassment, or ridicule to, or which involves participation in a Code violation or an illegal act by, or which causes or places in danger of causing physical or mental harm to, any member or any student affiliated with the organization.

PROCEDURE FOR REPORTING HAZING INCIDENTS

Confidential Reporting Form On-Line: There is an on-line form available at: <https://www.eiu.edu/grklife/docs/eiuhazingsummary.pdf> that will allow individuals to file a confidential report of suspected hazing activities. Their identity will not be disclosed to the individuals or groups in question. They may also submit this form anonymously. However, doing so may limit the ability of Fraternity & Sorority Programs and the Office of Student Standards to fully investigate the incident.

Confidential Reporting via Phone or E-mail: In addition to the on-line form, individuals may report concerns about suspected hazing activities to the following EIU offices:

Compliance Office	(217) 581-6992	kklekneralt@eiu.edu
Student Standards	(217) 581-3827	hkwebb@eiu.edu
Vice President for Student-Affairs	(217) 581-3221	ldrake@eiu.edu
University Police Department	(217) 581-3213	police@eiu.edu

Handling Reports of Suspected Hazing: Whether submitted via the on-line form, phone or e-mail, all reports of suspected hazing will be reviewed by the Fraternity & Sorority Programs Office and the Office of Student Standards. Every report will be addressed, and appropriate information will be shared with chapter leadership, chapter advisors, and National organization representatives, as applicable.

UNIVERSITY PROPERTY

- **I WILL NOT** access/utilize any inappropriate computer sites or screen savers while utilizing University-owned computers located in the Athletic Department (i.e., Office of Academic Support, etc). This includes accessing Facebook, Instagram, chat rooms, blogs, etc.
- **I WILL** respect and not cause intentional or willful damage to Athletic Department or University property.

ACADEMIC DISHONESTY

DEFINITION OF ACADEMIC DISHONESTY:

An action attempted or performed that misrepresents one's involvement in an academic endeavor in any way, or assists another student in misrepresenting his or her involvement in an academic endeavor. Examples of academic dishonesty include, but are not limited to:

Plagiarism: presenting the work (i.e., ideas, data, creations) of another, wholly or in part, as one's own work without customary and proper acknowledgement of sources and extent of use, unless authorized by the instructor.

Cheating: using information, study aids, notes, materials, devices, or collaboration not explicitly approved by the instructor. For example: doing a class assignment for someone else or allowing someone to copy one's assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies of an examination before or after its administration.

Fraud: altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or otherwise misrepresenting to an instructor or an institution one's past or current academic or professional activities; impersonating someone or allowing oneself to commercial or otherwise, for any type of assignment.

Violation of Standards: violations against ethical and professional standards required by individual University programs, academic courses, and clinical programs that may result in qualification for entry into a profession that maintains standards of conduct.

Multiple Submissions: submitting, wholly or in part, the same academic endeavor to earn credit in two or more courses without explicit approval by all concerned instructors.

Interference or Obstruction: interfering with academic efforts of other students to gain unfair advantage for personal academic advancement. Interference may include but is not limited to, sabotage, harassment, tampering, bribery, or intimidation of another student.

Complicity: assisting another person in any act of academic dishonesty as defined above.

Academic Endeavor: Any student activity undertaken to earn University credit or meet some other University program requirement. Examples of academic endeavors include, but are not limited to:

- a. Course assignments (written and/or oral, projects, research & exhibitions of work)
- b. Exams (written and/or oral, quizzes)
- c. Clinical assignments (internships, rotations, practical)
- d. Presentations (on and off campus)
- e. Publications
- f. Independent study coursework
- g. Plan B papers or projects, theses, dissertations
- h. Student media associated with academic credit

PANTHER ATHLETIC SUPPORT SERVICES (PASS) LANTZ ACADEMIC SERVICES CENTER

The Panther Athletic Support Services (PASS) unit oversees the academic and compliance efforts of the Intercollegiate Athletic Department. This unit is responsible for the day to day oversight of continuing eligibility and academic support efforts for the student-athletes in our department.

STAFF:

Kiersten Klekner-Alt, Director of Compliance

(217) 581-6992 |

Cindy Almon, Director of Academic Advising for Athletics

(217) 581-7059 | clmiller8@eiu.edu

Kyle Callender, Director of Academic Advising for Athletics

(217) 508-6001 | kjcallender@eiu.edu

Bethany McGinness, Assistant Director of Academic Advising for Athletics

(217) 581-7798 | bgmcginness@eiu.edu

Appointments are recommended. Communication through e-mail is encouraged.

HOURS OF OPERATION FOR LANTZ ACADEMIC SERVICE CENTER

DAYTIME HOURS:

Monday through Friday: 8:00 am to 5:00 pm

EVENINGS:

Sunday: 6:00 pm-9:00 p.m.

Monday through Thursday: 5:00 pm to 9:00 pm

Student-athletes can study in the PASS Academic Center during any of the times listed above and a member of the PASS will be on duty during those hours. You may use the conference room in Lantz but need prior approval from a staff member.

RULES AND POLICIES FOR PASS

- **ALL STUDENT-ATHLETES** in the academic center are REQUIRED to follow all rules set by the Panther Athletic Support Service Staff
- No head phones, cell phones, food, ipods, tobacco is allowed in the Academic Center. Do not enter the Academic Center while chatting on your cell phone. Please shut it off before you enter the Center. If you are found using it while in the Center, we will ask you for it and will hold it until you leave study hours. Only study materials should be present.
- Internet use is limited to academic purposes. The use of facebook, youtube, twitter, will not be tolerated.
- Excessive noise is unacceptable (loud volume on headphones, talking, laughing, etc).
- Any violation of these rules will result in a warning for the first offense. Any further offense will result in loss of study hours and the student will be asked to leave the Academic Center. Coaches will be notified if hours are taken away due to these interruptions.



Kiersten Klekner-Alt

Cindy Almon

Kyle Callender

Bethany McGinness



MANDATORY STUDY HOURS

*Purpose: Identify at-risk student-athletes and tailor their needs as specifically as possible to achieve academic success, eligibility, and graduation.

NEW STUDENT-ATHLETES - FRESHMEN & TRANSFERS (1ST SEMESTER)

Activity	Bronze (Below 2.50 gpa)	Silver (2.50-3.50 gpa)	Gold (3.50+ gpa)
Study Hours	6 / wk	5 / wk	4 / wk
Meetings w/ Acad. Services	1 / wk	1 / mo	if needed
Attendance Checks/ Progress Checks	wk 4,8,12	wk 4, 8,12	wk 4, 8,12

NEW STUDENT-ATHLETE - FRESHMEN & TRANSFERS (2ND SEMESTER)

Activity	below 2.00 gpa	2.00-2.29 gpa	2.30-2.49 gpa	2.50-2.99 gpa	3.00-3.50 gpa
Study Hours	6 / wk	5 / wk	4 / wk	3 / wk	2 / wk

(Includes departmental tutoring, athletic department tutoring, Writing Center, etc.)

CONTINUING STUDENT-ATHLETE STUDY TABLE/MEETING HOURS

2.50 - 2.40 cumulative GPA	2 hrs per week minimum
2.39 - 2.30 cumulative GPA	4 hrs per week minimum
2.29 - below cumulative GPA	6 hrs per week minimum
Previous semester GPA below 2.0	2 hrs per week minimum

STUDY HALL HOURS

7:30 pm -9:30 pm	Sunday	Panther Academic Center
8:30 am - 9:00 pm	Mon, Tues, Wed	Panther Academic Center
8:30 am - 5:00 pm	Thursday	Panther Academic Center
8:30 am - noon	Friday	Panther Academic Center
8:00 pm - 10:00 pm	Mon, Tues, Wed, Thurs	Football team, O'Brien Team Room

English, Math, Science Tutors will be available 3-4 nights a week.

Individual course tutors must be requested 24 hours prior to date needed through Academic Services.

Continuing student-athletes with a cumulative grade point average of 2.50 or below are required by PASS to attend for a minimum of two-to-six hours per week. All incoming freshman and transfer student-athletes are also required to attend for a minimum of four to six hours per week. Students are allowed to complete study hour obligations by attending supervised study sessions or working with tutors in the PASS Academic Center, or by working with instructors or tutors in the academic departments.

All study hours must be completed by Thursday at 9 pm. If you are ill, have an emergency, etc and cannot complete your required hours for the week, talk to your coach. Coaches will receive reports (every Friday) on their student-athletes attendance for that week's academic study hours. Additionally most sports at EIU also hold study hours on the road when a team is going to be traveling for an extended period of time for competition.

METHODS FOR COMPLETING MANDATORY STUDY HOURS

Student-athletes can choose when and how to complete their study hours (working around classes, meals, and practice), unless they are assigned specific times or methods by their coach or Academic Services.

QUIET STUDY SESSIONS

When entering the Lantz Academic Service Center, please swipe into Grades First to begin your study hall session. When you have finished studying you **MUST** sign out or you will not receive time for your study sessions.

TUTORS (PROVIDED BY ACADEMIC SERVICES)

- Tutoring will be available during night study table hours in the Lantz swimming lounge area. Students can also schedule one-on-one tutor sessions by placing a request with academic services.
- The tutor schedule is posted in the Academic Center.
- Students must have a passport form signed by the tutor and returned to assigned advisor before the end of the week (see below).

PASSPORT CARD (TIME SPENT WITH PROFESSORS, GRADUATE ASSISTANTS, AND DEPARTMENTAL TUTORING)

To receive study table hours for time spent with professors, graduate assistants, or departmental tutoring, students must use a passport card. Passports must be returned to Academic Services by Friday at Noon to receive study table credit. You will be allowed 2 hours per week to count for study hall hours (from your passport card). Working on group projects in the Library will not be recorded as supervised tutoring sessions unless prior approval is given.

COUNSELING/MENTORING

The Academic Services staff is available to meet with you as an individual or as a group, regarding any academic, athletic, career, and/or personal issues you choose to discuss. However, we will make referrals to the Counseling Center as we are not licensed counselors. These meetings are confidential (unless you state otherwise), and your privacy will be respected at all times.

PRIORITY REGISTRATION

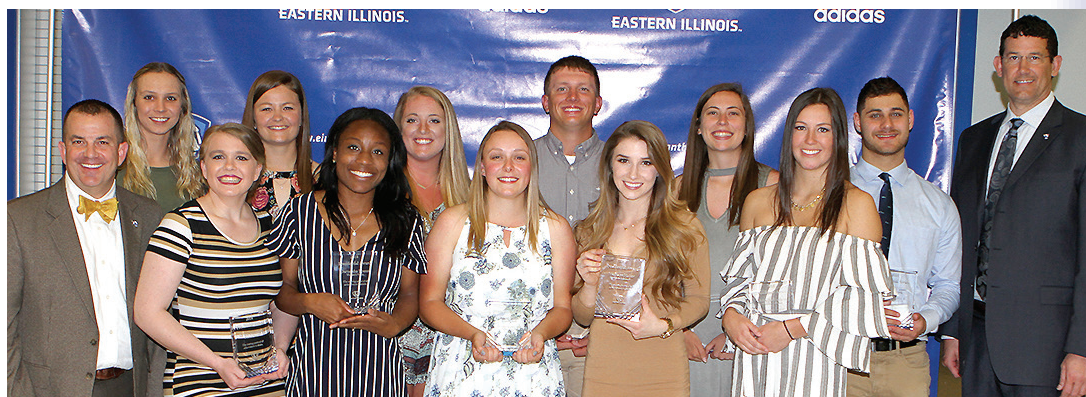
Each student-athlete has a primary faculty advisor. The Academic Services staff is available to assist with course pre-registration and academic planning as they relate to NCAA continuing eligibility rules. Once you declare a major, you are responsible for knowing the requirements for earning a degree in that program.

ACADEMIC SERVICES RESPONSIBILITIES

- Monitor study hall attendance and report individual S/A hours to coaches by noon Friday
- Report any faculty concerns/complaints to coaches immediately
- Relay attendance and Progress Report information to coaches
- Mandate Writing/Reading/Math Center attendance as needed

COACHING STAFF RESPONSIBILITIES

- Prior to start of season, provide Panther Athletic Support Services a travel roster & exact departure/return times
- Allow Academic Services to make all direct contacts with faculty re: academic concerns
- Notify Academic Services immediately of any discussions initiated by faculty members regarding athletes
- Assign additional study hall hours or meetings with Panther Athletic Support Services as necessary
- Assist in study table supervision, especially in O'Brien
- Meet individually with at-risk athletes after notification from Academic Services to reinforce eligibility requirements



ACADEMIC SUPPORT PROGRAM

The Academic Support Program is designed to assist student-athletes in reaching their full potential both inside and outside the classroom. The major components of the program are:

- a. orientation sessions which supplement those of the University;
- b. development of an academic plan with updated time management schemes for each semester that balance the academic, social, and athletic responsibilities of the student-athlete;
- c. consistent monitoring of students academic progress and study table requirements; and
- d. availability of a professional tutorial staff that reinforces the classroom teaching.

NEW STUDENT ORIENTATION

The Academic Center is responsible for assisting in the orientation of new student-athletes to the University. Presently, academic orientation for new student-athletes is University mandated and takes place in three distinct phases:

- a. EIU Debut Days, a component of the Summer Academic Orientation Program which is offered to all new students during the summer preceding their enrollment in the fall;
- b. Fall Orientation, which is conducted for all new students; and
- c. Extended Orientation, an ongoing series of academic enrichment session that new students attend throughout their Eastern matriculation.

LAPTOP & COMPUTER USAGE POLICY

All of the laptops and desktop computers are strictly for academic use only! Laptops and computers utilized by student-athletes are not to be used for social networking. Do not change the appearance / background or screen saver on any of these computers.

In addition, you must save your work to a jump drive, Google docs or to the cloud. All of the laptop and desktop computers have software that will update overnight and will erase anything saved on the computer. **Please save your work!!**

COMPUTER LOGON INFORMATION

The laptops and desktop computers all have EIU tag numbers noting that they are property of the university. These tags are located on the bottom of most of the laptops and the side of the desktop computers. The tag number on each of the computers also serves as the User ID and password to gain access to the computer. Please ask the Director of Academic Services or the Assistant Director of Academic Services if you have trouble gaining access to any of the laptops or computers.

TURNITIN @EIU: PURPOSE AND PHILOSOPHY

Turnitin is a tool for both faculty and students to enhance the writing process. Created from the collective efforts of researchers, teachers, mathematicians, and computer scientists at UC Berkeley, the Turnitin program has helped with the detection of improperly cited written works using an internet-based electronic service. This tool assists both undergraduate and graduate student in creating authentic and original written works. You can find Turnitin online in your D2L account. Eastern Illinois University acknowledges the use of Turnitin as a learning and evaluation tool. We strongly encourage you to use this.

LAPTOP CHECK-OUT

Student-athletes may check out laptops with the Director of Academic Services and / or the Assistant Director of Academic Services. A laptop policy form (see next page) is to be signed by the student-athlete. The laptop must be returned within 48 hours from the time the student-athlete checked it out. The laptop should be returned in the same condition that it was in when checked out.

For team travel, up to three laptops may be checked out per team for use during team travel. The laptop/computer usage policy still applies to students when traveling on the road.



EASTERN ILLINOIS UNIVERSITY CLASS ATTENDANCE POLICY

The Eastern Illinois University Class Attendance policy as stated in the Internal Governing Policy Number 43 (<http://www.eiu.edu/~auditing/IGP/policy43.html>):

Students are expected to attend class meetings as scheduled. When an absence does occur, the student is responsible for the material covered during the absence. When possible, the student should notify the instructor in advance of an anticipated absence.

Instructors will grant make-up privileges (when make-up is possible) to students for properly verified absences due to illness, emergency, participation in an official University activity, or participation in volunteer emergency work (110 ILCS 122/); and such absences will not militate against students in classes in which attendance is used directly in determining final grades. It is the student's responsibility to initiate plans for make-up work and to complete it promptly. If in the instructor's judgment the duration or number of absences renders make-up unfeasible, the instructor may contact the Vice President for Student Affairs and the Department Chairperson to determine an appropriate action.

Except for the above stipulations, each instructor sets his or her own policy with respect to class attendance and make-up work; and excuses for absences are handled between the instructor and the student. At the beginning of each grading period, the instructor shall announce, in writing, his or her policy regarding absence, make-up and late work. Instructors planning to use attendance directly in determining final grades must have written department approval and must indicate this intention and the reason, in writing, on the first day of class.

A student whose instructor requests verification of a illness treated by the University Health Service may request a documentation of the visit to share with the faculty member. If a student establishes a record or pattern of absences of concern to the instructor, the instructor may ask of the Vice President for Student Affairs that inquiries concerning the absences be made. The Vice President for Student Affairs also serves as the University contact person when catastrophic events result in extended student absences.

Any student who feels that he or she has been treated unfairly concerning absences or has been misinformed by a faculty member regarding that instructor's absence policy shall have the right to appeal through the department Chairperson, or in the event the instructor is the Chairperson, through the appropriate Dean.

CAA Approval: 04/23/09

Approved: President

August 3, 2009

Monitor: Vice President for Academic Affairs





THE DEPARTMENT OF ATHLETICS POLICY ON CLASS ATTENDANCE IS AS FOLLOWS:

All student-athletes must attend all classes. It is the student-athletes' responsibility to obtain and understand each instructor's policy regarding attendance. The only times that a student-athlete should miss a class are:

- To participate in an athletic contest at home when there is a time conflict;
- To travel to an athletic contest;
- For illness or injury verified by a physician or the athletic training room staff; and
- For personal reasons with the prior approval of the instructor.

Please contact your Head Coach, Assistant Coach, or Director of Academic Services if you will be leaving campus for emergency reasons. It is also a good idea to try to contact your faculty members by calling or emailing him/her to make them aware that you will be gone. Emails may also be generated by the office of Academic Services staff confirming your absence for emergency reasons. Upon your return to campus, faculty member might request documentation for your absence. Please be prepared for this.

CLASS DROPS

After the tenth day of classes, student-athletes need permission from the Director or Assistant Director of Academic Services or Director of Compliance to drop a class. If at any time during the semester, you drop below 12 hours, you will be ruled ineligible for practice and competition until reinstated by the NCAA.

TEXTBOOK RENTAL POLICY

You are required to return all textbooks for courses that you dropped within 2 days after the drop to avoid charges including the replacement cost of the book, late fines, and processing fines. If you lose a textbook, you are responsible for paying for it.

EXCESSIVE ABSENCES

NCAA rules prohibit missing classes for on-campus practices.

It is the responsibility of the student-athlete to notify his/her instructor of an anticipated absence due to participation in an athletic contest. The Panther Athletic Support Services Staff prepare letters to be given to faculty for this purpose.

If you take advantage of priority registration, you should be able to schedule all of your classes before practice begins.

POLICY ON EXCESSIVE ABSENCES FOR STUDENT-ATHLETES

Excessive absences are defined as missing 20% of the total number of class periods that have met. The Department of Athletics' policy on handling excessive absences by student-athletes has two components.

The first component is careful and strong academic advisement to inform student-athletes about the importance of class attendance, about their commitment to quality academic performance, and about their need to stay on track toward fulfilling their degree requirements. To support this advising component, each head coach is required to have a written statement regarding class attendance in his or her team rules.

The second component – as outlined below – is a mechanism to deal with specific cases of excessive absence.

1. Within two days of being notified that a student-athlete has excessive absences, the Director of Academic Services will meet with the student-athlete's head coach and apprise him or her of the situation.
2. Within 48 hours of this meeting, the head coach will meet with the student-athlete to discuss and evaluate the matter.
3. The head coach will then report back to the Sport Supervisor and/ or PASS Staff to discuss the sanctions to be imposed on the student-athlete. The minimum sanction will be no participation in any team practice activities for seven consecutive days. Any final decision regarding additional sanctions shall rest with the head coach, Director of Athletics, and Faculty Athletics Representative.
4. If sanctions are imposed, written documentation (or email) will be sent to the student-athlete, to the Director of Academic Services, and to the professor.

Some classes have strict attendance policies where absences could have an effect on the grade of the student-athlete, regardless of the circumstances. It is good practice to check each course syllabus for attendance policies, if you miss class; you are responsible for all missed work!



ELIGIBILITY REQUIREMENTS

Please Note: The eligibility requirements in this section are intended to provide an overview of the general requirements for athletic participation. Please see your coach, Director of Compliance or the Director of Academic Services for more specific information regarding your athletic eligibility.

Student-athletes are required to maintain full-time status (a minimum of 12 credit hours) while on an intercollegiate sports roster. You may NOT DROP a course (after the tenth class day) without approval from the Director of Compliance, the Director or Assistant Director of Academic Services. From the 11th day of the semester, an A4 hold will be applied to all athletes to prevent them from withdrawing from courses without going through advisement. A student-athlete in their final semester of attendance may be enrolled in less than 12 hours with written permission from their certifying dean and the Director of Compliance. A graduate student must be enrolled in nine credit hours. A student-athlete with less than 12 credit hours is immediately ineligible for financial aid, practice and competition. Be certain to add your new course before dropping your old one so as not to drop below 12 hours.

Student-athletes are required to be certified for participation in intercollegiate athletics each semester. Eligibility is determined on the basis of the student-athlete's academic record at the beginning of each term. Student-athletes may be certified eligible and others may lose eligibility at the end of the fall semester. Your athletic aid may be cancelled if you are certified ineligible.

ALL STUDENT-ATHLETES MUST:

- Pass a minimum of 6 degree credit hours, 9 degree credit hours for football, each academic semester
- Pass a minimum of 18 degree credit hours during the Fall & Spring semesters
- Maintain a minimum G.P.A of 2.00 (EIU requirement for all students)

In addition:

First Year Student-Athletes:

- Must pass at least 24 degree credit hours

Second Year Student-Athletes:

- Must pass at least 24 degree credit hours during the fall and spring terms and complete a total of 40% of your degree requirements (48-54 hours depending on major)

Third Year Student-Athletes:

- Must have declared major on file in the Records Office by the start of classes
- Apply for graduation by September 15th so a degree audit may be done on your coursework (Holds will be placed on your academic records until this is done.)
- Pass at least 24-30 degree credit hours and complete 60% of your degree requirements

Fourth Year Student-Athletes:

- Must pass at least 24-30 degree credit hours and complete 80% of your degree requirements

Fifth Year Student-Athletes:

- Must pass at least 24-30 degree credit hours and / or complete their degree.

Please contact the Director of Compliance or the Director of Academic Services if you have any questions regarding your eligibility.

CHANGE IN ACADEMIC STANDING

In accordance with NCAA Bylaw 14.1.8, a student whose academic standing changes to warning or probation at the end of any term, will remain eligible to participate until the end of the regular season of his / her sport. In the event the team is involved in a championship, the student may continue to participate until the end of the competition. A student placed on academic dismissal status at the end of any term is immediately ineligible to participate or compete in any sport.

Hours Earned or Accepted For Degree Credit - NCAA Bylaw 14.4.3.1.5

The provision that the calculation of credit hours under the satisfactory-progress regulation shall be based on hours earned or accepted for degree credit at the certifying institution in a student-athlete's specific baccalaureate degree program (see bylaw 14.4.3.1.4) shall be met as follows:

1. During the first two years of enrollment, a student-athlete who has not yet designated a specific baccalaureate degree program may use credits acceptable toward any of the institution's degree programs;
2. By beginning of the third year of enrollment (fifth semester), a student-athlete shall be required to have designated a program of studies leading toward a specific baccalaureate degree. The credits used to meet the satisfactory-progress requirements must be degree credit toward the student's designated degree program;
3. A student-athlete who changes his or her designated degree program may comply with the satisfactory-progress requirements if
 - a. The change in programs is documented appropriately by the institution's academic authorities;
 - b. The credits earned prior to the change are acceptable toward the degree previously sought; and
 - c. The credits earned from the time of the change are acceptable toward the new desired degree.
4. **COURSE REPEATS:** A student-athlete who has designated a specific degree program with an identified major may not use a course to fulfill the credit-hour requirement for meeting satisfactory progress even if the course fulfills an elective component of the student-athlete's degree program, if the student ultimately must repeat the course to fulfill the requirements of the student's major.

14.2.1.4 Final Term Before Experiential Learning Requirement.

A student-athlete may practice while enrolled in less than a minimum full-time program of studies in the final semester or quarter of the student's baccalaureate degree program before participating in an experiential learning requirement (e.g., student teaching, internship, clinical, capstone project, etc.) in the following term, provided the student-athlete is carrying (for credit) all courses necessary to complete degree requirements, other than the experiential learning requirement. A student-athlete who uses this exception is not permitted to use the final semester/quarter exception the following semester or quarter.

14.2.2.1.4 Final Term Before Experiential Learning Requirement.

A student-athlete may compete while enrolled in less than a minimum full-time program of studies in the final semester or quarter of the student's baccalaureate degree program before participating in an experiential learning requirement (e.g., student teaching, internship, clinical, capstone project, etc.) in the following term, provided the student-athlete is carrying (for credit) all courses necessary to complete degree requirements, other than the experiential learning requirement. Thereafter, the student shall forfeit eligibility in all sports, unless the student completes all degree requirements during the following final semester or quarter and is eligible to receive the baccalaureate diploma on the institution's next degree-granting date immediately following the final semester. A student-athlete who uses this exception is not permitted to use the final semester/quarter exception in the following semester or quarter.

14.4.3.1.7.2 Hours Earned or Accepted Toward a Minor.

Credit hours earned or accepted toward a minor, including a voluntary or optional minor (a minor that is not a required element of the original baccalaureate degree program for all students) may be used to satisfy the credit-hour requirements after the first two years of enrollment, provided the minor is officially designated (pursuant to institutional policy) by the student-athlete by the beginning of the applicable term. (Adopted: 9/24/09, Revised: 4/26/17 effective 8/1/17)

14.4.3.1.7.3 Hours Earned or Accepted Toward an Undergraduate Certificate Program.

Credit hours earned or accepted toward an undergraduate certificate program may be used to satisfy credit-hour requirements after the first two years of enrollment, provided the following conditions are met: (Adopted: 4/26/17 effective 8/1/17)

- (a) Completion of the certificate requires a minimum of nine credit hours;
- (b) Enrollment in the program is only available to regular, degree-seeking, undergraduate students; and
- (c) The student-athlete officially designates the program (pursuant to institutional policy) by the beginning of the applicable term.

FINANCIAL AID INFORMATION

Hours Revision:

In order for your aid to disburse your financial aid must match the number of hours in which you are enrolled. To determine the number of hours your financial aid is based upon, refer to your award letter, PAWS, or contacting the processing section of Financial Aid at 581-6405. If the hours do not match, you will need to contact the Financial Aid office at finaid@eiu.edu or hours will automatically be adjusted after census date each semester.

Limits on Institutional Financial Aid:

A student-athlete may not receive total aid in excess of the cost of attendance as determined by the Financial Aid Office. Student-athletes may receive Pell grant and other government grants in addition to a full athletic grant-in-aid.

An Athletic Scholarship does not cover:

The cost of educational supplies other than books, i.e. art supplies, computer disks, supplies used in producing class projects, residence hall damage; extra costs for single rooms; health center fees except for injuries suffered as a result of competition; telephone charges; traffic citation charges; parking registration charges, International student fees, foreign national withholding.

Your Athletic Aid will be terminated immediately if you:

- Become ineligible for athletic competition (i.e., carry less than 12 hours, including after eligibility exhausted)
- Misrepresent yourself or give false information on your application or letter of intent or financial aid agreement
- Voluntarily withdraw from your sport for personal reasons
- Engage in misconduct serious enough to warrant disciplinary action

Your Athletic Aid will be reduced or cancelled if:

- You sign a professional contract for your sport
- You accept money for playing in an athletics contest
- You agree to be represented by an agent
- You receive other aid that causes you to exceed your individual limit
- You become academically ineligible after any term

RENEWAL/NONRENEWAL OF ATHLETIC AID

All student-athletes receiving athletic financial aid must be informed of renewal or non-renewal by July 1st. If an athletic scholarship is reduced or cancelled the student-athlete has a right to a hearing with the financial aid office. This process is outlined in the Procedures for Redress of Grievances section of this handbook.

NCAA SPECIAL ASSISTANCE

Eastern Illinois University has received funds from the NCAA to assist student-athletes with special financial needs. Pell eligibility is usually required. Student-athletes who wish to apply for assistance should see the PASS staff to obtain an application. Original receipts for all purchases and services must be returned.

NCAA STUDENT-ATHLETE OPPORTUNITY FUND

The Student-Athlete Opportunity Fund (SAOF) was created several years ago by the NCAA with the intent of providing direct benefits to student-athletes. As a guiding principle, the fund shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. Student-athletes who wish to apply for these funds should see the PASS staff to obtain an application.

OUTSIDE AWARDS

All student-athletes must notify the Assistant AD for Compliance of any scholarships they receive from outside organizations.

FINANCIAL HOLDS

It is the responsibility of each student-athlete to clear all financial holds from their record. For further information please call 581-3715.

LOCAL ADDRESS AND PHONE NUMBER

Student-Athletes must notify the Housing Office with their current local address and phone number. This will ensure prompt delivery of scholarship checks as well as other financial and academic documentation. To contact the Housing office call 581-3923.

EMPLOYMENT

Employment during the Academic Year

It is permissible for academically eligible student-athletes to earn legitimate on and off campus employment income during semester or term time. All student-athletes must get approval from their Head Coach and the Director of Compliance before seeking employment. Appropriate documentation is required and available from the Director of Compliance. The employment must conform to NCAA legislation. Failure to do so will cause the student-athlete to become ineligible for competition. Any contests a student-athlete competed in while ineligible must be forfeited.

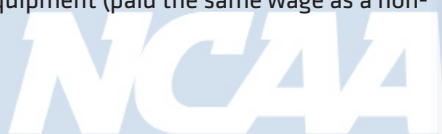
NCAA REQUIREMENTS

You may only be paid for hours you actually work, and your wage must be the going rate for similar work in that area. You may be paid for teaching or coaching sports skills or techniques in your sport on a fee-for-lesson basis. The Assistant AD for Compliance has the appropriate paperwork.

You may not be employed to sell equipment related to your sport if your name, picture, or athletics reputation is used to advertise or promote the product, the job, or the employer. If your name, picture, or athletics reputation are not being used, you may sell equipment (paid the same wage as a non-athlete sales person).

SUMMER EMPLOYMENT

There is no limit on the amount of money you may earn in the summer. An EIU coach or staff member may help you find summer employment. You MAY NOT conduct your own camp or clinic.





PLAYING/PRACTICE LIMITATIONS

During the NCAA playing and practice season a coach may require the following practice time from a student-athlete:

A maximum of four hours per day and twenty hours per week of countable activities; competition counts as three hours per day for ALL sports; and a required day off per week with no countable activities.

COUNTABLE ATHLETICALLY RELATED ACTIVITIES

Countable athletically related activities include an required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by one or more of an institution's coaching staff (including strength & condition coaches) and must be counted within the weekly and daily limitations listed above. Administrative activities (i.e. academic meetings) shall be considered as countable athletically related activities.

Outside the main competitive season, a student-athlete's participation in countable activities shall be limited to a maximum of eight hours per week for weight training, conditioning and individual skill instruction, of which not more than two hours per week (four hours for basketball), may be spent on required individual skill workouts. A coach is required to give two days off per week with no required activities. Participation in individual skill-related instruction in sports other than foot is permitted outside the institution's declared playing season. Between September 15th and April 15th, more than four student-athletes from the same team may be involved in skill related instruction, outside these dates not more than four student-athletes may be involved.

SEASON OF COMPETITION

An athlete who enters any intercollegiate contest uses a season of competition regardless of the amount of playing time. An exception is made for some pre-season games in basketball and soccer. Medical Hardship

Only a coach may initiate a waiver for an athlete who must stop competing due to a medical injury or illness. These are not guaranteed and all provisions must be met including medical documentation from the team physician or other doctor approved by the Head Athletic Trainer.

NON-COUNTABLE ATHLETICALLY RELATED ACTIVITIES

The following are considered non-countable athletically related activities and are not counted in the weekly or daily time limitations:

- Training-table or competition-related meals
- Physical rehabilitation
- Dressing, showering or taping
- Athletics department academic study hall or tutoring sessions
- Meetings with coaches on non-athletic matters
- Travel to and from practice and competition
- Visiting the competition site in sports other than cross country and golf
- Medical examinations or treatments
- Fund-raising activities
- Recruiting activities (i.e. serving as a student host for prospective student-athletes during official visits)
- Public relations activities related to the student-athlete's sport (i.e. Media Days)
- Voluntary individual workouts, provided these workouts are not required or supervised by coaching staff members, except that such activities may be monitored for safety purposes by the institution's strength and conditioning personnel. A coach may design a voluntary general individual workout program for a student-athlete (as opposed to a specific workout program for specific days)
- Individual consultation with a coaching staff member initiated voluntarily by a student-athlete, provided the coach and the student-athlete do not engage in athletically related activities
- The provision of videotapes to a student-athlete by an institution's coach that include a personalized message and athletically related information (i.e. discussion of plays, general workout programs, lectures on strategy related to the sport), provided the viewing of the videotape by the student-athlete is voluntary.

REPORTING POTENTIAL VIOLATIONS OF NCAA RULES AND REGULATIONS

As a student-athlete, if you become aware of a potential violation of NCAA rules and regulations you are obligated to communicate the situation with your head coach. The head coach is responsible for reporting the violation to the Director of Compliance. If you believe your concerns were not heard you may report the situation to the Director of Athletics.



STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee meets regularly to discuss programs and services for student-athletes at Eastern Illinois University. Members of the Student-Athlete Advisory Committee are encouraged to bring ideas and topics of interest from teammates for discussion.

The Student-Athlete Advisory Committee is comprised of one member from each intercollegiate team. The Committee serves as an advisory organization for the Department of Intercollegiate Athletics. The athletic staff facilitators are the Director of Academic Services and Assistant Director of Academic Services.

The Student-Athlete Advisory Committee meets on Wednesdays at 8 pm in the Lantz Club Room. Meeting dates will be posted on www.eiupanthers.com.

INTERCOLLEGIATE ATHLETIC BOARD

The Intercollegiate Athletic Board is comprised of faculty and student members. The board is advisory to the athletic department. The NCAA Faculty Athletic Representative chairs the IAB. Faculty members of the Intercollegiate Athletic Board are appointed by the Faculty Senate. Student members are appointed by the Student Senate and the Student-Athlete Advisory Council.

EXIT INTERVIEWS

Upon exhausting athletic eligibility, student-athletes are asked to complete a written exit interview questionnaire. A follow-up verbal interview by IAB members is done with selected student-athletes that have exhausted their eligibility. Any student-athlete may request a verbal interview. The purpose of the exit interview is to evaluate the student-athlete's experience at Eastern Illinois University. Members of the Athletic Department administrative staff may conduct additional interviews with student-athletes if there appears to be potential NCAA violations or if there appears to be significant problems within a sport. Confidentiality is respected.

BOOSTERS / EXTRA BENEFITS

As a student-athlete at Eastern Illinois University, you will come in contact with some individuals who have made financial contributions to athletics. These people, better known as “boosters”, will want to associate with you and may even want to do something for you. **IT IS NOT ALLOWED.**

Athletic Representatives (“boosters”) or institutional staff members are not permitted to provide you with an extra benefit. The term “extra benefit” refers to any special arrangement by an institutional employee or representative of the institution’s athletic interest to provide the student-athlete or his or her relatives with a benefit not expressly authorized by NCAA legislation.

These are just examples. If any time you have a question concerning benefits, gifts, and services that have been offered to you, please check with your Head Coach or the Director of Compliance. Any violation could result in the loss of your eligibility.

The following are examples of extra benefits not permitted by NCAA rules:

- A special discount, payment arrangement, or credit on a purchase (i.e. airline ticket, clothing) or a service (i.e. dry cleaning, laundry)
- A professional service without charge or at a reduced cost (i.e. typing papers for athletes)
- The use of a telephone or credit card for personal reasons without charge or at a reduced rate
- Services from commercial agencies (i.e. movie tickets, dinners, use of car) without charge or at a reduced cost
- Free or reduced-cost admission to professional athletic contests from professional sports organizations
- A loan of money
- A guarantee of bond
- The use of an automobile
- Signing or co-signing a note with an outside agency to arrange a loan
- Preferential treatment, benefits, or services (i.e. loans on a deferred pay-back basis) for your athletic reputation or skill or pay-back potential as a future professional athlete
- A free meal at a restaurant



ATHLETIC TRAINING ROOM RULES / SERVICES**MISSION STATEMENT**

The Sports Medicine Department at Eastern Illinois University is deeply concerned with both the short-term and long-term effects of intercollegiate competition on the physical and mental well being of the student-athlete. The sports medicine department is committed to providing quality health care to all varsity student-athletes, which begins with injury prevention. It is a priority to work with coaches, physicians, and the rest of the medical community to ensure that student-athletes are physically and mentally prepared for practice and competition. Additionally, the sports medicine staff is responsible for the treatment and rehabilitation of all athletically related injuries. It is the staff's goal to return the athlete to a level equal or above that of their pre-injury status; no athlete will return to play until his or her highest post-injury level of function has been achieved. Lastly, the concern from the physical well being of the student-athlete includes the opposition to the use of all illegal and NCAA-banned chemical substances by student-athletes. It is the responsibility of the sports medicine staff to provide athletes with information on the ill effects of drug use and to provide deterrents through periodic, random drug testing by the institution and the NCAA.

STAFF:**Jim Nave, Head Athletic Trainer**

(217) 581-5915 | jmnave@eiu.edu

Jason Heiar, Assistant Athletic Trainer

(217) 581-7677 | hwgeuar@eiu.edu

Jehan Ayap, Assistant Athletic Trainer

(217) 581-3811 | jrayap@eiu.edu

Michael Nordgren, Graduate Assistant Athletic Trainer

(217) 581-3811

Rayna Murphy, Graduate Assistant Athletic Trainer

(217) 581-3811

Karina Avila, Graduate Assistant Athletic Trainer

(217) 581-3811

Nichole Ogilvie, Graduate Assistant Athletic Trainer

(217) 581-3811



TM

ATHLETIC TRAINING ROOM POLICIES

The Athletic Training rooms are available to all intercollegiate athletes for the prevention, treatment, management and rehabilitation of injuries.

HOURS OF OPERATION

O'Brien Athletic Training Room

Open Monday thru Friday, 7 am -12 pm, 1pm - Practices | Weekend hours by appointment

Lantz Athletic Training Room

Open Monday thru Friday, 1 pm - Practices | Weekend hours by appointment

Closed during Summer Session

Holiday hours and exam week will vary and are dependent on sport coverage. All final decisions regarding these times shall be made by staff ATC assigned to the sport.

ATHLETIC TRAINING ROOM CODE OF CONDUCT

- All injuries and illnesses must be reported to Certified Athletic Trainer no later than 9 am or as determined by Staff ATC
- The athletic training room is a co-educational facility; appropriate dress and behavior is required at all times
- Athletes must shower before all post-practice treatments
- No smoking or chewing tobacco allowed in the athletic training room
- No food allowed in the treatment areas
- The athletic training room is for those seeking medical attention. Please do not loiter.
- No one is allowed in the athletic training room offices without the permission of a Staff Certified Athletic Trainer
- Student-athletes are not allowed to use the telephone or computer in the athletic training rooms without the permission of a Staff Certified Athletic Trainer
- No shoes on the treatment tables
- No cleats or spikes to be worn in athletic training room
- Use of cell phones is prohibited in the athletic training room
- No moist heat packs are to leave the athletic training room
- Dump ice from ice bags in the sink or cold whirlpool
- No open wounds in the whirlpools
- Bring your own towels when using the whirlpools
- Dry off before leaving the whirlpool area
- Medical referrals are to be made by Staff Certified Athletic Trainers only
- Abusive or offensive behavior and/or language towards another individual will not be tolerated. Such behavior will be reported to the head coach and the athlete will be asked to leave the athletic training room

ATHLETE INJURY POLICY

- Athletes agree to report all injuries (athletic-related or non athletic-related) to the Sports Medicine Staff.
- Report all new injuries to Certified Athletic Trainer no later than 9 am
- Certified Athletic Trainer will determine appropriate management of injury.
- Certified Athletic trainer will direct proper referral of athlete to EIU Team Physician and EIU Student Health Service
- Morning treatments plus pre- and post-practice treatments for injuries are mandatory
- Written injury reports, treatment compliance reports and participation status reports are given to coaches each morning
- In case of emergency when EIU Athletic Training Rooms and Student Health Service are closed*, take personal insurance information and go to Sarah Bush Medical Center Lincoln Emergency Room, contact your Certified Athletic Trainer as soon as possible.

ATHLETE ILLNESS POLICY

- Athletes agree to report all illnesses to the Sports Medicine Staff
- Report all new illnesses to Certified Athletic Trainer no later than 9 am
- Certified Athletic Trainer will assist in arranging an appointment with a Student Health Service physician or schedule an appointment with team physician at O'Brien training room
- Illness evaluation form must accompany athlete to all doctors' appointment. Upon completion of exam, evaluation form is returned to athletic training room
- Physicians will determine participation status due to illness
- Certified Athletic Trainer will notify coach of illness and practice limitations
- Emergency illnesses that occur when EIU Athletic Training Rooms and Student Health Service are closed*, take personal insurance information and go to Sarah Bush Lincoln Medical Center Emergency Room, contact your certified Athletic Trainer as soon as possible

***Student Health Service Hours of Operation**

(www.eiu.edu/~health/)

Monday – Friday:

8:00 am – 4:30 pm, regular hours

4:30 pm – 8:00 pm: RN on duty, MD on call

Saturday: 10:00 am – 5:00 pm: RN on duty, MD on call

Sunday: Closed

The Athletic Training Room in conjunction with EIU Student Health Service personnel must refer athletes to a doctor, dentist, hospital or any other medical personnel. This will ensure expenses are covered by the appropriate health insurance plan.

PRE-PARTICIPATION PHYSICAL EXAMINATIONS

1. Parent Information Form

- a. A current Parent Information Form must be on file:
 - i) Student-athletes must accurately complete this form each year prior to sports participation
 - ii) Failure to provide accurate personal insurance information will jeopardize insurance coverage
 - iii) Failure to notify Head Athletic Trainer of insurance status changes during the year will jeopardize insurance coverage

2. Immunization Records

- a. A completed immunization form must be on file at Student Health Service
 - i) Student-athletes are required to comply with immunization policies of the University
 - ii) Student Health Service personnel will administer appropriate immunizations if student-athlete fails to provide proof of immunizations
 - iii) The student-athlete is responsible for the cost of the immunizations

3. Sickle Cell Trait Testing

- a. Proof of a sickle cell solubility test (SST) must be on file:
 - i) Student-athletes are required to comply with 13.11.3.9.1 of NCAA Manual
 - ii) Student Health Service personnel will administer an SST if student-athlete fails to provide proof of prior test
- b. The student-athlete is responsible for the cost of the test
- c. The test will be offered at a discounted rate to the student-athlete
 - iii) Student athletes participating in varsity athletics at EIU prior to 2010-2011 may decline the test but must sign a written waiver

4. Physical Exam

- a. A complete physical exam conducted by an EIU Certified Athletic Trainer and EIU Student Health Service must be on file in athletic training room
 - i) Physical exams will be conducted and coordinated by a Certified Athletic Trainer at EIU.
 - ii) All paperwork must be thoroughly completed by the student-athlete
 - iii) EIU Certified Athletic Trainers will perform history screening, preliminary orthopedic evaluations, manual muscle testing, flexibility screening, height, weight, blood pressures, pulse rates and visual screenings
 - iv) All athletes who are new (first physical at EIU) will be referred to Student Health Service for completion of physical exam by physician and Student Health Service personnel*
 - v) Returning athletes (have a prior EIU physical on file) will fill out a Health History Update and will see a physician if they meet ONE of the following criteria:
 - Health History Update reveals new injury
 - Health History Update reveals recent illness
 - Student-athlete was under physician care for injury or illness while away from EIU (Requires written release from student-athlete's physician).
 - Student-athlete had surgery while away from EIU.
 - Cardiopulmonary screening reveals concerns or problems.
 - Certified Athletic Trainer suggests physician referral based on changes in Health History Update from previous year.
 - Student-athlete requests to see a physician.
- b. The physical exam status of each athlete will be given to the respective coaching staffs and equipment room.
 - Physical exams will not be initiated until student-athlete meets all eligibility requirements.
 - i) *Football physical exams will be administered and conducted in compliance with 17.11.2.32 of NCAA manual. ("Prior to participation in any preseason activities, all prospects and student-athletes shall be required to undergo a medical examination that is administered or supervised by a physician.")

5. Walk-on or Practice Players

- a. Students trying out for a team as a walk-on or practice player must do the following prior to tryouts:
 - i) Obtain a "Roster Addition/Walk-On Request Form" from the head coach.
 - ii) Complete Parent Information Form and show proof of primary insurance separate from EIU Student Insurance
- 1. If a student does not have primary insurance, they may purchase a temporary policy that includes coverage for athletic injuries
 - iii) Complete athletic physical exam at Student Health Services with physician or Student Health Service personnel.
 - iv) Sign Release of Liability Waiver
- b. The physical exam status of each athlete will be given to the respective coaching staffs and equipment room.

PAYMENT OF EXPENSES FOR ATHLETIC-RELATED INJURIES AND ILLNESSES

- 1. ALL injuries and illnesses are reported to the athletic training room (emergencies are an exception)
- 2. The athlete must take insurance information from the athletic training room to the EIU team physicians, EIU appointed specialists or EIU Student Health Service
- 3. If the appropriate referral chain is followed by the student-athlete, injuries and illnesses that occur during or as a result of scheduled practices, mandatory conditioning sessions, supervised weight training sessions and athletic events will be covered in the following way:
 - a. Certified Athletic Trainer will contact the athlete's insurance company for authorizations and explanation of out-of-network limitations
 - b. The Certified Athletic Trainer in conjunction with athlete will schedule appointments with appropriate medical providers.
 - c. All bills will be submitted to parent/guardian's primary insurance.
 - d. A copy of the insurance company's Explanation of Benefits must be forwarded to EIU athletic insurance office
 - e. Contact Student Insurance Office at 217-581-5299 for policy details.
- 4. Injuries that occur while participating in voluntary campus physical activities such as recreational weight training, pick-up basketball games and intramural sports will not be covered by athletic insurance but student health insurance may apply
- 5. Injuries that occur while going to and from class or while participating in classroom activities (i.e. physical education) will not be covered by athletic insurance but student health insurance may apply
- 6. Dental teeth cleaning, provisional filling of teeth or other dental work not directly related to an injury sustained during practice or competition will not be covered by athletic insurance
- 7. Pre-existing injuries that are not fully rehabilitated as determined by EIU team physicians and/or Certified Athletic Trainers and those current injuries or illnesses documented during physical examinations by team physicians and Certified Athletic Trainers will not be covered by athletic insurance but student health insurance may apply
- 8. Injuries that occur while participating in voluntary conditioning activities during the summer that are conducted by the institution's strength and conditioning coach may be covered by athletic insurance.

REIMBURSEMENT PROCEDURES FOR X-RAYS FOR INJURY CAUSED BY PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

1. X-rays are provided at EIU Student Health Service
2. A \$25 fee for x-rays will be charged to the athlete
3. The athlete is responsible for this charge
4. The athlete can submit the bill to their primary insurance. (Forms available at Student Health Service)
5. An Explanation of Benefits from primary insurance can then be submitted to EIU insurance office for complete reimbursement for x-rays (for athletic-related injuries)

PAYMENT FOR MEDICATIONS FOR INJURY OR ILLNESS CAUSED BY PARTICIPATION IN INTERCOLLEGIATE ATHLETICS

Athletes are responsible for initial payment for all prescription medications. Prescription medications can be purchased for a nominal fee at Student Health Service (visit www.eiu.edu/~health/ for more information). The athlete also has the option to take the prescription to a local pharmacy where primary insurance can be used. An Explanation of Benefits from primary insurance or receipts from the purchase of prescription medications can be submitted to EIU insurance office for consideration of reimbursement.

REFERRAL OF ATHLETES TO MEDICAL PERSONNEL OUTSIDE EIU SPORTS MEDICINE NETWORK

This network of EIU physicians and specialists is selected by the Senior Associate Athletic Director of Operations and the Head Athletic Trainer.

Eastern Illinois University cannot restrict an athlete from seeing an outside medical entity or seeking a second opinion. However, all appointments with any medical provider outside of the EIU system must be pre-approved by the Head Athletic Trainer to ensure expenses are covered by the appropriate health insurance plan. If the appointment is approved, a signed authorization form will be forwarded to the EIU athletic insurance office. Proper insurance documents and a signed Release of Information form must accompany the athlete to the appointment.

If the EIU Head Athletic Trainer does not approve or have prior knowledge of the medical treatment, appointment, special tests or surgery, all generated bills will be the responsibility of the athlete. (Athletic insurance will not apply as secondary coverage in these cases.)

Coaches, athletes and other athletic department personnel are strictly prohibited from facilitating, arranging or requiring any visit to a medical provider. Any athlete who seeks the services of a medical provider without notifying the Head Athletic Trainer will abide by all restrictions placed on them by that medical provider. The athlete must provide the Head Athletic Trainer with documentation of the exam, diagnosis and restrictions prior to being allowed to participate in EIU athletics.

The EIU affiliated physicians reserve the right to disqualify an athlete from participation in athletics for medical reasons at any time. EIU affiliated physicians will have the final say in allowing or disallowing participation in EIU athletics for medical reasons.

EXPEDITING MEDICAL CARE

1. The following practitioners are EIU team affiliated physicians and are readily available for the athletes.
 - a. Dr. Donald Sandercock – Team Physician and Orthopedics
 - b. Dr. Robert Biggs – General Practitioner
 - c. Dr. Charles Schuster – Chiropractics
2. Athletes who need special tests (MRI, Bone Scan, CT Scan, etc.) or surgery will be scheduled as soon as the athletic training room obtains proper authorization from primary insurance companies.
3. We will abide by regulation and limitations of student-athlete's primary insurance and the EIU Student Insurance Office
4. Direct all questions or concerns to staff athletic trainer assigned to your sport.

POLICY FOR CHIROPRACTIC CARE

The EIU Athletic Training Department is committed to providing quality and comprehensive medical care. We have identified chiropractic care as part of comprehensive health care for competitive athletes. To maintain quality and continuity of care, the ensuing policy will be followed.

RECOGNIZED SPECIALIST

EIU Athletic Training Department recognizes Dr. Charles Schuster as an EIU Appointed Specialist for chiropractic care. All chiropractic care will be provided by Dr. Schuster unless prior approval for care by another doctor of chiropractics is received from the Head Athletic Trainer.

PROCEDURES FOR REFERRAL FOR CHIROPRACTIC CARE

- Chiropractic care is available to athletes through referrals by EIU staff athletic trainers only
- Coaches, athletes and other athletic department personnel are strictly prohibited from facilitating, arranging or requiring any visit to a chiropractor.
 - a. Any appointments arranged by an individual other than an EIU staff athletic trainer will not be covered by Athletic Insurance
- All chiropractic care will be provided during the weekly clinic held at O'Brien Stadium
 - a. Referral to Back to Health Clinic is available on a case-by-case basis with prior approval from the Head Athletic Trainer.
- Any athlete who seeks the services of a chiropractor without notifying their respective sport's staff athletic trainer will abide by all restrictions placed on them by that medical provider.
 - a. The athlete must provide the Head Athletic Trainer with documentation of the exam, diagnosis and restrictions prior to being allowed to participate in EIU athletics.

PAYMENT FOR CHIROPRACTIC CARE

1. All bills will be submitted to parent/guardian's primary insurance
2. A copy of the insurance company's Explanation of Benefits must be forwarded to the Head Athletic Trainer
3. Remaining balances will be submitted to Athletic Operations on athletic-related injuries in accordance with the NCAA Medical Expenses Guidelines. (Athletic Operations benefits could expire 52 weeks after date of injury, contact the Head Athletic Trainer 581-7058 for payment details)

4. Eastern Illinois University cannot restrict an athlete from seeing an outside medical entity or seeking a second opinion. However, all appointments with any medical provider outside of the EIU system must be pre-approved by the Head Athletic Trainer to ensure expenses are covered by the appropriate health insurance plan. If the appointment is approved, a signed authorization form will be forwarded to the EIU athletic insurance office. Proper insurance documents and a signed Release of Information form must accompany the athlete to the appointment.
 - a. If the EIU Head Athletic Trainer does not approve of, or have prior knowledge of, the medical treatment, appointment, special tests or surgery, all generated bills will be the responsibility of the athlete. (Athletic insurance will not apply as secondary coverage in these cases)

PROCEDURE FOR REFERRAL AND PAYMENT FOR CUSTOM-MADE ORTHOTICS

Orthotics for Medical Necessity with Approval from the Head Athletic Trainer

- An EIU staff athletic trainer in conjunction with athlete will schedule appointments at Back to Health for orthotic fitting
- All bills will be submitted to parent/guardian's primary insurance
- A copy of the insurance company's Explanation of Benefits must be forwarded to the Head Athletic Trainer
- Remaining balances will be submitted to Athletic Operations on pre-approved medically-necessary orthotics (Athletic Department benefits could expire 52 weeks after date of injury, contact the Head Athletic Trainer 581-7058 for payment details)

Orthotics Requested by Coaches

- Coaches may request orthotics be made for teams or individuals
- The team's budget for such orthotics will be used for payment
 - a. Coaches may request assistance with scheduling and providing insurance information from EIU staff athletic trainers

ATHLETIC GRANT-IN-AID POLICY ON INJURY, ILLNESS & TEMPORARY DISABILITY

If you are receiving an athletic grant-in-aid (i.e., scholarship) and you are unable to participate due to injury, illness or temporary disability; your athletic financial aid will not be cancelled/reduced as long as all of the following conditions are met:

- You maintain all NCAA, Conference and Eastern Illinois University academic eligibility standards
- You adhere to any/all other team, university, Conference and NCAA rules/regulations
- You remain enrolled in a full-time course load (minimum of 12 hours) at Eastern Illinois University

Should any of the above conditions not be met, you may be subject to reduction/cancellation of your athletic grant-in-aid. Please note that should this occur, you have the right (per NCAA regulations) to appeal. The procedures for the appeal process will be provided to you via the Change of Status form and a letter sent from the Office of Financial Aid. It is also available online in the Student-Athlete Handbook.



SPEED, STRENGTH and CONDITIONING

FACILITY POLICY

The EIU Strength Facilities provide the athlete with the best possible equipment, instruction, and training facility. The strength facility is for EIU athletes only. However, upon request from the Head Strength Coach, permission may be granted to other individuals on a case-by-case basis. The individual must sign a waiver release form to use the Strength Facility. The Head Strength Coach will handle all scheduling and training blocks. Teams or athletes should always report to the weight room at their assigned times.

STRENGTH FACILITY POLICY GUIDELINES

- NO UNSUPERVISED WORKOUTS! A Coach must be present
- You must wear only Eastern Illinois University Gear when training in the Strength Facility
- Other college/university logos or attire is prohibited
- You must check in with your strength coach or athletic coach each time you enter the facility to train
- You must have a workout, follow it, and record workout content
- If you have an injury that may in any way inhibit a portion of your workout, you must first see a trainer. The strength coach should be informed of the injury, which movements are to be avoided, and which ones may be substituted.
- Lifters are required to use collars any time there is weight on Olympic bars
- Lifters are required to use spotters on every set
- Move weights from the weight rack to the bar only. Never set the weights on upholstery or lean them against equipment
- Strip all bars immediately after usage. Return dumbbells to the rack in proper order
- NO food, drink, gum and/or tobacco of any kind are permitted
- Portable audio devices are not allowed
- Jewelry is not allowed
- Spitting or defacing the Facility is not permitted and will result in immediate expulsion
- The office is off-limits to athletes
- The strength coach is not responsible for holding personal items
- Follow all instructions given by coaches

Failure to follow any of the policies will result in loss of weight room privileges.

SUPPLEMENT POLICY

Policy Statement on the Use of Supplements / Ergogenic Aids: Eastern Illinois University does not condone the use of supplements and / or ergogenic aids. Supplements and other ergogenic aids do not undergo the same quality control as do prescription and over-the-counter medications. These are considered food supplements and do not require the same strict control as medications. The claims, which are made, have not been based on scientific evidence in most cases, and many of these substances have had no research performed to substantiate their claims. The potential adverse and/or harmful effects of these substances have not been studied, but serious adverse effects have been reported in some instances. These substances are sometimes mislabeled. There have been instances of substances not listed on the label being contained in the product. It is important for you to remember that **YOU WILL BE HELD RESPONSIBLE FOR EVERY SUBSTANCE THAT ENTERS YOUR BODY!!** Eastern Illinois University, its agents, servants, trustees, and employees disclaim liability and will not be held liable for any detrimental and possibly temporary or permanent defects caused by past, present, and/or future use of ergogenic aids and/or nutritional supplements in any form by student-athletes.

INFORMATION ON DIETARY SUPPLEMENTS AND ERGOGENIC AIDS

Some athletes may be misled by strong, false claims of some products currently on the market. To deter false claims the FDA has mandated that all the nutrients in dietary supplements to be listed on the labels (since July 1995). Some herbal products and nutritional supplements may contain banned substances such as ephedrine or androstendione.

Some athletes may believe that certain foods and supplements enhance performance. These products may provide certain psychology effects because of the placebo effect rather than the physiological effects. When the use of these substances replaces a balanced nutritional program it can cause serious health consequences.

Many substances are banned by the NCAA and student-athletes who use them may lose their eligibility to compete! Student athletes should take every precaution to ensure that they are not taking any substance that will prevent them from participation, or that may result in a positive drug test. The American Dietetic Association (ADA) offers the following:

- Beware of claims that the products being advertised will produce rapid results
- Beware of claims for products that seem unreasonable distorted i.e. "25 lbs of muscle in one month"
- Be cautious about oversimplified conclusions that come from a complex scientifically designed study
- Be aware of recommendations that have been taken from one study that supports the sale of the product
- Remember that dramatic statements do not usually come from well-designed accurately reported research findings
- Be alert to lists that divide food into "good" and "bad" substances
- Be cautious about recommendations that focus only on selling the product
- Be aware of recommendations that are taken from studies that have been published without peer review
- Be aware of studies that present recommendations from studies that have not compared different reactions among individuals or groups

Student-Athletes should always check with the Head Athletic Trainer or Strength and Conditioning Coach and check the NCAA banned drug list before using any substance.

SUBSTANCE ABUSE POLICY *(revised August 2012)*

PURPOSE

Eastern Illinois University (hereafter referred to as EIU) is concerned with the physical, mental and emotional well-being of its students, including those who participate in Intercollegiate Athletics. While the misuse of drugs and alcohol is neither condoned by the University nor the Department of Athletics, it is recognized as a potential problem for all students, especially the student-athlete. The student-athlete experiences unique pressures and risks due to his/her involvement in Intercollegiate Athletics and is highly susceptible to the experimentation of drugs and alcohol. Therefore, EIU has instituted a mandatory substance-abuse program.

The sports medicine department at EIU is committed to keeping our student-athlete drug free. All student-athletes, including scholarship/non-scholarship, will be subject to selection for the random year around drug testing program (including team testing, pre-season testing and championship testing) as long as they are associated with the athletic department as an official member of an athletic team in compliance with NCAA procedures. This includes:

- **Any person** currently participating in the Intercollegiate Athletic program
- **Any person** currently participating on the cheerleading and/or dance squads
- **Any person** who has been medically disqualified from competition and is still receiving athletic aid
- **Any person** who has exhausted their athletic eligibility and is still receiving athletic aid.

In order to facilitate a more positive decision-making process for the student-athlete, the following drug education and screening goals have been developed:

1. To protect the health, safety and welfare of student-athletes;
2. To provide a screening program to identify student-athletes who are improperly using drugs or alcohol. Furthermore, to assist them through education and counseling before they injure themselves or others or become physiologically or psychologically dependent.
3. To deter student-athletes from using drugs and alcohol;
4. To educate the student-athletes on the physiological and psychological dangers inherent in the misuse of drugs and alcohol;
5. To identify and address student-athletes' problems and concerns involving drug and alcohol use and abuse;
6. To protect student-athletes, and others with whom they compete, from potential injury as a result of the misuse of drugs and alcohol;
7. To prevent the use and distribution of performance enhancing substances;
8. To seek to maintain "fair play" in intercollegiate athletics competition;
9. To be in compliance with the NCAA rules and regulations regarding drug testing procedures; and
10. To protect the integrity of Eastern Illinois University.

EDUCATION

The program emphasizes education, preventative programs and counseling. It is mandatory that each student-athlete and each sport's coaching staff attend a drug and alcohol educational session each academic year. The purpose of the required educational session is to provide realistic and up-to-date information about chemical use and abuse so that responsible decisions can be made about drug and alcohol usage.

SUBSTANCE ABUSE COMMITTEE

The Faculty Athletic Representative (FAR) serves as the Chairperson of the Substance Abuse Committee. The FAR will choose 2 additional members to serve on the Substance Abuse Committee. The FAR works closely with the Head Athletic Trainer who acts as the site coordinator for the substance abuse screens.

CONSENT TO DRUG TESTING

To become and remain a participant within EIU Athletics, a student-athlete must comply with the terms of this program that encompasses drug education, screening, and counseling. By signing EIU's Drug Testing Policy Consent form (included in appendix), the student-athlete states that he/she has read this substance abuse policy and agrees to submit to any and all tests ordered by EIU Athletics in order to detect unauthorized drug use. Completion of this document is required of all student-athletes as a part of their pre-participation physical examination.

This policy is not to be construed as a contract between the university and the student-athletes at EIU. However, signed consent and notification forms shall be considered confirmation of the student-athlete's agreement to the terms and conditions contained in this policy.

EIU reserves the right to alter, amend, or modify this Substance Abuse Testing Policy at any time without notice to the student-athlete.

All coaches are responsible for knowing the policies and procedures and for educating the student-athletes regarding the disciplinary actions that will be taken if they test positive. Prospective student-athletes should be informed of this drug testing policy prior to attending EIU (i.e., during the recruiting process).

BANNED DRUG LIST

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

- a. The appendix of this manual
- b. The current EIU Student-Athlete Handbook/Planner
- c. A member of the EIU Athletic Training Department;
- d. A member of the EIU Athletics Compliance Office; or
- e. The NCAA Health and Safety website (www.ncaa.org/health-safety) under the Drug Testing link.

No substance belonging to the prohibited class(es) may be used, regardless of whether it is specifically listed as an example on the NCAA list of banned-drug classes. EIU is separate and distinct from the NCAA program. EIU may test for substances not listed on the NCAA Banned Drug Classes List and/or at different cut-off levels (e.g. NCAA cut-off level for marijuana is >15ng and our institutional testing provides for a cut-off level of 5ng).

FREQUENCY

Testing may be conducted for all student-athletes throughout the entire year including, but not limited to, the beginning of each school year as part of a physical exam, pre-season testing, postseason/championship testing, re-entry and follow-up testing, and summer and/or immediately prior to any post-season competition testing. Testing may occur at any time of the day. All student-athletes are eligible for each test. Therefore, someone may be tested more than once per year.

Any student-athlete who tests positive may be subject to random weekly tests for as long as he/she is a member of an EIU Intercollegiate Athletics team. The refusal to cooperate in such tests will be considered a positive Level II Violation including all of the sanctions associated with the positive result. In addition, the athlete may be recommended for non-renewal of their athletic scholarship (if applicable). This includes not only those athletes actively participating but also those student-athletes who are receiving athletic financial aid that have been medically disqualified or have exhausted their eligibility.

SELECTION

Selection for testing may be based on position, time played, year in school, participation in a particular sport, participation in post-season play, previous offenses of the EIU Substance Abuse Policy (see above) or reasonable suspicion (see description below).

All selection for testing is done randomly by the National Center for Drug Free Sport EXCEPT when a student-athlete is selected due to reasonable suspicion (see below). The general selection process (not including selection via reasonable suspicion) is as follows:

1. The Head Athletic Trainer and Senior Associate Athletic Director decide the number or percentage of student athletes to be tested. For example, 40 athletes (5 of which have previous offenses) for testing.
2. The Head Athletic Trainer submits current rosters to the National Center for Drug Free Sport.
3. The National Center for Drug Free Sport, using a computer program with a random drug test pick list, will generate the list to be tested.
4. The list is sent to the Head Athletic Trainer who will distribute the list to each Team Athletic Trainers the day prior to the test date.
5. The Team Athletic Trainers notify student athletes as outlined below.

SELECTION VIA "REASONABLE SUSPICION"

If a student-athlete is suspected of using banned substances (as outlined in the EIU Substance Abuse Policy), he/she may be selected to be tested. This selection is not random but based on reasonable suspicion. Reasonable Suspicion exists where an observed and articulated basis in fact indicates that a student-athlete is using alcohol or other drugs in violation of this policy. The evidence supporting the suspicion must be reasonably reliable and should be clearly documented in writing. The process for selection via "reasonable suspicion" is outlined below:

1. If a member of the intercollegiate athletic department suspects that a student-athlete is using a banned substance and wants to have that student-athlete tested via the EIU Substance Abuse Policy, he/she must complete the "Reasonable Suspicion to Suspect Prohibited Substance Use Notification Form" (included in appendix).
2. If a student-athlete provides multiple dilute samples (defined by the NCAA as 3 or more) during an institutional or NCAA regulated drug test, this athlete will be tested at a later date under reasonable suspicion.
3. The Substance Abuse Committee will review the form and render a decision as to whether the student-athlete will be tested. A majority of the committee (2 of 3 members) must agree that there is sufficient "reasonable suspicion" before testing can occur.
4. The signed form will be kept on file in the office of the Head Athletic Trainer.

NOTIFICATION PROCESS

Student-athletes that are selected will be required to report to the collection area at an assigned time to be determined by the Drug Testing Site Coordinator or the student-athlete's assigned team athletic trainer. Drug testing may be done on a zero notification basis. Failure to report for testing will be considered a positive Level II Violation including all of the sanctions associated with the positive result. In addition, the athlete may be recommended for non-renewal of their athletic scholarship (if applicable). This includes not only those athletes actively participating but also those student-athletes who are receiving athletic financial aid that have been medically disqualified or have exhausted their eligibility.

1. Upon selection, student-athletes will be informed prior to testing by a member of the EIU Athletic Training Department, the student-athlete's coach, and/or a member of the EIU athletics administration.
 - a. Personnel will call all available phone numbers in an effort to notify the student-athlete.
 - b. Personnel MAY leave a phone message on the student-athlete's voice mail.
 - c. Personnel MAY attempt to reach student-athlete by text message or email.
2. Notification will take place no more than twenty-four (24) hours before the scheduled test.
3. Upon notification, the student-athlete will be asked to read and sign an EIU Substance Abuse Testing Notification Form, notifying him/her of the date, time, and site of the testing, as well as any other special instructions pertinent to the test (see below).
 - a. The student-athlete will be instructed to report to the test site with a picture ID.
 - b. The student-athlete will be instructed not to urinate prior to reporting to the testing site if at all possible.
 - c. The student-athlete will be instructed not to "over-hydrate" as this could cause a dilute specimen and lead to future drug testing.
 - d. The student-athlete will not be allowed to practice or otherwise participate in team activities until he/she has reported to the testing site and supplied a viable sample.

If a student-athlete is going to be tested for alcohol, the Head Athletic Trainer will contact the student-athlete the morning of the test (i.e., a "zero hour notification") and inform him/her to report to Athletic Training immediately.

If a student-athlete is late to testing (once notification has occurred), the following actions will occur:

1. The Drug Testing Site Coordinator will attempt to contact the student-athlete via phone, text, email, etc, to notify him/her that he/she is late. If contact is not made within a short time period (generally 20-30 minutes), Step 2 will occur.
2. The Drug Testing Site Coordinator will contact the Head Coach and assigned Team Athletic Trainer for the respective sport and update him/her that the student-athlete is late. The Head Coach and Team Athletic Trainer will then attempt to contact the student-athlete. In addition, the Drug Testing Site Coordinator will continue to try to establish contact.
3. If the student-athlete does not report to the testing site before the drug testing crew has completed collection of samples, the student athlete will be considered a "no show." A "no show" will be considered a positive Level II Violation including all of the sanctions associated with a positive result. In addition, the athlete may be recommended for non-renewal of the athletic scholarship, if applicable. This includes not only these athletes actively participating but also those student-athletes who are receiving athletic financial aid that have been medically disqualified or have exhausted their eligibility.

TESTING PROCEDURE

The National Center for Drug Free Sport will conduct the drug testing procedures. The collection process will follow the protocol set forth by the National Center for Drug Free Sport (NCDPS Collection Protocol included in appendix). Per the protocol, the urine sample will be provided under direct

observation assuring the integrity of the specimen. This protocol is in compliance with NCAA guidelines regarding specimen collection validation, as well as specimen chain of custody concerning the laboratory analysis, specimen identification and confidentiality.

At the time of collection, all samples will be screened for a specific gravity level. If a sample does not meet the required level of specific gravity, the student will be required to remain in the drug testing area until an adequate sample can be obtained, or until released by Athletic Training personnel. If the sample meets required specific gravity levels according to the methods available at the time of collection, but does not meet those standards upon laboratory analysis, the sample may be tested for diuretics.

Specimen manipulation – the attempt to alter the integrity of a specimen – is considered a positive drug test (Level II Violation). Manipulation includes adding any substance to the urine specimen during or after the act of urination. If a student-athlete is suspected of manipulating specimens via dilution, EIU will have the authority to test the sample for diuretics and automatically test the student-athlete at a later date, not to exceed two consecutive negative tests.

The Drug Testing Site Coordinator will decide when the collection professionals can depart. If not all testing is completed, the student athletes who have not provided a viable sample will be retained and tested under the specific supervision of the Senior Associate Athletic Director and/or Athletic Training Staff. If the student athlete must leave the testing area for a scheduled class, the athletic trainer will verify the class with the director of academic services and allow student to attend class. A specific time for return will be communicated. The student athlete will not participate in any countable athletic activity until testing is completed.

All individuals taking prescribed or over the counter medications have the responsibility of notifying assigned team Athletic Trainer (unless already on file) prior to notification of selection for the test.

Failure to show up, showing up late, or not giving a viable sample will be considered a positive Level II Violation including all of the sanctions associated with a positive result. In addition, the athlete may be recommended for non-renewal of the athletic scholarship, if applicable. This includes not only these athletes actively participating but also those student-athletes who are receiving athletic financial aid that have been medically disqualified or have exhausted their eligibility.

REPORTING OF TEST RESULTS

The written documentation of the urine testing program is considered to be medical records and as such, shall remain in the confidential possession of the Head Athletic Trainer. However, test results (i.e., whether the test is positive or negative), not documentation, may be released to the following:

1. Parents (with written consent from the student athlete)
2. Director of Athletics
3. Other members of the Substance Abuse Committee
4. Head Coach of the student-athlete's sport
5. Selected EIU officials on a "need-to-know" basis as determined by the Substance Abuse Committee and the Director of Athletics
6. Referral agencies providing counseling to the student-athlete
7. Appropriate parties pursuant to a valid subpoena
8. EIU personnel involved in any appeal by a student-athlete of sanctions imposed as a result of a positive drug test.
9. Other university employees may be informed of test results to the extent necessary for the implementation of this policy and/or for the performance of their duties

Test results will be released by the laboratory through email to the Head Athletic Trainer and the Senior Associate Athletic Director. The Head Athletic Trainer or Senior Associate Athletic Director will notify the Director of Athletics of all results including negative tests and positive tests with specific substance found and current systemic level. The Director of Athletics or Senior Associate Athletic Director will then inform the student-athlete and Head Coach directly with positive results.

A student-athlete testing positive for a banned substance shall receive the penalties associated with the particular substance for which he/she tests positive as outlined below. Any student-athlete who tests positive for a banned substance will be recommended for counseling at the EIU Counseling Center. Student-athlete's may also be referred to the Dean of Students Office and possibly charged with a conduct violation per the Athletic Directors discretion. Additional penalties may be enforced per team rules, designated by the student-athlete's coach.

RESULTING ACTION OF SUBSTANCE ABUSE VIOLATIONS

In cases where student-athletes are found to be using drugs or are in non-compliance with collection procedures, the student-athlete will be contacted by the Senior Associate Athletic Director or the Director of Athletics to schedule a meeting. Following the meeting the student-athlete will be notified by letter of his/her sanctions. The student-athlete will be placed in a three tiered system which is outlined below.

LEVEL I VIOLATIONS

Includes convictions or credible evidence of the following:

- Minor in a bar;
- Minor in possession;
- Minor under the influence;
- Any other violations of the EIU Student Code of Conduct.

RESULTS OF FIRST LEVEL I VIOLATION:

1. Director of Athletics notified.
2. Head Coach will be notified.
3. Substance Abuse Committee notified.
4. Referral to the EIU Office of Student Standards.
5. May be subject to random, weekly drug tests for as long as he/she remains a student-athlete.
6. Other sanctions as recommended by the Substance Abuse Committee.

LEVEL II VIOLATIONS

This includes convictions or credible evidence of the following: DUI, DWI, Public Intoxication, Drunk and Disorderly, all other substance abuse-related offenses, including offenders of EIU substance abuse policy.

RESULTS OF FIRST LEVEL II VIOLATION

1. Director of Athletics notified.
2. Head Coach will be notified.
3. Senior Associate Athletic Director notified.
 - a. The Director of Athletics or Senior Associate Athletic Director will notify the following individuals of the of sanctions in person with written documentation:
 1. Student-athlete.
 2. Head Coach.
 3. Specific Sport Supervisor.
 4. Chair of Substance Abuse Committee.
 5. Director of EIU Counseling Center assigned to the case.
 4. Recommendation for private counseling at EIU Counseling Center.
 - a. Counseling is highly encouraged. Special consideration will be given when making recommendations regarding re-instatement and grant/aid for athletes who seek counseling.
 - b. It is strongly recommended that the student-athlete attend a counseling session within two weeks of the meeting with the Director of Athletics or Senior Associate Athletic Director (allowances when conflicts with Eastern Illinois University's academic calendar).
 5. Prohibited from participation in athletic activities – practice, conditioning, weight lifting, and competition – until a negative “exit test” (see below) is provided.
 6. Automatically placed on all future EIU drug tests until two (2) consecutive negative tests are obtained.
 7. May be subject to random, weekly tests for as long as he/she remains a student-athlete.
 8. Other sanctions as recommended by the Substance Abuse Committee.

RESULTS OF SECOND VIOLATION (LEVEL I OR LEVEL II)

1. Director of Athletics notified.
2. Head Coach will be notified.
3. Senior Associate Athletic Director notified.
 - a. The Director of Athletics or Senior Associate Athletic Director will notify the following individuals of the of sanctions in person with written documentation:
 1. Student-athlete.
 2. Head Coach.
 3. Specific Sport Supervisor.
 4. Chair of Substance Abuse Committee.
 5. Director of EIU Counseling Center assigned to the case.
 4. Recommendation for private counseling at EIU Counseling Center.
 - a. Counseling is highly encouraged. Special consideration will be given when making recommendations regarding re-instatement and grant/aid for athletes who seek counseling.
 - b. It is strongly recommended that the student-athlete attend a counseling session within two weeks of the meeting with the Director of Athletics or Senior Associate Athletic Director (allowances when conflicts with Eastern Illinois University's academic calendar).

5. Athletes with eligibility remaining (i.e., they have not been medically disqualified or exhausted their eligibility) will be suspended for 1 athletic contest OR 10% of the scheduled athletic contests (whichever number is greater). Scheduled contests include all scrimmages/exhibitions versus outside competition.
 - a. Please note that when calculating the 10%, all numbers will be rounded down (10% of 26 contests = 2.6 or 2 contests).
 - b. The suspended events will be the next consecutive events in the schedule. Post-season events are also included in the suspension (e.g. Conference Championships and/or NCAA Championships).
 - c. If a team completes its competition schedule while a student-athlete is under Level II sanctions, the student-athlete's suspension will be carried over into next season's competition. If an individual is positive during a red shirt year, the student's suspension will begin during next season's competition (game suspension will not be applied during a red shirt season or during a medical hardship).
 - d. The suspension may include not allowing an athlete to dress for a game, be in the team area, travel with the team and/or attend a pre-game meal.
 - e. Appeals may be made to the Director of Athletics
6. Prohibited from participation in athletic activities – practice, conditioning, weight lifting, and competition – until a negative “exit test” (see below) is provided.
7. Athletes that have been medically disqualified or have exhausted their eligibility will complete community service during a given time period as determined by the Director of Athletics. Failure to do so may result in the reduction or cancellation of athletic financial aid.
8. The student-athlete will be automatically placed on all future EIU drug tests until two (2) consecutive negative tests are obtained.
9. May be subject to random, weekly tests for as long as he/she remains a student-athlete.
10. Other sanctions as recommended by the Substance Abuse Committee.

RESULTS OF THIRD VIOLATION (LEVEL I OR LEVEL II)

1. Director of Athletics notified.
2. Head Coach will be notified.
3. Senior Associate Athletic Director notified.
- a. The Director of Athletics or Senior Associate Athletic Director will notify the following individuals of the of sanctions in person with written documentation:
 1. Student-athlete.
 2. Head Coach.
 3. Specific Sport Supervisor.
 4. Chair of Substance Abuse Committee.
 5. Director of EIU Counseling Center assigned to the case.
4. Recommendation for private counseling at EIU Counseling Center
 - a. Counseling is highly encouraged. Special consideration will be given when making recommendations regarding re-instatement and grant/aid for athletes who seek counseling.
 - b. It is strongly recommended that the student-athlete attend a counseling session within two weeks of the meeting with the Director of Athletics or Senior Associate Athletic Director (allowances when conflicts with Eastern Illinois University's academic calendar).
5. Athletes with eligibility remaining (i.e., they have not been medically disqualified or exhausted their eligibility) will be suspended for 2 athletic contests or 20% of the scheduled athletic contests (whichever number is greater). Scheduled contests include all scrimmages/exhibitions versus outside competition.
 - a. Please note that when calculating the 20%, all numbers will be rounded down (e.g., 20% of 29 contests = 5.8 contests or 5 contests).
 - b. The suspended events will be the next consecutive events in the schedule. Post-season events are also included in the suspension (e.g. Conference Championships and/or NCAA Championships).
 - c. If a team completes its competition schedule while a student-athlete is under Level II sanctions, the student-athlete's suspension will be carried over into next season's competition. If an individual is positive during a red shirt year, the student's suspension will begin during next season's competition (game suspension will not be applied during a red shirt season or during a medical hardship).
 - d. The suspension may include not allowing an athlete to dress for a game, be in the team area, travel with the team and/or attend a pre-game meal.
 - e. Appeals may be made to the Director of Athletics
6. Prohibited from participation in athletic activities – practice, conditioning, weight lifting, and competition – until a negative “exit test” (see below) is provided.
7. Athletes that have been medically disqualified or have exhausted their eligibility will complete community service during a given time period as determined by the Director of Athletics. Failure to do so may result in the reduction or cancellation of athletic financial aid.
8. The student athlete will be automatically placed on all future EIU drug tests until two (2) consecutive negative tests are obtained.
9. The student-athlete will be subject to repeated unannounced drug testing to be conducted at any time under the supervision of the Senior Associate Athletic Director.

RESULTS OF FOURTH VIOLATION (LEVEL I OR LEVEL II)

1. Immediate termination of team membership and the Department of Athletics revokes all privileges of participating in athletic activities or of using athletic facilities.
 - a. The Director of Athletics or Senior Associate Athletic Director will notify the following individuals of the of sanctions in person with written documentation:
 1. Student-athlete.
 2. Head Coach.
 3. Specific Sport Supervisor.
 4. Chair of Substance Abuse Committee.
 5. Director of EIU Counseling Center assigned to the case.
 - b. The student athlete will be informed of the appeals process.
2. Recommend action to the Director of Financial Aid for either the immediate cancellation of or the non-renewal for the next semester of the athletic scholarship, if applicable.
3. Evaluation for further services will be conducted by the Substance Abuse Committee. Further counseling and/or treatment sessions may be recommended for the student-athlete on an individual basis, including the possibility of inpatient treatment.

Level I violations will be removed from the student athlete's record if the student athlete has no further violations of the substance abuse policy within 365 days.

All Level II Violations accumulate during a student-athlete's career.

ADDITIONAL POSITIVE DRUG TESTS

Documentation of a "positive" drug test from a recognized National or International Sports Governing Body will be declared a positive under the Eastern Illinois University Program. The student-athlete will be required to fulfill all of the requirements under the appropriate penalty.

If a student-athlete has tested "positive" for drugs by the NCAA, he/she must abide by the NCAA policy. The NCAA requires a one calendar year minimum suspension and loss of 1 year of eligibility. If a student-athlete transfers, an NCAA positive test result must be reported to the new school. A positive drug test by the NCAA will also be treated as a positive drug test by the Department of Athletics. The NCAA sanction and the departmental sanction will be imposed at the same time. The more severe sanction of the two will be enforced.

"SAFE HARBOR" OR SELF-VOLUNTARY REFERRALS

A student-athlete who claims "safe harbor" or voluntarily approaches the Athletic Director or Sport Administrator for help with his/her drug problem prior to a university request for the student-athlete to be available for testing will be accorded confidentiality and professional help. A voluntary request for assistance will result in therapeutic treatment without loss of scholarship aid or participation on the team provided the student-athlete agrees to the terms of his/her rehabilitation.

A student athlete may not claim "safe harbor" within the 24 hours immediately prior to a drug test or after notification of a being selected for a drug test. A student-athlete who voluntarily asks for assistance but does not follow the terms of his/her rehabilitation will be sanctioned according to post-test procedures for positive results. A student will serve both penalty tiers if a second positive occurs in any future testing. Drug usage by an Eastern University student-athlete, which is discovered independently by university authorities, will be subject to the drug policy as outlined herein. Student athletes will only be awarded grace with a self-voluntary referral once throughout their athletic career at Eastern Illinois University.

APPEAL PROCESS

A student-athlete may appeal the decisions or action of the Intercollegiate Athletics Department based on a positive drug test result in accordance with the appeal provisions of the Eastern Illinois University Student Conduct Code after following all applicable procedures provided by the Intercollegiate Athletics Department.

A student-athlete may appeal the finding of a positive result or the sanction imposed. To appeal the student must provide evidence that refutes the positive finding or violation, or evidence that the sanction is unreasonable. The student must submit the written appeal to the Athletic Director within 48 hours after the student is notified of a positive test. If the student does not appeal within 48 hours, the result, finding or sanction cannot later be reviewed.

If the student wishes to appeal, the Substance Abuse Committee will review the evidence and make a recommendation within 5 days of the appeal. The Athletic Director or Faculty Athletic Representative will provide a written decision to the student. This decision will be final.

REINSTATEMENT FOR ATHLETIC PARTICIPATION AFTER POSITIVE DRUG SCREEN FOR BANNED SUBSTANCE

Student athletes will be tested by EIU in order to be considered for reinstatement to participate in athletic activities. The “exit test,” which includes testing for any or all banned substances, shall be conducted through Clinical Reference Laboratory. In order to safely return to participation, an athlete must have a negative test result to ensure the safety of participation in athletic activities for the athlete and others he/she will participate with in athletic activities.

MEDICAL EXCEPTION

In the case that a student-athlete test positive because they are using a banned substance for medical reasons, the student-athlete must follow the guidelines set forth by the NCAA policy on medical exceptions. Please see policy above under Guidelines for Documenting Student-Athletes Banned Prescription Drug Use.

ADDITIONAL NOTE:

In cases where a student-athlete is deemed to have a positive drug test and such test results in sanctions affecting his or her ability to compete, and the student-athlete is scheduled to engage in competition before a determination can be made by the Substance Abuse Committee or the conclusion of any appeal under the standard review and appeal procedures, the student-athlete will be suspended from that competition pending a final decision. Time permitting; the student-athlete can request an expedited appeal to the Director of Athletics. The appeal must include any information which might change the factual findings of the Committee or the sanctions. By selecting the expedited process, the student-athlete waives the right to the standard review and appeal procedures. Under the expedited process, the Committee will meet, by telephone if not in person, and in consultation with the Director of Athletics, will render a decision before the competition. If the Committee is unable to meet or the Director of Athletics cannot render a decision before the competition, the student-athlete will not be permitted to participate in the competition.

ALCOHOL POLICY

The Alcoholic Beverage Policy, found in the Eastern Illinois University Student Conduct Code, applies to all Eastern Illinois University students including student-athletes.

DRUG POLICY

In addition to the athletic department policy student athletes are responsible for complying with the drug policies of Eastern Illinois University Student Conduct Code, which applies to all Eastern Illinois University students.

For additional questions regarding Drug Testing and Athletics please see www.drugfreesport.com/education. Other helpful websites are available at:

- National Institute on Drug Abuse (NIDA) www.drugabuse.gov
- National Institute on Alcohol Abuse and Alcoholism (NIAAA) www.niaaa.nih.gov
- NCAA www.NCAA.org/health-safety

NCAA DRUG TESTING

The NCAA conducts random year round drug testing including post-season championships. All student-athletes are subject to drug testing before; during or after their competitive season including summer sessions. Should an EIU athlete test positive in any NCAA drug test, they will be declared a positive under the Eastern Illinois University Substance Abuse Program. The student-athlete will be required to fulfill all of the requirements under the appropriate penalty.

In addition, the student-athlete loses an entire year of eligibility and may lose a year of athletic financial aid. Furthermore, as per NCAA regulations, the student-athlete will be required to arrange and pay for a NCAA repeat drug test and appeal hearing in order to re-establish their eligibility.

SUPPLEMENT POLICY

It is the official policy of the Eastern Illinois University Sport Medicine Department that performance-enhancing supplements are not recommended. However, all student-athletes are encouraged to discuss any supplement use with the assigned team Athletic Trainer or the Athletic Department’s “designated expert,” Head Football Athletic Trainer, before consuming any nutritional/dietary supplement product. Dietary supplements are not well regulated and may cause a positive drug test result. Student-athletes have tested positive and lost their eligibility using dietary supplements. Many dietary supplements are contaminated with banned drugs not listed on the label. A student-athlete is ultimately responsible should he/she inadvertently take a substance that is banned by the NCAA. The use of supplements is at the student-athlete’s own risk. Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC) at 877-202-0769 or www.drugfreesport.com/REC; Username NCAA I; Password: ncaa1 or call (877) 202-0769.

2011-12 NCAA BANNED DRUGS

The NCAA bans the following classes of drugs: a. Stimulants, b. Anabolic Agents, c. Alcohol and Beta Blockers (banned for rifle only), d. Diuretics and Other Masking Agents, e. Street Drugs, f. Peptide Hormones and Analogues, g. Anti-estrogens, h. Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

DRUGS AND PROCEDURES SUBJECT TO RESTRICTIONS:

- a. Blood Doping.
- b. Local Anesthetics (under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists permitted only by prescription and inhalation.
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

It is your responsibility to check with the appropriate athletics staff before using any substance.

Note to Student-Athletes: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. Check with your athletics department staff prior to using a supplement.

SOME EXAMPLES OF NCAA BANNED SUBSTANCES IN EACH DRUG CLASS**STIMULANTS:**

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, bath salts, etc. exceptions: phenylephrine and pseudoephedrine are not banned.

ANABOLIC AGENTS – (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):

Androstenedione, boldenone, clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanzolol; stendolone; testosterone; trenbolone; etc.

ALCOHOL AND BETA BLOCKERS (banned for rifle only):

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

DIURETICS (WATER PILLS) AND OTHER MASKING AGENTS:

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

STREET DRUGS:

heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

PEPTIDE HORMONES AND ANALOGUES:

growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

ANTI-ESTROGENS:

anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene (ATD), etc.

BETA-2 AGONISTS:

bambuterol; formoterol; salbutamol; salmeterol; etc.

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

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate athletics staff before using any substance.

The National Collegiate Athletic Association
May 2011 MEW

ATHLETIC TEAM TRAVEL POLICY

Policy:

It is the policy of Eastern Illinois University Intercollegiate Athletics Department to allow an adequate number of athletes travel on each team, to provide adequate resources to compete, and to safely transport student-athletes and coaches while traveling. The travel parties for the individual sport shall be as follows:

Sport	Players	Aux. Personnel	Total
Football	65/60	25	90/85
Soccer	20/22	4/2	24/26
M Cross Country	15	2	17
W Cross Country	15	2	17
M Basketball	13/15	11	24/26
W Basketball	15	7	22
Baseball	30/25	5	35/30
Volleyball	14	7	21
M Track	30 (25 In/28 Out)	7	37
W Track	30 (25 In/28 Out)	7	37
M Tennis	8	2	10
W Tennis	8	2	10
M Golf	5/8	1	6/9
W Golf	5/8	1	6/9
Rugby	25	4	29
Softball	25/20	5	30/25
M Swimming	20	3	23
W Swimming	20	3	23

Second number reflects OVC, Summit and MVC Championships policies.

- Auxiliary Personnel represents the number of coaches and managers who may travel. This number should also include radio, TV or other personnel needed.
- Unless prior approval is received, one (1) athletic trainer will be allowed to travel on all road trips. (Football is an exception.)
- This number may be altered for tournaments, play-off contests, championship events, or trips during vacation periods.
- Exceptions to the above numbers must be approved in advance by the Director of Athletics.
- All Eastern Illinois University teams traveling off-campus will abide by those rules set in place by the head coach. While using off-campus lodging facilities, student-athletes are not authorized to make telephone calls, watch on-demand movies, or utilize any other services which could result in charge backs to the Intercollegiate Athletic Department. Head coaches are responsible for reminding their squad members of this prior to arrival at the lodging facility.
- The consumption of alcohol, uncontrolled substances and tobacco (smokeless or otherwise) is not permitted at any time when traveling as a member of an Eastern Illinois University athletic team.
- Injured players without the proper medical release to compete from the team doctor shall not be allowed to travel. The Director of Athletics will approve any exceptions in accordance with rule 4.
- When traveling by van, student-athletes are NEVER allowed to drive, even to pickup or return van(s) to the dealer.
- When traveling by van, no more than nine (9) individuals may be in one (1) van.
- Student-athletes are not to drive themselves (exception may be granted by Sport Supervisor or Director of Athletics) or a teammate to an off-campus practice or competition site.

- “Dress Code” when traveling by air, bus/van, in restaurants or at meal times, and when in hotel/motels is defined as follows:
 - a. If issued EIU Athletic gear is to be worn, as determined by the head coach, all team members will be required to wear the same color and/or style of issued gear. They will be worn properly with zippers zipped up if zippers are in the pant legs. The only time gear can be worn unzipped, sleeves rolled up, jackets taken off, pant legs rolled up is during the time the buses/vans are traveling to and from EIU. All other times issued gear is to be worn as listed above.
 - b. If issued EIU Athletic gear is not available or not worn by all team members, as determined by the head coach, everyone is expected to wear clean pants/jeans, khakis, or other acceptable pants along with a clean collared shirt/blouse. No holes in pants, no frayed bottoms, no tank tops or cut off shirts/t-shirts.
 - c. Under no circumstances can or will any other collegiate team athletic gear or professional athletic team gear be allowed to be worn on EIU Athletic trips. This includes: caps/hats, shirts of any type and warm-ups of any type/style.

TEAM LODGING

There shall be a limit of two (2) student-athletes with two (2) beds per room. At no time shall student-athletes be required to share a bed. If it is necessary to have three student-athletes per room, then a roll-away bed **MUST BE SECURED**. There are no exceptions to this policy. At no time, is it acceptable for a full-time staff member (administrator, coach or trainer) to room with a student-athlete or student-manager. There are no exceptions to this policy.

TEAM MEALS

Coaches or the travel coordinator traveling with a particular team will be responsible for arranging meals or disbursement of monies to the team members. When money is to be given directly to team members: The following rules apply:

- Money is disbursed on a per meal basis to each member of the traveling party.
- No more than \$30.00 per day is allowed to each student-athlete.
- All travel party members are required to sign-off on the per diem acceptance form.
- Per diem breakdowns are defined in the Eastern Illinois University Travel Guideline Policies



SUMMER SCHOOL AID POLICY

It is the policy of the Intercollegiate Athletic Department that summer financial aid for student-athletes is a privilege and not a right. Only the students currently on athletic scholarships may apply. While eligibility and retention of student-athletes are important, the primary intent of summer aid is not to help a student-athlete retain eligibility but to allow further progress toward the ultimate goal of graduation. If a student-athlete needs summer school because he/she has failed or withdrew from classes previously paid for by the department, the student-athlete may be responsible for paying for the classes and the athletic aid request may be denied.

Please Note:

Applications are due early April (exact date will be announced) and should be returned to the Associate Athletic Director for PASS. Equivalency sport participants will receive the same equivalency awarded during the previous semester.

All funds will be awarded on a case-by-case basis. Summer school aid is not guaranteed. Final approval will come from the Director of Athletics or designee.

Facts Concerning Summer Aid:

The Intercollegiate Athletic Department will determine what classes are necessary for summer school aid. Factors, such as graduation requirements, length of class (number of weeks), credit hours for the class and academic standing will be taken into consideration.

To be considered for summer aid for study abroad, the following requirements must be met: written request on file, cumulative 3.0 GPA with junior standing, as well as, enrolled in an EIU sponsored study abroad program for credit. If approved for study abroad, the Intercollegiate Athletic Department will only pay for tuition up to the number of hours approved and equivalent.

The Intercollegiate Athletic Department will not pay for the theory of coaching classes, unless it is required for the major, i.e., physical education.

Room and Board:

Awarded for a maximum of six (6) weeks. (Stipend, if any, will be determined.)

Awarded only for the number of weeks the class actually meets.

Exception: will not be awarded for online courses, internships, independent study courses or study abroad.

Reminders:

Financial assistance for summer school is not guaranteed. If awarded summer aid and a grade lower than a C is earned (unless a grade of D is applicable to degree program) in any class the Intercollegiate Athletic Department paid for, the student-athlete will be responsible for reimbursing the Intercollegiate Athletic Department for all aid received. Failure to reimburse the Intercollegiate Athletic Department will result in a financial "hold" on the student's business account which could result in being rendered ineligible (due to classes being dropped at the beginning of the fall semester), or a reduction in financial aid during the fall term equal to the summer school award.

If a stipend is awarded for room & board, stipend checks will be distributed via financial aid refund, and the date received will depend on the dates of the summer school class and good standing with the Financial Aid Office.

All funds will be awarded on a case-by-case basis with final approval coming from the Director of Athletic or designee.

EXHAUSTED ELIGIBILITY SCHOLARSHIP/FIFTH YEAR AID POLICY

Policy:

Exhausted Eligibility Scholarship/Fifth Year Aid is defined as the Intercollegiate Athletic Grant, awarded to a student-athlete in his/her fifth or sixth consecutive year time undergraduate collegiate enrollment, immediately following completion of his/her fourth year of intercollegiate competition. In compliance with NCAA Bylaw 15, a student-athlete may receive athletic aid five or six years from his/her initial date of full-time collegiate enrollment provided the student is not under contract or receiving compensation from a professional sports organization. Should a student-athlete be granted an "Exhausted Eligibility Scholarship," the student-athlete will receive the same athletic equivalency that was awarded during their final year of competition.

Please Note:

- The student must return the completed checklist, application, and all support documentation to the Compliance Office no later than April 1st.
- The recommendation will be forwarded to the Director of Athletics for final approval.
- All funds will be awarded on a case-by-case basis. Exhausted Eligibility Scholarships are not guaranteed. Final approval will come from the Director of Athletics or designee.

Recipient Requirements:

- Enrolled in at least a full-time academic schedule for the duration of the grant, unless fewer hours are required for graduation
- Maintain at least a 2.00 GPA each semester and cumulatively for the duration of the award.
- Maintain all NCAA, Conference, and EIU eligibility standards required for competition as an Intercollegiate Athlete
- Subject to all EIU Intercollegiate Athletic policies/regulations (i.e., Substance Abuse Policy, Student-Athlete Statement, etc.). Subject to completing compliance paperwork (similar to what has been done in the past) at the beginning of the Fall semester
- Work a minimum of five hours per week during each academic term aid is awarded for the Intercollegiate Athletic Department, which will be determined by the Compliance & Academic Services Office. Such work will not interfere with academic schedule nor exceed 10 hours per week. This is not applicable if the degree program is outside the Charleston area (i.e., student teaching or study abroad)

Should the Exhausted Eligibility Scholarship recipient fail to meet the requirements above, his/her award will be cancelled and further expenses will be the sole responsibility of the scholarship recipient.





SCHEDULING OF COMPETITIONS AND PRACTICES

Competitions:

It is the responsibility of the head coach to set a tentative competition schedule. However, prior to setting the tentative schedule, the head coach should meet with his/her Sport Supervisor to discuss scheduling parameters (see below).

- Budget
- Guarantees
- Quality of opponent
- Student-Athletes' Welfare (i.e., missed class time, etc.)
- Dates, times, facility availability
- Reciprocal agreements which constitute a committed obligation

When scheduling, head coaches should attempt to schedule as many home games as possible. However, it is recognized that in many sports scheduling home contests may be very challenging, nevertheless, the student body, faculty, and public are entitled to have the opportunity to see all of our student-athletes participate at home.

Practices:

It is the responsibility of the head coach to set a tentative practice schedule. When setting the tentative schedule the coach should take into consideration various parameters (see below).

- a. Availability of facilities
- b. Student-Athletes' Welfare (i.e., missed class time, etc.)
- c. In-season sport priority
- d. Comprehensive competition(s) schedules

When scheduling practice times coaches should follow these general guidelines/principles:

- In-season sports receive priority scheduling
- Coaches should attempt to develop a "preferred" practice time and work to maintain it year after year. By developing a consistent pattern, it should allow all parties involved (i.e., coaches, student-athletes, etc.) to do a better job of scheduling

STUDENT-ATHLETE HOST INSTRUCTIONS FOR OFFICIAL VISITS

1. You are responsible to behave in an appropriate manner and to utilize good judgment. As a representative of the Eastern Illinois University Department of Intercollegiate Athletics, your actions should reflect positively upon yourself, your team, the athletic department and the University.
2. Alcohol and drugs have no place in the recruiting process. Furthermore, the majority of recruits are under the legal drinking age. Therefore, you are responsible to ensure that the recruit does not purchased or receives alcohol at anytime during the visit.
3. You are responsible for keeping your recruit on time for all appointments. You need to be constantly aware of the recruit's schedule. You must attend all functions with your recruit unless excused by your coach.
4. The student-athlete host money may be used only for you, your recruit, your recruit's parents/ legal guardians and athletic department personnel for meals and permissible (legal) entertainment/ activities. Permissible entertainment/activities DO NOT include soliciting/arranging sex (e.g., utilizing strippers/gentleman's club services) for the recruit or involve violating the criminal law. Other team members must pay for their own meals and entertainment. The recruit may be entertained only within a 30-mile radius of campus.
5. You must handle the money personally and not give it directly to the recruit. You cannot use the money to buy the recruit a hat, t-shirt, or any kind of souvenir. You cannot arrange for the recruit to receive a discount on merchandise at a sporting goods store or any other place of business. You and the recruit may not use the host money or any other funds to engage in any gambling/gaming activities.
6. You will need your own transportation. You cannot borrow a coach's car or use any University vehicle. A coach can, however, provide you and the prospect with a ride during the official visit.
7. Representatives of the University's athletic interests (e.g., boosters) are not allowed to be involved in recruiting a prospect. If during the official visit, you and the recruit come into contact with a representative of athletic interest, the conversation must be limited to an exchange of greeting.
8. IF YOU HAVE ANY QUESTIONS ABOUT YOUR RESPONSIBILITY AS A STUDENT-HOST, PLEASE DO NOT HESITATE TO CONTACT YOUR COACH OR A MEMBER OF THE PANTHER ATHLETIC SUPPORT SERVICES STAFF.

SENIOR WATCH CRITERIA

Student-athletes may be eligible to receive a senior watch as a departing gift for their contributions to the Eastern Illinois University Department of Intercollegiate Athletics. The award must be earned and is based upon the criteria below.

Criteria including, but not limited to:

1. The student-athlete must be a member of one of EIU's NCAA Championship sports or perform as a member of one of EIU's Spirit Squads (cheer or pink panthers) for no less than two years.
2. The student-athlete's eligibility must be exhausted in their primary sport/event.
3. The student-athlete must be in good academic standing.
4. The student-athlete must be within 30 hours of graduation.



TEAM CHAMPIONSHIP GIFT POLICY

Student-athletes, coaches, trainers, student trainers, student managers and administration may be recipients of EIU championship gifts under the conditions delineated below.

WHO IS ELIGIBLE

- Regular season conference team champions
- Conference tournament champions with a regular season finish in the top 30%
- Individual student-athletes who are NCAA national qualifiers
- Teams participating in the second round of an NCAA championship tournament

NUMBER OF AWARDS

- NCAA/OVC travel squad limit (players), NCAA maximum coaching staff, not to exceed number of EIU coaches.
- Full-time support personnel (i.e., trainers, staff, administration) are not eligible but may purchase the gift at 50% of EIU's cost.
- Student-athletes on squad list but not on travel squad may purchase gift at 50% university cost.
- Special circumstance – at Director of Athletics' discretion.

TOBACCO AND SMOKELESS TOBACCO POLICY

It is of the utmost importance that Eastern Illinois University Intercollegiate Athletic Department complies with the following policy:

NCAA Bylaw 11.1.5 states: "The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition." Furthermore, NCAA Bylaw 17.1.8 states "The use of tobacco products by a student-athlete is prohibited during practice and competition." The term "practice" includes all countable athletically related activities other than competition.

EQUIPMENT ISSUED TO STUDENT ATHLETES

At the beginning of each season, athletes are issued equipment and uniforms for each sport. These remain the property of Eastern Illinois University and the student-athlete is responsible for keeping them in good shape. At the conclusion of the season, the uniforms and equipment must be returned. Any items that are missing or show excessive wear and tear will be charged to the student-athlete. There will be a \$10.00 charge for any cutting or altering of sweatpants. Any athlete who does not return issued equipment to the Athletic Department will have a hold put on his/her record, prohibiting registration for classes at Eastern Illinois University or transfer records to another college. NO EXCEPTIONS WILL BE MADE.

INTRAMURAL SPORTS PARTICIPATION

NO varsity athlete is to compete in ANY intramural sporting contest without first securing permission from his/her coach. Any athlete injured in any contest is responsible for his/her medical expenses. Athletes on scholarship and who are injured while competing in intramural sport events may be subject to loss and/or reduction of athletic aid.

PROCEDURES FOR REDRESS OF GRIEVANCES

ACADEMIC GRIEVANCES

If a student-athlete alleges that a violation of his/her student rights has occurred in an academic matter, an appeal should be made through normal departmental, college and/or university appeal procedures/regulations.

The Eastern Illinois's process for grade appeal is outlined in the Internal Governing Policy Number 45. This policy is located on-line at (<http://www.eiu.edu/~auditing/IGP/policy45.html>)

ATHLETIC & GRANTS-IN-AID GRIEVANCES

Internal Resolution - If a student-athlete wishes to protest a suspension, alleges that a violation of his/her student rights has occurred in an athletic matter or wishes to protest a termination or change in grant-in-aid status, the following internal steps may be taken. These steps are informal in nature and are in place to resolve athletic and grants-in-aid grievances internally (within the athletic department). Please note that the utilization of these internal steps in no way precludes a student-athlete from also using the more formal, external appeal process (see External Resolution).

Discussion with Coach - The student-athlete should request in writing a meeting with the Head Coach within five (5) calendar days following the suspension, alleged violation or termination/ change in grant-in-aid status. A copy of the letter should also be forwarded to the Supervisor of the applicable sport.

Discussion with Director of Athletics - If the problem is not resolved between the coach and the student-athlete, the student-athlete should request in writing a meeting with the Director of Athletics within ten (10) calendar days following the meeting with the coach.

External Resolution - Athletic Grievances - Appeal to the Appeals Panel - If a problem involving a suspension or an alleged violation of a student-athlete's rights is not resolved between the Director of Athletics and the student-athlete, the student-athlete may appeal in writing to the Appeals Panel; or, as previously mentioned, the student-athlete may skip the internal resolution process and appeal (in writing) directly to the Appeals Panel. The Appeals Panel will consist of the Faculty Athletic Representative (FAR), the Director of Athletics, a representative from the Vice President for Student Affairs office and a member of the Intercollegiate Athletics Board selected at random by the FAR.

In all appeal proceedings, the decision of the Appeals Panel will be final.

External Resolution - Grants-In-Aid Grievances - Any termination or change in grant-in-aid status (i.e., reduction) shall be given to a student-athlete in writing via two (2) means. The first written notification of termination/change will occur via the Change of Status Form. The second written notification will occur via a letter from Eastern Illinois University Office of Student Financial Aid which, per NCAA rules, the student-athlete must receive prior to July 1st.



**Questions:
Call
217.581.2319**



If a student-athlete wishes to formally protest a termination or change in grant-in-aid status, the following steps must be taken:

Appeal to the Director of Student Financial Aid - If a problem involving a termination or change in grant-in-aid status is not resolved between the Director of Athletics and the student-athlete, the student-athlete may appeal in writing to the Director of Student Financial Aid; or, as previously mentioned, the student athlete may skip the internal resolution process and appeal (in writing) directly to the Director of Student Financial Aid. Please note that per university regulations, the formal appeal process will not be initiated until after the student-athlete receives the letter from the Office of Student Financial Aid (the second written notification). Once the student-athlete receives the letter, the written appeal must be received by the Director of Student Financial Aid within 14 (fourteen) days (of receipt of the letter). (Please note that if the student-athlete wishes to notify the Director of Student Financial Aid that he/she will be appealing (i.e., give a "heads up") after the Change of Status form is signed (the first written notification), that is permissible).

Appeal to the Financial Aid Appeals Panel - If either party wishes to appeal the decision of the Director of Student Financial Aid, a written request for appeal must be received by the Office of Student Financial Aid within fourteen (14) days of notification of the Director's decision. The request shall include a statement of facts and circumstances asserted to justify reversal or modification of the action. Upon receipt of the request for appeal, the Director of Student Financial Aid shall arrange for a hearing to be held within fourteen (14) days. The Financial Aid Appeals Panel shall be assigned to oversee the appeal. The panel shall consist of three faculty and/or staff members outside of the Department of Athletics as agreed upon by the Faculty Athletic Representative (FAR) and the Director of Student Financial Aid. The FAR will serve as the Hearing Officer.

The mailings required in the aforementioned procedures shall be made in writing, forwarded by first class United States registered or certified mail, postage prepaid, addressed to the student-athlete at the address designated by the student athlete upon acceptance of the grant-in-aid, or at such address as shall be subsequently filed by the student-athlete in writing with the Director of Athletics or the Financial Aid Appeals Panel (Attn: Faculty Athletic Representative).



POLICY ON EIU STUDENT-ATHLETES SEEKING TO CONTACT AND/OR TRANSFER TO OTHER INSTITUTIONS

1. Actions by all parties involved in requests for and decisions on Eastern Illinois University student-athletes contacting and/or transferring to other institutions shall be governed by the relevant provisions in the NCAA manual.
2. Any Eastern Illinois University student-athlete with remaining athletic eligibility who wishes to consider contacting and/or transferring to another institution shall complete the Request to Contact and Transfer Form (available in the Compliance Office).
3. The Director of Athletics shall have the authority to determine if a release (to contact and/or transfer) will be granted.
4. In considering the request, the Director of Athletics will assess the relative interests of the University and the student-athlete.
5. Releases will not be granted to a student-athlete to contact and/or transfer to an institution which Eastern Illinois University:
 - a. Is a conference affiliate member
 - b. Is scheduled to compete against during the next academic year (in the student-athlete's sport); and
 - c. Has competed against during the previous 2 academic years (in the student-athlete's sport).
6. Releases will not be granted to a student athlete who wishes to contact and/or transfer to an institution that has employed a coach who previously coached the student-athlete at Eastern Illinois University.
7. Exceptions to provisions 5 and 6 above shall be made by and at the discretion of the Director of Athletics.
8. The student-athlete shall have the opportunity to appeal the denial of a release (to contact and/or transfer) and shall be so informed in writing in accordance with NCAA policy.



POLICY AND PROCEDURES FOR HEARING ON APPEAL OF DENIAL OF CONTACT AND/OR REQUEST FOR TRANSFER

If a student-athlete at Eastern Illinois University is denied a release to contact another institution (Bylaw 13) and/or transfer to another institution (Bylaw 14), in accordance with NCAA regulations Eastern Illinois University has established the following procedures and policies to govern an appeals hearing.

1. Eastern Illinois University will inform, in writing, the student-athlete of a denial of request for release. The student-athlete will have 14 (fourteen) days from receipt of the letter to appeal the decision. The request for a hearing will be in writing to the Faculty Athletics Representative (FAR).
2. The Appeal Panel shall be assigned to oversee the appeal. The Panel shall consist of three faculty and/or staff members outside of the Department of Athletics as selected by the FAR. The FAR will serve as the Hearing Officer.
3. A current-student athlete (including student-athletes that have exhausted their eligibility but are still receiving athletic aid) shall serve as a non-voting, ex-officio "Student-Athlete Welfare Consultant" and will be available to answer questions from the Panel during the proceeding regarding student-athlete welfare issues.
4. The hearing shall be held as promptly as possible, preferably not later than 14 working days from receipt of the request by the Hearing Officer.
5. The student-athlete shall submit any written material related to the appeal and/or a list of witnesses including a summary of the proposed testimony, to the Hearing Officer, Panel and the other party, no later than 5:00 p.m. two working days prior to the day of the hearing.
6. The student-athlete may have counsel/advisor(s) in attendance, however the counsel's role is limited to advising the student-athlete. Legal counsel may not address the Panel on behalf of the student-athlete.
7. The proceedings will be tape-recorded.
8. The student-athlete will be informed of the committee's decision by certified mail.
9. The decision of the committee is final.
10. The hearing, as a private matter between the University and student-athlete, will be closed to the public and the media.





EASTERN ILLINOIS™

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DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

SIGNATURE PAGE

By signing below, I acknowledge that I have received information regarding the contents and location of the Student-Athlete Handbook which outlines Eastern Illinois Intercollegiate Athletics Department policies and procedures for student-athletes. Furthermore, I acknowledge that I will be held accountable to those policies and procedures and I have been provided an opportunity to ask questions today.

Based on the information provided to me today and my knowledge of the Student-Athlete Handbook, I am aware of my responsibilities to comply with the NCAA Division I rules and regulations discussed today and the following policies and procedures located in the Eastern Illinois Student-Athlete Handbook:

- a. Eastern Illinois University Athletics Department Code of Conduct
- b. Eastern Illinois University Athletics Department Policy on Ethical Conduct and Sportsmanship
- c. Eastern Illinois University Athletics Department Policy on Sports Gambling
- d. Eastern Illinois University Athletics Department Student-Athlete Statements including Amateurism, Hazing, and Discrimination
- e. Eastern Illinois University Athletics Department Policy on Academic Dishonesty
- f. Eastern Illinois University Athletics Department Student-Athlete Employment Policies and Procedures
- g. Eastern Illinois University Athletics Department Policy on Substance Abuse
- h. Eastern Illinois University Athletic Department Policy on Team Travel and Procedures
- i. The Ohio Valley Conference (or applicable member conference) Sportsmanship Initiative

Name (Please Print)

Sport

Signature and Date

