Southern Nazarene University Athletic Department
08/1/2017
Welcome Crimson Storm Student-Athletes!

As we start on the 2017-18 academic year, we in the Department of Athletics want to wish you much success! You will be challenged in the classroom and in your athletic endeavors as well. We want your time here at Southern Nazarene University to be a time of growth for you academically, athletically and spiritually.

We take great pride in the teaching and mentoring that our coaches provide to you. We strive to provide an atmosphere that is positive where you can fulfill your potential both in the classroom and on the playing field. We also want you to recognize that you are a very visible part of the SNU community and you will have many opportunities to demonstrate your leadership abilities, on and off campus. But with this visibility comes responsibility, and we expect you to work closely with your professors and other administrators so that your academic and civic responsibilities as a student-athlete and community member are a top priority.

This student-athlete handbook is designed to provide you with important and useful information. It is essential that you become familiar with NCAA and institutional rules, regulations and policies that will assist you in balancing your academic and athletic responsibilities. YOU are important part of our Crimson Storm community and an ambassador for our department and institution!

All of us who work in the Athletics Department are here to help you! Our doors are open, YOU are OUR priority! We are proud of the tradition of our sports programs and are thrilled to have you represent us and continue our strong traditions!

#BoltsUp
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**Department of Athletics Missions Statement**
The Athletics Department is committed to the mission of Southern Nazarene University, which is to transform lives through higher education in a Christ-Centered Community. A goal of the Athletics Department is preparing student-athletes for life by developing a commitment to aesthetic, intellectual, and ethical values. The Athletics Department will operate under the institutional control of the university and will always place the health and welfare of the student-athletes, coaches and staff first in decisions regarding the athletics program. Academics are the student’s first priority and sportsmanship and ethical conduct are taught, promoted and expected.

**Department of Athletics Vision Statement**
Southern Nazarene University will be the school of choice in the South Central Region of the United States, known as one of the finest small teaching universities in the country with a unique transformative campus experience. The primary goal for the intercollegiate athletics is to support the vision and mission of the University by providing student-athletes with opportunities that will lead to their academic success and personal development, as well as fostering self-fulfillment through athletics.

**Department of Athletics Philosophy**
The University athletics program is maintained as a vital component of the student body. The admission, academic standing and academic progress of student-athletes are consistent with the policies and standards adopted by the University for the student-body in general. Student-athletes are provided an educational environment conducive to the development of the whole person - intellectually, socially, spiritually, physically, and morally. The student-athletes are supported and assisted in progress toward the degree of their choice while provided an opportunity to develop their athletic abilities in an environment consistent with high standards of sportsmanship, leadership, scholarships, and institutional loyalty.

**Division II Positioning Platform**
*Life in the Balance.* Higher education has a lasting important on an individual’s future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.
Division II Attributes

- **Learning** – Multiple opportunities to broaden knowledge and skills
- **Service** – Positive societal attitude through contributions to community
- **Balance** – Emphasis on collective knowledge; integration of skills
- **Resourcefulness** – Versatile skill set drawn from a broad range of experiences
- **Sportsmanship** – Respect for fairness, courtesy; ethical conduct toward others
- **Passion** – Enthusiastic dedication and desire in effort

Website Reference List for Student-Athletes

- [NCAA Summary of NCAA Regulations](#)
- [Banned Substance List](#)
- [Sports Wagering](#)
- [Concussion Education](#)
- [General Recruiting Information](#)
- [General Eligibility Information](#)
## Athletics Staff Directory

### Administrative Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Athletics</td>
<td>Bobby Martin</td>
<td>491-6339</td>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Assistant Director of Compliance</td>
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</tr>
<tr>
<td>Sports Information Director</td>
<td>David Noblett</td>
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</tr>
<tr>
<td>Assistant Athletics Trainer TBA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Charlie Hibbard</td>
<td>491-6339</td>
<td><a href="mailto:lhibbard@snu.edu">lhibbard@snu.edu</a></td>
</tr>
<tr>
<td>Faculty Athletics Representative</td>
<td>Dr. Kep Keoppel</td>
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</tr>
<tr>
<td>Facility Coordinator</td>
<td>Kevin Ingram</td>
<td>717-6221</td>
<td><a href="mailto:kingram@snu.edu">kingram@snu.edu</a></td>
</tr>
</tbody>
</table>

### Coaching Staff

#### Baseball

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>Robert Lee</td>
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</tr>
<tr>
<td>Assistant Coach</td>
<td>Chase Glaum</td>
<td></td>
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</tr>
<tr>
<td>Assistant Coach</td>
<td>Tim Cole</td>
<td></td>
<td><a href="mailto:timcole@mail.snu.edu">timcole@mail.snu.edu</a></td>
</tr>
</tbody>
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#### Basketball (Men’s)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Adam Bohac</td>
<td>491-6623</td>
<td><a href="mailto:abohac@snu.edu">abohac@snu.edu</a></td>
</tr>
<tr>
<td>Assistant</td>
<td>Ryan Mahoney</td>
<td>717-6224</td>
<td><a href="mailto:rmahoney@snu.edu">rmahoney@snu.edu</a></td>
</tr>
<tr>
<td>JV Head Coach</td>
<td>Jon West</td>
<td></td>
<td><a href="mailto:jaydwest33@yahoo.com">jaydwest33@yahoo.com</a></td>
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#### Basketball (Women’s)

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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Derek Dorris</td>
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</tr>
<tr>
<td>Assistant</td>
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</tr>
<tr>
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#### Cheer

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<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Coach</td>
<td>Ms. Deena Weast</td>
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</table>

#### Cross Country (Men’s and Women’s)

<table>
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<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Mr. Billy Miller</td>
<td>717-6227</td>
<td><a href="mailto:bmiller@snu.edu">bmiller@snu.edu</a></td>
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#### Football

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<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Head Coach</td>
<td>Andy Lambert</td>
<td>717-6233</td>
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<tr>
<td>Name</td>
<td>Title</td>
<td>Contact Information</td>
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<tr>
<td>Adam Langvardt</td>
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</tr>
<tr>
<td>Bryce Rusler</td>
<td>Assistant</td>
<td></td>
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<tr>
<td>Davis Hodam</td>
<td>Assistant</td>
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<tr>
<td>Kenneth West</td>
<td>Assistant</td>
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<tr>
<td></td>
<td>Golf (Men’s and Women’s)</td>
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<tr>
<td>Derrick Taylor</td>
<td>Head Coach</td>
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</tr>
<tr>
<td></td>
<td>Soccer (Men’s)</td>
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</tr>
<tr>
<td>George Schroeder</td>
<td>Head Coach</td>
<td>717-6239 <a href="mailto:gschroed@snu.edu">gschroed@snu.edu</a></td>
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<tr>
<td></td>
<td>Soccer (Women’s)</td>
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</tr>
<tr>
<td>Julie Duncan</td>
<td>Head Coach</td>
<td>717-6239 <a href="mailto:jduncan@snu.edu">jduncan@snu.edu</a></td>
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<tr>
<td></td>
<td>Softball</td>
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<tr>
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<tr>
<td>Brian Madden</td>
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<tr>
<td></td>
<td>Tennis (Women’s)</td>
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<tr>
<td>Charlie Hibbard</td>
<td>Head Coach</td>
<td>491-6339 <a href="mailto:lhibbard@snu.edu">lhibbard@snu.edu</a></td>
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<tr>
<td></td>
<td>Track and Field</td>
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<tr>
<td>Billy Miller</td>
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<td></td>
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<tr>
<td>Derek Lane</td>
<td>Assistant</td>
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<tr>
<td>Ed Forrester</td>
<td>Assistant</td>
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<tr>
<td>Adam Ergenbright</td>
<td>Assistant</td>
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<td></td>
<td>Volleyball</td>
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<tr>
<td>Mr. Kevin Ingram</td>
<td>Head Coach</td>
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<td></td>
</tr>
<tr>
<td>Nikki Dieball</td>
<td>Assistant</td>
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The Athletics Advisory Committee provides oversight for the athletics program and is chaired by the Vice President for Student Development. The committee may review all sports schedules, potential absences based on the sports schedules, class attendance policy, and policies and procedures for the athletics department. The committee is also responsible for reviewing gender equity issues and graduation rates each semester, gives insight and recommendations on the approval of the Athletics Compliance Manual, the Policy and Procedures Manual, and the Student-Athlete Handbook. The Athletics Advisory Committee assists the athletics program with special projects and considers other matters related to the overall operation of the athletics department. The committee provides oversight and makes recommendations to the President.

The Athletics Advisory Committee is comprised of the following:

- President: Dr. Keith Newman
- VP for Enrollment Development: Linda Cantwell
- VP for Academic Affairs: Melany Kyzer
- VP Student Development: Mike Redwine
- VP Financial Affairs: Scott Strawn
- Registrar: Chuck Chitwood
- Faculty Athletics Representative: Kep Keoppel
- Director of Athletics, Ex Officio: Bobby Martin
- Assoc. AD. for Compliance/SWA, Ex Officio: Tammy Ikerd
- Coach Representative: Julie Duncan
- Faculty Member: Joshua Achipa
- Faculty Member: Loral Henck
- Faculty Member: Stephane Schellenberger
- Student Government Rep: Jacob Spady
- Student Government Rep: Malory Brake
- SAAC Representative: Colin Pasque
- SAAC Representative: Heather Digiantamasso
- Community Representative: Danny Thomason

**Student-Athlete Advisory Committee**

A Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athletes experience. SAAC also provides input and feedback on the rules, regulations and policies that affect student-athlete’s lives on NCAA member institution campuses.

In 1989 at the NCAA convention, an Association wide SAAC was adopted and requires that all member institutions have SAAC’s at their respective campus. Presently there are separate
national SAAC's for Divisions I, II and III. The NCAA also requires that all member conferences have SAAC's as well.

Each national divisional committee is comprised of both female and male student-athletes charged with the responsibility of assisting in the review of NCAA proposed legislation and representing the voice of the student-athlete in the NCAA governance structure. Providing student-athlete input on issues related to student-athlete welfare that are division specific accomplishes this.

The input of the respective Division I, II and III SAACs continues to be sought by a variety of constituencies within the Association. Student-athlete committee members have the opportunity to speak with their respective NCAA Management Councils, and Division II SAAC national members continue to speak to legislative issues on the NCAA Convention floor.

National SAAC’s (Divisions I, II, and III) at a glance:
- Generate a student-athlete voice within the NCAA structure
- Solicit student-athlete response to proposed NCAA legislation
- Recommend potential NCAA legislation
- Review, react and comment to the governance structure on legislation, activities and subjects of interest
- Actively participate in the administrative process of athletics programs and the NCAA
- Promote a positive student-athlete image

The SNU Student-Athlete Advisory Committee (SAAC) is comprised of a minimum two (2) members from each team who meet to discuss issues that concern student-athletes, plan quarterly community outreach projects, provide student-athlete leadership in the eyes of the athletics department and foster support of fellow athletics teams. SAAC assists coaches and administrators in making student-athletes academics and athletics experiences as fulfilling and valuable as possible. Bylaws for SAAC are located on p. 62-64 of this handbook. Associate Athletics Director Paul McGrady serves as the staff sponsor for SAAC, and the group meets monthly.

Community Engagement

_NCAA DII Community Engagement_
Division II is committed to developing students and communities by actively engaging in shared experiences. SNU’s community engagement initiatives bring our community to campus to experience Division II collegiate events. Through community engagement, student-athletes can direct the energy and spirit of student-athletes to create positive changes in the community around them. There is a distinction between community engagement and community service. Division II is committed to developing students and communities by actively engaging in shared experiences and, therefore, has targeted community engagement as one of its strategic priorities. The objective of community engagement is to build relationships by bringing the community to campus to experience Division II and its events (e.g., collegiate, theatrical,
cultural). Many have heard this and thought, “That is nothing new; we do community service all the time.” It is true that colleges and universities and their students have performed more community service than many other organizations. However, Division II is emphasizing the gathering of individuals to share in an experience and not just provide assistance to an individual or group of individuals in need.

**Community Service - Reaching Out to Help Those in the Community**
- Have specific end goals
- Generally a one-time occurrence
- Most often does not require the establishment of a personal relationship between those providing the service and those receiving the benefit of the service
- Qualifies as “service learning”
- Directed toward specific non-for-profit organizations or entities within the community with an identified need

**Community Engagement – Building Lasting Relationships**
- Time of social gathering and interaction with the campus and community
- Feels like an interaction with friends
- Opportunity to get to know the campus and local community better
- Making the college and campus feel like the town square
- Individuals walk away from the experience remembering the fun atmosphere
- Directed towards local community, parents, students, alumni, faculty, staff, donors, friends of faculty and staff
**Student-Athlete Expectations**

- Understand that earning a degree is the primary goal of the student-athlete.

- Meet all academic responsibilities, including regular class attendance and the completion of all assignments in a timely manner.

- Comply with all rules and regulations of the NCAA, GAC and SNU, understanding that it is each student-athlete’s responsibility to be knowledgeable of these rules.

- Represent SNU athletics at all time in a positive manner.

- Adhere to departmental and team policies and procedures.

- Meet regularly with faculty and/or academic advisors.

- Strive to be a full-fledged member of the university community and make a strong effort to grow as much as possible out of your educational experience. This includes establishing open and mature relationships with faculty.

- Understand the support resources that are available in the academic advising area of the university and assume the responsibility of seeking assistance when it is needed.

- Recognize that the assumption of personal responsibility is at the heart of the educational experience. All student-athletes should constantly be aware that they represent the university, the athletics department and their team. Upper class student-athletes should consciously strive to serve as exemplary role models for student-athletes new to SNU.

- Make a complete commitment to academic integrity. It is essential that every student be thoroughly familiar with the honor system and that all aspects of university life be conducted in accordance with the honor system.
SNU Athletics Academic Conduct, Policies and Services

Class Attendance Policy
Southern Nazarene University believes there is a strong relationship between class attendance and academic progress. Regular class attendance, therefore, is expected of all students. The student is responsible for all class work assigned or due on the date of any absence regardless of the reason for the absence, no distinction is made between excused and unexcused absences. An instructor should clearly indicate in the course syllabus the types of absences that will be considered excused for that particular class.

Missed Class-time Policy
To meet the missed class time requirement of NCAA Bylaw 17, the following policy is in effect at Southern Nazarene University. It is the head coach’s responsibility to ensure that practice is scheduled at times that will not conflict with student-athletes’ scheduled classes. It is the responsibility of the Assistant AD for Compliance to ensure student-athletes are educated regarding NCAA regulations for missed class time for practice and non-championship segment competition.

1. Student-athletes will not be required to attend any practice/activities that result in a missed scheduled class or final exam. Activities considered practice include:
   a. Preparation and conditioning time (weight training, running, etc.)
   b. Training room time (rehab, taping, etc.)
   c. Meetings (to include individual film watching)
   d. On the field practice.
2. Media and recruiting requests will not interfere with class or exam schedules
3. Exceptions to the above will only be approved by the FAR who will report exception to the faculty at the last meeting of each semester
4. For home competition, student-athletes shall not miss any classes prior to two hours before the scheduled competition time.
5. For away competition with same day travel, student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
6. For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.
7. Student-athletes will continue to present individual, written notifications to their instructors at least 3 class periods prior to each contest which affects their class attendance.
8. Student-athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student-athlete for any assignments that will be missed
9. Coaches will not penalize student-athletes for missing practices due to conflicts with regularly scheduled classes or affiliate class-related field trips (within reason) for which student-athletes are enrolled. It is recommended that faculty email coaches
with details for a class related field trip a minimum of a week ahead of the scheduled date.

10. Competition is prohibited during final examination week.

11. Exceptions to the above statements for special tournaments and competitions, including championship play must be approved by the Director of Athletics and Faculty Athletics Representative.

12. Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a faculty member may contact the Faculty Athletics Representative for determination if intervention on behalf of the student-athlete is appropriate. Coaches should never intervene in these situations.

13. Student-athletes who believe that they have received a lack of reasonable accommodation of the provision of this missed class policy by a coach may bring this matter to the attention of the Director of Athletics or the Faculty Athletics Representative.

14. Faculty having any questions about the application of these statements may contact the Faculty Athletics Representative.

**Drop/Add**

No special permission is needed to drop a course through the 10th week of the semester. As a student-athlete, your enrollment must be verified for full time status; therefore any course that your advisor has requested a drop for will not be dropped until full time status is verified by the registrar. When you believe that withdrawing from the course is in your best interest, you will need to follow these steps:

1. Meet with your academic advisor concerning the impact this may have on your academics and graduation date
2. Meet with the Assistant AD for Compliance to determine if there will be an impact on your eligibility
3. Based on your academic advisor’s recommendation and the consideration of your eligibility, you will then decide whether you wish to drop the course
4. Notify your advisor who will then drop the course electronically
5. After review by the registrar to determine if you will still be full time status, the registrar will approve the drop.

*If you drop below full time status, you are immediately ineligible for practice and competition* and the registrar immediately notifies the compliance office.

**Never drop a course without first consulting the compliance office or your head coach first!** You may add a course without permission during the first full week of each academic term. See the academic catalog for further drop/add policies.

**Academic Integrity**

Southern Nazarene University seeks to support and promote qualities of academic honesty and personal integrity in all aspects of life. Serious offenses against the community include cheating,
plagiarism, and all forms of academic dishonesty. Cheating or academic dishonesty is defined as the deception of others about one's own work or about the work of another. Any SNU student-athlete caught using any form of academic cheating, including plagiarism, will be subject to disciplinary action per university policies. The Director of Athletics and Head Coach may also impose additional disciplinary action as it is deemed necessary.

**Good Academic Standing**

Students who wish to participate in intercollegiate competition must meet all academic standards for admission to Southern Nazarene University. Student-athletes must maintain all academic requirements as they progress toward degree completion. Your academic success is of primary importance to the University and the Department of Athletics. A student-athlete may not participate in intercollegiate athletics unless he or she is making progress towards degree and is in good academic standing as outlined by SNU and NCAA regulations. A degree-seeking student enrolled at SNU is in good academic standing unless placed on academic probation or suspension. If a student-athlete is placed on probation or suspension they are immediately ineligible for athletics competition. Failure to remove probation by the end of the next semester results in suspension. However, no student will be suspended at the end of a term in which a 2.25 semester GPA has been attained. The University may also academically suspend any student who fails to earn a semester GPA of at least 1.00 during a given semester. The first academic suspension is for one semester (not counting summer); the second suspension is for two semesters (not counting summer); subsequent academic suspensions are for an indefinite time period. See diagram below for GPA requirements:

<table>
<thead>
<tr>
<th>Cumulative Hours Attempted</th>
<th>Academic Warning</th>
<th>Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 30 credit hours</td>
<td>Less than 2.00 Institutional or Cumulative GPA</td>
<td>Less than 1.50 Institutional or Cumulative GPA</td>
</tr>
<tr>
<td>31 to 45 credit hours</td>
<td>Less than 2.00 Institutional or Cumulative GPA</td>
<td>Less than 1.75 Institutional or Cumulative GPA</td>
</tr>
<tr>
<td>46-60 credit hours</td>
<td>Less than 2.00 Institutional or Cumulative GPA</td>
<td>Less than 1.9 Institutional or Cumulative GPA</td>
</tr>
<tr>
<td>61 or more credit hours</td>
<td>Less than 2.00 Institutional or Cumulative GPA</td>
<td>Less than 2.00 Institutional or Cumulative GPA</td>
</tr>
</tbody>
</table>

**Academic Improvement and Mentorship Program (AIM)**

**Athletic Study Hall**

Athletics study hall is determined on a program by program basis depending on the academic needs of each sport.
Mentorship
SNU and the NCAA see personal growth as a vital component of the college experience. Two (2) times each semester student-athletes will be required to attend programming that is directed at assisting student-athletes in the development of life skills. Programming may include, but not be limited to, drug and alcohol education, resume building and interview skills, time management and organization, nutrition, and sports psychology.

Center for Student Success
The Center for Student Success (CSS) is committed to assisting all traditional undergraduate students with continued development and enrichment of skills and strategies, which contribute to success at Southern Nazarene University. The CSS offers the following services:

- NSI for 1st year and transfer students
- Collaboration with Gen Ed Programs on 1st year Learning communities
- First year experience workshops
- Sophomore engagement and retention efforts
- International student support
- Advising for undeclared majors
- Testing services
- Academic engagement plans
- Academic coaching
- Gallup Strengths Program
- Student Retention Alerts
- University Study Strategies and Critical Thinking Strategies Courses
- Writing Center – supports students in all stages of the writing process
- Departmental tutoring

Disability Services (DS)
Southern Nazarene University provides services for all students with disabilities as defined by the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008 (ADA). A qualified person with a disability means: "an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and service, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity" (Public Law 101-336, Sec. 201). Students are required to self-identify and to provide documentation of their disability prior to the provision of services.

In the case of medical disability, documentation from a physician is appropriate. In the case of learning disability, acceptable documentation includes a psycho-educational evaluation performed by a licensed clinical psychologist if the diagnosis was made after the completion of high school or psycho-educational evaluation from an accredited high school. Documentation provided to request academic accommodations must be less than three years old and must contain specific recommendations for accommodations appropriate to the diagnosed disability.
Students with a disability that may affect academic success are encouraged to contact Disability Services at (405) 717-6272 for more information.

**LIFE - Student Support Services (SSS)**

SSS is fully funded by a federal grant through the U.S. Department of Education (TRIO Programs). The TRIO grant is one of over 900 programs across the country and began at Southern Nazarene University in 2001. The SSS program provides various support services for students who are first-generation college students, persons with disability or those meeting the government’s income criterion. This program strives to be an active part in the lives of students to equip and enable them to successfully complete a college degree through offering the following services:

1. Academic advisement and support
2. Life skills counseling
3. Academic success workshops
4. Cultural events
5. Technology lab and study center
6. Career counseling

**General Student-Athlete Conduct Policies**

**Student-Athlete Expectations**

As a student-athlete at Southern Nazarene University you are a public figure responsible for representing the University in the most positive way. Your behavior and actions must be exemplary at all times and reflect the expectations of your teammates, coaches, the University, and community. You are expected to conduct yourself on and off the athletics field in a manner that positively reflects the University’s standards of excellence (See SNU Student Handbook). You are expected to be a responsible member of your team. All staff and student-athletes will act with honesty and sportsmanship, and will display honor, dignity and fair play. This ethical conduct should be extended to all athletics staff members, coaches, teammates, opponents, spectators and officials.

**Unethical conduct**

Unethical conduct by student-athletes, coaches or athletics department staff is subject to disciplinary action as set for in the NCAA enforcement procedures. Student-athletes in violation may be ineligible for further intercollegiate competition. A student-athlete who is determined to have engaged in unethical conduct shall be ineligible for competition in ALL sports.

**Sportsmanship**

SNU student-athletes are expected to model good sportsmanship at all times and show respect to all coaches, teammates and opponents. Student-athletes must manage their emotions both
on and off the playing field. Any major unsportsmanlike conduct and/or penalty may be subject to sanctions by the athletics department as well as the head coach.

**Participation**

SNU student-athletes are expected to participate in practice and competition unless deemed unfit by the Athletic Training Staff or Team Physician. Failure to adhere to this policy may result in disciplinary action.

**Intramural Sports**

Student-athletes are discouraged from participating in intramural sports, especially during their competitive seasons. This is for health and safety purposes. Head coaches may establish individual team policies as necessary.

**Hazing**

Hazing activities are not only inconsistent with the Christian philosophy at Southern Nazarene University, but is also prohibited by the NCAA and against the state laws of Oklahoma that govern both state and private universities. Hazing activities pose a serious threat to the health and welfare of student-athletes. Strict laws in the state of Oklahoma govern hazing and are as follows:

1. Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;

2. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

3. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

4. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
5. Any **individual** convicted of violating the provisions of subsection A of this section shall be guilty of a **misdemeanor**, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars ($500.00), or by both such imprisonment and fine.

Southern Nazarene University supports only those activities that are constructive, educational, inspirational, and that contribute to the intellectual, personal, and spiritual growth of the development of students. The University unequivocally opposes any situation intended to produce mental or physical discomfort, embarrassment, harassment, or ridicule. The University interprets hazing as any act, whether physical, mental, emotional, or psychological, that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimate an individual, or which may in any fashion compromise an individual’s inherent dignity as a person. It is the right of every student on this campus to be free from the humiliation and danger of hazing. Hazing by an individual or organization shall be viewed as incongruent with the mission and values of Southern Nazarene University. Each sports program is responsible for providing leadership that recognizes the moral, spiritual, and intellectual qualities of human rights. In addition, student-athletes will be required, prior to participation in practice activities, to sign a statement indicating they will not engage in hazing activities.

**Sexual Harassment**

The athletics department of Southern Nazarene University is committed to providing and maintaining a safe and healthy learning environment for all student-athletes. Sexual harassment is unlawful, unethical and may subject those who engage in it to department, university and legal sanctions. Sexual harassment includes unwelcome sexual advances, sex-based conduct that is intimidating, hostile or offensive, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature that is prohibited by the University. Complaints of sexual harassment by a student-athlete will be promptly addressed and should be reported to the Student Development Office. The University condemns any such form of harassment, discrimination and/or assault behavior in the University community. Any student found to have engaged in such conduct is subject to University disciplinary sanctions, up to and including suspension and/or expulsion.

Examples of prohibited conduct:

a) Unwelcome sexual flirtation, advances or propositions
b) Continued or repeated verbal abuse of a sexual nature
c) Sexually degrading language to describe an individual
d) Unwelcome remarks of a sexual nature to describe a person’s body or clothing
e) Display of sexually demeaning objects or pictures
f) Offensive physical contact, such as unwelcome touching
g) Coerced sexual intercourse
h) Sexual assault
i) Rape, date or acquaintance rape, or other sex offenses either forcible or non-forcible

Social Networking
As members of Southern Nazarene University and the Athletics Department, student-athletes are representatives of the institution, and as varsity athletes are subject to public scrutiny. While social networking is a great way to communicate, express yourself and connect with others, it is recommended that you become sensitive to the information and pictures you post (others post about you), as they may lead to implications that adversely impact your personal safety, preservation of personal and institutional character, NCAA and GAC compliance rules, university policy and career advancement. Before participating in any online community, understand that anything posted online is available to anyone, anywhere, at any time. Any text or photo you place online is completely out of your control the moment it is posted, even if you limit access to your site.

Student-athletes at SNU will be held responsible for any actions that are deemed inappropriate, and that compromise the integrity of the University and/or their sports, as well as any behaviors that violate federal and state laws, NCAA or GAC regulations, SNU policies, Athletics Department standards and philosophy, or team rules. Any such actions could result in discipline, team suspension, termination from the varsity team, and reduction or non-renewal of annual athletics scholarship.

Examples of inappropriate or offensive behaviors posted social networking websites may include depictions or presentations of the following:

- Use of alcohol and drugs
- Use or derogatory or offensive language
- Lewd or lascivious behavior
- Hazing
- Slander
- Access to valuable team information that promotes sports gambling
- Communication with a sports agent
- Public posts about recruits
- Public posts about commercial businesses that could directly or indirectly imply promotion of a commercial product
- Be aware of who you add as a friend to you site as many people are looking to take advantage of student-athletes, while others want to get close to student-athletes to give themselves a sense of membership with the team
- Do not complain about your teammates or coaches, do not post anything that you wouldn’t say to the media

Think about your safety; do not post home addresses, local addresses, phone numbers, birthdate or other personal information. Take the time to explore the privacy setting on the
various social networking websites. When you post information about course schedules, personal contacts, away messages, you are providing your daily schedule, which could make you vulnerable to crime. Your safety is of the utmost importance! Please use caution and understand future employers, post-graduate institutions, media, and predators can access any and all material posted. Southern Nazarene University reserves the right to monitor these sites, and SNU coaches as well as administrators can easily access many of these sites.

Above all, remember to use common sense when using social networking sites, and be aware of your responsibilities to honor God, your teammates, and SNU in all you do.

Speaking with the Media
While attending SNU as a student-athlete, you may be called upon to give interviews with various members of the media, to pose for photos for media, or to give background information or quotes for feature stories, press releases, or the Internet. All such interviews and information and any media request must be coordinated at the direction of the Sports Information Department, whether conducted in person, over the phone, or via the Internet. If approached by a media source, please direct their requests to the SID.

If you have any questions regarding such requests or actual interviews, please contact Sports Information Director David Noblett, who makes every effort to provide positive exposure for our student-athletes and athletic programs – we appreciate your cooperation in this regard.

If asked to conduct an interview, please be on time and dressed appropriately. Remember that when you are conducting an interview, you are not only representing yourself, but SNU, your teammates, and your family. Do not schedule an interview or other media activity that conflicts with your classes, practices, or games.

Tips for Student-Athletes Working with the Media
• Anticipate! Anticipate what your comments will look like in print or sound like on the air.
• Always give proper credit to teammates and coaches.
• Never discuss SNU, teammates, coaches, or officials in a negative or critical manner.
• Always make complimentary statements about your opponents, both before and after events.
• Do not speak about you or your teammate injuries, this is a HIPAA violation.
• Speak in short, clear sentences to avoid being misquoted or having answer distorted.
• Avoid slang and technical terms, as well as “um,” “like,” “you know,” etc.
• Ask an interviewer to repeat or rephrase any question you are unsure about.
• Do not be afraid of silence. Take time to think before answering questions.
• Show your personality. Let the reporter know there is more to you than just your athletics ability. Be confident, not cocky.
• Do not speak “off the record” with a reporter, there is no such thing.
• Make direct eye contact with the interviewer or camera. Be confident!
• Dress appropriately. Pay attention to your body language.
• Do not be afraid to talk to your Sports Information Director about how to answer a question you aren’t sure about.
• Remember, it is a privilege to be a SNU student-athlete. Appreciate the coverage the media is giving to you, your team and the department of athletics.

Student-Athlete /Coach Relationship Grievance Procedure
Southern Nazarene University Athletics Department highly values the relationship between the student-athlete and his or her coach. The Athletics Department encourages a mentor/ministry approach as coaches’ deal with student-athletes. It is a relationship that can positively influence the student-athlete for a lifetime.

With the myriad of issues that can confront the coach/student-athlete relationship, a procedure is in place at SNU that provides a safeguard for the student-athlete. The coaches are notified in Athletics Department meetings each year that the student-athlete has recourse in resolving a grievance with their coach. The student-athlete may contact by phone or make an appointment with the Director of Athletics, the Associate Athletics Director or the Senior Woman Administrator at any time to discuss coach/student-athlete grievances and a resolution.

If the student-athlete does not feel comfortable with this process, he or she may contact the SAAC Council representative for his or her team and present the issue. The SAAC representative will arrange a meeting with the SAAC advisor to help facilitate communication of the grievance. All information gathered in this process will be presented ultimately to the Director of Athletics. The Director of Athletics will conduct a meeting with the coach to resolve the grievance. If necessary, the Director of Athletics will meet face to face with the student-athlete to acquire any additional information or facilitate resolution.

Any grievances that cannot be decided with the Director of Athletics, student-athlete and coach will result in a letter placed in the employment file of the coach, and be referred to Human Resources for a final resolution. The issue also may be revisited in the coach’s annual performance evaluation for further consideration. At the beginning of each school year, student-athletes will be informed of this process verbally by a member of the athletics staff (Associate AD for Compliance, Faculty Athletic Representative or the Director of Athletics).

Student-Athlete Exit Interviews
Student-athletes are asked to participate in two types of exit interviews. The first is a team exit survey which is coordinated annually by the SWA at the completion of each sport season. Team exit surveys are distributed via email to each student-athlete at the completion of their sport season. The data collected from these surveys are reviewed by the Director of Athletics, Senior Woman Administrator and the Faculty Athletics Representative. A team meeting is held in which questionnaires are distributed, completed anonymously and collected. Secondly,
student-athletes who are completing their eligibility, transferring or leaving the team for other reasons may be requested to complete a written and/or oral exit interview questionnaire. This interview will be conducted by the SWA. The purpose of the exit interviews is to discover how student-athletes perceive their experience at Southern Nazarene University. The information obtained from exit interviews will be used to help determine the strengths and weaknesses of the Crimson Storm athletics programs and to assist with decision in regards to improvements or changes. Student-athletes will be strongly encouraged to participate in this process, however, exit interviews are considered voluntary.

SNU Department of Athletics Drug/Alcohol Testing Program
The University and the athletics department are concerned with the health, safety and welfare of the student-athletes who participate in its programs and represent the college in competitive athletics. Substance abuse is one of the important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, use of alcohol and inappropriate use of tobacco are inconsistent with the standards expected of student-athletes at Southern Nazarene University as well as the NCAA. Substance use and abuse in sport can pose risks to a student-athlete’s health/safety and negatively affect his/her academic and athletic performance. Substance abuse and use in sport may also compromise the integrity of athletics competition and the ideals of SNU. For the purposes of this policy, “student-athlete” shall refer to any student at SNU who is participating in a varsity or junior varsity sport and listed on the institutional eligibility checklist. The following policy has been adopted and administered by the SNU Athletics Department. SNU reserves the right to make changes as needed to this policy and that this policy represents the SNU substance abuse/testing policy.

Purpose
The Athletics Department believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of our student-athletes, to promote fair competition in intercollegiate athletics to affirm compliance with NCAA rules and regulations on drug and alcohol abuse, to identify student-athletes who are improperly using drugs or alcohol and to assist them before they harm themselves or other. The intent of these policies are to prevent substance use and abuse by student-athletes through education, testing and professional guidance.

- Education – providing student-athletes and athletics staff with accurate information about the problems associated with substance use in sport, promoting health and safety in sport;
- Testing – analyzing biological specimens to detect prohibited substances student-athletes may introduce to their bodies and associated sanctions resulting from use detailed in this policy, and;
- Professional Referral – facilitating appropriate treatment and rehabilitation of student-athletes.
**Consent to Participate**

As a condition of participation in intercollegiate athletics at SNU, each student-athlete will be required to sign a consent form agreeing to undergo drug and alcohol testing and authorizing release of test results in accordance with this policy. Failure to consent to or to comply with the requirements may result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at SNU. Each student-athlete will be aware that this policy is available to them on the Athletic Training Web Page of SNU and in the Student-Athlete Handbook on the Compliance Web Page of SNU, and that they will be required to participate in an informative session describing alcohol, tobacco and other drug education and testing policies. Additionally, student-athletes will be given an opportunity to ask any questions regarding the information contained in the policy, the testing program or other related issues prior to signing the drug-testing consent form.

**Alcohol Policy**

Alcohol use, including by those of legal drinking age, either on or off the campus of Southern Nazarene University is not permitted. Abstinence from alcohol and drug use is the expectation for all students. It is the responsibility of every member of the university community to be aware of the risks associated with alcohol use and abuse. Consistent with the University community, the Department of Athletics views the use of alcohol to be incompatible with the goals of the university and athletic excellence. Student-athletes are required to conduct themselves in accordance with university policies, and federal, state and local laws. This extends to the recruitment of prospective Southern Nazarene University student-athletes. Prospective student-athletes visiting campus and socializing with current students are not permitted to participate in any activities that will permit the use of alcohol. It should be understood that possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws (Minor in Possession/MIP). Likewise, it is illegal for anyone to supply alcoholic beverages to persons under the age of 21.

A positive test for alcohol for any student-athlete may result in the sanctions set forth in this policy.

The Athletic Department may suspend any student-athlete from team membership upon a charge, conviction or plea of guilty to any of the following:
- Driving under the influence (DUI/DWI) or other motor vehicle violations involving alcohol or drugs;
- Public intoxication;
- Drunk and disorderly
- Other violations of local, state or federal law involving alcohol or drugs and acts of violence, violations of the SNU Student Code of Conduct involving alcohol or drugs; or Minor in possession
Prohibited Drugs/Substances
The drug and/or alcohol screening process may include analysis of, but is not limited to the NCAA list of banned drug classes. For an ongoing updated listing of the banned drug list view the NCAA’s web site at www.ncaa.org. Prohibited substances that SNU may screen for include, without limitation, alcohol (in any sport), marijuana, PCP, opiated, MDMA (Ecstasy), amphetamines, cocaine, flunitrazepam (Rohypnol) and anabolic steroids. SNU requires that ALL student-athletes keep the athletic training staff and/or team physician aware of ANY prescribed drugs and dietary supplements that he or she may be taking. SNU reserves the right to test for substances not contained on the NCAA banned drug list and may test at cut off levels that differ from the NCAA program.

Specimen Analysis
The drug and/or alcohol screening process may include, but is not limited to the following biological specimen collection methods:

- Urine Testing
- Alcohol Saliva Testing
- Hair Testing
- Sweat Patch Testing

In addition, drug and/or alcohol screening may be conducted by on-site testing devices including, without limitation, breath alcohol devices and/or on-site urinalysis kits.

Types of Drug Testing
All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional eligibility checklist are subject to unannounced random testing. Student-athletes listed on the eligibility checklist that have exhausted their eligibility or who have had a career ending injury will not be selected for testing.

Student-athletes may be subject to five different types of testing:
1. Pre-season screening – conducted any time prior to the first date of competition
2. Reasonable suspicion screening – when the AD or his/her designee determines there is individualized reasonable suspicion to believe the student-athlete may be using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the AD, Associate/Assistant Athletics Director, Head Coach, Assistant Coach, Athletic or Assistant Athletic Trainer or Team Physician. Reasonable suspicion may include without limitation:
   a. Observed possession or use of substances appearing to be prohibited drugs
   b. Arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances
   c. Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. These indicators may be changes in physical appearance, conduct, class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, academic/athletic motivational level, emotional condition, mood changes and legal involvement. If suspected, the AD or
his/her designee will notify the student-athlete and the student-athlete must then stay with a member of their coaching staff, the athletics administration staff or the sports medicine staff until an adequate specimen is produced. The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be following in the case of a positive urinalysis (e.g., using on-site saliva testing products to determine alcohol consumption).

3. Post-season/Championship screening – any student-athlete or team likely to advance to post-season competition may be subject to additional testing. Testing may be required of all team members or select team members at any time within thirty (30) days prior to the post-season contest. If a student-athlete tests positive, he/she will not be allowed to compete in post-season and will be subject to the sanctions detailed herein.

4. Re-entry screening – a student-athlete who has had his/her eligibility to participate in intercollegiate sports suspended as a result of a drug or alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The AD or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete’s case indicated that re-entry into the intercollegiate sports program is appropriate.

5. Follow up screening – a student-athlete who has returned to participation in intercollegiate athletics following a positive drug test under this policy may be subject to follow up testing. Testing will be unannounced and will be required at a frequency determined by the AD and his/her designee in consultation with the counselor or specialist involved in the student-athlete’s case.

Notification and Reporting for Collection
The student-athlete will be notified of and scheduled for testing by the institution. Notifications of testing shall consist of a face-to-face meeting with the student-athlete, a phone conversation with the student-athlete, and/or an electronic mail notification that has been confirmed by the student-athlete. The AD or his/her designee will notify the student-athlete of the date and time to report to the testing station and will have the student-athlete read and sign the Student-Athlete Notification Form.

The Director of Athletics or his/her designee will be in the testing station to certify the identity of the student-athletes selected. Student-athletes shall provide picture identification when entering the drug-testing station. The Director of Athletics or his/her designee must remain in the collection station until all student-athletes complete the collection process.

All collections and/or testing under this policy shall be observed collections.

Laboratory Analysis/Report Results

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Urine samples will be collected and sent to an independent SAMHSA and/or World Anti-Doping Agency approved laboratory for analysis. SNU hereby certified that any laboratory it engages for the testing will abide by the World Anti-Doping Agency code of ethics as it relates to the testing of samples. Furthermore, SNU hereby certifies that no sample will be sent to a laboratory for the sole purpose of monitoring a student-athlete for the detection of performance enhancing substances in order to circumvent a positive drug test. Each sample will be testing in accordance with this policy to determine if banned drugs or substances are present and the appropriate sanctions will apply for positive results.

If the laboratory reports a specimen as substituted, manipulated or adulterated, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.

All student-athlete information and records associated with the SNU drug testing program will be confidential and will be released only to those individuals with a legitimate need to know.

**Sanctions**

Refusal to sign a consent form prohibits a student-athlete from participating in any intercollegiate sport at Southern Nazarene University. Any student-athlete who tests positive for a banned substance or who refuses to submit to a required drug test and/or who violates the terms of the safe harbor program as described in this policy shall be subject to the sanctions below. Notwithstanding anything herein to the contrary, a team physician, in his/her sole discretion, reserves the right to withhold a student-athlete from practice and/or competition if such practice and/or competition would pose a threat to the health and safety of the student-athlete or his/her competitors. However, any decision to restrict a student-athlete from practice and/or competition for health and safety concerns must be based on credible evidence. Only the team physician may release a student-athlete to resume practice and/or competition. All violations of this policy are cumulative.

In all offenses, positive results will be turned over to the office of Student Development for disciplinary actions. Upon reviewing the sanctions handed down by the office of Student Development, the Athletic Department reserves the right to impose their own additional sanctions. The Head Athletic Trainer will schedule a confidential meeting with the student-athlete, the Director of Athletics or his/her designee and the appropriate head coach to review the positive drug test results. The team physician may also be present if deemed necessary by the Director of Athletics of his/her designee. The Director of Athletics or his/her designee will notify the student-athlete’s parent(s) or legal guardian(s) by telephone and in writing. At the student-athlete’s sole expense, the student-athlete may be required to attend drug counseling assessment session(s) as determined by the Office of Student Development, Director of
Athletics or his/her designee. Any student-athlete who tests positive will be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or his/her designee. All costs associated with any counseling session shall be the sole responsibility of the student-athlete.

**Missing a Counseling Session**

It is the responsibility of the student-athlete who makes an appointment with a counselor to keep that appointment. If the student-athlete is not able to keep the appointment he or she is expected to cancel the appointment by telephone, preferably 24 hours in advance but at least by 8:30 am on the day of the appointment. Prior to the appointment, the student-athlete will read and sign an informed consent for evaluation and treatment, which includes an agreement to follow the appointment policies. Failure to keep or cancel an appointment as stated above may result in suspension from practice and/or competition as determined by the Director of Athletics or his/her designee.

**Voluntary Disclosure/Safe Harbor**

A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the Athletics Department by voluntarily disclosing his or her use prior to an announced drug test.

- If the student-athlete seeks assistance *prior* to being identified as having violated this policy or being notified that he or she must undergo screening, the student-athlete will be ineligible to participate in intercollegiate sports until the student-athlete has fulfilled all requirements made of them by the Office of Student Development. The SNU Office of Student Development shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. The counselor will provide a summary of his or her findings and recommendations to the Athletic Director.

- A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, as determined by the treatment plan. However, the student-athlete will not be permitted to return to participation in intercollegiate athletics until the Office of Student Development has interviewed the student-athlete following the conclusion of the recommended treatment (or stage of treatment as applicable) and has determined that re-entry into intercollegiate athletics is appropriate. If the Office of Student Development deems it necessary, the student-athlete will be required to undergo drug and/or alcohol testing as part of the re-entry evaluation.

- Failing to complete the treatment recommended by the Department of Student Development, or having a positive test for any banned substance that indicates new use after entering the Safe Harbor Program will be deemed the next subsequent offense under this policy.
• If the student-athlete regains his or her eligibility to participate in intercollegiate athletics, he or she may be required to undergo unannounced follow-up tests at the discretion of the Athletic Director in consultation with the Office of Student Development.

Appeal Process
Student-athletes who test positive under the terms of the SNU Department of Athletics Drug/Alcohol testing policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day.

1. Requests must be made in writing and received by the Director of Athletics
2. The student-athlete may have an advocate or other representative present if so desired. However, the student-athlete must present his or her own case.
3. The appeal will take place no more than seventy-two (72) hours after the written request is received.
   a. The student-athlete or other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause.
4. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test.
5. All proceedings shall be confidential.
6. The decision by the Director of Athletics or his/her designee regarding the appeal of the sanction to be imposed shall be final.
Amateurism – Bylaw 12

Maintaining Amateur Status and Eligibility

Student-athletes can lose amateurism status and/or eligibility if they:

1. Following initial full-time collegiate enrollment, use your athletic skill (directly or indirectly for pay in any form in that sport);
2. Following initial full-time collegiate enrollment, accept a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Following initial full-time collegiate enrollment, sign a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
4. Following initial full-time enrollment, receive, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations;
5. Following initial full-time collegiate enrollment, compete on a professional athletics team, even if no pay or remuneration for expenses was received; or
6. Enter into an agreement with an agent whether prior to or following initial full-time collegiate enrollment
7. Enter a professional draft

NCAA legislation does not prohibit student-athletes from receiving information about prospective agents or financial advisors. Nor do they prohibit engaging in telephone or in-person meeting or discussions with an agent or financial advisor. However, agreements, verbal or otherwise result in the forfeiture of the remainder of your eligibility. If you desire to meet with an agent or financial advisor, consult first with the compliance office to protect your amateurism status!

Outside Competition

In sports other than basketball, a student-athlete becomes ineligible if after enrolling at SNU they participate as a member of any outside team in any non-collegiate, amateur competition during the season in your sport until your eligibility is restored by the NCAA Division II Committee on Student-Athlete Reinstatement. This includes tournament play, exhibition games or other activities in your sport outside of your SNU team.

It is permissible for student-athletes to participate in outside competition during the academic year in their sport outside of their sport season as long as they represent only themselves in the competition and do not engage in competition as a member of or receive expenses from an outside team. Student-athlete who will participate on an outside team must complete a Notification of Outside Competition and submit it to the compliance office.
Recruiting – Bylaw 13

Student-Athlete Role in Recruiting

Student-athletes are an important part of the recruiting team for SNU, perhaps the most important. A coach may ask for assistance with the recruiting process or to serve as a student host when a recruit comes to campus. It is very important that NCAA regulations are followed and that an inadvertent violation does not take place. Below is a short summary of these rules, but if you are asked to serve as a host, the head coach will cover these regulations in greater depth and you will be required to sign a Student-Athlete Host Form.

The NCAA’s definition of a prospective student-athlete (PSA) is any athlete who has entered the ninth grade.

Enrolled Student-Athletes

An official visit is one that is financed in part or whole by SNU. High school seniors who have started their senior year, high school graduates, junior college transfers and four year transfers who have been granted permission to speak may take an official visit.

- Student-athletes may serve as a host on a prospect’s official visit
- Student-athletes may not recruit off campus
- Student-athletes may not telephone a prospect at their own expense or at the institution’s expense. However, a prospect may call a student-athlete or institutional staff member at their own expense
- Student-athletes may correspond with student-athletes at their own initiative (not at the coach’s direction) after June 15 of the prospect’s sophomore year in high school
- Do NOT instant message or tweet @PSAname if you use social media to contact a prospect, this is a violation! If using social media, use personal messaging for correspondence

During the Official Visit

Take your role as an SNU student-athlete and student-host seriously. If you are acting as a student-host for a prospect during an official visit, consumption of alcohol by the host or the prospect, regardless of age, is not permissible. Activities that could be criminal in nature including drug use; gambling, or attending clubs are violations of the values of SNU and are not permitted. Sanctions for violating this policy will be at the discretion of the Director of Athletics and will be referred to the Office of Student Development for further discipline sanction. The funds received for hosting a prospective student-athlete are only to be used for coach approved activities. Below are extremely important NCAA regulations to be following during the official visit:

- Booster may not have contact with or interact with prospects at any time during an official or unofficial visit
- Cash or souvenirs of any sort must never be given to a prospect
- Entertainment may not be excessive in nature
- As a student-host, you may be provided up to $30 a day for entertaining the prospect, and up to an additional $15 for each additional prospect that you host.
- A student-athlete may receive a meal at a restaurant while serving as the student-host.
- SNU may not arrange for miscellaneous personalized recruiting aids (i.e., personalized jerseys, banners, signs) or simulations of any game day activities.
- Any decorations used to welcome the prospect should not be excessive and CANNOT be located in an area where the public may be alerted to a prospect visiting campus.
- Official visits may only be 48 hours in length. If the prospect does not depart campus prior to the 48 hours, then SNU may not pay the cost for the prospect’s transportation home.
- If you serve as a host, your head coach is required to review these rules with you and acquire your signature on the Student Host Instruction Form of the Official Visit Record.

The Assoc. AD for Compliance/SWA or the Assistant Director of Compliance serve as resources for any questions that you may have.
Student-Athlete Eligibility Requirements – Bylaw 14

All student-athletes must meet NCAA and Southern Nazarene University eligibility requirements in order to participate in intercollegiate athletics.

Academic Eligibility (NCAA Satisfactory Progress Requirements)

1. Good academic standing
   a. SNU defines good academic standing as a full time degree seeking student that is not on academic probation or suspension

2. Full time enrollment throughout the semester
   a. Dropping below 12 hours = IMMEDIATELY ineligible for practice and competition
   b. Only exception – last semester of attendance before graduation

3. Progress towards degree (PTD)
   a. 9 hours rule – must earn a minimum 9 credits during any semester (Fall or Spring) – failure to meet this requirement renders the student-athlete ineligible for the next semester
   b. Earn a minimum of 24 DEGREE credits each academic year (to include summer)
   c. Earn 18 credits during the academic year (Fall and Spring semester)
   d. Remedial courses may be used to meet the 24 hrs/PTD under these conditions:
      i. First year of collegiate enrollment
      ii. Maximum of 12 hours
      iii. Must qualify as a pre-requisite

4. GPA Requirements
   a. Your GPA is determined by coursework counted by SNU in calculating your cumulative GPA for graduation
   b. All hours accepted and on transcript must be used
   c. Maintain a 2.0 cumulative GPA

5. Major
   a. You MUST declare a major prior to beginning your 5th semester of full time enrollment
   b. Once your major is declared, all hours used to meet PTD requirements must be applicable toward the degree declared

Failure to meet any of the requirements above will render you INELIGIBLE for competition in intercollegiate athletics and puts your scholarship at risk!!
Important NCAA / Eligibility Rules to Know

Mandatory Rules Education and Documentation
At the beginning of pre-season or the academic year all teams (incoming and returning student-athletes) will be required to attend “Compliance 101.” This is a mandatory meeting in which essential NCAA rules that each student-athlete needs to know will be reviewed and NCAA required documentation will be completed. A student-athlete will not be permitted to practice without completing in entirety the following documents; the Returning or New Student Information Form, the NCAA Drug Testing Consent Form, the NCAA Student-Athlete Statement, the HIPAA/Buckley Amendment Consent/Waiver Form and the Promotional Waiver/Receipt of Student-Athlete Handbook Form. In addition, the compliance staff will have an additional meeting during the academic year with football, men’s and women’s basketball to cover additional sport specific legislation.

Additionally, all returning student-athletes will be required to attend “Compliance 201.” This is a mandatory rules education meeting conducted at the end of the academic year prior to or during finals week.

Agents / Amateurism
NCAA Bylaws specifically prohibit eligible student-athletes from entering into written or oral agreements with agents for the purpose of marketing athletics ability or reputation in any sport. The penalty is immediate ineligibility and, if not reported, possible forfeiture of athletics contests in which the involved student-athlete participated.

While most sports agents are principled and well meaning, the potential for and record of abuse (both deliberate and inadvertent) in this area make it one of the most important to monitor and control. Administrators and coaches should regularly remind all student-athletes of this regulation, especially those who potentially may be targeting by agents. They should encourage the student-athlete to report any contact from an individual who represents him/herself as an agent, athletic talent scout, or someone who attempts to arrange a meeting with the same (a runner). This could be a certified sports agent, a local business, family friend, lawyer or a loyal Crimson Storm supporter.

No student-athlete should enter into conversation or contact with a person representing him or herself as an agent or runner for an agent until reporting the name of the individual to the Assistant AD for Compliance/SWA (NOT the coach) and receiving clearance to converse with that person. The extent of the first contact/conversation with an agent should be to request a business card and a list of other athletes that the agent represents. Most importantly, the student-athlete should ask the agent if he/she has been in contact with the Assistant AD for Compliance/SWA (again NOT the coach). Regardless of the answer, the student-athlete should express appreciation to the agent for their interest, tell the individual that the contact has to be reported to the Director of Athletics, and that you will be in contact with them. Under NO circumstances should the student-athlete accept ANYTHING (meal, soda, snack, etc.). The
contact should be immediately reported (even if at night or on a weekend) to the Associate AD for Compliance/SWA.

Gambling
NCAA Bylaw 10.3 specifically prohibits gambling on any sport in which the NCAA sponsors a championship. This includes not only making a bet of any kind on any college or professional sport, but ALSO giving information to someone who does gamble on a sport. This includes fantasy leagues. If it is discovered that you have been involved in any gambling activities, you will be declared ineligible to compete in college sports and you will no longer be a member of your team.

NCAA Drug Testing
The NCAA prohibits the use of certain banned substances and has a year round and championship drug testing program. Positive drug tests will result in the loss of eligibility. Consequences for a positive drug test include the following:

1. Withheld from competition in all sports for a minimum of 365 days from the drug test collection date.
2. Loss of a season of competition.
3. Penalty for missing a scheduled drug test is the same as the penalty for testing positive for a banned substance (other than a street drug).
   a. A student-athlete who tests positive a second time for the use of a banned substance shall lost all remaining regular and post-season eligibility in all sports. A combination of two positive tests involving street drugs (marijuana, THC or heroin) in whatever order, will result in the loss of an additional year of eligibility.
4. An institution may appeal the duration of ineligibility to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee). In all sports, the committee may reduce the legislated penalty to withholding the Student-Athlete from the next 50 percent of the season of competition or provide complete relief from the legislated penalty. If the committee requires the Student-Athlete to fulfill the legislated penalty or be withheld from the next 50 percent of the season of competition in all sports, the Student-Athlete shall remain ineligible until the prescribed penalty is fulfilled, the Student-Athlete tests negative and the Student-Athlete’s eligibility is restored by the Committee on Student-Athlete Reinstatement.
5. If a student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365 day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular and post-season competition until the student-athlete does not compete in collegiate competition for a 365 period.

Note: The list of NCAA banned drugs is subject to change and the student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA web site (www.ncaa.org), is posted in the Athletic Training Clinic, and outside the compliance offices.
**Nutrition/Dietary Supplements Policy**

Nutritional/dietary supplements are not strictly regulated and may contain substances banned by the NCAA. The label does not always include everything that is in the bottle. Before you take ANY supplements, consult the Athletic Trainer about the contents. Be aware that clearance does not always guarantee compliance (especially when dealing with nutritional/dietary supplements). Student-athletes who are currently taking dietary supplements or intend to take any are required to review the product with the Director of Medical Services. All student-athletes are encouraged to use the Drug Free Sport Resource Exchange Center (REC) to obtain current and accurate information on dietary supplements or ergogenic aids. All inquiries to the REC are confidential. The REC may be accessed at [www.drugfreesport.com/REC/](http://www.drugfreesport.com/REC/) (password ncaa2). Ultimately what you consume is your responsibility. Ignorance is no excuse for a positive drug test!

**Tobacco Policy**

Use of tobacco products by a student-athlete is prohibited during practice and competition per NCAA Bylaw 17.1.9. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition. The use of tobacco products by coaches and game officials is also prohibited. Abstinence from tobacco use is the expectation for all students at SNU. A student-athlete who violates this tobacco policy will be turned over to the Office of Student Development for disciplinary actions. The Director of Athletics or his/her designee will sanction other game personnel who violate this tobacco policy on a case by case basis.

**Promotional Activities**

Student-athletes must not endorse any product or service that may be purchased. This means that you may not allow your name or appearance to be used for any advertisement. The rule applies to appearances on radio, television or other media. If you are contacted directly by an individual or organization, please refer them to the Assistant AD for Compliance. Also remember never to your “Tweets” can be viewed as promoting a product or service. If in doubt, don’t send it out!

**Student-Athlete Fee for Lessons**

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in their sport on a fee-for.lesson basis if the following occurs:

- Institutional facilities are not used
- Playing lessons are not permitted

Student-athletes who provide this service should contact the compliance office to complete the necessary documentation to monitor the lessons. The institution is required by the NCAA to obtain and keep on file documentation of the recipient of the lessons provided during any time of the year. The compensation for the lesson should be paid by the recipient/parent/legal
guardian and not another individual or entity. Remember, as a student-athlete it is NOT PERMISSIBLE for you to conduct your own camp!!

Sports Camp Employment
Both SNU and NCAA rules permit employment in summer camps, including specialized sport camp with certain limits. A student-athlete may be employed his or her institution, by another institution, or by a private organization to work in a camp or a clinic as a counselor.

General Rules for Employment at Sports Camps
- The student-athlete must perform duties that are of a general supervisory I nature in addition to any coaching or officiating assignments.
- Compensation shall be commensurate with the going rate for camp or clinic counselors and the student-athlete shall not be paid based upon his/her reputation, fame or skill.
- A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his/her appearance at the clinic.
- A student-athlete with eligibility remaining is not permitted to operate his/her own camp or clinic.
- A member institution may employ its student-athletes as counselors in camps or clinics, provided the student-athletes do not participate in organized practice activities other than during the institution’s playing season in the sport.

Student-Athlete Employment
Student-athletes are permitted to work during the academic year, but the employment must be prior approved and monitored by the Department of Athletics to ensure that all rules regarding employment are followed. Student-athletes should obtain a Student-Athlete Employment Agreement from the compliance office, and along with the employer, complete and sign the form, and submit it to the compliance office prior to beginning the employment. All employment (official vacation period, between-term periods or summer) is subject to university, NCAA and GAC rules and regulations.

Employment Guidelines
The student-athlete, as a representative of SNU, is expected to behave responsibly and perform job duties to the best of his/her ability. If a student-athlete is dismissed from a position because of a poor attitude or job performance, he/she will not be assisted in finding further employment. The following rules apply to all types of student-athlete employment (NCAA Bylaw 12.4.1):

a. The student-athlete may only be paid for useful work actually performed
b. The rate of pay must be the regular rate paid for such duties
c. Hours paid must equal actual hours worked
d. Payment in advance of hours worked is not permitted
e. Transportation to the job site may be provided only if such transportation is made available to all employees.

Student-athletes are responsible for complying with employment rules and are to report any irregularities in employment compensation or benefits to the Associate AD for Compliance.

**Seasons of Competition**

**Student-athletes have 10 semesters in which to complete four seasons of competition.** You have utilized a semester when you are officially registered in a regular term of an academic year for a minimum full-time program of studies and attend the first day of classes for that term. Student-athletes are charged with a season of competition when he/she enters **ANY** contest for any period of time during the playing season with outside competition including scrimmages, exhibition games, alumni contests and joint practice sessions. Exceptions are as follows:

1. In the sports of volleyball, men’s and women’s soccer, you may engage in outside competition during the non-championship segment without using a season of competition provided you were academically eligible during the championship segment.
2. In the sports of baseball and softball you may engage in outside competition in the non-championship segment provided the student-athlete is certified as eligible.
3. During a student-athlete’s initial year of collegiate enrollment, he/she may compete in preseason exhibition contests or dates of competition and pre-season scrimmages that occur prior to the first countable contest or date of competition in the sport without such competition triggering a season of competition.

**Medical Hardship Waiver**

If you become injured, it may be possible to gain an additional season of competition if you have not competed in more than three contests (or dates of competition) or 30% of the total number of contests (whichever number is greater). The injury must be season ending in nature and have occurred during the first half of the playing season. The compliance office will work in conjunction with the athletic training staff to complete and submit the required documentation for a waiver to the GAC office. The compliance office will notify the student-athlete of the decision writing after the conference office has rendered a decision on the waiver.

**Redshirt Guidelines**

A student-athlete who is eligible for competition but who does not compete is termed a “redshirt”. Most often redshirt status is determined between a student-athlete and coach prior to the beginning of the season. If the decision is made to redshirt a student-athlete, the student-athlete remains eligible for practice with the team. If he/she does not compete, a season of competition is not triggered. See exception above for non-championship participation.
Incoming Transfer Students
All transfer students must have official transcripts from ALL institutions attended sent to the office of the Registrar. This must be completed prior to eligibility certification or the student-athlete will be withheld from competition until the transcript arrives and transfer hours are certified by the Registrar. Transfer student-athletes are also required to complete a Student-Athlete Information Form to submit to the Compliance Office to verify semesters of attendance and seasons of competition.

Outgoing Transfer Students
Once a student-athlete has triggered transfer status at Southern Nazarene University and then chooses to transfer to another four year institution for the purpose of participating on one of their athletics programs the following procedures must be followed (Note – following all procedures does not mean a full release will be granted):

Request and Appeal Process

1. A student-athlete who wishes to discuss the possibility of transfer to another NCAA member institution must first contact the Head Coach and Associate Athletics Director for Compliance.
2. If the head coach approves the request, a release is provided to the SA, with a copy kept in the SA’s file.
3. If the request is denied, the student-athlete may meet with the AADC or Director of Athletics to discuss the reason for the transfer request and the rationale for denying it.
4. If the request is denied at this level, the student-athlete is notified in writing of the denial and his/her right to an appeal within 14 days of the initial denial request. The SA is referred to the Faculty Athletics Representative, who will arrange for the Athletics Appeal Committee to hear the appeal within 30 days of the SA’s request.
5. The Athletic Appeals Committee shall be chaired by the Faculty Athletics Representative. The committee shall be composed of a representative from the registrar’s office, admissions office, financial aid office and two faculty members. Each committee member shall be familiar with NCAA Bylaws governing the appeal. The committee shall give each side involved in each case the opportunity to be heard (the student-athlete and/or his/her parents, in addition to the Director of Athletics or head coach of the sport involved).
6. The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.). However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.
7. Once a decision for a particular case has been reached, the committee chair shall inform each side involved in writing.
8. The Great American Conference has an Intra-Conference transfer policy that prohibits the use of the one-time transfer when a student-athlete transfers from one conference member to another.
a. The student-athlete has the right to appeal the Intra-Conference Transfer Rule through their current institution by submitting the Intra-Conference Transfer Form to the Commissioner, who has the authority to grant waivers of this rule.
Financial Aid – Bylaw 15

Athletic Scholarships
NCAA Bylaw 15.02.6 legislates that athletic grant in aids are a one year renewable contract between the university and the student-athlete. Aid will be awarded based on the recommendation of the head coach of each sport and all questions concerning aid should be directed to the head coach. A full cost athletics grant in aid includes tuition, fees, room, board and $800 per academic year for books. A student-athlete’s total athletics grant in aid may not exceed the published amount.

Additional Financial Assistance
Per NCAA legislation, no student-athlete may receive more than the published cost of attendance that is set by the Office of Financial Assistance. Student-athletes may receive aid from legal guardians/parents, grants, student loans, and outside scholarships. Any additional, private scholarship funds raised by a Head Coach must be administered through the University by policies and procedures established by the financial aid office.

Outside Aid Reporting Requirement
Prior to the start of each academic year student-athletes must declare to the financial aid and compliance office all sources of aid. Aid must be verified by the financial aid office as countable or non-countable based on the award criteria.

Course Related Books Included in the Athletics Grant In Aid
Student-athletes may be awarded books as part of their athletics grant in aid. Books are only awarded on a loan basis. The financial aid office, athletic department and SNU bookstore will work in conjunction to handle book transactions, and the amount for books will be included in the individual and team limits set by the NCAA. Institutional and NCAA regulations only permit the purchase of required books for courses in which the student-athlete is currently enrolled. The financial aid office will send a list of student-athletes who are to receive book scholarships to the bookstore. These student-athletes will be able to charge the books to their account with the scholarship applying toward the purchase. **Upon completion of the semester, all books must be returned no later than the last week of finals to the respective head coach.** If they are not returned, a financial hold for the full value of the books will be placed on the student-athlete’s account and not removed until the amount due is paid in full.

Cancellation, Renewal, Non-renewal of Scholarship
Each academic year an award letter is sent to all student-athletes who received athletic aid by the Office of Financial Assistance. All award letters and non-renewal notifications are sent out by the Office of Financial Assistance no later than July 1. If the student-athlete accepts the
award, he/she signs the agreement, keeps a copy and returns a copy to the Compliance Office. Any student-athlete who received a reduction or non-renewal has the right to an appeal.

**Reduction and Non-renewal Appeal Process**
If your scholarship is not renewed or reduced you have the right to an appeal. The process is as follows:

a. A non-renewal letter will be sent to you via email from the Office of Financial Assistance
b. The student-athlete has 14 days to request an appeal from the date that the letter was received
c. Once the Director of Financial Aid has been notified, the Athletics Scholarship Financial Aid Appeal Committee will hear the appeal within 30 days of the request
d. The head coach and student-athlete will each have an opportunity (separately) to present their respective cases to the committee
e. The Committee then makes a decision, which will be communicated by the Financial Aid Director to both the student-athlete and the Associate AD for Compliance

**Reduction and Cancellation during the Period of Award**
Reductions or cancellations of an athletics grant in aid during the period of the award (once the student-athlete has signed and NLI or signed the athletics grant in aid through the end of the term or terms in which the award was granted) may only occur if the student-athlete:

a. Fails to meet NCAA, GAC, or institutional eligibility requirements.
b. Provides fraudulent information on any NCAA/institutional documents related to eligibility
c. Engages in conduct that warrants University disciplinary infractions.
d. Fails to comply with team rules/policies as outlined by the head coach and the Student-Athlete Handbook.
e. Voluntary withdrawal from the designated sport or from the University.
Awards, Benefits and Expenses for Enrolled Student-Athletes – Bylaw 16

Overview
A key NCAA concept that every student-athlete, coach, booster, alumni, faculty and staff member of SNU should be familiar with is that of extra benefits. Student-athletes are expected to be students first and athletes second. The University may only provide benefits that allow a student-athlete to receive an education while competing in his/her sport. If something is not specifically permitted in the legislation, it should be assumed that it is not permissible to provide or receive.

Awards
Any awards given to student-athlete by the institution or another party must conform to NCAA Bylaw 16.1 (Awards). Each sport has annual team awards that are based on criteria set by the individual sport. Head coaches must obtain approval from the compliance office and the Director of Athletics for any awards provided to student-athletes.

In recognition of winning a conference championship, NCAA championship or an individual NCAA championship, the Department of Athletics may provide partial to full funding to student-athletes for a commemorative ring or other designated award recognizing their achievements. Ring recipients will include squad members, coaches, and appropriate staff members associated with the team. Upon completion of the NCAA championship competition, the head coach will prepare a proposed list to the Director of Athletics for approval. When possible, the awards will be presented in public forums, such as event halftimes, team banquets, etc.

Extra Benefit
An extra benefit is ANY special arrangement by an institutional employee or representative of the institution’s athletics interests to provide a student-athlete or the student-athlete’s relatives or friends a benefit not expressly authorized by NCAA legislation.

Receipt of a benefit (including otherwise prohibited extra benefits per NCAA Bylaw 16.11.2) by student-athletes, their relatives, or friends is not a violation of NCAA rules if it is demonstrated that the same benefit is generally available to the institution’s students and their relatives or friends, or to a particular segment of the student body (i.e., international students, minority students) determined on a basis unrelated to athletics ability.

Equipment and Apparel Policy
The SNU athletics department is committed to providing and maintaining the athletic equipment and apparel necessary for its sports programs.
**Issuance and Retrieval**

- The student-athlete will be held financially responsible for all apparel and equipment assigned to them. In the event of lost, stolen or damaged equipment, it will be the responsibility of the student-athlete to replace the item, or to reimburse the department of athletics as deemed appropriate by the Director of Athletics. If the student-athlete violates SNU or NCAA rules for apparel and equipment issuance and retrieval, the student-athlete may be subject to punishment by the athletics department and/or NCAA.

- The retrieval of athletics apparel and equipment from the student-athlete must occur no later than 10 business days following the completion of the season or at the time the student-athlete departs the team. Failure to do so may result in a hold being placed on the student-athlete’s account, which may prevent the receipt of official transcripts.

**Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete immediately ineligible for athletics competition.**

It is impossible to give an example of everything that is permissible or impermissible, so it is best to follow the rule not to accept anything of value from anyone other than your family. While it is permissible for you to have a meal in the home of a booster or staff member on an occasional basis this requires prior approval from the Associate AD for Compliance. Contact with boosters should be limited.

The University is permitted to provide student-athletes with what they need for academic support:

- Athletics grant in aid which could include tuition, fees, room and board, books
- Tutoring
- Academic advising or other academic support

The University is also permitted to provide student-athletes with what is required for him/her to practice and compete on the University’s varsity team which may include:

- Use of practice gear
- Use of uniforms
- Use of sports equipment
- Medical care and insurance for sports injuries
- Coaching
- Travel expenses to away contests
- Awards related to your participation on the team

**Other Prohibited Benefits**

An institutional employee or representative of the institution’s athletics interests may not provide a student-athlete with extra benefits or services, including, but not limited to:
• A loan of money
• A guarantee of bond
• An automobile or use of an automobile
• Transportation (e.g. a ride home with a coach)
• Signing or cosigning a note with an outside agency to arrange a loan

Complimentary Admissions
All student-athletes are permitted no more than two complimentary admissions to all home contests in the sport in which they are competing. The names of the individuals to receive the complimentary admissions are to be placed on the “Pass List” at the latest 24 hours prior to the contest. The “Pass List” will be at the main entrance gate of the contest and the individual receiving the admission must present their ID and sign the pass list to receive the admission.

Occasional Meals
Institutional Staff Member – a student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

Representatives of Athletics Interest (Boos ters, Alumni) – a student-athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletics interests provided the meal is in the individual’s home (as opposed to a restaurant) and may be catered. The representative of athletics interests or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

Protect your eligibility, ask before you act!!
# Playing and Practice Seasons – Bylaw 17

## NCAA Practice and Competition Limitations

<table>
<thead>
<tr>
<th>Sport</th>
<th>First Date of Practice</th>
<th>First Date of Competition</th>
<th>End of Regular Playing Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Preseason conditioning: September 7th or the fourth day of classes, whichever is earlier On Court: October 15</td>
<td>November 14, 2014 (Exceptions – see Bylaw 17.3.3.1)</td>
<td>The selection of NCAA Championship Participants or the NCAA Division II Basketball Championship Game</td>
</tr>
<tr>
<td>Football</td>
<td>21 days prior to the first permissible contest or seven days prior to the first day of classes, whichever is earlier</td>
<td>Thursday preceding September 6</td>
<td>The selection of NCAA Championship participants or the conclusion of the NCAA Championship</td>
</tr>
<tr>
<td>Football (Non-championship Segment)</td>
<td>February 15</td>
<td>N/A</td>
<td>Not later than 7 days prior to the final examination period</td>
</tr>
<tr>
<td>Track and Field (Individual Sport)</td>
<td>September 7 or the fourth day of classes, whichever is earlier</td>
<td>September 7 or the first day of classes, whichever is earlier</td>
<td>The selection of NCAA Championship Participants or the NCAA Division II Championship</td>
</tr>
<tr>
<td>Fall Sports (Championship Segment)</td>
<td>17 days prior to the first permissible date of competition or five days prior to the first day of classes, whichever is earlier</td>
<td>Thursday preceding September 6</td>
<td>The selection of NCAA Championship participants or the conclusion of the NCAA Championship</td>
</tr>
<tr>
<td>Fall Sports (Non-Championship Segment)</td>
<td>February 15</td>
<td>February 15</td>
<td>Not later than seven days prior to the final examination period</td>
</tr>
<tr>
<td>Spring Sports (Championship Segment)</td>
<td>January 10 or the first day of classes, whichever is earlier</td>
<td>February 1, or Friday preceding February 1 when Feb. 1 falls on Sat/Sun/Mon</td>
<td>The selection of NCAA Championship participants or the conclusion of the NCAA Championship</td>
</tr>
<tr>
<td>Spring Sports (Non-Championship Segment)</td>
<td>September 7 or the fourth day of classes, whichever is earlier</td>
<td>September 7 or the fourth day of classes, whichever is earlier</td>
<td>November 15</td>
</tr>
</tbody>
</table>
### NCAA Maximum Number of Competitions and Dates of Competition per Sport

<table>
<thead>
<tr>
<th>Sport</th>
<th>Contests</th>
<th>Dates of Competition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Cross Country</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Football</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Golf</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>Soccer</td>
<td>18</td>
<td>5</td>
</tr>
<tr>
<td>Soccer Championship Segment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-championship Segment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Softball</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>Tennis</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Overall</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Individual Singles/Doubles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tournaments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Track and Field (Indoor and Outdoor)</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Volleyball, Women</td>
<td>26</td>
<td>4</td>
</tr>
<tr>
<td>Championship Segment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-championship Segment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Countable Athletically-Related Activity

Countable athletically related activities (CARA) include any required activity with an athletics purpose, involving student-athletes and at the direction of, or supervised by, any member or members of the an institution’s coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations of NCAA Bylaws. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable activities. See chart below.

<table>
<thead>
<tr>
<th>Countable</th>
<th>Non-countable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice</td>
<td>Compliance, SAAC meetings</td>
</tr>
<tr>
<td>Competition</td>
<td>Study hall, tutoring or academic meetings</td>
</tr>
<tr>
<td>Field or on-court activity</td>
<td>Meetings w/coach initiated by SA as long as no countable activities occur</td>
</tr>
<tr>
<td>Athletic meetings with a coach initiated or required by a coach</td>
<td>Training room / medical treatment / rehab activities</td>
</tr>
<tr>
<td>Required participation in camps/clinics</td>
<td>Recruiting activities (as student host)</td>
</tr>
<tr>
<td>Participation outside of the regular season in individual skill related instruction with a member of the coaching staff</td>
<td>Voluntary weight training not conducted by a coach/staff member</td>
</tr>
<tr>
<td>Discussion or review of game film</td>
<td>Training table, banquet</td>
</tr>
<tr>
<td>Visiting the competition site in cross country and golf</td>
<td>Fund raising, community service, promotional or public relations activities including media activities</td>
</tr>
</tbody>
</table>
During the playing season (championship segment), student-athlete participation in countable athletically related activities (CARA) shall be limited to a maximum of four hours per day and 20 hours per week. During the playing season, all CARA shall be prohibited during one calendar day per week. A travel day may be considered a day off if no countable athletic activities are conducted during the travel. These regulations do not apply during regularly scheduled vacation periods or prior to the start of classes.

Outside the playing season during the academic year, only a student-athlete’s participation in weight training, conditioning, individual skill instruction, team activities and review of game film shall be permitted. A student-athlete’s participation in such activities shall be limited to a maximum of 8 hours per week, of which not more than two hours per week total may be spent on a combination of skill instruction and team activities. Please refer to Bylaw 17.1.6.2.1 for details regarding sport specific limitations. In addition, countable activities are prohibited during two calendar days per week.

“Voluntary” really does mean voluntary. Student-athletes cannot be required to report back to coaching or athletics department staff any information related to the voluntary activity. The activity must be initiated and requested solely by the student-athlete. The student-athlete cannot be penalized if they elect not to participate.

**Practice Policies**
Student-athletes may not miss class for practice. Practice times are set by the head coach and must adhere to all NCAA requirements.

**Game Policies**
Student-athletes in team sports may not miss class for any game occurring in the non-championship segment. SNU professors are informed via email, from the coach, one week prior to any missed classes due to scheduled athletics events. It is the student-athlete’s responsibility to arrange prior to the absence, for the make-up of missed class assignments or exams at the date/time set per the individual professor.

**Contest Policies for Student-Athletes**

1. All student-athletes are expected to make arrangements for their own travel to home contests. If transportation is not available, the student-athlete is expected to contact the coach well in advance of the contest.
2. All student-athletes are expected to meet at the game site at the time established by the coaching staff.
3. All student-athletes are expected to behave courteously toward visiting teams, fans and officials and to follow all NCAA, Great American Conference and SNU principles.
4. All student-athletes are expected to wear appropriate apparel to their contest and change
into uniforms in the dressing room unless approved by the coach. Uniforms must be returned to the equipment room after the contest.

A student-athlete cannot leave an away contest with anyone other than their parents or with written parental and head coach approval.

General Travel Policy
At all times you are representatives of Southern Nazarene University and are expected to represent the institution in a first class manner. This is to include your appearance, behavior, language and demeanor. You will be held to the SNU policies in both this handbook and the SNU Student Handbook. Any behavior deemed inappropriate by the coaching staff or athletics administration will be handled immediately.

Meals
Student-athletes will be provided pre and post-game meals, either in a team setting or on a per diem basis. If a student-athlete receives a per diem, he/she will be required to sign for the funds.

Rooming Policies
- Room assignments, curfew and penalties for violations of team policy will be determined by the head coach
- Any theft/damage that occurs during a reservation will be the financial responsibility of the student-athletes in the room
- No alcohol, tobacco or drugs are permitted in the room at any time
- Only team members are permitted in the room. Guests may be greeted in the lobby/reception area

Travel with Team
All members of the sports teams are required to travel with the team from the campus of SNU to the event and return to campus with the team unless prior authorization from the sport supervisor or Director of Athletics has been given. Procedure for this is as follow:
1. Student-athlete wishes to travel apart from team
2. The student-athlete must complete the Travel Release Request with a parent or legal guardian signature, and submit to their head coach at least two days prior to the competition date
3. If the head coach approves the request, they will submit the request to the sport supervisor or Director of Athletics for final approval
4. The request must be approved by both the head coach and sport supervisor/Director of Athletics prior to the student-athlete traveling apart from the team
5. Student-athletes will ONLY be released to parents/legal guardians with this form.
Sports Medicine

Securing Medical Assistance and Expenses Policy

1. All student-athletes must have a completed Athletics Training Packet on file with the Athletics Training Department prior to any participation. These forms shall be updated annually. Please provide documentation, i.e. a front/back copy of your medical insurance card as well as a prescription and dental insurance cards (if applicable). The University will not be responsible for any injury until ALL documentation has been received by the Athletics Training Department and the student-athlete has been cleared for workouts by the Certified Athletics Trainers of the University.

2. The student-athlete will report all injuries or illnesses to the Athletic Training Department. The athletics department will only be responsible for injuries sustained while conditioning, practicing, or competing during programmed hours under supervision of the Institutional coaching staff. If a student-athlete “brings in” a pre-existing injury or sustains an injury outside of the programmed hours for their sport, (i.e. intramurals, pick-up basketball, long boarding, etc.), the Athletics Training Department will try to assist the student-athlete in their rehab but is not obligated in any way to the injury. If the injury or illness is athletically related in accordance with the University policy, the following statements apply.

3. The Athletic Trainer (ATC) will evaluate all injuries to determine if the student-athlete needs to be referred to a team physician or if the injury can be treated in the training room. The ATC will refer student-athletes to a team physician or University-appointed specialist. If the student-athlete has an established relationship with a physician, other than a SNU team physician, the student-athlete must get authorization from the University ATC before scheduling an appointment. This is done to insure that the Athletics Training Department is aware of the care that is being given for the injury. Failure to secure authorization before seeing a physician outside of the University network can result in the student-athlete being responsible for all medical bills incurred with the visit.

4. The student-athlete must take a referral form from the Athletics Training Department to all appointments including but not limited to the team physician(s), University-appointed specialist(s), diagnostic testing facilities, or any other authorized provider.

5. The Athletics Department will financially cover athletic injuries sustained during programmed hours in all varsity and junior varsity student-athletes. This policy requires the Athletics Department to use the student-athlete’s family or personal insurance before it will consider medical bills for payment. This policy covers the injured student-athlete only and is an accident-only policy. This policy does not cover illnesses or injuries unrelated to an athletic injury during programmed hours. If a student-athlete does not have a primary insurance, SNU will become the primary payor. All referrals for non-insured student-athletes must go through the team physicians.

6. In the case where the student-athlete is covered under a group insurance policy or individual policy, all itemized bills for medical care received shall be forwarded to the Athletics Training department. A copy of the insurance company’s Explanation of Benefits (a worksheet that documents how the insurance policy covered the charges associated with a particular claim) should be forwarded to the Athletics Training department so that excess
charges may be paid. The parent(s)/guardian(s) should not have any out-of-pocket expense(s) for covered injuries.

7. Parent(s)/Guardian(s) that may have money sent to them by their insurance companies including but not limited to payment of medical services rendered, medications, etc. must endorse the check(s) and forward them to SNU Athletic Training department.

8. If a HMO covers the student-athlete, the student-athlete must have services rendered by a physician or hospital in the HMO’s payable network.

9. Dental teeth cleaning, provisional filling of teeth, or other dental work not directly related to an injury occurred during practice or competition is not covered the University.

10. Medical or hospital expenses incurred as the result of an injury while going to or from class, while participating in classroom requirements (e.g., activity classes), or intra-mural activities WILL NOT be covered.

11. Medications for participation will only be paid for during the academic year (e.g. August — May) provided a University-appointed physician writes the prescription. The student-athlete will present the prescription to the pharmacy designated by the Athletics Training Services. If the student-athlete submits the prescription to an unauthorized pharmacy, the Athletics Department will not pay for any incurred expenses.

12. If a coach requests flu shots, the team members shall be informed of its availability. Your coach in coordination with the Athletics Training Services will secure an appointment time at the SNU Health Center for the injection to be administered. This expense is NOT covered by the Athletics Training Services.

13. Non-prescription medications dispensed by an ATC shall be dispensed in single-dosage packages. The ATC shall inform the student-athlete that he/she must be seen by a team physician if additional medication is necessary.

14. Use of some of the Athletics Department’s facilities is limited to periods when authorized supervisory personnel are present. The Athletics Department is not responsible for expenses incurred from injuries and/or illnesses sustained during unsupervised participation or unauthorized use of the facilities.

15. Any medical expenses that occur from an injury/illness sustained while participating in an unsanctioned SNU activity, while out-of-season, or during the summer months WILL NOT be covered.

16. Southern Nazarene University Athletic Training Services reserves the right to seek reimbursement for rehabilitation services from the student-athlete’s primary insurance company.

17. The student-athlete shall complete an Injury Disclosure Statement within two-weeks of completion of his/her athletic eligibility or before the student-athlete withdraws from SNU or intercollegiate athletics. Failure to complete this form will result in the student-athlete and/or his/her parent(s)/guardian(s) being solely responsible for all medical expenses incurred.

Nutrition & Eating Disorders

It is essential for student-athletes at Southern Nazarene University to understand the importance of optimal nutrition as it relates to their well-being as students, as athletes, and as
healthy individuals. The sports medicine staff will provide and/or find a provider for any
student-athlete who requests nutritional counseling. It is recommended that all student-
athletes have an understanding of the right types of foods to eat and when they should eat
each type. The sports medicine staff can provide any/all of the information regarding proper
nutrition to the student-athletes.

It must also be understood that the use of extreme weight-control measures can jeopardize the
health of the student-athlete and possibly trigger behaviors that are associated with defined
eating disorders. Coaching staffs as well as all other athletics staff members, including the
sports medicine staff, should have an understanding of the signs and symptoms of defined
eating disorders as well as management for student-athletes who may be suffering from such
disorders. The following are policies and procedures set forth by the SNU Sports Medicine
Department to be followed in accordance by all athletics department members full and part
time staff.

- Only medical personnel, including athletic trainers or approved specialists (as determined
  by the sports medicine staff) may weigh athletes, set weight goals, measure body
  composition, or interact with student-athletes in any manner about body composition or
  body weight.
- Coaches who are concerned about the weight or body composition of any
  student-athlete must first contact his/her athletic trainer regarding these concerns. A coach may not
  approach the student-athlete about these issues for any reason.
- Any student-athlete that needs nutritional counseling should be advised and overseen by
  his/her athletic trainer. It is to the discretion of each sport’s athletic trainer, and those
  specialists appointed by the sports medicine staff, as to which
  student-athletes need further
  nutritional counsel not any other athletics staff member.
- Coaches, athletic trainers, and athletics department personnel are encouraged to
  emphasize the role of proper nutrition in optimizing athletic performance, they are not
  however to stress the impact of lower weight and improved performance.
- Coaches or other athletics department personnel suspecting a student-athlete of having an
  eating disorder should report any signs or symptoms noticed to the supervising athletic
  trainer. Eating disorders are highly confidential and coaches must understand that
  information may be limited. Coaches may be involved in treatment at the request of the
  student-athlete and management group.
- Student-athletes with an eating disorder may be prohibited from athletic participation if the
  student-athlete fails to comply with treatment or if deemed necessary by the management
  group.

The following are guidelines established by the NCAA on ways to reduce the risk of potential
eating disorders:
   1. Frequent weigh-ins are discouraged.
   2. If weight loss is desired, a program should be started early before the competitive
      season and involve trained/knowledgeable staff.
3. The student-athlete and the medical personnel should agree upon weight loss programs with consultation from the coach.
4. A responsible and realistic weight loss plan should be developed on an individual basis.

*Policy adapted from NCAA Nutrition and Athletic Performance Guidelines, Auburn University Eating Disorder Policy, and ACSM Position stand on the Female Athlete Triad.

University-Related Services

Career Services & Student Employment
All currently registered traditional students of Southern Nazarene University are eligible to use the services of the Career Services & Student Employment Office. All Professional Studies students (regardless of campus location) and graduates of SNU are also eligible to use our services on a limited basis due to minimal staffing resources. There are numerous jobs on campus and off campus that are available to students. The Career Services and Student Employment office is available to assist students with locating these jobs. Priority is given to those students who qualify for Federal Work Study funding for campus positions. However, all students who need to find employment are encouraged to contact the Director of Career and Student Employment for assistance.
The Office of Career Services & Student Employment is located in the Student Development suite in the Webster Commons.

Cashier
The cashier is located on the main floor of Bresee Hall (Administration Building). Personal checks, money orders, and certified and cashier’s checks up to $65.00 may be cashed per day. A $25 return check fee is charged on all returned checks.

Office Hours:
Monday - Friday 8:30 a.m. - 4:00 p.m.

Students will not be allowed to cash any checks until any previously returned check has been cleared. Additionally, a student will lose all check cashing privileges for the academic year if more than one check is returned.

Chapel Services
Services are planned and directed by the Vice President for Spiritual Development. These services are held on Tuesday and Thursday of each week during the first and second semesters of the academic year.

Chapel Enrichment Credits
The purpose of the Chapel Enrichment program is to strengthen the community worship experience through involvement in other spiritual development activities. Students are
encouraged to participate in Bible studies, accountability groups, service projects and mission trips. These enrichment activities are made available campus-wide.

Class Chapels
Under the supervision of the Vice President for Spiritual Development, class chapels are planned and led by the Vice President for Campus Ministries for each class. These are held monthly and meet simultaneously during one of the chapels designated for that purpose. Periodically, revival services, special emphasis chapels, or all school convocations may be held during Chapel time on an additional day.

Attendance Requirements
Attendance at chapels and all-school convocations is required during each semester of enrollment at Southern Nazarene University, except under conditions outlined in the Chapel Exemptions section. Students are required to obtain 27 attendance credits per semester. Each chapel service attended is one credit. There are approximately 30 chapel services or convocations offered each semester. Five (5) of the 27 credits can be earned through participation in small group ministries, service projects, and mission trips. These activities are intended to enhance community and contribute to the student’s spiritual formation. Each student is responsible for submitting chapel enrichment petitions on-line through the Southern Nazarene University website. Credit for chapel attendance is obtained by scanning students’ ID cards at the conclusion of the Chapel service. By meeting attendance expectations the student passes Chapel that semester.

Chapel Exemptions
Students who carry “non-typical” enrollment patterns (graduate students, part-time students with less than seven (7) hours, students who are 23 years of age or older at the beginning of an academic term, students who have successfully completed eight (8) semesters of Chapel, and student teachers) are exempt from required Chapel attendance. The Office of Student Development must approve all requests for any type of exemptions. Requests for Chapel exemptions must be made in the Student Development Office. It is the responsibility of the student seeking exemption to submit an exemption request by the end of the first full week of classes of each semester or within five (5) days of a change of schedule. The granting of an exemption is finalized when a student receives written confirmation from the Office of Student Development. An exemption for one (1) semester is not automatically granted for each succeeding semester. Records of the number of Chapels that a student has attended at a given point may be determined by consulting their webpage on my.snu. Students are responsible for monitoring their chapel attendance record.

Chapel Behavior
Promoting an environment that is conducive to worship, listening, and community celebration is vital. Certain activities, while appropriate in another setting, are considered inappropriate for Chapel.
Such activities include:

- Talking or activity which is determined to be distracting or disruptive
- Eating and/or drinking
- Wearing and/or listening to radios/stereos
- Use of laptop computers
- Use of cell phones (including text-messaging)
- Use of gaming devices

Students engaging in such activity will be subject to loss of credit for their attendance that day. Students who continue to behave in ways disruptive to the goals of Chapel or who attempt to receive credit for Chapel when they are not present will be subject to disciplinary action.

**Counseling**

Counseling services are available to all undergraduates, graduate, and professional studies students, as well as all faculty and staff members, and their families. Also offered is the opportunity for couples seriously dating, engaged, newly married, and married to take a testing inventory called the PREPARE that provides feedback helpful to identify the strengths and areas of growth in the relationship. The Counseling Center is located on the first floor of the Webster Commons.

**Food Services**

Dining services are located in the Webster Commons and managed by Sodexo Campus Services. We offer a wide variety of all you care to eat entrees and sides for breakfast, lunch and dinner in a casual environment in the Dining Hall on the 3rd floor. The 405 is also operated by Sodexo and offers extended evening hours, with the ability to use your meal plan 5 times per week.

_Dining Hall meal hours are:

<table>
<thead>
<tr>
<th>Monday through Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 am to 7 pm</td>
<td>Brunch 11:00 am – 1:00 pm</td>
<td>Brunch Noon – 1:30 pm</td>
</tr>
<tr>
<td></td>
<td>Dinner 5:00 pm – 6:00 pm</td>
<td>Dinner 5:00 pm – 6:00 pm</td>
</tr>
</tbody>
</table>

**Health Services**

The Student Health Center aims to provide primary care and health education to the students of Southern Nazarene University, as well as the faculty and staff of the University. The Christian atmosphere of the school is continued in the health services department.

The Student Health Center functions as a division of Student Development. A registered nurse who reports directly to the Vice President for Student Development directs it. A licensed physician in the state of Oklahoma provides: 1) support and assistance to the Director of Student Health Services via consultation, 2) primary care to SNU students, faculty, and staff at specified times at the Student Health Center and 3) authorization for ordering medications and various supplies. Several physicians in the local community also provide medical care to the students, faculty, and staff of the University in local private offices on referral as needed.
The Student Health Center is located on the bottom floor of the Webster Commons Building. As you exit the elevator or stairwell, it is immediately to your left. You can reach us by phone (405) 491-6605, FAX (405) 491-6683 or email at studenthealth@snu.edu.

Physician services are provided on a first come, first serve basis during designated hours, and the charges are much lower than those of health care facilities off-campus. Payment is expected at the time of service. SNU requires that each student have health insurance coverage. It is very important that you provide your own health insurance coverage, either as part of your parents’ policy or through an individual policy. If you do not have private insurance, you will be asked to purchase the SNU student insurance. Please contact the Student Health Center for detailed information. Medical care centers will expect proof of insurance coverage or payment at the time of treatment. Make certain to obtain an identification card from your insurance company that can be carried with you at all times.

The clinic is open Monday, Tuesday, Thursday and Friday 9:00 a.m. – 3:00 p.m., and Wednesday from 9:00 a.m. to 12:00 noon. Clinic personnel will not be on call after hours. In case of emergencies after 3:00 p.m. and on weekends, please notify your resident director, and he/she will refer you for necessary consultation.

Housing
Southern Nazarene University is primarily a residential campus. We believe the residential experience can contribute greatly to a student's development, enhancing their entire university experience. National research performed at colleges and universities indicates that students who live on campus enjoy a more successful and rewarding university experience. They tend to be more involved, develop better study habits, have more contact with faculty, and achieve higher grades. Southern Nazarene University is committed to enhancing your learning outside of the classroom by providing a community where you can grow and learn by interacting with other students and caring residential staff. Residence life utilizes a creative blend of programs and activities to help you reach your full potential. Additional information on Residential Life can be obtained from the SNU Student Handbook.

Library Services
The Library is located in the center of campus. The SNU Library is not just a place to retrieve books and other types of media, it is the student gathering place for group projects, computer and media resources, or just a place to hang out and study. The Library has snacks, cold drinks, and a coffee/hot chocolate machine, with couches and comfortable furniture to provide an alternative to studying in your dorm room. Quiet study with individual carrels is available on the 2nd floor. Nazarene, Bethany, and Southern Nazarene University archives are on the first floor north.
Library information and databases are available 24/7/365 at www.snu.edu/library. Books, DVDs, and Books on CD may be checked out on your SNU ID card. You may chat with the reference librarian or call 405-491-6351 for assistance any time the library is open.

Library hours during regular semesters are:
Monday - Thursday 7:45 a.m. to midnight
Friday - 7:45 a.m. to 5 p.m.
Saturday - 11 a.m. to 5 p.m.
Sundays - 7:30 p.m. to midnight
Changes in library hours are posted on the library's website.

Mail services
Mail services are located on the main level of the Webster Commons building. All traditional undergraduate students living on campus are assigned mailboxes upon registration; off-campus undergraduate students may rent a mailbox for $5.00 for the whole year. Upon registration a combination card will be issued to new students, the responsibility for securing his/her card at the Commons office will be that of the student. Packages and items of value will be logged into the package mail system and an email will be sent to the student. Please bring your Student ID to claim your mail. Students should have all mail sent to them at the student address listed as follows:

Student’s Legal Name
SNU Box ####
6612 NW 42^nd St
Bethany, Ok. 73008

Security Services
SAFETY & SECURITY staff is on duty 24 hours a day, seven days a week. Safety & Security can be contacted at ext. 6309 or 405-491-6309. The Security Dispatch Office is located in the west entrance of the Don Beaver Science Hall. For assistance in an emergency, call Security or Bethany Police at 405-789-2323 or dial 911. Safety & Security is assigned responsibility for keeping order, securing buildings and supervising traffic control. Upon request, students must present their student I.D. or other identification to on-duty officers.

The Security Unit offers free jump-starting services for vehicles on the university property. This service is available only as time permits. Personal identification and vehicle registration must be provided.
Vehicle Guidelines
Parking Regulations
Anyone operating a vehicle on campus is responsible for being familiar with and complying with all parking and traffic regulations. All motor vehicles in the University community must be registered through the University Campus Safety & Security. You can reach Security by dialing 405-491-6309. You may register your vehicle during the pre-registration process or at the Security Dispatch Office, located in the west entrance of the Don Beaver Science Hall. Parking permits must be posted on bottom right corner of the front window (passenger side), must be installed within 24 hours after being issued, and are not transferable.

University Store Services
The University Store is located on the main floor of the Webster Commons Building. The hours of operation are Monday through Friday, 9:00 AM - 5:00 PM. The store sells all required and recommended course materials and supplies, general school/office supplies, snacks, SNU logo clothing, greeting cards, giftware, electronics, book bags, as well as health and beauty items. Purchases may be made by cash, check or credit card (Visa, Discover or MasterCard).

Quick Reference Guide
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SAAC Constitution and Bylaws

Article I - Name
This organization shall be known as the SNU Student-Athlete Advisory Committee.

Article II - Purpose
The SNU Student-Athlete Advisory Committee (SAAC) serves the following purposes. They are:

1. To promote and enhance communication between the athletics, administration and the student-athlete.
2. To embellish the quality of student-athlete life at SNU through implementing programs that encourages academic success, health, and community awareness.
3. To encourage student-athlete participation in various programs and events developed within the athletics department, and facilitate further involvement in the SAAC.
5. Provide feedback and insight into athletics department issues.
6. Organize community service efforts.
7. Promote a positive student-athlete image on campus.

Article III - Membership
1. All Advisory Committee members must be NCAA and institutionally eligible both academically and athletically and maintain a 2.0 grade point average. Additionally, board members must be a participating member of their respective sport.
2. Each Head Coach shall select two members of their team to represent SAAC. It is suggested that these two be in different classifications.
3. The team can have a third member for a year if a member of their team was elected to an office.
4. Membership will serve as a liaison between the SAAC and the team.
5. Members are allowed one unexcused absence per semester. After two absences, the member will be replaced on the SAAC.
6. Each intercollegiate varsity team has one vote on elections and other issues.
7. Ex officio members of the SAAC will be the SAAC Advisor, the Director of Athletics, the Senior Woman Administrator, the Faculty Athletics Representative, and the Director of Compliance.

Article IV - Officers
Section 1
1. The officers of the Student-Athlete Advisory Committee shall consist of a president, a vice-president, a secretary, a treasurer, a parliamentarian, and a chaplain. These elected officials will be known as the executive board. The faculty advisor is an ex-officio member of the executive board.
2. A majority vote by the Advisory Committee members will be used to select a five member nominating committee for officers. The nominating committee will present a ballot of two names for each position.
3. Election of the officers will be held at the last Advisory Committee meeting of the academic year. The candidate with the most votes will be considered elected.
Section 2

1. **President:** The duties of the president shall be to direct the regular meetings, appoint committees to accomplish specific goals, and to approve and cosign for bills never exceeding the budget. Also, the president is the one who is to be contacted and represents the organization to the university.

2. **Vice President:** The vice-president shall assume the responsibilities of the president in his/her absence. Aid in presidential duties as requested and preside over committees. The vice-president may also approve expenditures in the absence of the president with the approval of the faculty advisor.

3. **Secretary:** The secretary shall be responsible for recording attendance and minutes of the regular meetings. Meeting minutes shall be distributed to all members and faculty advisor of the SAAC within 24 hours following the scheduled meeting (the minutes should be sent by email). The secretary should keep the minutes from every meeting and then pass along those minutes to the new secretary the following term.

4. **Treasurer:** The treasurer shall record the income and disbursements of the organization, prepare a yearly budget, coordinate fund-raising events, and certify that any expenditure does not exceed available funds. The treasurer should keep a log of any money spent for the year, and the log must then be passed down to the new treasurer the following year. Expenses must be approved by 2/3rds of the executive committee and also the faculty advisor.

5. **Parliamentarian:** The parliamentarian shall be responsible for parliamentary procedure for all advisory meetings and shall supervise the election of officers.

6. **Chaplain:** The chaplain shall be responsible for a devotional at the beginning of each meeting. The chaplain will also be responsible for working with the SNU chaplain to plan a SAAC chapel each year.

Article V - Meetings

1. Meetings will be scheduled for once a month; the executive board will determine date and time at the beginning of the year. The date and time of the next meeting can be adjusted as needed by a vote of the SAAC.

2. Attendance is mandatory. If an absence is necessary, the Secretary must be notified by email no later than the day prior to the meeting. If a member has two absences with no excuse, the executive board will request a new team representative.

3. The President may appoint an interim secretary when the elected secretary cannot be present at a meeting.

4. A quorum shall occur if half of the Advisory Committee members are present at the meeting.

5. Regularly scheduled SAAC meetings will be “open” meetings, unless otherwise stated with appropriate notice and reason.

6. The executive board (the elected officers of the Student-Athlete Advisory Committee) has the power to rule on behalf of the SAAC when necessary.

7. The meetings of the executive board will be “closed” meetings. The executive board may open the meeting by invitation.
8. The procedure for voting will be a majority of the SAAC members present at a meeting. The president has no voting power, except in the case of a tie in the vote, and then the president will cast the deciding vote.

9. Members of the Student-Advisory committee will vote on the By-laws of the Constitution. Ratification will be a majority vote of the SAAC members present.

**Article VI - Fundraising**

1. Any and all fund-raising activities will follow athletics fund-raising procedures and must be granted written approval by the advisory committee’s advisor.

2. No expenses shall be made without approval of the advisory committee’s advisor and the treasurer.

**Article VII - Amendments**

1. Their bylaws may be amended by a 2/3-majority vote of the membership at a regular meeting following a presentation of the amendment at the previous meeting. The amended bylaws take effect immediately. Each spring a committee shall be appointed by the president to review the constitution and its effectiveness.

**Article VIII – Advisor Duties**

1. The Director of Athletics shall appoint the advisor.

2. The advisor will serve as the liaison between SAAC members, coaches, administration and faculty.

3. The advisor shall be familiar with University, conference, and NCAA policies and procedures.

4. The advisor shall attend meetings and be aware of all plans and activities of the group.