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IU South Bend Student-Athletes:

Welcome to Indiana University South Bend. The beginning of a new school year is always an exciting time. You have taken a major step towards future success by enrolling at Indiana University South Bend, a quality institution.

Our commitment to you is to guarantee you the finest experience possible as a student and as an athlete while you are here at Indiana University South Bend. We will provide you with the very best in academic support, coaches, medical care, facilities, and equipment. Our most significant goal for you should also be your most important goal – earning your undergraduate degree from Indiana University South Bend.

As a representative of Indiana University South Bend and the Department of Athletics, we have high expectations of you, both in the classroom and during competition. We also expect you to conduct yourself in a positive manner in all that you do and to abide by University, CCAC and NAIA rules and regulations.

We want each of you to better understand what IU South Bend athletics is all about and what your responsibilities are in the total process. This handbook was prepared to make you more aware of what our program stands for in the big picture. We trust this handbook will be a helpful tool as you chart your career as a student-athlete at Indiana University South Bend.

Remember, we are here to assist in any and every way we can. If you are having difficulty in any area, please reach out and ask for assistance. Good luck in all your happenings this year.

Go Titans!

Steve Bruce

Executive Director of Athletics and Activities
CAMPUS CONTACT INFORMATION

Emergency Assistance 911
24-Hour Campus Security 520-4239

ACADEMIC UNITS

Ernestine M. Raclin School of the Arts 520-4134
Judd Leighton School of Business and Economics 520-4450
Education 520-4845
Health Sciences
  Pre-Dental Hygiene 520-4571
  Pre-Nursing 520-4571
  Pre-Radiography/Pre-Medical Imaging 520-5570
  Pre-Allied Health 520-5570
Labor Studies 520-4595
Liberal Arts and Sciences
  Biological Sciences and Pre-Professional 520-4233
  Chemistry and Biochemistry 520-4233
  Computer and Information Sciences 520-5521
  Criminal Justice 520-4836
  English 520-4304
  Exploratory (Undecided) 520-4537
  General Studies 520-4260
  History 520-4491
  Informatics 520-4517
  Mathematical Sciences 520-4335
  Philosophy 520-4491
  Physics, Astronomy, Geology, Pre-Engineering 520-4278
  Political Science, Pre-Law, Paralegal 520-4334
  Psychology 520-4393
  Sociology and Anthropology 520-5509
  Undecided (Exploratory) 520-4537
  Women’s Studies 520-5509
  World Language Studies 520-4332
  Purdue Statewide Technology 520-4180
  School of Social Work 520-4880

CAMPUS DEPARTMENTS AND SERVICES

Academic Centers for Excellence 520-5022
Admissions 520-4839
Advance College Project 520-4334
Affirmative Action 520-4384
Barnes and Noble Bookstore 520-4309
Bursar Services 520-4253
Career Services 520-4425
Child Development Center 520-4485
Civil Rights Heritage Center 520-4491
Copy Center 520-4378
Disability Support Services 520-4460
Educational Resource Commons 520-4120
Elkhart Center 294-5550
Extended Learning Services 520-4261
Financial Aid & Scholarships 520-4357
Gateway Information Center 520-5005
Health and Wellness Center 520-5557
Help Desk (Information Technologies) 520-5555
Hispanic Recruitment/Retention Counselor 520-4361
Honors Program 520-4491
Housing & Residence Life 520-5800
Intramural Sports 520-4306
International Student Services 520-4419
Judicial Affairs 520-5524
Language Resource Center 520-4331
Library 520-4844
Lost and Found 520-5528
Making the Academic Connection 520-4565
Parking Services 520-5528
Placement Exams 520-5005
Registrar’s Office 520-4451
Safety and Security 24 hour phone 520-4239
Student Activities Center (front desk) 520-4100
Student Counseling Center 520-4125
Student Government Association 520-5572
Student Life 520-4587
Student Services 520-4270
Titan Productions 520-5082
21st Century Scholars Program 520-4479
Veteran’s Affairs 520-4115
Writers’ Room 520-5022
QUICK FACTS

Location ................................................. 1700 Mishawaka Avenue, South Bend, IN 46634-7111
Main Campus Phone................................................. 574-520-4872
Athletics Department Phone................................................. 574-520-4587
Athletics Department FAX................................................. 574-520-5041
Athletics Web Site...................................................... www.iusbtitans.com
Chancellor .............................................................. Dr. Terry Allison
Faculty Athletics Representative......................................... Dr. Bruce Watson
Director of Athletics and Activities...................................... Steve Bruce
Associate Athletic Director/Sports Information........................... Tom Norris
Director of Student Life.................................................. Scott Strittmatter
Department of Athletics & Activities Secretary.......................... Angie Klontz
Head Men’s Basketball Coach.............................................. Scott Cooper
Head Women’s Basketball Coach......................................... Steve Bruce
Head Men’s Cross Country Coach......................................... Rob Carrasco
Head Women’s Cross Country Coach.................................... Rachel Blake
Head Men’s Golf Coach.................................................... Justin Akers
Head Women’s Golf Coach................................................ Justin Akers
Head Men’s Tennis Coach.................................................. Nick Simeri
Head Women’s Tennis Coach.............................................. Jessica Simeri
Head Women’s Volleyball Coach.......................................... Jamie Ashmore
Head Baseball Coach..................................................... Doug Buysse
Head Softball Coach....................................................... Brittney Lightfoot
Head Competitive Cheer Coach........................................... Jamie Ashmore
Athletic Dept. Intern....................................................... Trevor Clune
Head Athletic Trainer...................................................... Kara Werner-Sanders
Assistant Athletic Trainer................................................ Sarah Redman
Enrollment.............................................................. 8,100
Mascot ...................................................................... Titans
Colors ....................................................................... Red, White & Black
National Affiliation....................................................... National Association of Intercollegiate Athletics (NAIA)
Conference Affiliation.................................................... Chicagoland Collegiate Athletic Conference (CCAC)
**NATIONAL AFFILIATION**

The National Association of Intercollegiate Athletics is a governing body of athletic programs of nearly 300 colleges and universities throughout the United States and Canada. Its mission is to promote the education and development of students through intercollegiate athletic participation. Since 1937, the NAIA has administered programs and championships in proper balance with the overall educational experience. In 2000, the NAIA reaffirmed its purpose to enhance the character-building aspects of sport. Through Champions of Character, the NAIA seeks to create an environment in which every student-athlete, coach, official and spectator is committed to the true spirit of competition through five tenets: respect, integrity, responsibility, servant leadership and sportsmanship. This program will educate and create awareness of the positive character-building traits afforded by sports and return integrity to competition at the collegiate and youth levels while impacting all of society.

NAIA – 1200 Grand Blvd. – Kansas City, MO 64106 - 816-595-8000

**CONFERENCE AFFILIATION**

The Chicagoland Collegiate Athletic Conference consists of 14 members as an affiliated conference of the National Association of Intercollegiate Athletics. The CCAC sanctions play in five men’s sports: soccer, cross country, basketball division II, and baseball. There are six sanctioned women’s sports: soccer, volleyball, cross country, basketball division II, and softball.
**CCAC Members**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardinal Stritch University</td>
<td>6801 North Yates Road, Milwaukee, WI 53217</td>
<td>(414) 410-4839</td>
</tr>
<tr>
<td>Calumet College of St. Joseph</td>
<td>2400 New York Avenue, Whiting, IN 46394</td>
<td>(219) 473-4323</td>
</tr>
<tr>
<td>Holy Cross College</td>
<td>54515 State Road 933 North, Notre Dame, IN 46556</td>
<td>(574) 239-8335</td>
</tr>
<tr>
<td>Roosevelt University</td>
<td>430 S. Michigan Ave., Chicago, IL 60605</td>
<td>(312) 341-3528</td>
</tr>
<tr>
<td>Indiana University South Bend</td>
<td>1700 Mishawaka Avenue P.O. Box 7111, South Bend, IN 46634</td>
<td>(574) 520-4457</td>
</tr>
<tr>
<td>Judson University</td>
<td>1151 North State Street, Elgin, IL 60123</td>
<td>(847) 628-1581</td>
</tr>
<tr>
<td>Olivet Nazarene University</td>
<td>One University Avenue, Bourbonnais, IL 60914</td>
<td>(815) 939-5120</td>
</tr>
<tr>
<td>St. Ambrose University</td>
<td>518 West Locust Street, Davenport, IA 52803</td>
<td>(563) 333-6233</td>
</tr>
<tr>
<td>Governor’s State University</td>
<td>1 University Parkway, University Park, IL 60484</td>
<td>(708) 235-7431</td>
</tr>
<tr>
<td>Robert Morris University</td>
<td>401 South State Street, Chicago, IL 60605</td>
<td>(312) 935-4530</td>
</tr>
<tr>
<td>Saint Xavier University</td>
<td>3700 West 103rd Street, Chicago, IL 60655</td>
<td>(773) 298-3109</td>
</tr>
<tr>
<td>Trinity Christian College</td>
<td>6601 West College Drive, Palos Heights, IL 60463</td>
<td>(708) 239-4783</td>
</tr>
<tr>
<td>Trinity International University</td>
<td>2065 Half Day Road, Deerfield, IL 60015</td>
<td>(847) 317-7115</td>
</tr>
<tr>
<td>University of Saint Francis</td>
<td>500 Wilcox Street, Joliet, IL 60435</td>
<td>(815) 740-3842</td>
</tr>
</tbody>
</table>
CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

THE CODE

PREAMBLE

The purposes of Indiana University include the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. As a community, we share a dedication to maintaining an environment that supports trust, respect, honesty, civility, free inquiry, creativity, and an open exchange of ideas.

Individual rights are best protected by a collective commitment to mutual respect. A student who accepts admission to Indiana University agrees to:

- be ethical in his or her participation in the academic community,
- take responsibility for what he or she says and does,
- behave in a manner that is respectful of the dignity of others, treating others with civility and understanding, and
- use university resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable polices.

Every Indiana University student is responsible for reading and understanding this Statement, as well as other expectations identified by individual schools or organizations relevant to an academic major, professional field, or on-campus residence. This Code of Student Rights, Responsibilities, and Conduct is intended to identify the basic rights, responsibilities, and expectations of all students and student groups to serve as a guide for the overall student experience at Indiana University.

PART I: STUDENT RIGHTS

Indiana University recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students. Within that context, students have the following rights:

A. Rights in the Pursuit of Education
B. Right to Freedom from Discrimination
C. Right to Freedom from Harassment
D. Right to Access Records and Facilities
E. Right to Freedom of Association, Expression, Advocacy, and Publication
F. Right to Contribute to University Governance
G. Right to Accommodation for Individuals with Disabilities
H. Rights of Student in the Judicial Process
I. Rights of Students as University Employees
PART II: STUDENT RESPONSIBILITIES

Just as students have rights, they also have responsibilities. Indiana University recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students, and it expects students to be responsible for the following:

A. Uphold and follow all codes of conduct, including the Indiana University Code of Student Rights, Responsibilities, and Conduct (the “Code”), relevant codes and bulletins of respective schools, professional programs or professional societies, and all rules applicable to conduct in class environments or university-sponsored activities, including off-campus clinical, field, internships, or in-service experiences.

B. Obey all applicable university policies and procedures and all local, state, and federal laws.

C. Facilitate the learning environment and the process of learning, including attending class regularly, completing class assignments, and coming to class prepared.

D. Plan a program of study appropriate to the student’s educational goals. This includes selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for the degree.

E. Use university property and facilities in support of their education while being mindful of the rights of others to use university property and facilities.

F. Maintain and regularly monitor their university accounts including e-mail and bursar accounts.

G. Uphold and maintain academic and professional honesty and integrity. Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. See numbers 1 through 6 below. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources.

1. Cheating

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.

b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.

c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.

d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.

e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.

g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.

h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. Plagiarism

Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.

b. A student must give credit to the originality of others and acknowledge indebtedness whenever:

1. directly quoting another person’s actual words, whether oral or written;
2. using another person’s ideas, opinions, or theories;
3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4. borrowing facts, statistics, or illustrative material; or
5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment

4. Interference

A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
5. **Violation of Course Rules**

   A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. **Facilitating Academic Dishonesty**

   A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

H. Be responsible for their behavior, and respect the rights and dignity of others both within and outside of the university community.

The university may discipline a student for the following acts of personal misconduct that occur on university property, including but not limited to, academic and administration buildings, residence halls, athletic and recreational facilities, and other university-serviced property, such as sororities and fraternities:

1. Dishonest conduct including, but not limited to, false accusation of misconduct, forgery, alteration, or misuse of any university document, record, or identification; and giving to a university official information known to be false.
2. Assuming another person’s identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, e-mail address, signature, or other indications of another person or group without proper authorization or authority.
3. Knowingly initiating, transmitting, filing, or circulating a false report or warning concerning an impending bombing, fire, or other emergency or catastrophe; or transmitting such a report to an official or an official agency.
4. Unauthorized release or use of any university access codes for computer systems, duplicating systems, and other university equipment.
5. Conduct that is lewd, indecent, or obscene.
6. Disorderly conduct, including obstructive and disruptive behavior that interferes with teaching, research, administration, or other university or university-authorized activity. (See Guidelines for Dealing with Disruptive Students in Academic Settings, University Faculty Council, April 12, 2005.)
7. Actions that endanger one’s self, others in the university community, or the academic process.
8. Failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; failure to comply with the terms of a disciplinary sanction; or refusal to vacate a university facility when directed to do so.
9. Unauthorized entry, use, or occupancy of university facilities.
10. Unauthorized taking, possession, or use of university property or services or the property or services of others.
11. Damage to or destruction of university property or the property belonging to others.
12. Unauthorized setting of fires on university property; unauthorized use of or interference with fire equipment and emergency personnel.
13. Unauthorized possession, use, manufacture, distribution, or sale of illegal fireworks, incendiary devices, or other dangerous explosives.

14. Possession of any weapon or potential weapon on any university property contrary to law or university policy; possession or display of any firearm on university property, except in the course of an authorized activity.

15. Sale of any firearms from university property or using university facilities, including through computer and telephone accounts; intentional possession of a dangerous article or substance as a potential weapon.

16. Acting with violence.

17. Aiding, encouraging, or participating in a riot.

18. Harassment, defined in Part I (c) of the Code.

19. Stalking or hazing of any kind whether the behavior is carried out verbally, physically, electronically, or in written form.
   a. Stalking is defined as repeated, unwanted contact in the forms of, including but not limited to, phone calls, e-mail, physical presence, and regular mail.
   b. Hazing is defined as any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.

20. Physical or sexual abuse of any person, including the following:
   a. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
   b. Physical behavior that involves an express or implied threat to interfere with an individual’s personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur; or
   c. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual’s personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities or causes the person to have a reasonable apprehension that such harm is about to occur;
   d. Sexual assault,\(^1\) including while any party involved is in an impaired state;
   e. Sexual contact with another person without consent,\(^2\) including while any party involved is in an impaired state.

\(^1\) Sexual assault is defined as physical sexual activity engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication).

\(^2\) Consent is expressed through affirmative, voluntary words or actions mutually understandable to all parties involved. Consent is given for a specific sexual act at a specific time and can be withdrawn at any time. Consent cannot be coerced or compelled by duress, threat, or force. Consent cannot be given by someone who for any reason cannot understand the facts, nature, extent, or implications of the sexual situation occurring, including, but not limited to, those who are under the legal age of consent, asleep, unconscious, or mentally or physically impaired through the effects of drugs or alcohol. Consent cannot be assumed based on silence, the absence of “no” or “stop,” the existence of a prior or current relationship, or prior sexual activity.
21. Verbal abuse of another person, including the following:

   a. An express or implied threat to:

      1. Interfere with an individual’s personal safety, academic efforts, employment, or participation in university-sponsored activities and that under the circumstances causes the person to have a reasonable apprehension that such harm is about to occur; or
      2. Injure that person, or damage his or her property; or

   b. “Fighting words” that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners to the speaker.

22. Unauthorized possession, use, or supplying alcoholic beverages to others contrary to law or university policy.

23. Unauthorized possession, manufacture, sale, distribution, or use of illegal drugs, any controlled substance, or drug paraphernalia. Being under the influence of illegal drugs or unauthorized controlled substances.

24. Intentionally obstructing or blocking access to university facilities, property, or programs.

25. Violation of other disseminated university regulations, policies, or rules. Examples of such regulations include but are not limited to university computing policies, residence hall policies, and recreational sports facility policies.

26. A violation of any Indiana or federal criminal law.

27. Engaging in or encouraging any behavior or activity that threatens or intimidates any potential participant in a judicial process.

I. Personal Misconduct Not on University Property.

The university may discipline a student for acts of personal misconduct or criminal acts that are not committed on university property if the acts arise from university activities that are being conducted off the university campus, or if the misconduct undermines the security of the university community or the integrity of the educational process or poses a serious threat to self or others.

1. Indiana University is committed to the promotion of a civil community both on campus and off campus.

2. Indiana University regards off-campus activity, including but not limited to university-sponsored events, as an integral part of a student’s academic, personal, and professional growth. Thus, the university recognizes the right of all students to expect that the university will subject individuals to the same responsibilities and disciplinary procedures when conduct:

   a. Adversely impacts the university’s mission, or the tenets of this Code, such as altering academic transcripts, harassment of any kind, trafficking in term papers, use of a computer or other electronic device to obtain unauthorized access to information;
   b. Presents a clear danger to the personal safety of any person or the protection of any person’s property, such as alcohol and drug offenses, arson, battery, fraud, hazing, participation in group violence, rape, sexual assault, stalking, or theft;
   c. Violates policies of an academic program and related facilities, including but not limited to an off-campus clinical, field, internship, or in-service experience, or an overseas study program.
STATEMENT OF PRINCIPLES ON THE CONDUCT OF PARTICIPANTS IN STUDENT ATHLETIC PROGRAMS

INTRODUCTION

Student athletic programs are a longstanding and integral part of Indiana University. Participants in the University's athletic programs—students, coaches, and other faculty and staff (collectively "participants")—are covered by the laws, regulations, policies, and procedures applicable to other members of the University community. In addition, these participants and the University itself are subject to a wide variety of requirements promulgated by Indiana University, the National Collegiate Athletic Association or the National Association of Intercollegiate Athletics, the Big Ten Conference or other applicable conferences, professional coaches' and sports' organizations, and federal and state government authorities (collectively "requirements") designed to protect student athletes, ensure the integrity of the University's athletic programs, and promote fair competition. Indiana University is committed to full compliance with all of these requirements, and engages in extensive oversight, education, and training to ensure that all participants in student athletic programs understand and comply with all such requirements.

The University's approach, however, reflects a deeper commitment to the spirit of fair, honest, skillful, and civil competition that these requirements are designed to facilitate. This statement articulates the fundamental principles of conduct for all participants in student athletic programs and for those members of the University community responsible for overseeing that conduct. This statement does not in any way replace the specific standards to which participants in student athletic programs are held, nor does it replace or modify the terms of the Code of Student Conduct, which apply to the conduct of all Indiana University students.

Instead, it reaffirms the foundational values of those programs, and reminds members of the University community that conduct inconsistent with those values is inappropriate and cannot be tolerated.

ATHLETIC DEPARTMENT MISSION STATEMENT AND PURPOSE

Our goal is to recruit, retain, educate and graduate student-athletes who will succeed in the classroom and compete at the championship level in each sport. The mission is to create an environment of excellence where scholar-athletes will develop as a total person in academic skills, life skills and athletic skills.

The purpose of athletics at Indiana University South Bend is threefold. First, we promote the development of values, namely self-discipline, teamwork, and commitment to a cause. Second, we set high standards for our student-athletes to excel in the classroom. Participation on an athletic team is limited to full-time students who meet and maintain the academic standards required for competition.
Third, we provide an avenue for camaraderie within the context of collegiate-level competition.

Further, the athletics department promotes the personal growth of student-athletes by encouraging personal health, development, and balance among intellectual, social, civic, and physical pursuits; by celebrating challenge and competition; and by preparing participants for service and leadership in the world. Coaches and staff direct a rich array of athletic opportunities aimed at increasing student engagement, as well as strengthening character, healthy living, teamwork, sportsmanship, and spirit. The athletics department is proud that so many of today’s exemplary Indiana University South Bend scholar-athletes will be tomorrow’s outstanding leaders.

**DEFINITION OF STUDENT-ATHLETE**

A student becomes a student-athlete when his/her enrollment is solicited by a member of the athletics staff or other representatives of athletics with a view toward the student’s ultimate participation in the intercollegiate athletic program. Walk-on students become student-athletes when the student reports for an intercollegiate squad and their name is entered on the athletic file.

It is the responsibility of each student-athlete and student participant to abide by the policies and procedures established by each head coach, the Athletic Department, Indiana University South Bend, CCAC, and NAIA.

**NAIA CHAMPIONS OF CHARACTER**

Indiana University South Bend is a firm believer in the NAIA’s Champions of Character initiative which emphasizes the five core values of *respect, responsibility, integrity, servant leadership and sportsmanship*. Because of that belief, we ask that each student-athlete, coach and administrator strive be a great representative of the institution, their team, and themselves.

**Respect**

Those associated with sport show respect by treating themselves, other persons, institutions and their sport according to the highest standards of conduct. It implies civilized and gracious behavior to players, coaches, fans and parents.

**Responsibility**

Athletes show responsibility by making academic progress toward graduation their top priority. They solve problems rather than make excuses, and are reliable team players. Students should be accountable for their actions and decisions, and coaches and administrators should maintain high standards of competence and conduct.

**Integrity**

For student competitors and their coaches, integrity means keeping commitments and conducting honest behavior. Coaches must subscribe to and practice the Coaches Code and Code of Ethics and student-athletes must know and understand the Champions of Character Student-Athlete Pledge.
Servant Leadership

This core value refers to putting the group first and becoming responsible for personal and group roles while performing at your best. Students demonstrating servant leadership have a primary purpose of serving others while striving to become a personal and team leader. The servant-leader provides a critical service to society and the great gift of good example.

Sportsmanship

The conduct of educational sports according to the highest standards is our expectation for sportsmanship. Administrators, coaches, students, fans and parents are expected to act correctly even when others do not, and demonstrate fairness and equity in all contests and relationships.

ADMINISTRATIVE PURPOSES

THE ADMINISTRATION SHALL:

- Carry out the overall mission of the University through the vehicle of intercollegiate athletics.
- Maintain integrity by adhering to the University’s scholarly, ethical, social and moral standards.
- Provide qualified and interested students with an opportunity to participate in a well-rounded schedule of intercollegiate athletic competition.
- Conduct athletic contests, when feasible, between IU South Bend and various colleges of approximate likeness in size, structure, and philosophy.
- Offer an opportunity for students, faculty, staff, alumni, and administration to witness and enjoy good wholesome intercollegiate athletic competition.

STUDENT-ATHLETE PURPOSES

THE STUDENT-ATHLETE SHALL:

- Learn teamwork and group decision making as well as personal sacrifices in reaching common goals.
- Aid in assisting the IU South Bend community to develop school spirit.
- Want to do their best rather than be the best.
- Always play fairly and according to the rules, believing that athletics contributes to character and personality development.
- Learn to manage one’s strengths and weaknesses and test the limits of his or her abilities.
- Encourage physical skill development and emotional control and foster good sportsmanship, school spirit, and loyalty.
- Develop strength, coordination, and cardio-respiratory fitness necessary for the sport and as a precursor to a lifetime program of fitness.

EXTRACURRICULAR ACTIVITIES

Student-athletes are encouraged to participate in University extra-curricular activities; however, team
responsibilities must remain a priority. In other words, the extra-curricular activities of a student-athlete should not negatively impact the commitment to his/her team.

**HOUSING/ROOMMATE ASSIGNMENTS**

Student-athletes must follow the same procedures for housing and roommate selections as all incoming students. All communication with Campus Housing will flow through the athletic department’s liaison (Executive Director of Athletics & Activities, Coaching Staff).

**ACADEMIC COMMITMENT**

Since the average Indiana University South Bend student-athlete spends 300-plus hours each season practicing, competing, and traveling, the student-athlete must demonstrate a focused effort from the first day of the semester. All Indiana University South Bend faculty and the coaching staff expect that each student-athlete will subscribe to the following policies and procedures.

Student-athletes should carry a full academic load. A general rate of progress should be such that a degree could be earned in five (5) academic years or less. Although a student-athlete must be enrolled in a minimum of twelve (12) institutional credit hours in any semester, to graduate within the five-year parameter, the student-athlete should be enrolled in a minimum of 15 credit hours beginning with the first semester. Any student-athlete who is currently enrolled in only 12 credit hours of class must meet with his/her advisor to discuss the long-term implications.

IU South Bend student-athletes are expected to attend all meetings of every class in which they are enrolled. Furthermore, he/she is required to notify each faculty member in advance that he/she will be absent from class to attend a NAIA-sanctioned competition. In addition, each student-athlete is required to demonstrate understanding of any concepts missed due to the absence. Finally, no student-athlete may miss any class or lab to attend practice. Any additional information regarding each instructor’s policy on absenteeism will likely appear on the course syllabus. Personnel in the Enrollment Management office monitor excessive absenteeism.

**SCHEDULING OF CONTEST DURING FINAL EXAM WEEK**

No Intercollegiate Athletic Competition may be scheduled from the Saturday prior to final examinations through Friday of exam week. Contests may be scheduled on Saturday at the end of final exam week.

**STUDENT-ATHLETE ADVISORY BOARD**

**What is SAAB?**

The Student-Athlete Advisory Board (SAAB) at IU South Bend is an active group of student-athletes dedicated to providing a voice for the interests of the varsity student-athletes. The committee focuses on fostering companionship in areas such as: academics, community service, university relations, student-athlete welfare and career development.

**Goals:**
• Quickly and efficiently solve problems that are brought to the attention of SAAB members.
• Encourage teamwork, common purpose, and camaraderie between teams and student-athletes.
• Promote and support the overall mission of the IU South Bend Athletic Department.
• Provide feedback and insight into athletic department issues.
• Build a sense of community within the athletic program involving all varsity sports. Embody the voice of the student-athlete.

Membership/Terms of Appointment:

• Each team will have three representatives serve on the committee. Each representative will be appointed by the head coach of his/her respective sport.
• Any student-athlete (scholarship or non-scholarship) is eligible for appointment.
• Provide continuity. Membership will be for the duration of a student-athlete's athletic career, unless the student-athlete is no longer a member of his/her respective team or withdraws his/her appointment.
• Each member will serve as a liaison between the committee and his/her individual team.
• If a member of the team graduates, the remaining SAAB members will ask the team for interested underclassmen.

FACULTY ATHLETICS COMMITTEE RESPONSIBILITIES

A Faculty Athletics Representative (“FAR”) is a member of the faculty at an NAIA-member institution. He or she has been designated by the university to serve as a liaison between the institution and the athletics department, and also as a representative of the institution in conference and NAIA affairs. Each institution determines the role of the FAR at that particular university or college.

The Faculty Senate Athletics Committee shall:

1. Serve in an advisory role concerning the annual athletic budget, both intramural and intercollegiate, and supportive activities.
2. Establish guidelines concerning schedules for intercollegiate athletics and monitor compliance.
3. Establish eligibility requirements for participation in intercollegiate athletics and monitor compliance.
4. Approve participation in new intercollegiate athletic activities with the consent of the Senate.
5. Approve participation in post-season activities.
6. Propose, for the approval of the Senate, membership in athletic conferences.
7. In cooperation with the Scholarship Office, determine policies concerning allocation of athletic grants when available, in accordance with conference policies.
8. Make personnel recommendations in the athletic area to the Vice Chancellor for Student Affairs and Enrollment Management.

(Constitution of the Academic Senate Article VIII, Section 2)
IU SOUTH BEND ATHLETICS COMPLIANCE

Requirements Established by Faculty Athletics Committee

- Each semester, student-athletes are required to achieve a minimum semester GPA of 2.00 in order to maintain eligibility and avoid probationary status. Student-athletes are also required to achieve a cumulative GPA of 2.00 by the end of their first full year, and to maintain a cumulative GPA of 2.00 for the duration of their careers as student athletes.
- A student-athlete who earns a GPA below 2.00 but at least 1.70 for any one semester will be placed on probation for a period beginning on the date of the grade report in which the required standard is not met, and lasting throughout the next completed semester of full-time enrollment and until the beginning of the following regular academic term (i.e., fall or spring semester). This probationary period will be activated automatically without the need for specific review by the Athletics Committee.
- A student-athlete is allowed a maximum of two probationary periods during his or her undergraduate career, with the stipulation that at least two semesters of full-time enrollment (12 credits per semester) must have passed before a student may be allowed a second probationary period.
- A student-athlete whose semester grades fall below a 1.70 GPA is deemed ineligible and will not receive an automatic probationary period. Such a student may, however, formally appeal to the Athletics Committee in writing to remain eligible under probation, unless the required two intervening semesters have not passed since a prior probationary period.
- Student-athletes who have used both of their automatic probationary periods may also petition the Athletics Committee to remain eligible.
- A student athlete who earns a GPA below 2.00 but at least 1.70 for any one semester for a second time in their academic career, but who have not met the requirements set forth, may appeal to the Athletics Committee for eligibility.

NAIA ELIGIBILITY REQUIREMENTS

ATHLETIC DEPARTMENT RESPONSIBILITY

At the beginning of each semester, personnel in the Registrar’s Office in conjunction with the Faculty Athletic Representative, Athletic Director and the head coach of each sport will certify that each student-athlete meets the academic standards established by the NAIA and Indiana University South Bend.

STUDENT-ATHLETE RESPONSIBILITY

It is the responsibility of each student-athlete to make sure all data regarding the student’s NAIA eligibility is submitted a minimum of two weeks before the first scrimmage or official competition. Failure to meet this timetable may result in a student-athlete being temporarily ineligible. This timeframe was selected to afford timely preparation, proofing, and submission of documents to the National NAIA Office and the CCAC Conference Chairperson.
A student may participate four (4) seasons in one sport in 10 semesters, 12 trimesters, or 15 quarters of attendance if otherwise eligible. The 10 semesters need not be consecutive. During the ninth or tenth semester, or equivalent, the student may participate in any sport in which the student has not already used four seasons of competition.

**NAIA ELIGIBILITY REQUIREMENTS**

The following is a short listing of criteria that needs to be met to be eligible to represent a member institution in any manner (scrimmages, intercollegiate competitions):

1. An entering freshman* must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution and meet two of the three entry level requirements.
   - Achieve a minimum of 18 on the Enhanced ACT or 860 on the SAT. The ACT/SAT test must be taken on a national or international testing date and certified to the institution prior to the beginning of each term in which the student initially participates (residual tests are not acceptable).
   - Graduate in the top half of your high school graduating class
   - An overall high school grade point average of 2.000 or higher on a 4.000 scale.

   * An entering freshman is defined as a student who upon becoming identified with an institution has not been previously identified with an institution(s) of higher learning for two semesters or three quarters (or equivalent).

2. YOU MUST be making normal progress toward a recognized baccalaureate degree and maintain the grade points required to remain a student in good standing, as defined by the institution you are attending.

3. YOU MUST be identified and enrolled in 12 credit hours at the time of participation. Should participation take place between terms, you must have been identified with the institution the term immediately preceding the date of participation.

4. YOU MUST, if a second term freshman, have accumulated a minimum of nine institutional credit hours BEFORE identification for the second term of attendance.

5. YOU MUST have accumulated a minimum of 24 institutional credit hours the two immediately previous terms of attendance. Up to 12 institutional credit hours earned during the summer and/or non-term may be applied to meet the 24-hour rule, provided such credits earned AFTER one of the two immediately previous terms of attendance. However, if you are transferring from a two-year institution, and if you have not been identified with an institution of higher learning for more than five semesters or seven quarters, have been identified with a four-year institution, and have met graduation requirements for an associate degree from a junior college, you may be exempt from the 24-hour rule for the first term you are enrolled at an NAIA member institution. You must have passed all hours required for graduation and, in the last two terms of attendance, you must have needed fewer than 24 hours to complete graduation requirements.
6. YOU MAY NOT count repeat courses previously passed in ANY term toward the 24 hour rule.

7. YOU MUST be eligible according to your affiliated conference standards.

8. YOU MUST, if a transfer student from a four-year institution, have eligibility remaining at the institution from which you are transferring to be eligible for further intercollegiate competition. For eligibility purposes, the NAIA does not recognize the NCAA “five year rule” or age-limitations regulations.

9. YOU MUST, if a transfer student having participated in intercollegiate athletics at a four-year institution, reside for 16 consecutive calendar weeks, (112 calendar days), not including summer sessions, at the transferred institution before becoming eligible for intercollegiate competition in any sport in which you participated while attending the previous four-year institution. Exceptions to the 16 calendar weeks’ residency will be explained by the institution’s faculty athletics representative.

10. YOU MUST be within your first 10 semesters, 12 trimesters, or 15 quarters of attendance as a regularly enrolled student. Beginning August 1, 2004, a term of attendance is any semester, trimester, or quarter in which you enroll for 12 or more institutional credit hours and attend any class. Summer sessions are not included, but night school, extension or correspondence courses are applicable to this ruling.

11. YOU MUST, upon reaching junior academic standing as defined by the institution, have a cumulative grade point average of at least 2.0 on a 4.0 scale as certified by the institutional registrar.

12. YOU MUST, to participate the second season of sport, have accumulated at least 24 semester/36 quarter institutional credit hours.

13. YOU MUST, to participate the third season in a sport, have accumulated at least 48 semester/72 quarter institutional credit hours.

14. YOU MUST, to participate the fourth season in a sport, have accumulated at least 72 semester/108 quarter institutional credit hours. These hours must include at least 48 semester/72 quarter hours in general education and/or your major field of study.

15. YOU MUST, to participate the third and/or fourth season in a sport, have and maintain a total cumulative grade point average of at least 2.0 on a 4.0 scale.

16. YOU MAY NOT participate for more than four season in any one sport. A season of competition is defined as participation in one or more intercollegiate contests, whether as a freshman, junior varsity, or varsity participant or in any other athletic competition in which the institution is represented during a sport season or participation in any competition or training for which the participant receives compensation including remuneration for expenses after September 1 in the year of high school graduation or equivalent.

17. Should you participate for two different institutions in the same sport in the same academic year (example - basketball or fall golf at a junior college and then transfer to an NAIA school and...
participate in basketball or spring golf), you shall be charged with two seasons of competition in that sport, unless you earned an associate degree at a junior college in the term immediately preceding the transfer.

18. YOU MUST be an amateur, as defined by the NAIA, in the sport(s) in which you participate. See your athletics director or faculty athletics representative for all amateur regulations as printed in the NAIA Bylaws.

*Remember, athletes as well as member institutions are responsible for knowing and abiding by NAIA rules and regulations as outlined in the NAIA Official Handbook.

**NAIA ELIGIBILITY CENTER**

**WHO NEEDS TO REGISTER?**

Every student interested in playing championship sports at NAIA colleges for the first time needs to register and receive an eligibility determination. This applies to:

- High school seniors
- Home schooled and GED students
- Current NAIA students who will play sports for the first time at an NAIA school
- Transfers from two-year colleges
- Transfers from four-year colleges

The NAIA Eligibility Center will determine your eligibility based on your academic record and additional information you provide. Here’s how it works:

**HIGH SCHOOL STUDENTS**

If you will graduate from high school this spring and enroll in college this coming fall, the requirements are simple. High school graduation, plus two out of three of these requirements

1. Achieve a minimum of 18 on the ACT or 860 on the SAT.
2. Achieve a minimum overall high school GPA of 2.0 on a 4.0 scale.
3. Graduate in the top half of your high school class.

**EARLY DECISIONS FOR HIGH SCHOOL SENIORS**

Students who have completed their junior year of high school with an overall 3.00 GPA on a 4.00 scale OR students who have completed the first half of senior year with an overall 2.5 GPA on a 4.00 scale, plus the minimum test scores required (18 ACT or 860 SAT), may receive an eligibility decision prior to high school graduation. To receive an early decision, register with the NAIA Eligibility Center, have your high school send official transcripts to the Eligibility Center and contact ACT or SAT to have their test scores sent directly (the NAIA code is 9876 with ACT and SAT).
TRANSFER STUDENTS

If you’re transferring from a two- or four-year college and never played previously in the NAIA, the Eligibility Center will determine your eligibility based on academic records received directly from the previous institution(s).

CURRENT NAIA STUDENTS PLAYING SPORTS FOR THE FIRST TIME

If you’re a current NAIA student who has not previously competed in the NAIA, the Eligibility Center will determine your eligibility based on academic records received directly from your current institution and any previous institution(s) you’ve attended.

HAVE YOU TAKEN TIME OFF?

Some students will also need to provide more detailed information about their participation in sports outside the college setting. This information will be required if you:

- Graduated from high school and did not enroll in college full-time after a year
- Did not maintain continuous enrollment in college (e.g., withdrew from college for one or more semesters/quarters)
- Did not participate in college sports for one or more years during your collegiate enrollment.

NAIA ONGOING ELIGIBILITY RULES

For students already enrolled at NAIA institutions, your best resource for eligibility questions is your campus Faculty Athletics Representative. At IU South Bend, your FAR is Dr. Bruce Watson, and can be reached at watsonbr@iusb.edu. The NAIA Official Handbook outlines all association rules governing eligibility.

HARDSHIP REQUESTS

Hardships deal only with season of competition. A hardship request is a request for an exception to the season of competition regulation

Hardship requests will be considered only if the following criteria are met:

1. The injury or illness is beyond the control of the student-athlete and/or coach, and incapacitates that student-athlete from competing further during the sport season as verified by an M.D. or D.O. who must have examined the student during the sport season in question.
2. Participation after being examined by a physician and before receiving written medical clearance shall nullify hardship consideration.
3. The athlete shall not have participated in more than the Association’s allowable number of contests or dates, excluding scrimmages, recognized by the NAIA during the sports season.

RECRUITMENT OF AN ENROLLED STUDENT-ATHLETE

Once you have started your overall college experience by enrolling and/or attending classes at any
postsecondary institution, representatives from an NAIA institution cannot initiate contact with you. Even if you have not started classes yet, but have drawn equipment and begun organized practice, no one representing an NAIA school can initiate any communication with you. Once you have become identified with a postsecondary institution, there are some things to know should you ever want to consider transferring to an NAIA member institution. Because the NAIA institution cannot contact you, you’ll probably want to contact them. If you do, the NAIA institution cannot respond to your contact until the athletics director or faculty athletic representative at that institution has notified, in writing, the athletics director or faculty athletic representative at the school which you are enrolled.

The NAIA institution has 10 days from your contact to write that letter. The NAIA institution does not necessarily need to receive permission to respond to your contact, but they must notify your identified school as described.

TRANSFER PROCEDURES

While we strive to assure that all of our student-athletes have a positive experience at IU South Bend, we realize that there will be some student-athletes who will consider a transfer to another college. In those circumstances, it is very important to remember the following information:

1. You should inform your coach or the athletics director that you are considering a transfer. (Any four-year institution must inform us that you have contacted them about a potential transfer, so there is no way to keep your transfer “secret”.)
2. IU South Bend does not issue blanket letters giving a student-athlete his/her release for eligibility purposes.
3. A student-athlete will need to contact the institution(s) he/she is considering and ask that IU South Bend officially be informed of the student-athlete’s interest in pursuing a transfer. That official contact should be directed to the IU South Bend athletic director.
4. Before eligibility can be established at another institution, IU South Bend will need to receive a transfer release form. The decision on whether or not to sign the release will be made between the IU South Bend athletics director and the appropriate head coach. In most cases, signing the release form will allow the student-athlete to compete immediately at the other institution. If the decision is made not to sign the form, the student-athlete will be ineligible to compete during his/her first semester at the new institution.

NAIA RULE ON PREVIOUS IDENTIFICATION AT A FOUR YEAR INSTITUTION

A student who has participated in an intercollegiate contest at the immediately previous four year institution and then transfers to an NAIA member institution shall be required to be in residence for a period of 16 calendar weeks before being eligible for the sport(s) previously participated in at the four year institution.

A student shall have the 16 calendar weeks residency requirement waived for participation in that same sport provided the student has a cumulative minimum overall GPA of 2.000 (on a 4.000 scale) from all previously attended institutions of higher learning and receives a written release from the athletics director at the immediately previous four-year institution.
Any questions concerning a possible transfer should be directed to the athletics director. Failure to follow the proper procedures could affect your eligibility.

**CCAC TRANSFER RULE (Effective July 1, 2013)**

If a transfer student, whose immediate previous school of attendance was a CCAC member school, and he/she participated in a sport at the previous school (including practiced or played in junior varsity contests) and/or received institutional aid from that previous school, he/she will be required a residency of one academic year or two-consecutive full-time terms before being eligible to be certified for participation in that sport at the new CCAC institution. This rule does not apply to the following:

- If a student from a CCAC school transfers to another CCAC school and never competed in a specific sport at the original school of attendance then he/she would not be penalized and be able to participate in sport immediately.
- Rule would not apply if a student athlete chooses to participate in a new sport. (NAIA- Student-athlete does not have to establish residency at new institution if they participate in new sport)
- Rule would not apply if student is participating in sport for the first time.

Athletic directors at the school in which the student-athlete is transferring from can grant an exception to this rule if they so desire enabling the student-athlete to compete at another CCAC school immediately. This exception must be in writing on official school letterhead and sent to the conference office for final approval.
ATHLETIC SCHOLARSHIP POLICY

Individual athletic scholarships vary in amount among student-athletes. No student-athlete should assume the amount of his/her scholarship reflects his/her value to the coach and/or team.

Athletic scholarships are awarded on an annual basis. It is important that each student-athlete know the conditions under which an athletic scholarship can be terminated.

A recipient of an athletic scholarship must be academically eligible for the total academic year for which the scholarship was awarded. Standards for eligibility are set forth by the National Association of Intercollegiate Athletics (NAIA) and Indiana University South Bend.

NAIA Eligibility - A full list of eligibility requirements can be found on the NAIA website and the NAIA Basics of Eligibility.

Basic eligibility requirements include, but are not restricted to, the following:

- May compete during four seasons only.
- May compete during his/her first 10 semesters/15 quarters only.
- Must meet freshman and/or continuing eligibility requirements.
- Must be enrolled in at least 12 credit hours.
- Must be making normal progress toward a baccalaureate degree.
- Must have a 2.0 GPA on a 4.0 scale each semester (see FAC requirements)
- Must meet transfer eligibility requirements (if applicable).

SCHOLARSHIP ALLOTMENT

An athletic scholarship could be forfeited if any of the following take place:

1. The recipient quits or is removed from the team.
2. The recipient becomes academically ineligible to participate.
3. The recipient drops below a full-time academic load (12 hours).
4. The recipient violates IU South Bend standards and/or team standards and it is determined that such a violation will result in the forfeiture of all or part of the athletic scholarship.

Should the recipient forfeit this award for one of the reasons listed above, he/she shall immediately become financially responsible to Indiana University South Bend for the amount of the award in future semesters.

Head Coaches have the discretion to increase or decrease any athletic scholarship on an annual basis. In the event that a coach wishes to change the amount of a previously awarded athletic scholarship, the coach will notify the Athletic Director and Office of Financial Aid & Scholarships. As soon as the Office of Financial Aid has confirmed with the coach that the award has been adjusted, the coach will notify the student.
If a student-athlete develops an injury after he/she is actively involved in athletics at IU South Bend and this injury prohibits him/her from further participation in athletics, he/she will retain the scholarship for that academic year in which the injury occurred.

It is the belief of the IU South Bend Athletic Department that athletic scholarships are a means to an end. Our goal is to have a 100% graduation rate among student-athletes who compete for four years in intercollegiate competition. Obviously, athletic scholarships are mutually beneficial to both parties. We seek quality student-athletes who genuinely wish to attend IU South Bend.

**SCHOLARSHIP NON-RENEWALS OR REDUCTIONS GENERAL PRINCIPLES**

Student-athletes who are not fulfilling their academic and/or athletic team obligations must be properly warned and provided an opportunity to correct their situation. For student-athletes who do not fulfill the obligations of the team and/or violate team rules, including the Department of Athletics Student-Athlete handbook, the Head Coach may recommend dismissal of the student-athlete from the team and/or recommend a reduction or non-renewal of his/her athletic award.

**PROCEDURE FOR LEAVING A SPORT**

Commitment to being a Titan student-athlete is one of the most valuable lessons learned in athletics. Any athlete wishing to quit a sport must notify the head coach. It is mandatory for the student-athlete to meet with the head coach to conduct an exit interview. Scholarship allocation, team gear and equipment return will be discussed.

If a student decides that he/she does not wish to continue to participate in the sport for which the athletic scholarship is designated or if the student is eliminated from the athletic team for disciplinary reasons, then the scholarship will cease to exist from the day the student quits the team or the date of dismissal by the coach. The coach will confirm the loss of scholarship with the student via e-mail. The coach will also notify the Office of Financial Aid via e-mail within 48 hours. The Office of Financial Aid will provide a student with a revised financial aid package. The student will be responsible for any financial obligations to the university as a result of this change in athletic scholarship.

**STUDENT-ATHLETE CONDUCT**

You assume a leadership role when you are on an athletic team. The student body, the community and other communities judge our institution by your conduct and attitude, both on and off the court. Because of this leadership role, you can contribute significantly to school spirit and community pride. Make IU South Bend proud of you, and your community proud of your school, by your consistent demonstration of these ideals.
The State of Indiana requires that persons be 21 years of age or older to purchase, possess or consume alcoholic beverages. The athletics program at Indiana University South Bend has a responsibility to promote the health and well-being of our student-athletes. In view of the fact that alcohol consumption has been proven to be detrimental to general health as well as academic and athletic performance, we encourage student-athletes to exercise self-discipline and self-awareness on the effects alcohol can have on an individual. We strongly recommend that student-athletes of legal age (21 in Indiana) refrain from alcohol consumption during their season. Underage drinking is against the law. All student-athletes are subject to legal sanctions under current Indiana law as well as University sanctions concerning illicit drugs and alcohol as outlined in the IU South Bend Code of Student Rights, Responsibilities, and Conduct. Coaches, in consultation with athletics administration, may have team policies requiring community service and/or other sanctions, including dismissal from the team, for any violation of Indiana law, University policies, and/or team policies.

**STUDENT-ATHLETE RULES**

1. Always present a positive image; don’t do anything to embarrass yourself, the team, or the University.
2. Understand the importance of being punctual; be on time for every commitment, whether academically or athletically related.
3. Be prepared to give 100 percent both mentally and physically in the classroom and on the playing field.
4. Do not consume alcoholic beverages on team trips, at athletic events or at events sponsored by the athletics department. Indiana law prohibits anyone under 21 from patronizing drinking establishments. The coaching staff strongly suggests that those 21 and over also avoid drinking establishments. Just being in attendance may lead to problems.
5. NAIA rules prohibit the use of tobacco products of any kind while participating in practice or competition or while representing the University in any capacity. Tobacco use is prohibited at these times, and the athletic department, out of concern for your health, discourages its use at any time.

**DEPARTMENTAL STANDARDS OF BEHAVIOR**

While individual teams are free to develop their own team rules, all student-athletes are also bound by department-wide standards of behavior:

- **It is illegal for underage persons to possess or consume alcoholic beverages**
- **It is illegal to drive while impaired**
- **It is both illegal and a violation of University rules to engage in hazing or harassment**

Titan Athletics prohibits all student-athletes from drinking alcoholic beverages, using tobacco products, or using illegal substances whenever traveling with their team and/or acting as official representatives of Indiana University South Bend. This prohibition extends to travel to and from an event, home games, team gatherings before or after games, and any time the team is together in an official capacity.
Titan Athletics prohibits student-athlete hosts from providing potential student-athletes with alcoholic beverages at any time, including on official or unofficial recruiting visits.

*Any student-athlete in violation of major infractions of the Code of Student Rights, Responsibilities, and Conduct may be subject to the following disciplinary actions from the University. Each individual situation will be reviewed by the Director of Athletics in consultation with the head coach.*

- Reprimand
- Probation
- Suspension
- Loss of athletic aid
- Dismissal from the athletic program

Finally, in the event that a student-athlete is charged with a felony, absent extraordinary circumstances as determined by the University administration, he/she will not be permitted to represent IU South Bend in game competition until the charge is resolved and all court, University, and athletics department conditions for reinstatement have been met.

In addition to any of the above, a student-athlete may have his or her scholarship reduced or revoked if he or she violates IU South Bend rules, team rules, or withdraws from or leaves the team. In the event that a scholarship is reduced or revoked, the amount by which the scholarship is reduced will be added to the student’s bill. No transcript will be released to the student or any institution, prospective employer, agency or person until the bill is paid in full. If the student athlete is dismissed from the team due to conduct infraction all secondary insurance coverage will terminate on the date of dismissal.

Student-athletes are **EXPECTED** to communicate to their coach AND the Director of Athletics (or designee) any incident in which they have been cited by the South Bend Police Department, IU South Bend Campus Police Department, IU South Bend Residence Life Staff, and/or another police department (in cases where violations of the Student Code of Conduct occur outside of South Bend, IN).

Student-athletes **MUST** report these citations to their coach and the Director of Athletics (or designee) **within 24 hours of the incident**, or prior to their next competition, whichever occurs first. Failure to adhere to this reporting requirement may result in an increased sanction. Student-athletes are encouraged to speak to their coach and the Director of Athletics (or designee) in person, but notification can be done via email or phone call as well.

**SOCIAL MEDIA**

Social networking is a great way to express yourself, keep in contact with friends, and build your network. As a student-athlete at Indiana University South Bend, you are responsible for the information you post on the online networks, such as Facebook, Instagram and Twitter or any other social networking site.
Profiles are permitted by student-athletes provided that:

- No offensive or inappropriate pictures are posted.
- No offensive or inappropriate comments are posted.

What you are posting may not only affect you, it may affect others as well. You are free to express yourself on social networks. However, it is important that you respect the privacy and rights of others. Although you may not believe that the information you post is public information, be aware that what you post may affect your future.

NOTE: Any online statement(s) or photo(s) that reference or include an IU South Bend coach, employee, player or team, or any statement(s) or photo(s) which indicate that a University policy has been broken, may be used as evidence in any disciplinary process.

*While IU South Bend respects your right to free speech, the World Wide Web is a public forum, so information is easily accessible. You are strongly encouraged to limit the amount of personal information that you put online for others to see and to read. In addition to your own personal safety, the words you write and the items that you display present an image of your team and of IU South Bend.

*For any violations of University or team policies, the student-athlete will be held accountable by the Athletic Department and Student Services Judicial Office, when applicable.

POLICY ON EJECTIONS FOR FIGHTING

Fighting does not have any place in intercollegiate athletics, and it is contrary to the Mission of the University as well as the NAIA’s Champions of Character initiative.

For the purposes of this policy, “fighting” is defined as any intentional behavior that can potentially injure, causes apprehension of injury, or actually does injure another person.

If a student-athlete is involved in a physical altercation and punches are thrown, there will be a three game suspension effective immediately, including: practice, exhibition, scrimmage, junior varsity and varsity contests. Student-athletes are not allowed under any circumstance to leave the bench of a contest if, in fact, an altercation does occur on the court. This will result in immediate ejection and suspension for the upcoming contest.

SUBSTANCE ABUSE

All student-athletes are advised that it is the policy of the Indiana University South Bend Department of Intercollegiate Athletics that no athletes will use any illicit or sport enhancing substances, nor will any athlete abuse prescribed medications. For more information on this policy, please refer to drug testing policy.
HAZING

All forms of hazing are prohibited and will not be tolerated. Hazing is defined as the physical and/or psychological degradation of anyone. Specific examples include, but are not limited to, those activities expected of someone on a team (or group) that humiliate, degrade, abuse, or endanger that person, regardless of that person’s willingness to participate. Disciplinary action for any form of hazing will be determined by the Head Coach, Executive Director of Athletics & Activities and Dean of Students.

TRAVEL EXPECTATIONS

When traveling as official representatives of Indiana University South Bend, student-athletes’ actions should reflect favorably on the University, their team, and themselves. Student-athletes are expected to adhere to their particular team's dress code and curfew. All student-athletes are expected to depart and return with their team/coach unless they are officially released or otherwise excused through a department of athletics release agreement.

IU SOUTH BEND ATHLETICS EQUIPMENT

Equipment, especially that belonging to the athletic department, is one of the most abused aspects of an athletic program. It is necessary that all student-athletes be responsible and use good judgment in handling and utilizing equipment.

Each student-athlete is responsible for university-owned equipment assigned to him/her. This is especially important for uniforms. The student-athlete maintains responsibility for his/her uniform until it is submitted for laundering. All uniform components must be properly checked and accounted for at the time of laundering.

Student-athletes who lose university-owned equipment while in their possession or who do not return equipment at the end of the season will have the replacement cost charged to their student account.
MEDICAL POLICIES

PHYSICAL EXAMINATION

All student-athletes must have an annual physical examination recorded on the IU South Bend Physical Evaluation form prior to participation in any IU South Bend athletic related activities.

The athletic department of IU South Bend requires that every student-athlete have on file a “physician-signed” physical examination form and the athletic department’s screening form before he/she will be allowed to practice. All physical examinations are required to be administered under the direction of the team physician.

INSURANCE COVERAGE

Student-athletes must have a completed emergency medical form, health insurance form, and a copy of his/her insurance card on file with the athletics department in order to be eligible to compete and prior to any mandatory workouts/practices. As permitted by NAIA regulations, Indiana University provides medical coverage for all injuries or illnesses sustained as a result of intercollegiate athletics directed practices, competitions, conditioning/weight training sessions and team travel. The Indiana University Office of Insurance, Loss Control and Claims will utilize the parent’s or student-athlete’s health insurance as the primary insurance coverage with Indiana University paying for deductible and out-of-pocket excess expenses as a secondary provider. The University cannot guarantee payment of any medical expenses. Upon dismissal from team all secondary insurance coverage will be terminated from the date of dismissal forward. Bills with dates of service prior to dismissal from team can be submitted for payment.

To be eligible to practice and to compete, all student-athletes must have an approved physical examination on file with the athletics department. Student-athletes also may not receive treatment from the athletic trainer without a “Consent to Treat Form” on file.

SPORTS MEDICINE

A comprehensive sports medicine program of prevention, treatment, and rehabilitation has been developed to ensure quality medical care for student-athletes. The team physician is responsible for the administration and management of the sports medicine program and for the supervision of program staff. The sports medicine staff consists of college physicians, orthopedic physicians, athletic trainers, and support staff.
ATHLETIC TRAINING ROOM

Our athletic training/treatment center is available to all student-athletes at specific times. The athletic training room is located in the lower level of the Student Activities Center near the team locker room area. To gain access to the athletic training room, student-athletes must use his/her student ID card and check-in at SAC front desk. Athletic Training room hours are dependent upon practice/game schedules. Schedules may vary during breaks, between semesters, and during the summer.

All athletic injuries and illnesses are to be reported immediately to the head athletic trainer or a member of the sports medicine staff for evaluation, care, and referral. The sports medicine staff assesses the immediate needs of the student-athlete and gives referrals to receive medical care. It is the student-athlete’s responsibility to report back to the athletic trainer with information from any subsequent appointment and for follow-up care. For additional information on services provided, emergency medical plans, and professional information, please see the head athletic trainer.

MANAGING ATHLETIC INJURIES

All varsity sports injuries must first be evaluated by a certified athletic trainer before any appointments are made with any off-campus medical specialist, and any issues relating to medical insurance must first be addressed and resolved by the student-athlete. The staff athletic trainer and team physician will at that point assist the student-athlete in making the appointment with the appropriate medical specialist.

When treatment is performed by outside healthcare providers other than our local consultants, it is necessary that the team physician and, if involved, our local consultants, be notified by letter and/or telephone call promptly as to the progress and prognosis of the case. Student-athletes are expected to have their healthcare provider comply with this request.

IU South Bend recognizes the value of second opinions for injured or ill student-athletes, and further recognizes that the injured student-athlete may desire a second opinion (in the case of surgery or change in participation status, etc.).

EMERGENCY CARE

In the event of an emergency, the first call should be to 9-1-1 or IU South Bend campus safety at 574-520-4239. Report name, phone number, location, type of emergency, and whether an ambulance is needed for transportation to the hospital.

PREGNANCY POLICY

The IU South Bend athletic department is committed to the personal health and development of all student-athletes, and to the educational mission of Indiana University. As a department, we are committed to providing a gender-inclusive, healthy environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This policy sets forth the protections that should be provided for pregnant student-athletes, including those with pregnancy related
conditions. It also prohibits retaliation against any student or employee who complains about issues related to the enforcement of this Pregnancy Policy. We want to protect student-athletes’ physical and psychological health, and ultimately their ability to complete their education.

Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant students. This means that student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, conditions related to pregnancy, false pregnancy, termination of pregnancy or recovery therefrom. In addition, a student’s medical information may be protected by other federal laws. In order to comply with federal law:

- The IU South Bend athletic department will allow a pregnant student-athlete to fully participate on the team, including all team-related activities, until the athlete’s physician or other medical caregiver certifies that participation is no longer medically safe.
- The IU South Bend athletic department will allow a pregnant student-athlete to participate in a limited manner on the team, including all team-related activities, to the extent that the athlete’s physician or other medical caregiver certifies that partial participation is medically safe.
- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
- The IU South Bend athletic department will not allow a hostile or intimidating environment on the basis of pregnancy to exist. Acts or statements that are hostile toward pregnancy that shun or shame the pregnant or parenting athlete will not be tolerated. Such conduct prevents an individual from effectively participating in, or denies a person the benefits of, the educational opportunities provided by this institution.

IU South Bend looks to provide guidance and support to the pregnant student-athlete, including the application for another year of eligibility and, the continuation of the academic process IU South Bend can offer assistance through Student Counseling Service, Dr. Jim Hurst (574)520-4125, athletic administration, the athletic trainer, and the student-athlete’s coach. The administration, trainer(s), and coach(es) should respect the student-athlete’s requests for confidentiality until such time when there is a medical reason to withhold the student-athlete from competition.

Although the NAIA does not include recommendations for pregnancy, the NCAA Sports Medicine Handbook includes the following guidelines:

- The safety to participate in each sport must be dictated by the movements and physical demands required to compete in that sport. Many medical experts recommend that women avoid participating in competitive contact sports after the 14th week of pregnancy. Athletic activities associated with a high-risk sport (per NAIA guidelines) should be avoided during pregnancy.

- Women who have medical conditions that place their pregnancies at high risk for complications should avoid physical activity until consultation with their obstetrician.

- The student-athlete should be aware of the warning signs to terminate exercise while pregnant: vaginal bleeding, shortness of breath prior to exercise, dizziness, headache, chest pain, calf pain or swelling, pre-term labor, decreased fetal movement, amniotic fluid leakage and muscle
weakness. The student-athlete should be informed that the NAIA may permit a one-year extension of athletic eligibility for a female student-athlete for reasons of pregnancy.

THE STUDENT-ATHLETE AGREES

- To fully participate, to the best of his/her ability, in all activities of his/her respective team, including team meetings, conditioning, workouts, practices, games, tournaments, and all related requirements of the coach, whether these activities occur before, during or after the season.
- That he/she received, read and understood the IU South Bend student-athlete handbook and any questions she/he may have had were answered to his/her satisfaction.
- To be a representative of the mission of IU South Bend, which mission he/she understands and accepts.

STUDENT ATHLETICS HANDBOOK AGREEMENT

Student, Printed Name (Legibly)

I have read the Indiana University South Bend Athletics Department Handbook for student-athletes. I do hereby voluntarily agree to abide by the rules and policies set forth if selected to compete on any of the athletic teams for the 2017-18 school year.

I understand and voluntarily agree that if I sustain an injury during the athletic season, the Head Athletic Trainer may disclose injury information to the specific coach (or the designated member of that coaching staff), the Athletic Administration, and/or any treating physicians.

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Student-Athlete Signature Date