



UNIVERSITY OF NORTHERN IOWA
2013-14
STUDENT-ATHLETE HANDBOOK

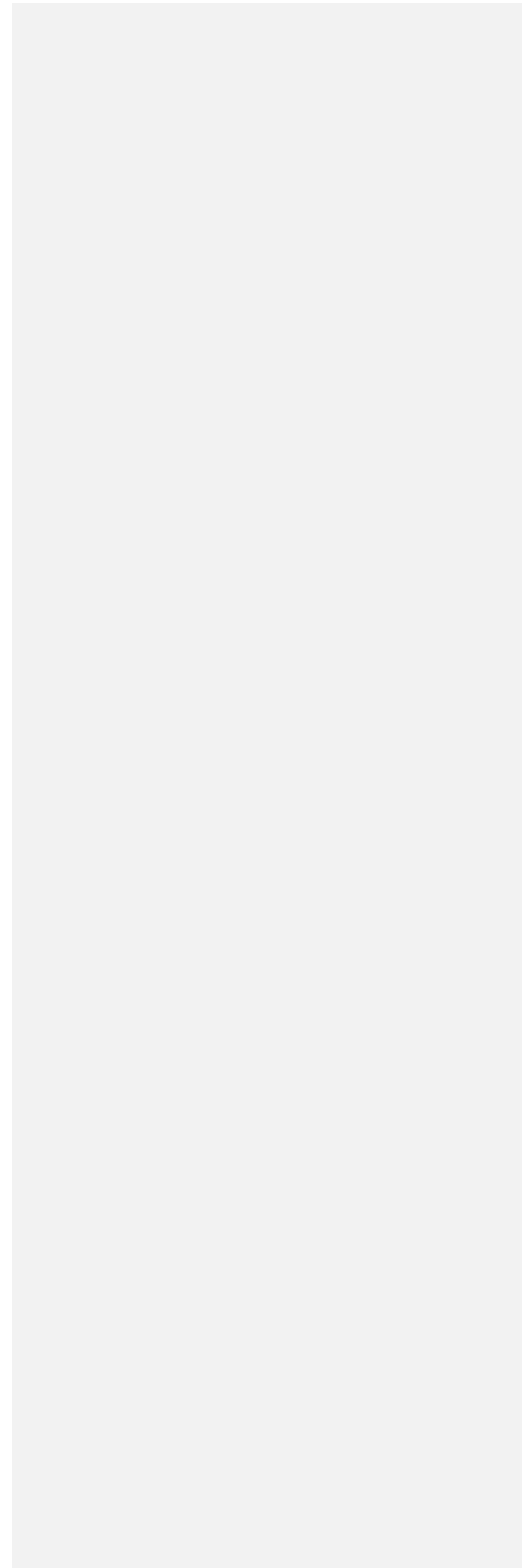


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ABOUT THIS HANDBOOK

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

Use this handbook and the other resources that you have been provided, as reference tools for important information while you are a University of Northern Iowa student-athlete. This handbook includes only general guidelines. Make sure you are aware of what your coach expects from you, and your rights and responsibilities as a University of Northern Iowa student. Student-athletes will be held responsible for abiding by all athletics department policies, whether provided by individual teams, specific department offices, or the department as a whole. Please note that this handbook is a guide only and does not include every applicable rule/regulation/policy. In addition, changes to department policies and procedures are updated on the on line version of the Student-Athlete Handbook. The handbook is located on the UNI Athletics website at: http://www.nmnathletics.com/fls/26200/site_files/pdf/Student-Athlete-Handbook.pdf?DB_OEM_ID=26200

MESSAGE FROM DIRECTOR OF ATHLETICS TROY DANNEN



Welcome to the University of Northern Iowa and the 2013-14 academic year. Everyone in the department is looking forward to a successful year, not only competitively, but academically and socially. Those are the three pieces of the foundation that will ensure excellence among all 390 student-athletes in our department.

Our Athletic Student Services team has put together this handbook to help familiarize you with the rules and regulations of the University, as well as the Missouri Valley Conference, the Missouri Valley Football Conference, the Mid-American Conference (wrestling), and the NCAA. Take a few minutes to review everything in this manual as it will provide great assistance to you throughout the year.

Each of our athletic teams set high goals for competitive achievement as well as academic success. But, the objectives for each team are consistent throughout the department. We want our students in class, we want our students to graduate, we want our students to represent themselves, their program and our University in a positive manner at all times, and we want to provide an experience that will contribute to your successes throughout life.

The athletic department has a commitment to achieving these objectives to each of our student-athletes. We will provide you with coaches who are concerned about your personal development, your academic development, and your athletic development. We will provide facilities, equipment and resources that will help ensure our programs can be competitive with our peers. We will also provide academic advising and other resources that will help ensure the time commitments of intercollegiate athletics do not overshadow your primary purpose here at UNI: receiving a great education and earning a degree.

The athletic department has a representative that will directly oversee your sport. Hopefully, you will have a chance to meet this person early in the year. If you have concerns, ideas or challenges that call for help from the athletic department, never hesitate to contact this sport oversight person. Similarly, feel free to call me at any time at 319-273-4567, which is the direct number to my office, or email me at troy.dannen@uni.edu.

Our athletic department is driven by your success as a student and as an athlete. Please remember to enjoy the opportunity before you. Have a great year, and best of luck as you represent the Panthers this season.

MESSAGE FROM SENIOR ASSOCIATE ATHLETIC DIRECTOR JEAN BERGER



Dear UNI Student-Athlete:

Welcome to another exciting and successful year here at UNI. I want to send out a special welcome to our new student-athletes on campus. We hope you have a great college experience with us. It is an exciting time to be a Panther as we continue to prove our excellence in the classroom and on the playing field.

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

Enjoy this special time in your life, and take advantage of all this great university has to offer. We wish you the best of luck in the classroom and during your playing season.

Go Panthers!

**MESSAGE FROM STACIA EGGERS & KARA PARK
Athletic Academic Advising**



Dear UNI Student-Athlete:

Welcome to another wonderful year as a Panther student-athlete. You have many new opportunities and experiences awaiting you and our office is here to help support you in all aspects of your collegiate experience. Currently, our student-athletes have a combined cumulative grade point average that is higher than the general student body, which reflects our strong commitment to academics and the outstanding work ethic of our student-athletes. We are available to assist you with the following: registration, progress toward degree/eligibility, tutoring referrals, academic advising, exploration/declaration of major, CHAMPS/Life Skills, individual meetings with mentors, community service opportunities and more. We are dedicated to helping

you reach your full potential as a student and we will work hand-in-hand with you to reach all of your academic, career and life goals.

Have a great year! Go Panthers!

UNIVERSITY OF NORTHERN IOWA MISSION STATEMENT

Vision Statement

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

Mission Statement

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

Values

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

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

Access– an affordable, inclusive educational environment

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

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

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

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

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

Sustainability – an attractive, well-maintained campus environment that enhances the living and learning experience with an emphasis on environmental stewardship

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS MISSION STATEMENT

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

We will offer compelling experiences for the student-athlete and for our campus community and will provide a diverse environment steeped in integrity, values and vitality. We are committed to equitable opportunities for all students, student-athletes and athletic

department staff including women and minorities. Our programming offerings, our recruitment of both students and staff, and our career enhancement opportunities for staff will reflect this commitment to equity and diversity. Further, we are totally committed to the NCAA principles of sportsmanship and ethical conduct and nothing short of complete and total adherence to the principles and guidelines prescribed by the NCAA in these critical areas will be tolerated or accepted.

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

UNI HISTORY & OVERVIEW

Building on a strong tradition of teacher education, the University of Northern Iowa has evolved into one of the finest comprehensive public universities in the country. UNI emphasizes excellence in undergraduate education and offers selected graduate programs at the master's, specialists and doctoral levels. UNI's heritage and philosophy place great value on providing a student-centered educational experience. The University offers a learning environment that is small enough to provide students with individual attention, yet large enough to provide a variety of resources, including distinguished faculty. Today, UNI offers more than 120 undergraduate majors. Outstanding academic programs, many of which are nationally-recognized for their excellence, have been established in the colleges of Business Administration, Education, Humanities and Fine Arts, Natural Sciences and Social and Behavioral Sciences. In addition, UNI participates in the bachelor of liberal studies program offered by Iowa's Regent Universities and provides classes in centers around the state through the division of Continuing Education and Special Programs. Recognized as the premier public undergraduate university in the state, UNI is experiencing an increasing demand for its high-quality programs. Enrollment at UNI was 13,201 in fall 2010. Students come from every county in Iowa, and about 94 percent of UNI's undergraduate students are residents of Iowa upon enrollment. The University of Northern Iowa was founded in 1876 as the Iowa State Normal School. It became Iowa State Teachers College in 1909. In 1961, the name was changed to the State College of Iowa and in 1967; the Iowa legislature changed the status of the institution to that of a university under its present title.

Conference Affiliations: UNI's 17 athletic teams compete at the Division I level in the National Collegiate Athletic Association (NCAA). Football competes in the Division I Football Championship Subdivision.

Missouri Valley Conference (MVC): The oldest conference west of the Mississippi River was founded in 1907. It is comprised of 10 institutions and provides championship competition in 19 sports. The Panthers compete in the MVC in all sports but football and wrestling. Current members include Bradley University, Drake University, University of Evansville, Illinois State University, Indiana State University, Missouri State University, Loyola University (Chicago), University of Northern Iowa, Southern Illinois University, and Wichita State University.

Missouri Valley Football Conference: Founded in 1984, the conference is regarded as one of the top conferences in the Division I Football Championship Subdivision. In recent years, The Valley has two national championships and numerous other semifinal trips. It is comprised of nine institutions and sponsors football as its only sport. Although the league will share the Missouri Valley name, the football-playing members will compete under a separate administrative umbrella, as the Missouri Valley Conference and the Missouri Valley Football Conference will remain separate entities. Initially, the conference competed under the Gateway Collegiate Athletic Conference (1985-91) and the Gateway Football Conference (1992-2007). Current members include Illinois State University, Indiana State University, Missouri State University, North Dakota State University, University of Northern Iowa, South Dakota State University, Southern Illinois University, University of South Dakota, and Western Illinois University and Youngstown State University.

Mid-American Conference (MAC): UNI is an affiliate member of the Mid-American Conference (MAC) in the sport of wrestling. Other schools competing in MAC wrestling include Buffalo, Central Michigan, Eastern Michigan, Kent State, Missouri, Northern Illinois, Ohio and Old Dominion.

STUDENT ATHLETE CODE OF CONDUCT

I. Introduction

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

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

This student-athlete code of conduct is designed to inform you, the student-athlete, of the behavior expected of you, and to the potential consequences that your behavior may have on your status as a student-athlete, and applies in addition to the student conduct code of the University.

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

II. Policies on Misconduct

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

A. Level I Misconduct

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

By suspending the student-athlete, the department is not pre-judging guilt or innocence, rather the suspension protects the integrity of our department and its 18 sport programs, including all of our student-athletes, when there is an arrest or criminal charge.

1. Sanctions for Level I Misconduct:

- First Offense – The student-athlete will be suspended (at least 10% of the season) from competition and may be suspended from practice. This suspension may be up to one calendar year. The Athletic Director and/or Head Coach reserve the right to dismiss the student-athlete from the team.

The student-athlete may be required to a) Attend an assessment session with appropriate counseling provider to assess if additional intervention is needed. The student-athlete is responsible for related expenses including expenses for education, counseling, evaluation, or treatment, if any expense is entailed; b) Perform community service as directed.

- Second Offense – The student-athlete will be suspended from practice and competition for a minimum of one calendar year. The Athletic Director and/or Head Coach reserve the right to dismiss the student-athlete from the team.

The student-athlete may be required to a) Attend an assessment session with appropriate counseling provider to assess if additional intervention is needed. The student-athlete is responsible for related expenses including expenses for education, counseling, evaluation, or treatment, if any expense is entailed; b) Perform community service as directed.

- Third Offense – The student-athlete will be dismissed from the team.

B. Level II Misconduct

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

1. Sanctions for Level II Misconduct:

- First Offense – The student-athlete is required to meet with the appropriate sport administrator, or designee to review the infraction. The student-athlete may be required to a) Perform community service as directed; b) If so directed by the sport administrator, attend an assessment session with appropriate coun-

selling provider to assess if additional intervention is needed. The student-athlete is responsible for related expenses including expenses for education, counseling, evaluation, or treatment, if any expense is entailed.

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

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

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

III. Drug Testing

The University of Northern Iowa may conduct random drug tests of student-athletes throughout the year. Among the substances tested for are marijuana, cocaine and amphetamines, including ecstasy and methamphetamines. Additionally, the University may test for performance enhancing drugs on a random basis. Refer to the supplemental drug testing policy for additional details.

IV. Social Networking Sites

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

V. Hazing & Pre-Initiation Activities

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

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

VI. Sexual Misconduct Policy

If you or someone you know may be a victim of sexual misconduct, sexual assault, or any other behaviors prohibited under this policy, you are strongly encouraged to seek immediate assistance from [Violence Intervention Services](#), [Wellness and Recreation Center, Room 101, \(319\) 273-2137](#) or [UNI Police, Gilchrist Hall, Room 30, \(319\) 273-2712](#). Students will be provided counseling and medical referrals; assistance with safe housing and academic and financial concerns related to the sexual misconduct; and information concerning victim’s rights. Individuals will also be provided information concerning University, civil and criminal complaints, including how to file such complaints.

The University will not pursue disciplinary action for improper use of alcohol or other drugs against an alleged victim of sexual misconduct or against another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith. See “Good Samaritan Provision” Article III (D) of the [Student Conduct Code](#).

VII. Student Hosts During Recruiting Visits

The University of Northern Iowa is committed to providing an informative and safe environment for prospective student-athletes while visiting UNI on official recruiting visits. It is the expectation of this policy that prospective student-athletes and student-athletes who will be serving as campus hosts conduct themselves in a manner that is consistent with NCAA regulations and UNI policies.

It is the student host's responsibility to discourage and report any violations of these guidelines to the head coach.

- It is the responsibility of the University of Northern Iowa to use its best efforts to ensure the safety and well being of prospective student-athletes visiting campus. At the same time, it is incumbent upon prospective student-athletes and their student host to avoid any situations or activities that would jeopardize their safety or would be against NCAA regulations, UNI guidelines, university policies or local laws, rules and regulations.
- All entertainment of prospective student-athletes is limited to a 30-mile radius of the University of Northern Iowa. It is the responsibility of the head coach and the student host to supervise all activities, structured and unstructured, of the prospect while visiting our campus for the purpose of recruitment.
- Underage drinking (under 21) is illegal in the State of Iowa. Prospective student-athletes under age 21 are not allowed consume alcohol.
- If a prospective student athlete is of legal age (21) and may enter a local bar, it is the student host's responsibility to ensure that the prospective student-athlete is aware that alcohol abuse will **NOT** be tolerated. Prospects who are not yet 19 years old are prohibited from being in a bar after 11:00 p.m. The student host must understand that the host money **CANNOT** be used to provide alcohol to any prospect regardless of age.
- The use of banned substances (illegal drugs) is prohibited during any official/unofficial visit to the University of Northern Iowa.
- Campus visits are to exclude other inappropriate behavior including, but not limited to, sexual activity, sexual harassment, and/or any type of visitation to strip clubs.
- Any gambling activities during the prospective student-athlete's official visit are prohibited. No visit to any establishment where gambling activities take place will be acceptable.
- An enrolled student-athlete may participate as the student host during a prospective student-athlete's official visit to the University of Northern Iowa. Non-qualifiers are not eligible to be student hosts. The student host may receive a maximum of \$30.00 per day to cover actual costs of entertaining prospects (and the prospect's parents, legal guardians or spouse), excluding the cost of meals and admission to UNI events. A maximum of \$60.00 can be given to the student host for the duration of the official visit. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. At no time may a prospective student-athlete receive cash from the student host.
- A prospective student-athlete may not have contact with representatives of the University of Northern Iowa's athletics interests (boosters). It is the responsibility of the student host to ensure that such contact does not take place when they are entertaining prospective student-athletes. If an unplanned meeting occurs, only an exchange of greeting is permissible.
- Prospective student-athletes will have a curfew of 12:30 a.m. unless they are participating in activities supervised or arranged by the UNI coaching staff.

Incidents contrary to these guidelines may result in a decision by the University to decline admission or grant financial aid to a prospective student-athlete and may also result in penalties to student-athletes up to and including dismissal from the team. If there are any questions relating to these guidelines, you should contact Steve Schofield, Assistant Athletic Director for Compliance.

VIII. Appeals

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

IX. Review

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

X. Acknowledgment

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

SOCIAL MEDIA STRATEGY

DEFINITION/GOAL FOR SOCIAL MEDIA

- Social media are tools that provide powerful communication opportunities to build relationships and support. That support can be built and crushed quickly. The small nuggets of information you post can dramatically change the community's perception of you. They are a great way to interact with fans, alumni, recruits, parents and the community, but they can be equally as damaging. It's important that you use the tools appropriately.
- Examples include but are not limited to: Facebook, Google Plus, Twitter, Podcasts, Vodcasts, Text Messaging, Email Blasts, MySpace, Flickr, YouTube, Blogs, Social Bookmarking, Instagram, Snapchat, Vine, LinkedIn.

ATHLETIC DEPARTMENT POLICIES

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

BEST PRACTICES

- Think twice before posting. If you wouldn't want your boss, parents or future employer to see your post, don't post it. Consider how it will make you appear to the public. Posting that you are bored in class lends itself to believe you are not diligent and working hard on your studies. Complaining about referees or making fun of other players makes you appear as if you are making excuses while being disrespectful and unsportsmanlike.
- Avoid complaining of all kinds. You should never air work grievances on social media. Your boss will likely see them and take appropriate actions. In addition, it's rare for negative posts to make much of an impact on your followers. They don't want to hear some one whine about how hard their life can be, so make each tweet and post something you can be proud of and worth sharing to others.
- Be accurate. If you make a mistake, own up and correct it quickly. If you're posting to a blog, you may choose to modify an earlier post – just make it clear that you have done so.
- Be respectful. Be positive. No use of slurs, epithets, curse words or generally demeaning messages.
- Be honest. Be transparent. Always tell the truth.
- Remember many different audiences will see your posts including fans, alumni, kids, student-athletes, parents, staff and faculty. Comments made via social media can be and have been used by members of the media as attributed quotes.
- Be professional and polite. Rather than focusing on beating other teams or schools, focus on promoting UNI. Also thank fans and media.
- Share the love! Link back to other university and athletics postings.
- Be authentic. Be real. Don't sound like you're selling something. The expected tone within social media sites is conversational and personal.
- Moderate your content. Respond promptly to comments where a response is expected. Don't respond to negative posts or tweets. This kind of interaction can be picked up and turned into a story by media. Arguing in a public forum may not help you protect your reputation. It may only damage it. Even private messages are likely to be leaked to the media and public, so don't think that is a way around it. Taking the high road with no response may actually do more good than responding.
- Remember that the Internet is permanent. Even if you delete something, it's still out there somewhere. Google has a long memory! As a reminder, texts and posts are all discoverable in legal proceedings.
- Don't spam. Ever. Repeated posts about something you're selling will result in turning people off and you will lose your audience.
- Avoid topics that may be considered objectionable or inflammatory, like politics and religion.
- Don't post anything that you wouldn't say openly at a press conference with media present such as comments about drug use, profanity, off-color or sexual humor, ethnic slurs or personal insults.

- Be in the right state of mind when you make a post. Don't post when you're angry, upset or your judgment is impaired in any way. Be careful of being in pictures in places or with items that may not represent you in a professional light. Remember, the Internet is permanent and widespread!
- Protect your identity. While you should be honest about yourself, don't provide personal information about yourself or others that could be used by scam artists, identity thieves or stalkers. Don't list your address, phone number or date of birth. It is a good idea to create a separate email address that is used only with social media sites.
- Understand your responsibility. You are responsible for what you post on your site and on the sites of others. Individuals have been held liable for various types of commentary such as those deemed to be copyright infringement, defamatory, infringing on proprietary rights, libelous and obscene. Comments posted on Twitter have forced student-athletes to be dismissed from teams and post-season participation. Your actions always have consequences. Make sure they are the ones you want.
- Monitor comments. Most people who maintain social media sites welcome comments as a way to engage their audience and build community. However, you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Avoid message boards. Rarely does anything good come from them – reading or commenting. You may find yourself in an unwanted battle with people who hide behind fake names.
- Avoid revealing your exact location. You may be surprised at who shows up or uses that information.
- Your views will represent your team. If you post an opinion about anything related to UNI on your own accounts, make it clear that your post represents your OWN personal view and does not represent the university. However, be aware that you are known for your involvement at UNI as a student-athlete. Your views will offer the public an impression of other coaches, the team and the university.
- Understand and use the privacy settings! Facebook (<https://www.facebook.com/about/privacy/>) and Twitter (<https://support.twitter.com/articles/14016-about-public-and-protected-accounts>).
- Remember that it is your responsibility to follow NCAA rules when posting content on a social media account. You should assume anything you post on your personal account could be read by staff, opposing teams, recruits, alumni, future employees or coaches. Be smart, because you are always in the public eye when it comes to the rules and representing UNI. General athletics content may be posted to your site but don't forget that many areas have restrictions: video content, recruiting information, endorsements and more. Ask if you are not sure!

DEPARTMENT'S ACTIONS

Inappropriate use of social media is subject to remedial actions, up to and including the loss of scholarship and participating privileges and dismissal from the team. Conduct may violate the UNI Student Conduct Code. Individual teams and head coaches may implement additional guidelines regarding the use of social media by their student-athletes. For example, a head coach may prohibit the use of social media technologies immediately prior to, during and following competition. Student-athletes are responsible for knowing and abiding by any such additional guidelines implemented by their respective teams. Violations of team guidelines regarding social media may subject student-athletes to additional, progressive remedial actions as determined by the code of conduct, their respective head coach and the athletics director.

The associate athletics director for internal operations (Steve Schofield) and assistant athletics director for athletics communications (Colin McDonough) will rule on possible violations. Appeals can be made to the athletics director.

TRAINING & UNI ATHLETICS DIRECTORY

Contact the new media director if you are struggling with harassment, imitation accounts or other issues related to social media. If you want training on social media, see the new media coordinator with UNI athletics communications. Find a list of coaches and staff on social media at UNI athletics (http://www.unipanthers.com/ViewArticle.dbml?DB_OEM_ID=26200&ATCLID=205184572).

CURRENT NEW MEDIA COORDINATOR: Michelle Van Dorn (319) 273-5455 / michelle.vandorn@uni.edu

Resources for this page include:

- Social Media Policy Database – (<http://socialmediagovernance.com/policies.php>)
- Best Buy's Social Media Policy
- 16 Social Media Guidelines Used by Real Companies (<http://econsultancy.com/us/blog/5049-16-social-mediaguidelines-used-by-real-companies>)
- IMB Social Computing Guidelines (<http://www.ibm.com/blogs/zz/en/guidelines.html>)
- 50 Tips for Student Athletes: (<http://conspicuousideas.blogspot.com/2011/07/50-twitter-tips-for-division-istudent.html>)
- 100 Twitter Rules to Live By: http://www.cnn.com/id/43759244/The_100_Twitter_Rules_To_Live_By/print/1/displaymode/1098/

Substance Abuse Policies and Procedures Drug Testing

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

I. Introduction and Overview:

A. Purpose

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

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

B. Department of Athletics Drug and Alcohol Committee

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

- 1) Athletic Director or designee
- 2) Senior Women's Administrator
- 3) Assistant Athletic Director, Compliance
- 4) Member of Intercollegiate Athletics Academic Services
- 5) Head Athletic Trainer
- 6) Appropriate Sports Supervisor

C. Program Compliance / Eligibility:

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

D. What is Being Tested For / Banned Substances:

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

- a) A member of the UNI Sports Medicine and Strength and Conditioning Departments;
- b) A member of the UNI Compliance Office; or
- c) The NCAA Sports Sciences internet site (www.ncaa.org/sports_sciences/drugtesting).

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

II. Testing Selection and Frequency:

A. Random Drug Testing

All UNI student-athletes are subject to substance abuse testing. Selection for the testing will occur randomly, by UNI-assigned student identification number, throughout a student-athlete's association with UNI. The Director of Athletics, and/or his/her designee will determine the date, time, and site for testing. UNI Intercollegiate Athletics will conduct random testing a minimum of one (1) time every eight (8) weeks, up to a maximum of once every 24 hours.

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

B. "Reasonable Suspicion" Drug Testing:

In addition to random testing, the UNI Intercollegiate Athletics reserves the right to screen a student-athlete anytime there is reasonable suspicion that he/she may be engaged in the use of banned substances. The term "reasonable suspicion" means that information has been given to a member of the coaching staff, Sports Medicine Department, and/or athletics administrator, regarding a student-athlete's possible use of banned substances. Other events or conduct may rise to the level of reasonable suspicion, including but not limited to: (a) a student-athlete's possession or use of a prohibited substance; (b) a student-athlete's arrest or conviction related to the possession of, use or trafficking of banned substances; or (c) abnormal conduct interpretable as being caused by the use of banned

substances. Reasonable suspicion drug testing may be done in one of two ways, at the election of the authorized Athletics Department personnel: urinalysis as described in Section IV below; or contact screening with a rapid drug screening test as described in Section V below.

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

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

C. Postseason/Championship Testing

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

D. NCAA Year Round Drug Testing Program

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

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

E. NCAA Championship Drug Testing Program

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

III. Notification Process:

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

- 1) Upon selection, student-athletes will be notified prior to testing by a member of the UNI Sports Medicine Department, the student-athlete’s coach, and/or a member of the UNI athletics administration (“personnel”).
 - a. Personnel will call all available phone numbers; attend student-athlete’s classes, etc. in an effort to notify the student-athlete. Personnel may notify a student-athlete in person if possible, such as when the student-athlete is present in UNI athletic facilities.
 - b. Personnel WILL NOT leave a phone message on the student-athlete’s voice mail or with anyone answering the phone besides the student-athlete.
- 2) Notification will take place no more than four (4) hours before the scheduled test.
- 3) Upon notification, the student-athlete will be asked to read and sign a *UNI Substance Abuse Testing Notification Form*, notifying him/her of the date, time, and site of the testing, as well as any other special instructions pertinent to the test.
 - 1) The student-athlete will be instructed to immediately report to the test site or location with a picture ID.
 - 2) ***b. The student-athlete will not be allowed to practice or otherwise participate in team activities until he/she has reported to the testing site/location and supplied a viable sample.***
- 4) It is the UNI Test Site Coordinator’s responsibility to notify the Director of Athletics and/or his/her designee of those individuals who do not report for their test within the scheduled time periods. The scheduled time period for a random drug test is normally two hours from the start of the testing period until its conclusion.

- 5) If a student-athlete does not report at the scheduled time for his/her test, he/she will be sanctioned appropriately for his/her action. A "no show" will be interpreted as a positive test result, and the student-athlete will enter the UNI Intercollegiate Athletics Department Substance Abuse Program at the appropriate level.

IV. Urinalysis Collection Procedures:

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

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

V. Rapid Drug Screen Procedures-

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

- 1) Notification procedures will be followed as outlined previously in section IV.
- 2) Only those persons authorized by the UNI Director of Athletics and/or his/her designee will be permitted to administer and process the rapid drug screen

- 3) The UNI Director of Athletics and/or his/her designee and/or the UNI Test Site Coordinator may release a sick or injured student-athlete from the collection area only after appropriate arrangements for having the student-athlete tested have been made and documented on the UNI Substance Abuse Testing Notification Form.
- 4) Upon entering collection station, the student-athlete will show his/her picture ID and will be identified by the UNI Test Site Coordinator and/or his/her designee. The student-athlete will record the time of arrival and print his/her name on the *UNI Drug Testing Roster Form*.
- 5) The student-athlete, in the presence of the collector, will verify the expiration date on the rapid drug screen test package and verify that there is no damage to the package.
- 6) The collector, in the presence of the student-athlete, will tear open the foil packet at the cut and remove the rapid drug screen test.
- 7) The student-athlete will write his/her name and test date on the back of the body of the rapid drug screen test.
- 8) The collector will lift the blue rapid drug screen test cover off of the white body, taking care not to touch the test pad and/or remove the cap.
- 9) The collector will wet the test pad with tap water (*sterile saline and/or distilled water may be substituted for tap water*) and shake off any excess water.
- 10) The collector will wipe the test pad gently over the student-athlete's body surface (e.g. forehead, arm, back, chest, leg, etc.) 4 to 6 times, taking care to dab rough surfaces, tablets, and powders.
- 11) The collector will replace the blue cover onto the white body gently and close firmly with a "double click".
- 12) The collector will remove the clear end cap and fill the end cap to the mark with tap water (*sterile saline and/or distilled water may be substituted for tap water*).
- 13) The collector will dip the rapid drug screen test into the cap of water for ten (10) seconds, taking care not to immerse the white plastic body.
- 14) The collector will remove the rapid drug screen test from the cap of water and hold the rapid drug screen test horizontal for 3 – 5 minutes.
- 15) After 3 – 5 minutes, the collector will read and interpret the rapid drug screen test as directed by the manufacturer's directions.
- 16) After interpretation of the rapid drug screen test, the student-athlete, in the presence of the collector, will place the used rapid drug screen test in an envelope, label the front of the envelope with his/her name and date of test.
- 17) The student-athlete, in the presence of the collector, will seal the envelope.
- 18) The student-athlete and the collector will sign and date the sealed envelope over the seal.
- 19) The student-athlete, the collector, and a witness (if present) will sign the Student-Athlete Drug Testing Notification Form, certifying that the procedures were followed as described in the protocol.
- 20) Any deviation from the procedures outlined must be described and recorded on the Student- Athlete Drug Testing Notification Form at that time.
- 21) The student-athlete will then sign-out on the Drug Testing Roster, collect his/her belongings, and immediately vacate the collection area.
- 22) The rapid drug screen test becomes the property of the UNI Intercollegiate Athletics Department and will be filed as per the UNI Director of Athletics and/or his/her designee.
- 23) Failure to sign the UNI Drug Testing Notification Form, UNI Drug Testing Roster Form, arrive at the collection station at the designated time without justification, or allow the collection of a sample according to the aforementioned protocol is cause for the same action(s) as evidence of use of a banned substance. The UNI Drug Testing Site Coordinator will inform the student-athlete of these implications (in the presence of witnesses) and will record such on the Drug Testing Notification Form.

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

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

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

VI. Self Referral:

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

- 2) This self-referral will be held strictly confidential and no team and/or administrative sanctions will be imposed upon the student-athlete who has made a personal decision to seek professional assistance.
- 3) A treatment plan will be put into place and the student-athlete will not be sanctioned for entry.
- 4) A student-athlete testing positive (during random and/or reasonable suspicion testing) **after entering this program** will be subject to the applicable sanctions.

VII. Notification of Results:

A. Urinalysis Results

- 1) The designated laboratory will use a portion of the specimen ("specimen A") for its initial analysis, consisting of sample preparation, instrument analysis, and data interpretation.
 - o If the initial analysis of the specimen shows the presence of a banned substance and/or a masking device, the designated laboratory will immediately arrange for an analysis of the remainder of "specimen A".
 - o Preparation and analysis of the remainder of "specimen A" will be conducted by a
 - o laboratory staff member other than the individual who prepared and analyzed the student-athlete's initial specimen. The designated laboratory reserves the right to send the remainder of "specimen A" to another certified laboratory for preparation, analysis, and interpretation.
- 2) Upon verification of "specimen A", the designated Medical Review Officer (MRO) / laboratory will notify the Director of Athletics and/or his/her designee of the test results.
- 3) Upon notification of a positive test result, the UNI Director of Athletics and/or his/her designee will verbally notify the student-athlete, the student-athlete's head coach, and the Head Athletic Trainer and/or his/her designee. A representative of the UNI Student Health Center Counseling Center and/or the team physician may be present at this meeting and/or verbally notified as per the Director of Athletics and/or his/her designee.
 - o At this time, the student-athlete may request to appeal the test results.
 - o The student-athlete will have 48 hours from the time of his/her verbal notification to begin the appeals process.
 - o The student-athlete may request that the remainder of his/her initial specimen ("specimen B") be sent to the certified laboratory of his/her choosing for preparation, analysis, and interpretation.
 - o All costs associated with the appeals process, including shipping, preparation, analysis, and interpretation of the specimen will be the responsibility of the student-athlete.
 - o The interpretation of Specimen B will be final.
- 4) The student-athlete will also be notified in writing within 48 hours, with carbon copies being sent to the UNI Director of Athletics and/or his/her designee, Head Athletic Trainer and/or his/her designee, the student-athlete's head coach, a representative of UNI Student Health Center Counseling Center, and the team physician (if necessary). The UNI Drug Testing Administrator is responsible for this written notification.

B. Rapid Drug Screen Test Results

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

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

VII. Sanctions for Positive Test Results:

There are three ways in which a student-athlete can test positive under this program:

- 1) Any **legal conviction** of a student-athlete for underage possession of alcohol, DUI, public intoxication, and/or the purchase or possession of banned substances;
- 2) Any **on-campus conviction** of a student-athlete for violating the University of Northern Iowa's Drug and Alcohol Policy. The UNI Department of Intercollegiate Athletics has requested that the University notify the Director of Athletics and/or his/her designee of any such infractions; and
- 3) The **presence of one or more of the banned substances** in the student-athlete's urine during any UNI and/or NCAA substance abuse test, as confirmed through the collection testing methods outlined above.

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

A. FIRST POSITIVE TEST

- 1) The student-athlete will be required to have a confidential meeting with the Director of Athletics and/or his/her designee, the head coach, the Head Athletic Trainer and/or his/her designee, and the Director of Compliance (if available) within one (1) week of the positive test notification.
 - a. The student-athlete has the option to request that one (1) person of his/her choosing to accompany him/her to this meeting.
- 2) The student-athlete will be referred to the UNI Student Health Center Counseling Center, or an outside designated agency of his/her choice, for evaluation, education, and mandatory counseling sessions.
 - a. The student-athlete will be required to sign a waiver to release information regarding his/her attendance at the mandatory counseling services.
 - b. The UNI Student Health Center Counseling Center (or the outside agency) will determine the appropriate duration of counseling required.
- 3) The student-athlete will be required to contact his/her parent or guardian in the presence of the Director of Athletics and/or his/her designee and the student-athlete's head coach.
- 4) The student-athlete will be randomly tested at the discretion of the Director of Athletics and/or his/her designee for one (1) calendar year after the date of the first positive test.
- 5) An unexcused absence from, and/or failure or refusal to participate in the conditions set forth and those provided by the UNI Department of Intercollegiate Athletics and the UNI Student Health Center Counseling Center will be treated as a second positive test result.
- 6) The student-athlete's head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges and/or travel, and/or termination of some or all athletics financial aid, as outlined in written team policies.

B. SECOND POSITIVE TEST

- 1) The student-athlete will be required to have a confidential meeting with the Director of Athletics and/or his/her designee, the head coach, the Head Athletic Trainer and/or his/her designee, a member of the UNI Student Health Center Counseling Center, and the Director of Compliance (if available) within one (1) week of his/her notification of the second positive test result.
 - a. The student-athlete has the option to request that one (1) person of his/her choice, accompany him/her to this meeting.
 - b. The student-athlete will be suspended from competition for a *minimum of 10% of their total competitive season* from the date of his/her notification of a second positive test result.
 - i. Football – 1 game
 - ii. Soccer – 2 dates of competition
 - iii. Volleyball – 3 dates of competition
 - iv. Cross-Country – 1 date of competition
 - v. Basketball – 3 dates of competition
 - vi. Baseball – 5 dates of competition
 - vii. Softball – 6 dates of competition
 - viii. Golf – 2 dates of competition
 - ix. Tennis - 2 dates of competition
 - x. Track and Field - 1 date of competition
 - xi. Swimming - 2 dates of competition
 - xii. Wrestling - 3 dates of competition

* If a team completes its competition schedule while a student-athlete is under a second positive sanction, the student-athlete's suspension will be carried over into next season's competition. If an individual is positive during a red shirt year, the student's suspension will begin during the next season of competition.

- c. The student-athlete's head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges and/or travel, and/or termination of some or all athletics financial aid, as outlined in written team policies.
- 2) The student-athlete will be referred to the UNI Student Health Center Counseling Center, or an outside designated agency of his/her choice, for evaluation, education, and mandatory counseling sessions.
- 3) Counseling Center for evaluation, education, and mandatory counseling sessions.
- 4) The UNI Student Health Center Counseling Center (or the outside agency) will determine the appropriate duration of counseling required.
- 5) The student-athlete will be required to contact his/her parent or guardian in the presence of the Director of Athletics and/or his/her designee and the student-athlete's head coach.
- 6) The student-athlete will be randomly tested at the discretion of the Director of Athletics and/or his/her designee for one (1) calendar year after the date of the first positive test.
- 7) An unexcused absence from, and/or failure or refusal to participate in the conditions set forth and those provided by the UNI Student Health Center Counseling Center will be treated as a third positive test result.

C. THIRD POSITIVE TEST

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

VIII. Zero Tolerance:

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

IX. Confidentiality:

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

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

X. Appeals:

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

NCAA Drug Testing Program

Each year, student-athletes will sign a drug-testing consent form demonstrating their understanding of the NCAA drug-testing program and their willingness to participate. This consent statement is required by the NCAA of all student-athletes before participation in intercollegiate competition during the year in question. Failure to complete and sign the statement annually shall result in the student-athletes ineligibility for participation in all intercollegiate competition.

By signing the NCAA drug testing consent form, the student-athlete agrees to allow the NCAA to test the student-athlete for the banned drugs listed in NCAA Bylaw 31.2.3.1 in relation to any participation by the student-athlete in any NCAA championship or in any post-season NCAA Championship football game. Additionally, for student-athletes who participate in football or track and field, the student-athlete may be tested on a year-round basis, for anabolic agents, diuretics and urine manipulators. A list of drugs banned by the NCAA is provided at the end of this section.

A student-athlete who tests positive, consistent with the NCAA drug testing protocol, shall be charged with **the loss of a minimum of one season of competition in all sports** if the season of competition has not yet begun for that student-athlete. A student-athlete who tests positive **during a season of competition** will be **ineligible** to participate in regular season and postseason competition during the time period ending one calendar year after the positive drug test.

If a student-athlete tests positive for a second time for the use of any drug, other than a "street drug" as defined in NCAA Bylaw 31.2.3.1, the student-athlete loses all remaining regular season and post-season eligibility in all sports.

Per NCAA Bylaw 18.4.1.5.1, if a student-athlete tests positive for the use of a "street drug" after being restored to eligibility, you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular season and post season competition at least through the next calendar year.

Per NCAA Executive Committee policy, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.

Per NCAA Bylaw 18.4.1.5.1, a student-athlete will remain ineligible until the student-athlete retests negative and the NCAA Eligibility Committee restores the student-athlete's eligibility.

The Director of Athletics, Assistant Athletic Director for Compliance, and/or the athletic training and strength and conditioning staff will disseminate the list of banned drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes will be notified if the list changes during the academic year. Updates can be found on the NCAA Web site (www.ncaa.org).

Policy Statement on the Use of Anabolic / Androgenic Steroids:

The University of Northern Iowa **DOES NOT** accept or condone the use of anabolic/androgenic steroids. Student-athlete will be made aware of the University of Northern Iowa, Missouri Valley Conference (MVC), MVC Football Conference, Mid-America (MAC), National Collegiate Athletic Association (NCAA), and United States Olympic Committee (USOC) policies with regards to steroid use, as well as the detrimental and possibly permanent defects caused by the use of steroids. Furthermore, it is to be acknowledged that steroid use can cause injury as well as aggravation or delayed healing of a present injury. The University of Northern Iowa, its agents, servants, trustees, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use of anabolic/androgenic steroids by student athletes. By signing UNI's *Medical Examination & Authorization Waiver*, the student-athlete-

1. Acknowledges the aforementioned policies and statements with regards to the use of anabolic / androgenic steroids and fully accepts the detrimental and possibly permanent defects caused by the use of anabolic / androgenic steroids in any form;
2. Fully accepts that they have been made aware of the University of Northern Iowa, Missouri Valley Conference (MVC), MVC Football Conference, Mid-America (MAC), National Collegiate Athletic Association (NCAA), and United States Olympic Committee (USOC) policies with regards to the use of anabolic / androgenic steroids;
3. Accepts any and all liability if they have in the past used, continue to use, or use at anytime in the future, anabolic / androgenic steroids; and
4. Releases the University of Northern Iowa and all personnel of any and all responsibility and liability.
- 5.

Policy Statement on the Use of Tobacco Products:

In accordance with NCAA legislation, the use of tobacco products is prohibited by student-athletes and all game personnel (e.g., coaches, athletic trainers, managers and game officials) in all sports during practices and competition. Additionally, the University of Northern Iowa does not condone the use of tobacco in any form, including smoking and smokeless (i.e. "dipping", "chewing", etc.). Research has shown that the use of tobacco can lead to lung cancer, oral cancer, leukoplakia, emphysema, heart disease, heart attacks, etc. The University of Northern Iowa, its agents, servants, trustees, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use of tobacco products of any kind. By signing UNI's *Medical Examination & Authorization Waiver*, the student-athlete-

1. Acknowledges the aforementioned policies and statements with regards to the use of tobacco products and fully accepts the detrimental and possibly permanent defects caused by the use of tobacco products in any form;
2. Fully accepts that they have been made aware of the University of Northern Iowa, Missouri Valley Conference (MVC), MVC Football Conference, Western Wrestling Conference, National Collegiate Athletic Association (NCAA), and United States Olympic Committee (USOC) policies with regards to the use of tobacco products;
3. Accepts any and all liability if they have in the past used, continue to use, or use at any time in the future, tobacco in any form; and
4. Releases the University of Northern Iowa and all personnel of any and all responsibility and liability.

Policy Statement on the Use of Alcohol:

The University of Northern Iowa does not condone the use and/or abuse of alcohol in any form, nor does it condone operating a motor vehicle while under the influence of alcohol. Research has shown the alcohol acts as a central nervous system depressant and a diuretic. Research has also shown that alcohol can lead to dehydration, decreased motor awareness, and kidney and liver dysfunction. The University of Northern Iowa, its agents, servants, trustees, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use and/or abuse of alcohol in any form. By signing UNI's *Medical Examination & Authorization Waiver*, the student-athlete-

1. Acknowledges the aforementioned policies and statements with regards to the use of alcohol products and fully accepts the detrimental and possibly permanent defects caused by the use and/or abuse of alcohol in any form;
2. Fully accepts that they have been made aware of the University of Northern Iowa, Missouri Valley Conference (MVC), MVC Football Conference, Western Wrestling Conference, National Collegiate Athletic Association (NCAA), and United States Olympic Committee (USOC) policies with regards to the use of alcohol;
3. Accepts any and all liability if they have in the past used and/or abused, continue to use and/or abuse, and/or use or abuse at anytime in the future, alcohol in any form; and
4. Releases the University of Northern Iowa and all personnel of any and all responsibility and liability.

Policy Statement on the Use of Illicit (“Street”) Drugs:

The University of Northern Iowa does not condone the use of illicit “street” drugs in any form, including, but not limited to: marijuana, cocaine, “crack”, barbiturates, LSD, amphetamines, PCP, heroin, hashish, mescaline, DMT, mushrooms, and inhalants. Research has shown that the use of illicit “street” drugs in any form is addictive, and can lead to: cardiac arrhythmia’s, impaired physical abilities, impaired judgment, mood alterations, hallucinations, circulatory problems, and possibly death. The University of Northern Iowa, its agents, servants, trustees, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use of illicit (“street”) drugs in any form. By signing UNI’s *Medical Examination & Authorization Waiver*, the student-athlete-

1. Acknowledges the aforementioned policies and statements with regards to the use and/or abuse of illicit (“street”) drugs, and fully accepts the detrimental and possibly permanent defects caused by the use of illicit (“street”) drugs;
2. Fully accepts that they have been made aware of the University of Northern Iowa, Missouri Valley Conference (MVC), MVC Football Conference, Western Wrestling Conference, National Collegiate Athletic Association (NCAA), and United States Olympic Committee (USOC) policies with regards to the use of illicit (“street”) drugs;
3. Accepts any and all liability if they have in the past used and/or abused, continue to use and/or abuse, or use and/or abuse at any
4. time in the future, illicit (“street”) drugs in any form; and
5. Releases the University of Northern Iowa and all personnel of any and all responsibility and liability.

Use of Ergogenic Aids:

The University of Northern Iowa does not condone the use of ergogenic aids, creatine powder, protein supplements, amino acids, etc.

- Supplements do not undergo the same quality control as do 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 truly a **“BUYER BEWARE”** market. It is important for you to remember that **YOU WILL BE HELD RESPONSIBLE FOR EACH AND EVERY SUBSTANCE THAT ENTERS YOUR BODY!!**
- UNI Sports Medicine staff will review the supplements and provide assistance and information when requested.

The University of Northern Iowa, its agents, servants, trustees, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use of ergogenic aids and/or nutritional supplements in any form by student-athletes.

By signing UNI’s *Medical Examination & Authorization Waiver*, the student-athlete:

1. Acknowledges that he/she understands that they are to list all supplements on the Chain of Custody Forms at the time of any drug test;
2. Acknowledges the aforementioned policies and statements, and fully accepts the detrimental and possibly permanent defects caused by the use of ergogenic aids;
3. Fully accepts that they have been made aware of the University of Northern Iowa, Missouri Valley Conference (MVC), MVC Football Conference, Western Wrestling Conference, National Collegiate Athletic Association (NCAA), and United States Olympic Committee (USOC) policies with regards to the use of ergogenic aids;
4. Accepts any and all liability if they have in the past used, continue to use, or use at anytime in the future, ergogenic aids in any form; and
5. Releases the University of Northern Iowa and all personnel of any and all responsibility and liability.

Use of Diuretics:

Diuretics or “water pills” have been used in the past by some student-athletes to lose weight so that an assigned weight might be reached. The use of diuretics or “water pills” for weight loss is not considered medically safe, and is not permissible under National Collegiate Athletic Association (NCAA) and United States Olympic Committee (USOC) Drug Testing Guidelines. The University of Northern Iowa, its agents, servants, trustees, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use of diuretics in any form. By signing UNI’s *Medical Examination & Authorization Waiver*, the student-athlete-

1. Acknowledges the aforementioned policies and statements with regards to the use and/or abuse of diuretics, and fully accepts the detrimental and possibly permanent defects caused by the use of diuretics;
2. Fully accepts that they have been made aware of the University of Northern Iowa, Missouri Valley Conference (MVC), MVC Football Conference, Mid-American Conference (wrestling), National Collegiate Athletic Association (NCAA), and United States Olympic Committee (USOC) policies with regards to the use of diuretics;
3. Accepts any and all liability if they have in the past used and/or abused, continue to use and/or abuse, or use and/or abuse at anytime in the future, diuretics in any form; and
4. Releases the University of Northern Iowa and all personnel of any and all responsibility and liability.

Policy Statement on the Use of Pierced Ears, Earrings, & Body Piercings:

The University of Northern Iowa does not condone the puncturing of body parts (i.e. earlobe, nose, tongue, belly button, eye-brow, nipple, etc.), or the use or wearing of earrings and/or pierced body ornaments during athletic competition. In the event of injury to any body part and/or nerve(s) due to the wearing of earrings and/or pierced body ornaments, the University of Northern Iowa, its agents, servants, trustees, and employees disclaim liability and will not be held liable. By signing UNI's *Medical Examination & Authorization Waiver*, the student-athlete-

1. Acknowledges the aforementioned policies and statements with regards to pierced ears / earrings, and body piercings, and fully accepts the detrimental and possibly permanent defects caused by pierced ears, earrings, and body piercings;
2. Fully accepts that they have been made aware of the University of Northern Iowa, Missouri Valley Conference (MVC), MVC Football Conference, Mid-American (MAC), National Collegiate Athletic Association (NCAA), and United States Olympic Committee (USOC) policies with regards to pierced ears, earrings, and body piercings;
3. Accepts any and all liability if he/she has pierced or punctured any part of his/her body for the purpose of wearing earrings and/or pierced body ornaments; and
4. Releases the University of Northern Iowa and all personnel of any and all responsibility and liability.

State of Iowa Alcohol Related Policies

1. Legal Drinking Age:

The legal drinking age in the state of Iowa is *21 years old*. State law prohibits:

- Consuming or possessing an alcoholic beverage in a public place.
- Possessing an open or unsealed container in a motor vehicle (when the container is within the immediate reach of the driver).
- Public intoxication
- Consuming or possessing an alcoholic beverage if you are under 21.
- Giving or selling an alcoholic beverage to someone under age 21.
- Giving or selling an alcoholic beverage to anyone who is intoxicated.

Each of these violations is a Simple Misdemeanor offense punishable by up to 30 days in jail and/or a fine of up to \$100. Being convicted more than once for giving/selling to an underage person will result in enhanced penalties.

2. Fake I.D.

Anyone under the age of 21 who alters, displays, or possesses a fictitious or fraudulently altered license and uses it to purchase alcohol can lose their drivers license for up to 6 months.

This offense is also a Simple Misdemeanor.

3. Operating While Intoxicated (OWI)

Under state law, it is illegal to operate a motor vehicle while under the influence of drugs or alcohol. This means driving with a *blood alcohol concentration of 0.10 or greater*, or driving while under the influence of another drug, such as marijuana or certain prescription medications.

First Offense-

A person convicted of a first offense OWI will be fined at least \$500 and can be imprisoned in county jail for between 48 hours and one year.

Second Offense-

For a second offense, the individual will be confined for a minimum of seven days, and fined not less than \$750.

Third or greater offense-

For a third or subsequent OWI conviction, the individual is imprisoned for at least thirty days and up to one year, and is assessed a fine ranging from \$750 to \$7500.

4. Zero Tolerance/.02 law

- The driver's license of a person under age 21 who submits to a chemical test that indicates an alcohol level of .02 or more, but less than .08, will be revoked for 60 days on a first violation and 90 days on subsequent violations.
- If a person is suspected of operating a motor vehicle with an alcohol level of .02 or more, and refuses chemical testing, the driver's license revocation will be one year for a first violation and two years on a second or subsequent violation. These revocations (.02/"zero tolerance") are administrative and are not dependent upon criminal charges being filed. If a driver's license is revoked for a .02/"zero tolerance" violation, the driver is not eligible for a temporary restricted license at any time during the revocation period.

MVC CODE OF SPORTSMANSHIP

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

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

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

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

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

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

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

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

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

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

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

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

ACADEMICS

FULL-TIME ENROLLMENT

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

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

INITIAL ELIGIBILITY

In order to be eligible for practice, competition and an athletic scholarship for your freshman year of college, you must be certified as a “Final Qualifier” by the NCAA Eligibility Center (formerly NCAA Initial Eligibility Clearinghouse). The Eligibility Center certifies your eligibility based upon all of your high school transcripts and ACT/SAT national test scores, as well as your amateurism status.

CONTINUING ELIGIBILITY

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

NCAA PROGRESS TOWARD DEGREE (PTD) REGULATIONS:

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

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

24-HOUR RULE - must pass 24 hours by end of 1st year of college enrollment

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

NCAA PROGRESS TOWARD DEGREE REQUIREMENTS REFLECTS NCAA PTD REQUIREMENTS

(For student-athletes 1st entering ANY COLLEGE Fall 2003 or after)

Freshman Year	Sophomore Year	Junior Year
End 1st Year (2 sem)/ Begin 2nd Year (3rd sem)	End 2nd Yr (4 sem)/ Begin 3rd Yr (5th sem)	End 3rd Yr (6 sem)/ Begin 4th Yr (7th sem)
(Pass 24 hrs. for PTD)	40% Degree Requirements: Non-Tchg/Tchg (120) = 48hrs. B.S.(126) = 50.4 hrs. B.M. (130) = 52 hrs.	60% Degree Requirements: Non-Tchg/Tchg (120) = 72 hrs. B.S. (126) = 75.6 hrs. B.M. (130) = 78 hrs.
90% Cumulative GPA Non-Tchg (2.00) = 1.80 Col Bus (2.20) = 1.98 Teaching (2.50) = 2.25	95% cumulative GPA: Non-Tchg (2.00) = 1.90 Col Bus (2.20) = 2.09 Teaching (2.50) = 2.375	100% cumulative GPA Non-Tchg (2.00) = 2.00 Col Bus (2.20) = 2.20 Teaching (2.50) = 2.50

Senior Year	5th Year Senior
End 4th Yr (8 sem)/ Begin 5th Yr (9th sem)	(If necessary)
80% Degree Requirements: Non-Tchg/Tchg (120) = 96 hrs. B.S. (126) = 100.8 hrs. B.M. (130) = 104 hrs.	(within 30 hours of graduation)
100% cumulative GPA Non-Tchg (2.00) = 2.00 Col Bus (2.20) = 2.20 Teaching (2.50) = 2.50	

DECLARATION OF MAJOR BY BEGINNING OF 5TH SEMESTER OF ENROLLMENT

40-60-80% RULE - for students after 2nd year/3rd year/4th year of enrollment

MINIMUM GPA/TERM BY TERM - Beginning 2nd year of enrollment (beginning 3rd semester), must meet/retain the minimum GPA rules **EACH TERM** to continue eligibility (1.80/beginning 3rd semester; 1.90/beginning 5th semester; 2.00/beginning 7th semester).

NOTES REGARDING 40-60-80% REGULATION:

- Many majors will require the completion of **more than 24 hours each year to meet the 40-60-80% rule**
- Hours to meet the 40-60-80% rule are **not based on the student-athletes cumulative hours but countable degree-applicable hours**.
- **Non-countable hours toward the 40-60-80% rule would include but not be limited to the following:** regressive/remedial courses; CIEP courses; any courses completed which are over and above the minimum 120 hours required for the non-teaching and teaching degree/126 hours required for the B.S. degree/130 hours required for the B.M. degree; courses for a minor which are over and above the minimum hours required for the degree. (NOTE REGARDING FOREIGN LANGUAGE REQUIREMENT: The foreign language requirement is a UNI **graduation requirement** - hours needed to meet this foreign language graduation requirement will only be *countable degree-applicable hours* if the student needs these hours for his/her major or has university electives remaining.

B.A. Liberal Arts (Non-teaching majors) and B.A. Teaching – 120 hours minimum required for degree

- 48 hours (40%)/72 hours (60%)/96 hours (80%) will just meet the **very minimum for the 40-60-80% rule for a non-teaching major**
- **all these 48/72/96 hours must be countable degree-applicable hours**

Bachelor of Science majors – 126 hours minimum required for degree

WILL NEED MORE THAN 24 HOURS EACH YEAR - WILL NEED TO AVERAGE A MINIMUM OF 25.2 HOURS EACH YEAR

- 50.4 hours (40%)/75.6 hours (60%)/100.8 hours (80%) is needed to meet the **very minimum for the 40-60-80% rule for a Bachelor of Science major**
- **all these 50.4/75.6/100.8 hours must be countable degree-applicable hours**

Bachelor of Music majors – 130 hours minimum required for degree

WILL NEED MORE THAN 24 HOURS EACH YEAR - WILL NEED TO AVERAGE A MINIMUM OF 26 HOURS EACH YEAR

- 52 hours (40%)/78 hours (60%)/104 hours (80%) is needed to meet the **very minimum for the 40-60-80% rule for teaching majors and Bachelor of Music majors**
- **all these 52/78/104 hours must be countable degree-applicable hours**

* Note: Some UNI majors require more than the minimum required for the degree. The minimum hours required to graduate is specified in the UNI catalog with each specific major's listing of requirements. The minimum hours as specific for the major will be the number used in determining what minimum hours are needed to meet the 40%/60%/80% requirement.

PTD requirements when determining eligibility for Fall 2013 (based on the minimum requirements for a 120-hour degree):

1st college enrollment Fall 2012 - 24 hrs./1.80 cum GPA

1st college enrollment Fall 2011 - 48 countable hrs. 40% PTD rule/1.90 cum GPA

1st college enrollment Fall 2010 - 72 countable hrs. 60% PTD rule/2.00 cum GPA

1st college enrollment Fall 2009 - 96 countable hrs. 80% PTD rule/2.00 cum GPA

1st college enrollment Fall 2008 - 5th year senior

ATHLETICS ACADEMIC ADVISORS

Your Athletics Academic Advisors (Stacia Eggers & Kara Park) can provide you with the following services: academic advising, progress toward degree/eligibility, tutoring referrals, registration, exploration/declaration of major, CHAMPS/Life Skills, laptop computer checkout, individual meetings with mentors, etc. The offices for the athletics academic advisors are located in the North East UNI Dome Complex in the computer lab.

ACADEMIC LEARNING CENTER*

The Academic Learning Center seeks to empower students to do their best by providing free services to UNI students. It is located at

007 – 008 Innovative Teaching & Technology Center (ITTC). Services include:

- *Reading and Learning Center* – offers: Four-week, non-credit courses on speed reading, effective study strategies, PPST and GRE preparation; Ask-a-Tutor individualized tutoring by appointment for many Liberal Arts Core courses; Reading and learning consultations for reading comprehension and serious learning concerns.
- *Writing Center* – provides individualized assistance by appointment in planning, writing, revising, and documenting papers for students in all majors. Writing assistants and students work together to break writer's block, improve overall writing skills, identify and address writing problems, etc.
- *Math Center* – develops students' understanding of math, offering one-on-one and small group instruction, problem-solving techniques, and review of math concepts, etc.
- *Academic Achievement and Retention Services* – provides students with services designed to promote academic success and develop personal and professional strengths. Services include tutoring, orientation, transition and mentoring programs, advising services related to academic planning, finances, etc.
- *Examination and Evaluation Services* – offers credit by examination, certification examinations, and most major national college and professional school entrance examinations as well as test registration and preparation assistance, consultation and interpretation, etc.
- *Student Support Services* – is a federally funded TRIO program designed to increase retention and graduation rates of eligible UNI students. Eligible participants are offered the following services: academic, personal, financial and career advising, tutoring, cultural & educational activities, financial assistance, etc.

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

ATHLETICS ACADEMIC SERVICES' COMPUTER LAB

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

Rules & Regulations:

1. Please respect other students by keeping conversations low.
2. Music should not be audible outside your headphones.
3. Please set cell phones to "silent" mode.
4. No food, drinks, or tobacco products allowed.
5. Computers are to be used for academic purposes.
6. Be courteous of others waiting to use the computers.
7. Please monitor your time and be ready to leave by 5:00 p.m.

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

CHAMPS/LIFE SKILLS

The mission of the NCAA is to maintain intercollegiate athletics as an integral part of the campus educational program and the student-athlete as an integral part of the student body. With this in mind, the CHAMPS/Life Skills Program was created to support the student-athlete development in five areas: academics, athletics, personal development, career development and community service. UNI became a part of the CHAMPS/Life Skills program in 2000. In the process of achieving this mission, the CHAMPS/Life Skills Program will:

- Promote student-athletes' ownership of their academic, athletic, career, personal and community responsibilities.
- Meet the changing needs of student-athletes.
- Promote respect for diversity and inclusion among student-athletes.
- Assist student-athletes in identifying and applying transferable skills.
- Enhance partnerships between the NCAA, member institutions and their communities for the purpose of education.
- Foster an environment that encourages student-athletes to effectively access campus resources.
- Encourage the development of character, integrity and leadership skills.

Note: All incoming freshmen student-athletes at UNI must register for the POSTSEC 1055: Strategies for Academic Success course, which is also part of the CHAMPS/Lifeskills initiative.

TUTORING

The Athletics Department will seek to fill all student-athlete requests for tutoring. Tutoring is a privilege that comes with specific responsibilities. Student-athletes can also expect courteous and professional treatment from tutors. The following expectations must be agreed upon by tutors and tutees:

Role of Tutee

- Attend class
- Bring notes, texts, syllabus, and recent tests to session
- Do homework – except problem areas
- Read text and study outside the session
- Prepare material for tutoring session
- Meet punctually and regularly
- Call/Email tutor and office in case of cancellation
- Notify athletic academic advisor if tutee drops class or no longer needs tutor

Tutors CAN

- Meet punctually and regularly
- Respect confidentiality of sessions
- Support instructor
- Share good study habits: note taking, time management, etc.
- Help clarify new information
- Demonstrate problem solving skills
- Help tutee approach the reading of the text

Tutors CANNOT

- Do homework assignments
- Take tests for tutees
- Teach a course in place of the instructor
- Provide typing services for tutee
- Take money from the tutee for tutoring
- Violate NCAA regulations

If you would like to request a tutor, contact your athletics academic advisor.

Charges for Missed Tutoring Sessions: Student-athletes AND the team will be charged per missed tutoring session. This charge will be added to the student-athlete's university bill at the end of the semester. It will also be deducted from the team's budget at the end of the semester. If you are unable to attend a scheduled tutoring session, please contact your tutor no less than 4 hours before the scheduled session.

MISSED CLASS POLICY

The Department of Intercollegiate Athletics at the University of Northern Iowa (referred to as UNI Department of Athletics) is committed to providing each student athlete with a positive academic experience. Academic achievement is the result of hard work and effort; therefore, the UNI Department of Athletics expects all student athletes to attend classes, to exhibit appropriate behavior both in and out of class, and to complete all assignments.

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

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

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

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

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

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

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

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

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

- *First Unexcused Absence* – Reported to Sport Administrator and Head Coach.
- *Second Unexcused Absence* – Letter to Student Athlete and Head Coach. Parents/guardians of the student athlete will be notified.
- *Third Unexcused Absence* – Student Athlete will be suspended from one (1) practice beginning with the next scheduled practice. No athletically-related activities are allowed for a 24-hour period, including strength and conditioning activities, film sessions, individual workouts or any other activity that is required by the coaching staff.
- *Fourth Unexcused Absence* – Suspension from 10% of the team’s regular season scheduled competitions beginning with the next scheduled competition, which could also include post season.

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

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

Suspension Criteria:

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

Process to Appeal Unexcused Absences

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

Note: This policy can be amended at the discretion of the Director of Athletics.

GRADES AND GRADE POINTS

The marks A, B, C, D, F (Failed), and I (Incomplete) are used in indicating quality of work. Courses dropped during the first one-sixth of the semester or summer session are not recorded on the student’s record. Courses dropped during the second and third one-sixth of the term are indicated on the student’s record by W (Withdrawn). For courses dropped during the final one-half of the term (the specific date of the last day to drop a course without an F is listed in the Schedule of Classes for each semester), F (Failure) shall be reported unless for unusual circumstances specific permission is given to report otherwise. A GPA calculator can be found on UNI’s website at: <http://access.uni.edu/gpacalc/gpa.htm>

FAILED COURSES

A course taken in an on-campus setting, which was failed, may be repeated but must also be taken in a like on-campus setting. A UNI course which was failed may be repeated at another accredited college or university as long as the course has been determined and approved to be an equivalent to the original course. A course that has been failed may not be repeated by correspondence (specified as "Guided Independent Study" at UNI), nor may credit be established by examination for a course which has been taken previously and failed. A correspondence/UNI "Guided Independent Study" course which has been completed and failed may be repeated through correspondence/UNI "Guided Independent Study".

REPEATED COURSES

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

Per UNI academic policy, "if a student repeats successfully a course s(he) has previously failed, only the grade received for the successful completion will be included in figuring the cumulative grade point. If a student repeats a course s(he) has successfully completed, the grade received the most recent time the student takes the course will be used in figuring the grade index even though the most recent grade may be lower than the grade received previously. The student's transcript will show every time the course is taken and the grade earned."

INCOMPLETES

To receive credit for course work a student is required to be in attendance for the full semester. Exceptions to this rule are rarely made. Work lost by late enrollment or by change of registration may be made up for credit by an undergraduate student with the consent of the Office of Academic Affairs.

Work left incomplete at the end of a semester or summer session will be reported as F (Failure) unless a report of I (Incomplete) has been authorized by the instructor. The Incomplete is restricted to students doing satisfactory work in the class who, because of extenuating circumstances, are unable to complete the work of the course. The Incomplete is limited to assigned work during the final sixth of the term. If a course is reported as Incomplete, a student is not prevented from registering for another course for which the incomplete course is a prerequisite.

An incomplete ("I") must be made up and a passing grade assigned before the last day to add a full semester class of the academic term, immediately following the semester of the "I" grade to avoid loss of eligibility, athletic scholarship, practice and/or competition.

UNDERGRADUATE ACADEMIC STANDING POLICY

Undergraduate students at the University of Northern Iowa are expected to meet academic standards set by the university and to demonstrate satisfactory academic progress towards earning a degree. Academic alert and academic probation serve to warn students that unless academic performance improves, s/he may be academically suspended. No student in his/her first-semester in attendance at the University of Northern Iowa will be academically suspended.

First semester students (freshmen and transfer students) at the University of Northern Iowa placed on academic alert or academic probation may be subject to conditions designed to increase academic success. A student who does not agree to these conditions may have her/his course schedule canceled for the semester. All continuing students (students who are in their second semester or beyond at UNI) who are placed on academic probation should also seek assistance for academic improvement from academic advisors, the Academic Learning Center, or the Counseling Center.

Academic Alert:

Any **first semester student** who has a 1.00 – 1.99 semester GPA will receive a first semester academic alert. Only first semester students new to the university can be placed on academic alert. While on academic alert, the student will be limited to 14 credit hours. Academic alert is not recorded on the student's official academic transcript.

At the end of a student's semester on Academic Alert, one of the following actions will be taken:

- The student will be placed on academic probation if his/her UNI GPA is less than a 2.0
- The student will be removed from academic alert and shall be in good academic standing if his/her UNI GPA is a 2.0 or higher.

Academic Probation:

Any **first semester student** who has a semester GPA below 1.0 will be placed on academic probation. Also, any **continuing student** will be placed on academic probation when their UNI GPA is below a 2.0. A student placed on academic probation must earn a minimum semester GPA of 2.0 for each semester while on academic probation until his/her UNI GPA reaches 2.0 or higher.

While on academic probation, a student will be limited to 14 credit hours. Once a student's UNI GPA reaches 2.0 or higher, s/he will be removed from academic probation. Academic probation is not recorded on the student's official academic transcript.

At the end of a student's semester on Academic Probation, one of the following actions will be taken:

- The student will be academically suspended if his/her GPA for the semester is less than a 2.0.
- The student will continue on academic probation if his/her GPA for the semester is a 2.0 or higher and his/her UNI GPA remains below a 2.0.
- The student will be removed from academic probation and shall be in good academic standing if his/her UNI GPA is a 2.0 or higher.

Academic Suspension:

A student on academic probation who fails to earn a semester GPA of 2.0 will be academically suspended. Academic suspension is for a minimum period of one calendar year and is permanently noted on the student's official academic transcript. Once suspended, a student will not be allowed to re-enroll at the University of Northern Iowa until he/she has been academically reinstated.

Readmission after Suspension:

Academic suspension is for a minimum period of one calendar year. Only the most extenuating circumstances would warrant consideration for readmission before the minimum of one academic year has elapsed.

An undergraduate student who has been academically suspended may be readmitted only after completing the *Application for Readmission from Academic Suspension* and receiving formal reinstatement from the Committee on Admission, Readmission, and Retention. The *Application for Readmission from Academic Suspension* can be completed and submitted online at www.uni.edu/register. As a condition of reinstatement, a student may be subject to stipulations designed to increase academic success. A student who does not agree to these conditions may be denied readmissions or have her/his course schedule canceled for the semester.

A student who is readmitted after suspension will be placed on academic probation following suspension beginning with the semester immediately following his/her return to UNI. A student readmitted after suspension must earn a minimum semester GPA of 2.0 for each semester after being readmitted until his/her UNI GPA reaches 2.0 or higher. While on academic probation following suspension, the student will be limited to 14 credit hours for a semester.

Academic suspension for a second time is considered permanent. Only the most extenuating circumstances would warrant consideration for readmission from academic suspension a second time.

At the end of a student's semester on Academic Probation following Suspension, one of the following actions will be taken:

- The student will be permanently academically suspended if his/her GPA for the semester is less than a 2.0.
- The student will continue on academic probation following suspension if his/her GPA for the semester is a 2.0 or higher and his/her UNI GPA remains below a 2.0.
- The student will be removed from academic probation following suspension and shall be in good academic standing if his/her UNI GPA is a 2.0 or higher.

DEAN'S LIST

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

GRADUATION WITH HONORS

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

Summa Cum Laude: Students whose cumulative UNI grade point average places them in the top 3% of those students graduating from their academic major college/division will be awarded Summa Cum Laude.

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

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

CREDIT/NO CREDIT GRADING

An undergraduate student, having earned twelve semester hours of credit at this university, may take courses offered by this institution for which s(he) is otherwise eligible for degree credit without grade under the following conditions:

1. The course work requirements for a student taking work on an ungraded basis shall be the same as for a student taking the work on a graded basis.
2. A grade of C- or higher is required in a course to receive credit on the "credit/no credit" option.
3. Not more than 22 hours of ungraded course work in addition to courses authorized to be offered only for ungraded credit may be taken toward any bachelor's degree.

4. Ungraded credit may not be applied to work required for a major or minor except with the consent of the head of the department in which the course is offered.
5. No course taken in the "credit/no credit" option may be applied toward meeting a Liberal Arts Core requirement.
6. Except for Field Experience: Exploring Teaching (200:017), Field Experience: Teacher as Change Agent (200:128), and for Student Teaching (280:132 through 280:140), ungraded credit may not be used to meet the Professional Education Requirements for the teaching program.
7. Course work passed without grade ("CR" credit) may not be retaken except by special permission of the Dean of the College in which the course is offered.
8. A graded course completed may not be retaken on an ungraded basis.
9. The credit/no credit system may not be used with Credit by Examination, Extension, or Correspondence (specified as "Guided Independent Study" at UNI) courses.
10. Change of registration in a course to or from a non-graded basis may not be made after five class days beyond midterm in a full, academic-year semester, or after the mid-point in the duration of a course taught in a period less than a full, academic-year semester. Only one such change of registration may be made per course.
11. The credit/no credit grading system may not be used in Presidential Scholars Seminars or for the Presidential Scholars Thesis/Project credit.

ACADEMIC ETHICS/DISCIPLINE

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

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

PLAGIARISM

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

CONSEQUENCES

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

- If a student is determined by an instructor to have committed a violation of academic ethics, the instructor may take additional disciplinary action including, but not limited to, grade reduction for the course in which the infraction occurs, even if the reduction is over and above the normal consequences resulting from the grade merited by the unacceptable work.
- In cases where such disciplinary action is taken, the instructor is obliged to report the action in writing, to the student, to the instructor's department head, (and, if the student is from a different department, to the head of the student's department), and to the Office of the Provost and Vice President for Academic Affairs.
- The Provost and Vice President for Academic Affairs will notify the student in writing that such action has been taken, and will maintain a file for each student so disciplined. (This file is confidential and is independent of the student's normal University records.)
- A student wishing to appeal or dispute the disciplinary action taken may seek redress through the University academic grievance structure. In the case of a successful grievance, the evidence of the disciplinary action taken by the instructor will be expunged from the student's file by the Provost and Vice President for Academic Affairs.
- In cases of particularly flagrant violations of academic ethics relating to cheating or plagiarism, the instructor may feel obligated to recommend suspension from the University of Northern Iowa for a period ranging from the term in which the infraction occurs (with a loss of all credit earned during that term) to permanent suspension from the University. Such recommendations are sent in

writing to the department head and the Provost and Vice President for Academic Affairs, the latter of whom informs the student in writing that the recommendation has been made. In such cases, the academic appeals procedure is automatically invoked by the Provost and Vice President for Academic Affairs. Until the mandatory academic appeal in such cases has been completed, the recommended suspension is not in effect. In cases of a successful appeal to such action, the materials will be expunged from all University records.

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

FINANCIAL AID/SCHOLARSHIPS

The student-athlete and his/her parent(s) or guardian(s) are responsible for all expenses of a college education. There are, however, various means of financial assistance available to the student-athlete. The student-athlete may be awarded, if qualified, an athletics grant-in-aid (scholarship), work study, Pell grant, student loans, and various other institutional or organizational awards. Under NCAA guidelines, a student-athlete shall not receive any financial aid other than that administered by the institution. This includes hometown, service club, and/or company awards of any kind. By federal law, these types of awards must be reported to the UNI Office of Student Financial Aid and a revision to your athletics award may occur to assure your eligibility is maintained. Financial aid awarded to the student-athlete must not exceed that amount equal to the cost of attendance (with the exception of Pell Grant and Student Loans). The portion of scholarship income that exceeds tuition, supplies, books, and equipment is taxable income and must be reported to the IRS on Form 1099.

TYPES OF FINANCIAL AID

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

ROOM AND BOARD

If room and board is included as a part of a student-athlete's athletic scholarship, it is strongly recommended that the student-athlete lives on campus for at least two years. It is recommended that the student-athlete complete the 2-year advantage Department of Residence contract. Individual sport programs may require this as a condition of being on the team. Student-athletes on full athletic scholarship and living off-campus will receive a stipend equal to the cost of an on-campus double room and full board "Any 19" meal plan. The stipend will be issued in one installment at the beginning of each semester.

TEXTBOOK POLICY

If you have been awarded books as part of your athletic scholarship, the Athletic Student Services team will distribute them to you prior to each semester. Only required books will be provided and they will be issued as part of a loan program. You should NOT go directly to University Book & Supply to get your books. Check your email or ask the Assistant Athletic Director -Compliance, if you have any questions regarding the details. Required course packets, syllabi, etc. may be purchased at Copyworks or from an instructor. And receipts must be submitted to the Assistant Athletic Director -Compliance for reimbursement. If your schedule changes from the time you receive your books, you are responsible for exchanging/getting the appropriate books directly from the bookstore with approval from the Assistant Athletic Director -Compliance. You must take the pink receipt with you to the bookstore in order to exchange the books.

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

EXPENSES NOT COVERED BY ATHLETIC SCHOLARSHIPS

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

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

RENEWAL/NON-RENEWAL OF ATHLETICS SCHOLARSHIP

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

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

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

POST-ELIGIBILITY SCHOLARSHIPS (5TH YEAR AID)

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

Policy

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

Procedures

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

SUMMER SCHOOL

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

Policy

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

Procedures

- Student-athletes must complete the Summer Athletic Scholarship Application available from the Athletic Student Services Office

- in order to be considered.
- Completed applications must be submitted to the Athletic Academic Advisors no later than April 15th. Applications received after April 15th may not be considered.
 - Notification of decisions will be sent to sport programs and S-As via e-mail no later than the end of May.
- All decisions are final. The Director of Compliance will notify the Financial Aid Office of all summer scholarship awards prior to the conclusion of the spring semester.

ATHLETIC COMPLIANCE

ETHICAL CONDUCT

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

SPORTS WAGERING – “DON’T BET ON IT”

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

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

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

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

EMPLOYMENT

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

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

For assistance in preparing a resume and obtaining information regarding jobs in the Cedar Falls area, contact Career Services at 273-6857.

PRIVATE LESSONS

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

- Institutional facilities are not used;
- Playing lessons shall not be permitted;
- The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year; and
- The compensation is paid by the lesson recipient (or the recipient’s family) and not another individual or entity.
- Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time.
- The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

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

SEASONS OF COMPETITION

INTERCOLLEGIATE COMPETITION

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

FIVE-YEAR RULE (“YOUR ELIGIBILITY CLOCK”)

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

REDSHIRT

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

MEDICAL HARDSHIP

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

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

OUTSIDE COMPETITION

In sports other than basketball, a student-athlete may not participate during the academic year as a member of any outside team (there is an exception for official vacation periods outside of your playing season). You must obtain prior written permission from the Director of Compliance to participate. Student-athletes may participate on an outside amateur team during the summer, but there are limitations in some sports on the number of student-athletes who may participate on the same team.

In the sport of basketball, student-athletes may not participate in any organized outside basketball competition during the academic year. Summer participation is permissible only in those summer events (e.g., leagues, tournaments, state games) that are approved by the NCAA and are located within 100 miles of campus and/or your permanent residence. You must obtain prior written permission from UNI to participate.

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

PRACTICE HOURS

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

AMATEUR STATUS AND AGENTS

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

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

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

EXTRA BENEFITS

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

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

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

BOOSTERS

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

RECRUITING POLICIES

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

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

STUDENT-ATHLETES AND RECRUITING

Off-Campus Contact with Prospects

No off-campus contact between UNI student-athletes and prospects (especially at the direction of the coach) is permissible. Unavoidable, incidental contact (without prior knowledge or coordination) is acceptable but must involve only normal civility for a brief amount of time.

Telephone Calls

Enrolled student-athletes or other enrolled students shall not make or participate in telephone calls to prospects at the direction of a coaching staff member or calls financed by the institution or a representative of its athletics interests

On-Campus Contact with Prospects

It is permissible for student-athletes to contact prospects on-campus. A prospect may stay in a student-athlete's room on an official visit.

Serving as a Student Host

During the recruitment of a prospective student-athlete, you may be asked to serve as a student host of an official on-campus visit. Be sure to fill out the proper forms (supplied by the coaching staff) and follow all rules and regulations pertaining to this prospect's visit. There is a maximum of \$30 per day (24-hour period) allowed for specific entertainment use.

RESPONSIBILITIES OF HOSTS

- It is the responsibility of the University of Northern Iowa to ensure the safety and well-being of prospective student-athletes visiting campus. At the same time, it is incumbent upon prospective student-athletes and their student host to avoid any situations or activities that would jeopardize their safety or would be against NCAA regulations, UNI guidelines, University policies or local laws, rules and regulations.
- An enrolled student-athlete may participate as the student host during a prospective student-athlete's official visit to the University of Northern Iowa. Student hosts must be enrolled full-time at this institution. Non-qualifiers are not eligible to be student hosts.
- The student host may receive a maximum of \$30.00 per day to cover actual costs of entertaining prospects (and the prospect's parents, legal guardians or spouse), excluding the cost of meals and admission to UNI events. A maximum of \$60.00 can be given to the student host for the duration of the official visit. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. At no time may a prospective student-athlete receive cash from the student host.
- Student hosts may not use vehicles provided or arranged for by any institutional staff member or UNI athletic booster. A prospective student-athlete should never use a student host's vehicle.
- All entertainment of prospective student-athletes is limited to a 30-mile radius of the University of Northern Iowa. It is the responsibility of the head coach and the student host to supervise all activities, structured and unstructured of the prospect while visiting our campus for the purpose of recruitment.
- The prospective student-athlete may participate in physical workouts or other recreational activities in his/her sport or any other sport during a visit, provided the activities are neither organized nor observed by members of the athletics department coaching staff, and are not designed to test the athletic abilities of the prospective student-athlete. Student hosts may participate in workouts or other recreational activities with the prospective student-athlete.
- Prospective student-athletes will have a curfew of 12:30 a.m. unless they are participating in activities supervised or arranged by the UNI coaching staff.
- Underage drinking (below 21) is illegal in the State of Iowa. Prospective student-athletes are not allowed to indulge in this activity. It is the student host's responsibility to discourage and report transgressions of this law.
- If a prospective student-athlete is of legal age (21) and may enter a local bar, it is the student host's responsibility to ensure that the prospective student-athlete is aware that alcohol abuse will NOT be tolerated. Prospects who are not yet 19 years old are prohibited from being in a bar after 11:00 p.m. The student host must understand that the host money CANNOT be used to provide alcohol to any prospect regardless of age.
- The use of banned substances (illegal drugs) is prohibited during any official/unofficial visit to the University of Northern Iowa. It is the responsibility of the student host to discourage and report any violations of these guidelines.
- Campus visits are to exclude other inappropriate behavior including, but not limited to, sexual activity, sexual harassment, and/or any type of visitation to strip clubs. It is the responsibility of the student host to discourage and report any violations of these guidelines.
- Any gambling activities during the prospective student-athlete's official visit are prohibited. No visit to any establishment where gambling activities take place will be acceptable. It is the responsibility of the student host to discourage and report any violations of these guidelines.
- A prospective student-athlete may not have contact with representatives of the University of Northern Iowa's athletics interests (boosters). It is the responsibility of the student host to ensure that such contact does not take place when they are entertaining prospective student-athletes. If an unplanned meeting occurs, only an exchange of greeting is permissible.
- Student hosts are responsible for turning in any receipts and/or remaining cash from the funds advanced if it is requested. This should be done immediately following the recruiting visit.
- Student-athletes will be informed that any concerns about the recruiting process should be reported to the Compliance Director, who will in turn inform the Athletic Director and the Faculty Athletic Representative so that swift and appropriate action can be taken.

RESPONSIBILITIES OF COACHING STAFF

- Coaches are responsible for evaluating a recruit's character, citizenship and academic ability.
- Coaches must communicate to recruits their expectations in terms of the personal, academic and athletic goals of their program before they sign a financial agreement and/or National Letter of Intent.
- If a coach or other athletic staff member discovers that a recruit may have incidents in his/her background such as arrests, citations, or any other potentially embarrassing incidents or incidents that would indicate a lack of character, the coach shall notify the Athletic Director and a joint decision will be made on whether to continue the recruitment.
- Coaches shall instruct the student hosts and prospective student-athletes about behavior and activities that are appropriate and inappropriate. While good judgment is expected of all student-athletes, and all possible activities cannot be listed, following are some examples of inappropriate activities:
 - Attendance at adult entertainment establishments
 - Provision of alcohol to underage recruits
 - Provision of excessive transportation, such as limousines
 - Arrangement of escort services or any other similar services
 - Provision of "adult entertainment" involving exotic dancers and the like
 - Participation in any unethical or illegal activity, such as provision of drugs, or participation in gambling activities
- Coaches are responsible for selecting responsible student hosts who will follow the coach's instructions and avoid inappropriate behaviors.

- Coaches shall be responsible for the activities that are planned for the recruit during their stay on campus.
- Coaches are responsible for informing the student host that Iowa law prohibits providing alcohol to minors and will not be tolerated.
- The University of Northern Iowa will not provide any alcoholic beverages to athletic staff members or the prospect's parents or guardians during any meals while on the official visit.
- The Athletic Director and Compliance Director are responsible to communicate with coaches and student-athletes to ensure that the coach is fulfilling his/her responsibilities as noted above.
- Coaches will be informed that any concerns about the recruiting process should be reported to the Compliance Director, who will in turn inform the Athletic Director and the Faculty Athletic Representative so that swift and appropriate action can be taken.

OVERSIGHT AND ENFORCEMENT OF RECRUITING POLICIES

While the control of the Athletics program rests with the President and the Athletic Director, others at the University of Northern Iowa have important roles to play in preventing and reporting recruiting abuses.

- The responsibilities of the Head Coach are clearly stated in this document.
- The Athletic Director will reinforce these policies periodically throughout the year; review the policy at the full departmental meeting in August of each year; and again with the coaches and administrative staff at periodical staff meetings.
- This policy will be included in a monthly NCAA rules education for all coaches and staff, in the Student-Athlete Handbook and in the Compliance Guide.
- Any recruit who violates recruitment standards may not be admitted to the University.
- Violations by enrolled student-athletes or coaches will result in disciplinary action appropriate to the level of severity of the violation.

TRANSFER POLICY

NCAA Bylaw 13.1.1.3 specifies that athletics staff members and other representatives of the institution's athletics interest shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution's athletics director to do so. If permission is not granted, the second institution shall not encourage the transfer and the institution shall not provide athletically related financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply.

Any student-athlete wishing to transfer to another institution should initiate their request with the head coach. The head coach shall provide this document to the student-athlete at the time of that request.

A student-athlete is required to have prior written approval for permission to speak with another institution and for completion of the actual transfer, which would certify eligibility for athletic aid and competition. Written permission shall be granted solely by the Athletic Director with input from the head coach, sport administrator and/or the Senior Associate AD.

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

Requests for contact and transfer exception will be denied:

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

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

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

APPEALS

If Northern Iowa denies a student-athlete's request for permission to contact other institutions and/or transfer, the student-athlete will be informed in writing that he or she, upon request, shall be provided a right to request an appeal hearing. The student-athlete will be notified that he/she has two weeks from the date of the written notification to formally appeal the transfer request denial decision. The student-athlete will also be notified of the appeal process/order of proceedings in writing. In order to appeal the decision, the student-athlete must submit a completed *Transfer Request Appeal Hearing Form* (in writing or via e-mail) to the NCAA Faculty Athletics Representative within this two-week period. A copy of this form will be provided to the student-athlete. Failure to submit a written request for an appeal hearing in this format within this time frame to the NCAA Faculty Athletics Representative or failure to fill out the appeal form completely will result in the appeal being denied. Upon receipt of the written appeal request for a hearing, the NCAA Faculty Athletic Representative will review the request and submit it to all of the members of the Appeals Committee, the Director of Compliance, the Sport Administrator, and the Head Coach.

The Faculty Athletics Representative, as chairperson, will schedule an in-person or phone appeal hearing and the student-athlete will be notified of the date/time of the hearing by the FAR. The student-athlete may choose to participate by only providing written information, but must have the opportunity to actively participate in the hearing. The appeal hearing will be conducted and a written decision (on behalf of the Appeals Committee) of the hearing outcome will be provided to the student-athlete within 15 business days from the date of receipt of the student-athlete's appeal request form. If the hearing is not conducted and/or the decision is not provided to the student-athlete within this time period, the appeal shall be granted by default. Note: An appeal hearing may not be conducted beyond the 15 business day period, even if requested by the student-athlete.

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

MISSOURI VALLEY INTRA-CONFERENCE TRANSFER RULE

A student-athlete who has accepted or received an athletic scholarship or participated in any intercollegiate contest as a member of a MVC member institution, is allowed to transfer to another MVC member institution, but must sit out of competition for two years from the official date of transfer. Additional questions about this rule should be directed to Athletic Student Services team.

COMPLEMENTARY ADMISSIONS AND TICKET BENEFITS

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

SPORTS MEDICINE/ATHLETIC TRAINING SERVICES

MEDICAL CARE PROCEDURES FOR THE STUDENT-ATHLETE

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

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

MEDICAL CERTIFICATION FOR INDIVIDUAL STUDENT-ATHLETE PARTICIPATION

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

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

If for any reason the student-athlete is not approved/certified for intercollegiate athletic participation, he/she will be notified by a member of the Sports Medicine Department/Athletic Training Services at the completion of the pre-participation physical examination. All costs associated with any tests, consultations, and/or medical procedures needed to gain approval/certification for participation in intercollegiate

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

ATHLETIC INJURY MEDICAL CARE

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

OUTSIDE INJURY CARE / CONSULTATIONS

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

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

INSURANCE COVERAGE OF STUDENT-ATHLETES

All University of Northern Iowa student-athletes should be covered by some type of individual health insurance before participating in any practice, game and/or competition. If a student-athlete is not covered under a parent(s)/ guardian(s) health insurance policy, supplemental health insurance is available at a cost to the student-athlete. The student-athlete's insurance shall be considered the primary insurance coverage for all athletic related injuries. The University of Northern Iowa provides a medical and catastrophic insurance program for its intercollegiate athletes injured in practices, contests, and/or related travel. This policy, however, is secondary to, or in excess of, personal family medical insurance coverage. The secondary policy provides coverage for one calendar year following the date of any injury. Bills should not be sent to the UNI Sports Medicine Department/Athletic Training Services until the personal family coverage is applied. Therefore, all medical bills must first go to the student-athlete and/or the student-athlete's parent/guardian. In addition, all bills (both paid and unpaid) must be submitted to the Sports Medicine Department/Athletic Training Services. All medical bills must be submitted to the Sports Medicine Department within 14 business days of receipt. Bills received after 14 business days are considered late and will be assessed a \$15 late fee which is charged to the athlete's U-bill. It is also the student athlete's responsibility to notify the UNI athletic training staff of any primary insurance changes during the school year.

DRUG TESTING

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

SUPPLEMENTS

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

PARTICIPATION BY THE PREGNANT STUDENT-ATHLETE POLICY

Pregnancy may preclude a student-athlete from athletics participation but will not threaten cancellation of her scholarship or jeopardize team membership status. When a student-athlete self discloses a pregnancy to a member of the athletics staff, our first priority will

be to refer the student-athlete to our designated medical professionals for confidential, non-judgmental counseling and subsequent care.

If the student-athlete chooses to carry the baby to term, prenatal counseling is available and required. Restriction of participation may be deemed medically necessary by the supervising physician, at the conclusion of which the student-athlete will be reinstated to pre-pregnancy participation status. The scholarship commitment will be honored during the period of restricted activity. Note that NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.

- If the student-athlete chooses to participate/compete during her pregnancy and is medically cleared to do so, documentation of potential risks and understanding of these risks is required in the form of a signed consent. The student-athlete will be educated on the effects of strenuous physical activity and the warning signs indicating the necessity to terminate exercise.
- For student-athletes who choose to participate/compete during their pregnancy, participation clearance will rest with the supervising physician in consultation with the student-athlete, head coach, team physician, attending athletic trainer, and athletics director.
- If the student-athlete chooses not to participate and forego her remaining years of eligibility, her scholarship will not be renewed following the existing award period.
- If the student-athlete chooses to terminate her pregnancy, confidentiality will be maintained within disclosure regulations. Medical documentation must be on file prior to the student-athlete's resumption of sports specific activities. Participation clearance will rest with the supervising physician.

STRENGTH & CONDITIONING

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

EQUIPMENT/APPAREL

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

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

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

Lost Gear

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

Checking in Gear

All items issued to the student-athlete must be returned to the equipment room two weeks immediately following the conclusion of the season. Items not returned in this time frame will be considered "lost gear" and will be handled as such.

UNI SEXUAL MISCONDUCT POLICY

IF YOU OR SOMEONE YOU KNOW MAY BE A VICTIM OF SEXUAL MISCONDUCT:

If you or someone you know may be a victim of sexual misconduct, sexual assault, or any other behaviors prohibited under this policy, you are strongly encouraged to seek immediate assistance from **Violence Intervention Services, Student Health Center, Room 60 (319) 273-2137** or **UNI Police, Gilchrist Hall, Room 30, (319) 273-2712**. Students will be provided counseling and medical referrals; assistance with safe housing and academic and financial concerns related to the sexual misconduct; and information concerning victim's rights. Individuals will also be provided information concerning University, civil and criminal complaints, including how to file such complaints.

The University will not pursue disciplinary action for improper use of alcohol or other drugs against an alleged victim of sexual misconduct or against another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith. See "Good Samaritan Provision" Article III (D) of the Student Conduct Code.

PREAMBLE:

The University of Northern Iowa is committed to providing a safe living and learning environment for all students. Maintaining this type of environment requires that any sexual behavior of students be consensual. Special emphasis is placed on violence prevention, providing support for those who may have been victimized and ensuring a vigorous enforcement of institutional policy and law. The University's response to sexual misconduct seeks to balance the rights, needs and privacy of victims and those of the accused, while

maintaining the health and safety of the campus community.

PURPOSE:

This policy describes prohibited sexual conduct involving students, including sexual assault, rape, sexual harassment, and other forms of non-consensual sexual behavior; identifies resources and support provided to victims; establishes procedures for reporting incidents of sexual misconduct; and articulates the University's commitment to preventing sexual misconduct and responding appropriately when incidents do occur.

POLICY:

Article I – Sexual Misconduct

The University prohibits sexual misconduct in any form. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can occur between persons of the same or different sex.

For the purposes of this policy, consent is defined as a freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or clear, unambiguous actions. It is the responsibility of the initiator of the sexual activity to ensure he or she has the other person's consent to engage in sexual activity. Consent must be present throughout the sexual activity by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion or intimidation or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol.

Consent cannot be assumed because of the existence of a dating relationship between the persons involved or due to the existence of a previous sexual relationship between the persons. The perpetrator or victim's use of alcohol or other drugs does not diminish the perpetrator's responsibility.

Sexual Assault

Sexual assault is a form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. It includes any physical contact of a sexual nature that is committed by either force or intimidation or through the use of a person's mental or physical incapacity, including incapacitation caused by the use of drugs or alcohol.

The list of behaviors prohibited under this policy includes, but is not limited to, the following:

- Unwanted touching of the genitals, buttocks, or breasts that is intentional or other unwanted touching or groping
- Forcing/coercing someone to touch you or someone else in a sexual manner
- Threatening to sexually harm someone
- Rape or attempted rape
- Ignoring a sexual limit that has been communicated
- Initiating sexual activity with a person who is unable to provide consent due to incapacitation from alcohol and/or drug consumption or other condition
- Unwanted penetration of an orifice (anal, vaginal, oral) with the penis, finger or objects
- Coercing or intimidating someone into sexual behavior
- Using electronic devices or technology (e.g., cell phone, camera, email, Internet sites or online communities) to record or transmit nudity or sexual acts without a person's knowledge and/or permission
- Intentionally observing nudity or sexual acts of another person without the person's knowledge or permission (voyeurism)

Sexual Harassment

Sexual harassment is a form of sexual misconduct that may include unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct or communication is a term or condition of education benefits, academic evaluations or opportunities
- The behavior is sufficiently severe or pervasive to unreasonably interfere with the student's education or employment or create an intimidating, hostile or objectively offensive environment

If one or more of the above conditions are met, examples of sexually harassing behavior may include: spreading sexual rumors; cat-calls/whistles; making sexual gestures; touching oneself sexually in front of another; repeated and unwelcome sexual conversations; flirting; teasing; persistent efforts to develop a sexual relationship; pressure to engage in sexual behavior; and other verbal or physical conduct. Comments can be verbal, written, or electronic.

Determination of whether conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

Article II – Student Resources and Support

Confidential Resources

The University of Northern Iowa will make every effort to safeguard the identities of students who seek help and/or report sexual misconduct. While steps are taken to protect the privacy of victims, the University may need to investigate an incident and take action once an allegation is known, whether or not the student chooses to pursue a complaint.

The following individuals are designated as confidential resources; will seek to maintain all information received as private; and will not share confidential information with University officials or others, unless required to do so by law:

- A sexual assault advocate, including an advocate from the UNI Office of Violence Intervention Services and/or an advocate from Seeds of Hope (a community victim services provider)
- A licensed psychologist or certified mental health counselor, including counselors at the UNI Counseling Center
- A health care provider, including physicians and other medical professionals at the Student Health Clinic
- A religious advisor or clergy member

Office of Violence Intervention Services, Student Health Center, Room 60, (319) 273-2137

The Victim Services Coordinator will be the primary point of referral for a student who alleges sexual misconduct. Advocacy services will be made available to students free of charge and will include:

- Counseling and medical referrals both on campus and in the community
- Assisting victims in accessing resources
- Providing information on all reporting and complaint options and how to file such complaints (including University disciplinary, criminal, and civil complaints)
- Assistance in securing updates concerning the status of University and criminal complaints
- Assistance in accessing safe housing, including alternate campus housing
- Assistance with requests for changes in academic class schedule and other academic accommodations
- Assistance in obtaining University no contact orders and court issued protective orders
- Assistance in obtaining reimbursement for crime-related expenses
- Accompanying victims to meetings with University, law enforcement, and other officials as requested by the victim
- Assistance in preparing victim impact statements

UNI Counseling Center, Student Health Center, Room 103, (319) 273-2676

The UNI Counseling Center provides free and confidential individual and group counseling by licensed psychologists and mental health counselors to students. A counselor is available during regular office hours to meet with students in crisis or to consult with faculty or staff about an urgent situation. After hours, call UNI Public Safety at (319) 273-2712 and they will contact the on-call counselor when appropriate. Referral and consultative services are also available.

UNI Student Health Clinic, Student Health Center, Room 16, (319) 273-2009

The UNI Student Health Clinic provides services and tests for victims of sexual assault in a safe, non-judgmental environment. Services to students are free and confidential and include:

- Care for medical and/or psychological injuries
- Pregnancy testing, emergency contraception (Plan B), and pregnancy options counseling
- Sexually transmitted infection testing and treatment, including HIV antibody testing
- Referral to area hospitals for evidence collection
- Referral for advocacy services

Local Hospitals

All local hospitals provide 24-hour emergency medical services and examinations for evidence using a rape kit.

Sartori Hospital	Allen Hospital	Covenant Medical Center
515 College St.	1825 Logan Avenue	3421 West 9th St
Cedar Falls, IA 50613	Waterloo, IA 50703	Waterloo, IA 50702
(319) 268-3090	(319) 235-3697	(319) 272-7050

Other University Resources

Dean of Students Office, Gilchrist Hall, Room 118, (319) 273-2332

The Dean of Students will coordinate the University's response to reports of sexual misconduct. This includes: ensuring that victims are provided appropriate support, including facilitating requests for alternate housing and negotiating academic accommodations and assisting students in notifying on campus or local law enforcement authorities if the student so requests.

- Investigating reports of alleged sexual misconduct involving students
- Issuing no contact and no trespass orders
- Initiating interim actions against the accused, such as interim suspension or residence hall suspension, in accordance with the provisions outlined in Article IV (I) of the Student Conduct Code.
- Overseeing the student disciplinary and appeal processes
- Assisting victims and accused students in understanding their rights under the University student disciplinary process
- Ensuring that information regarding the Sexual Misconduct Policy and related services is made available to students and employees in print and via the University website

UNI Police, Gilchrist Hall, Room 30, (319) 273-2712

UNI Police are committed to providing a safe campus environment. UNI Police officers will assist victims in determining whether a crime was committed and what options are available for the victim to pursue. In the event the misconduct occurred off-campus, UNI Police will assist in contacting the appropriate law enforcement agency. Assistance can be requested from UNI Police without filing formal criminal charges or making a complaint to the University. Services provided include:

- Contacting an advocate to be present during the process with permission of the victim
- Assisting in obtaining medical attention
- Providing information as to criminal and/or University complaint processes
- Contacting other law enforcement agencies if the incident occurred off-campus
- Contacting institutional officials for requests to ensure safety while on campus
- Explaining and providing a written copy of the victim's rights
- Providing safety escorts and emergency cell phone loans

Article III - Reporting Options

There are two general options for students to make a formal complaint of sexual misconduct – University and criminal. A student can pursue either or both of the options described below. In addition, any person can choose to pursue civil action.

Note: The University will not pursue disciplinary action for improper use of alcohol or other drugs against an alleged victim of sexual

misconduct or against another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith. The Good Samaritan Provision is described in Article III (D) of the Student Conduct Code.

University Complaint

Sexual misconduct by a student is a violation of the Student Conduct Code. The Student Conduct Code describes the procedures for addressing complaints against students including a description of the rights of the person who files the complaint and of the accused student; policy jurisdiction; deadline for filing complaints; the hearing and decision making processes; possible sanctions; and appeal procedures. Selected policy elements of the Student Conduct Code are described below.

Interim Actions

The Dean of Students may impose interim actions, including interim suspension and residence hall suspension, prior to a hearing to protect the safety or emotional well-being of the victim or the accused. Specific provisions are outlined in Article IV (I) of the Student Conduct Code.

Jurisdiction

The Sexual Misconduct Policy applies to conduct that occurs on University premises, at University sponsored activities, or at activities that can be interpreted as representing the University. The policy also applies to off-campus incidents that seriously threaten the health or safety of any person or that adversely interferes with or disrupts the educational or other functions of the University.

Rights of Accused Students and Victims

The rights of the accused student, victim or any other person who files a University complaint against a student are described in Article IV of the Student Conduct Code.

Retaliation

Any retaliatory action against a victim or other person who files a complaint of sexual misconduct or against their friends, acquaintances or other persons cooperating in the investigation of a charge of sexual misconduct is a violation of University policy. This includes any form of intimidation, threats, harassment or knowingly filing a false complaint.

Time Limits

A complaint should be submitted as soon as possible after the event takes place, preferably within 120 class days. Specific information regarding the time frame for responding to and resolving complaints is described in Article IV of the Student Conduct Code.

Sexual misconduct by a University employee is a violation of the University's Anti-discrimination and Harassment Policy which describes the procedures for addressing such complaints. The Office of Compliance and Equity Management, Gilchrist Hall, Room 117, (319) 273-2846 investigates complaints of sexual misconduct made against University employees and coordinates the University response to such complaints. The Office of Compliance and Equity Management works collaboratively with the Dean of Students to respond to complaints filed by a student against a faculty or staff member.

Criminal Complaint

Some types of sexual misconduct, particularly sexual assault, are criminal acts. The Code of Iowa (Chapter 709 Sexual Abuse) contains a detailed definition of sexual abuse and associated penalties.

Victims and/or other individuals who are made aware of sexual misconduct are strongly encouraged to contact UNI Police, Gilchrist Hall, Room 30, (319) 273-2712. *Reporting an incident to police does not obligate a person to file criminal charges, but a prompt accounting of the events allows the victim to keep open the option of filing a criminal complaint at a later date. University officials will assist a victim in reporting the incident to police if the victim so requests.*

Article IV - Education, Communication and Training

The University is committed to education, communication and training in order to prevent sexual misconduct and in order to assure an appropriate response when incidents occur. The University will provide information on the following to students, faculty and staff:

- Preventing sexual misconduct
- Procedures for responding to incidents of sexual misconduct
- Resources available to students in cases of sexual misconduct
- Pertinent contents of relevant policy and law

This information will be provided to all new students through orientation and to all registered students, faculty and staff annually. The University will maintain the above information on a website and in printed form for distribution by University personnel involved in prevention and/or response activities. The University will provide training on the above information to all University personnel involved in providing any part of the University's response and to all persons who participate in the adjudication of cases via the Student Conduct Code.

UNI RELIGION POLICY

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

1. Organized prayer in the locker room or adjacent areas before, during or after a game, practice or other team activity is not permitted. Student-athletes may observe a period of silence for personal introspection or internalized prayer, but only in the absence of coaches and/or staff.
2. No university personnel, either employed or volunteer, or an individual acting as an agent of university personnel may initiate any religious discussion with any student-athlete or team, in any on- or off-campus location. This restriction extends to include, but is not limited to, any individual such as a speaker, who is given the opportunity to address a student or group of students or team.

Commented [LG1]: This reference to the department is different than in the heading above. Seems like they should match one way or another. What's the preferred name? In the NCAA self-study we used Department of Athletics.

Commented [TD2]: As we add this to our department policy manual, the headline will simply say RELIGION. In that case, I believe this phrase remains appropriate.

Commented [TJM3]: We may want to speak of a "reasonable perception" rather than anyone's subjective perception. (If so, I am not sure whether the correct/proper language is "...may reasonably be perceived..." or "...may be reasonably perceived...")

Commented [TJM4]: Do you think we should add/include a phrase in #1 (second sentence) that says the period of silence may not be initiated by coaches/staff, or does #2 take care of that sufficiently?

3. Organized groups, such as the Fellowship of Christian Athletes, may conduct meetings, and coaches may take part in those meetings with student-athletes. Coaches may inform student-athletes of these meetings. However, those meetings may not be sport specific, and shall occur away from team activities. Further, university personnel as described above in paragraph 2 may not directly or indirectly require or expect students to attend those activities.
4. During banquet or other meal activities, it is appropriate to offer thanks prior to a meal. However, no religious message may be delivered as part of doing so.
5. If a student-athlete seeks a coach or staff member's guidance or direction about religious matters on an individual basis, the coach or staff member should feel free to locate appropriate resources and guide the student-athlete to those resources but shall not mandate any behavior by the student-athlete.

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

ATHLETICS COMMUNICATIONS

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

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

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

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

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

HONORS & AWARDS

ATHLETIC DIRECTOR'S HONOR ROLL

A student-athlete who has practiced and/or competed a majority of the season, as determined by the head coach, is eligible to be named to the Athletic Director's Honor Roll. A minimum GPA of 3.00 is required to receive the award.

AWARDS FOR SPECIAL EVENTS

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

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

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

Commented [TD5]: In paragraph 2 we changed this terminology to university personnel. Should this paragraph also reflect university personnel rather than coach or staff member?

Commented [TJM6]: It might be good or better to have the language more consistent (i.e., "university personnel" versus "coach or staff member"). We do that in other policies. I am not sure it makes much difference in this document. HRS or Leah might have a better idea.

Commented [TJM7]: I think we should keep this phrase ("but shall not mandate any behavior by the student-athlete" or something like it, to better help or guide coaches/staff members.

head coach or your Athletics Academic Advisor.

FACULTY ATHLETICS REPRESENTATIVE (FAR)

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

INTERCOLLEGIATE ATHLETICS ADVISORY COUNCIL (IAAC)

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

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

- Reviewing with the [NCAA Faculty Representative](#) the status of institutional compliance with the NCAA rules and guidelines, the issues and opportunities pertaining to athletic conferences in which UNI participates, and problems involving student athletes at UNI.
- Reviewing with the Athletic Director the status of, and activities undertaken by, Intercollegiate Athletics at this institution.
- Participating on search committees for head coaches and other athletic administrative positions.
- Conducting team meetings with participants in each sport, the purpose of which is to inform student athletes about the IAAC, the rights and responsibilities of student athletes at UNI, and IAAC concerns for student welfare, academic integrity, and institutional control.
- Conducting exit interviews with student athletes to discuss the experience of participation in intercollegiate athletics at the university and to identify and solve any problems that may exist related to recruiting, financial aid, advising, and participation.
- Monitoring the schedules of all athletic teams.
- Reviewing grade reports, graduation rates, admission and retention data, and related information for the institution, and comparing this data with that of the non-athlete student body at UNI and with that of other NCAA Division One institutions.

EXIT INTERVIEWS

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

PANTHER SCHOLARSHIP CLUB

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

FREQUENTLY ASKED QUESTIONS

What is MyUNiverse and how can it help me?

MyUNiverse is your personal portal to the University of Northern Iowa. In this dynamic environment, users may access all available web resources from a single, personalized web page. MyUNiverse functions as a gateway to University resources and the world.

MyUNiverse News is a weekly newsletter available to students through the Web. A brief summary of what is available on MyUNiverse News will be e-mailed to students every Monday morning. MyUNiverse News contains a variety of information on UNI programs, events, procedures and academic information that is pertinent to students.

Do I need to use my UNI email account or can I keep my personal account?

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

How do I log onto My UNIVERSE?

Your CatID (login credentials) at the University of Northern Iowa consists of your username and your password. Your username is a unique 3-8 character account name that identifies you as a member of the UNI community. Your username is a permanent and visible part of your UNI identity:

For students, it appears in your UNI email address: username@uni.edu. It also appears in your UNI web page [URL](http://www.uni.edu/username). Your Cat ID is your unique identifier and/or login ID in many of UNI's online systems. Your username in conjunction with your password allow you access to various online resources and computers on campus. You may find your username at <https://espresso.uni.edu/ed/faces/searchAll.jsp>.

What if I have questions regarding my Financial Aid?

If you have specific questions regarding an athletic scholarship, please contact the Director of Compliance in the Student Services Office. If you have general questions about loans, grants, or other forms of aid, please contact Juanita Wright or Denise Parks in the Office of Financial Aid. Also, all student-athletes are encouraged to submit a FAFSA form as soon after January 1st as possible. This can be done online through the FAFSA website, www.fafsa.ed.gov.

What do I do if I need to drop or add a class?

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

What do I do if I want to change my major?

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

How do I plan my schedule for future semesters?

Each student at UNI is assigned an advisor through their major department. As a student-athlete you will be expected to meet with your assigned advisor before your registration date. You should bring an up to date degree audit with you when you meet. After you have reviewed all major requirements and selected courses for the following term, you may schedule a meeting with your athletic academic advisor to make sure you will meet all NCAA Academic Eligibility requirements and to check that there are no practice time conflicts.

If I am on book scholarship, how and where do I get my books?

Assistant Athletic Director -Compliance is the contact person for book scholarship questions and can be reached at 273-2410. The office is in the North Dome Suites area. If your athletic scholarship includes books, you will be provided all of the mandatory textbooks for your semester classes by the Athletic Student Services Office the week before each semester starts. You will be informed what day and time to pick up your textbooks in the UNI Dome North Suites Offices. You should not pick up or purchase any books directly from University Book & Supply unless you have specific written approval in advance. If a class requires a book or course packet from somewhere other than University Book & Supply (i.e., Copyworks, Bought Again Books) you will need to purchase the item. You may then submit an original receipt along with a copy of your course syllabus to Assistant Athletic Director -Compliance and then you will be reimbursed.

How can I get tutor help?

The Athletics Department provides tutoring for all student-athletes. Contact Stacia Eggers or Kara Park (Academic Advisors for Athletics) to fill out a request form. In addition, The University of Northern Iowa provides a variety of other academic support services through departmental offices as well as the Academic Learning Center.

I have a past-due balance on my U-Bill due to charges from a previous semester. Will this affect my ability to enroll or receive financial aid?

Yes. Unlike previous years, your past-due balance on your U-Bill will not be automatically paid using your financial aid for the upcoming term. If you have a past-due balance on your U-bill in excess of \$200.00 that has not been paid, you might not be permitted to

enroll for the upcoming semester and will likely need to make a payment to your U-bill. Again, financial aid from an upcoming semester will not be automatically applied to cover your past due balance and in some cases, may not be available for these purposes. If you have a past due balance and you are concerned about if your financial aid will be available to cover this bill, please contact Juanita Wright in the Office of Financial Aid.

GO PANTHERS!

