Dear Student-Athlete:

I want to extend a warm welcome to all new and returning student-athletes.

The 2016-17 academic year will be an exciting one! As we enter this fall semester, we will enter our first season of full Division 1 competition! It has been a successful four years as we have gone through the transition from Division 2 to Division 1. We feel prepared to enter into this year ready to compete for Horizon League championships and post-season tournament berths.

It was our focus on you, our student-athletes that was a driving force in our decision to join the Horizon League in May of 2015. The move has allowed us to compete at the highest level of mid-major conferences and also provided a much better academic platform for all of you as travel has been reduced dramatically.

Our goal is to foster a culture of integrity and comprehensive excellence with specific focus on our student-athletes. We will approach each day with a passion and determination to accomplish eight strategic strategies. All will have a positive impact on each of you.

The Intercollegiate Athletics Department is here to support your success as a member of the NKU community. To that end, this handbook has been developed to ensure that you know how to locate the wide variety of resources available to you and that you are aware of and have easy access to the policies and regulations that pertain to you as a student and athlete.

I hope you will have a rewarding and successful academic and athletic year. I look forward to meeting you and working with you during your time at NKU.

Norse Up!

Ken Bothof
Director of Athletics
ATHLETIC DEPARTMENT PHONE NUMBERS & E-MAIL ADDRESSES

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<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Rack</td>
<td>Director of Basketball Operations</td>
<td>572-1929</td>
<td><a href="mailto:racka2@nku.edu">racka2@nku.edu</a></td>
</tr>
<tr>
<td>Camryn Whitaker</td>
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<td><a href="mailto:whitakerce4@nku.edu">whitakerce4@nku.edu</a></td>
</tr>
<tr>
<td>Kayla Bowlin</td>
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<tr>
<td>Josh Carrier</td>
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<tr>
<td>Paul Longano</td>
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<tr>
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</tr>
<tr>
<td>John Barclay</td>
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<td><a href="mailto:Barclayk1@nku.edu">Barclayk1@nku.edu</a></td>
</tr>
<tr>
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</tr>
<tr>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
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CAMPUS PHONE NUMBERS

(AREA CODE 859)

<table>
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<tr>
<th>Department</th>
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<tr>
<td>Admissions</td>
<td>572-5220</td>
</tr>
<tr>
<td>AHC Athletic Training Room</td>
<td>572-5118</td>
</tr>
<tr>
<td>BOK Athletic Training Room</td>
<td>572-1487</td>
</tr>
<tr>
<td>Baptist Student Union</td>
<td>572-5955</td>
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<tr>
<td>NKU Bookstore</td>
<td>572-5141</td>
</tr>
<tr>
<td>Campus Recreation</td>
<td>572-5197</td>
</tr>
<tr>
<td>Career Development</td>
<td>572-6196</td>
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<tr>
<td>Health Services</td>
<td>572-5650</td>
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<tr>
<td>Information Technology</td>
<td>572-6911</td>
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<tr>
<td>Learning Assistance Center</td>
<td>572-5475</td>
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<tr>
<td>Norse Violence Prevention Center</td>
<td>572-5865</td>
</tr>
<tr>
<td>Parking Office</td>
<td>572-5505</td>
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<tr>
<td>Registrar</td>
<td>572-5556</td>
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<tr>
<td>Residential Life/Housing</td>
<td>572-5676</td>
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<tr>
<td>Steely Library</td>
<td>572-5636</td>
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<tr>
<td>Student Achievement Center</td>
<td>572-7527</td>
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<td>Student Financial Assistance</td>
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<td>Student Life</td>
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</tr>
</tbody>
</table>
MISSION, ENDURING GOALS, AND PHILOSOPHY

I. MISSION STATEMENT

The mission of NKU Athletics is to advance the University’s vision while focusing on the well-being of our student-athletes as we prepare and empower each of them for academic and competitive success at NKU and beyond. We are committed to serving and engaging the University and local community while preserving and establishing meaningful and enduring relationships with alumni, friends and fans. We will do so with uncompromising integrity and sportsmanship exceeding the guidance provided by the National Collegiate Athletics Association and Horizon League.

II. VISION

NKU Athletics will embody comprehensive excellence. We will adhere to and excel in each of our core values while fostering an environment that promotes inclusiveness, learning, engagement, and fiscal responsibility.

III. CORE VALUES

1) Integrity: We will be transparent in our operation and conduct ourselves in an honorable and positive manner.
2) Student-Athlete Welfare: We are here because of our students and it is our responsibility to provide them every tool to be safe and successful.
3) Academic Excellence: We will provide all of our student-athletes the necessary environment and resources to succeed at a high level in the classroom.
4) Social Responsibility: We will be aware of our surroundings and understand the NKU Norse logo never comes off.
5) University and Community Integration: We will ingrain ourselves in the fabric of our University and our community.
6) Competitive Excellence: We will provide our student-athletes, coaches and staff the resources necessary to compete.

DIVERSITY STATEMENT

Northern Kentucky University’s Intercollegiate Athletics Department shares the University’s commitment to “a culture of openness and inclusion that values diversity in people and ideas.” The department is especially committed to cultivating an environment that fosters respect, promotes fairness, highlights integrity and provides equal opportunities for all student-athletes and department personnel. Through our recruiting, hiring, development and promotion practices, the department seeks to build, support and sustain a diverse community of individuals who share and benefit from multiple perspectives and the free exchange of ideas.

STUDENT-ATHLETE CONDUCT

STUDENT-ATHLETE CODE OF CONDUCT

The Intercollegiate Athletic program at Northern Kentucky University facilitates the personal growth and education of students through their participation in a comprehensive sports program within NCAA Division I and the Horizon League. As an integral part of the University, the Intercollegiate Athletic program actively promotes fair competition, fosters the pursuit of academic and athletic excellence, supports core institutional values of equity and diversity, and provides community enrichment.

The University is proud of the high caliber of its student-athletes. The Intercollegiate Athletic program is committed to the guiding principles of honesty, integrity, respect, ethical conduct, teamwork, and hard work in support of student-athletes in their roles as scholars, athletes, campus leaders, and community members.

The University expects its student-athletes to train and strive for their highest degree of athletic excellence and sportsmanship; to demonstrate academic integrity and accomplishment; and to conduct themselves responsibly as members of the campus and larger community.

I. Standards of Conduct

It is a privilege and not a right to be a student-athlete and all student-athletes are expected to conduct themselves in a manner that exhibits honor and respect to the team, department, University and surrounding community for the duration of their tenure as a student-athlete. As a member of the student body at Northern
Kentucky University, student-athletes must act in accordance with the Code of Student Rights and Responsibilities, as published by the institution (http://deanofstudents.nku.edu). In addition, student-athletes are accountable to the following authorities (hereafter referenced as “governing authorities”):

- Local ordinances, and State and federal laws, both civil and criminal (“laws”);
- National Collegiate Athletic Association (NCAA);
- Horizon League;
- Northern Kentucky University (NKU);
- Department of Intercollegiate Athletics;
- Respective Team Rules

For clarification of the governing authorities, student-athletes should consult with a member of the coaching staff or administration. Violation of any of the standards of conduct encompassed in these authorities may result in discipline as described in Section IV below, as well as civil and/or criminal liability.

**Reporting Obligation.** All student-athletes are obligated to report any violations of this Code of Conduct to their Head Coach or to the Director of Athletics within 24 hours of becoming aware of the violation. This obligation is in effect year-round, including semester and summer breaks.

### II. Definitions

**A. Student-Athlete.** Once students are accorded the status of a Northern Kentucky University student-athlete, they are expected to act in accordance with this Code of Conduct until the completion of eligibility, including semester and summer breaks, or such time that they are no longer a student-athlete at NKU. Students are bound by this Code at the point at which there is intent to enroll at the University, including but not limited to, their formal admission and/or attendance at Summer Orientation prior to initial enrollment.

**B. Team Function.** An athletic team function is defined as any on or off-campus gathering organized, arranged or initiated by Department of Athletics staff, or team members, where the intent or reason to gather is to conduct business or engage in any athletic or social activity related to the team’s purpose. If any standards established by the governing authorities are violated during a team function, and there is no clear evidence that the team attempted any restraining action through its members, the team will be held responsible and disciplinary action taken.

**C. Hazing.** Hazing is any act - whether physical, mental, emotional or psychological - that subjects another person, voluntarily or involuntarily, to conduct that may abuse, mistreat, degrade, humiliate, harass or intimidate or otherwise compromise the inherent dignity of the person; and, any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade or abuse them regardless of the person’s willingness to participate. In addition, any requirements by a team member that compel another member to participate in any activity which is against University policy or law will be defined as hazing. Further clarification of what constitutes hazing is contained in the Northern Kentucky University Department of Athletics Hazing Policy, and in the Student-Athlete Agreement Concerning Hazing, a copy of which is attached to this document.

**D. Sportsmanship.** Sportsmanship shall be defined in accordance with the standards of the NCAA, Horizon League, and the University Department of Athletics. In general, a sportsperson is one who can take a loss or defeat without complaint, a victory without gloating, and who treats opponents with fairness, generosity and courtesy. Sportsmanship is respect for oneself, teammates, coaches, officials, opponents, and property. Sportsmanship also requires maintaining self-control, and refusing to be drawn into or encourage physical conflict not otherwise required by proper execution of the sport. All student-athletes are obligated to represent themselves, the team, the Athletic Department, the University, their families, and their communities, with the highest level of sportsmanship.

**E. Public Media.** Public media refers to technologies used to communicate messages (dissemination of fact, opinion, and entertainment) and whose mission is to serve or engage a public. Public media domains include print outlets (such as newspapers, books, magazines, posters, flyers, etc.), traditional public and commercial broadcasts (such as TV, radio, film), digital (such as the Internet, e-mail, social networks, podcasting, chatrooms and blogging) and any new platforms and distribution mechanisms to expand reach
III. Prohibited Conduct.

Prohibited conduct includes violation of any of the standards established by the governing authorities identified above. By way of illustration, and without limitation to these prohibitions, student-athletes must not violate any of the policies described below. These and other prohibitions are described in more detail in NKU’s Code of Student Rights and Responsibilities (http://deanofstudents.nku.edu), the Horizon League Handbook, and the National Collegiate Athletic Association Manual.

A. Academic Dishonesty. The Department of Athletics expects students to engage in all academic pursuits in a manner beyond reproach. Offenses against academic honesty are any acts that would have the effect of unfairly promoting or enhancing one’s academic standing, including cheating, plagiarism, knowingly permitting or assisting any person in the commission of an offense of academic dishonesty, or any violation of the Northern Kentucky University Honor Code.

B. Alcohol. Prohibited acts include (1) possessing or consuming alcohol if under the age of 21, (2) operating a motor vehicle while under the influence of alcohol, (3) misrepresenting one’s age for the purpose of purchasing, possessing, or consuming alcohol, (4) purchasing, furnishing, or serving alcohol to or for an under age person, (5) being dangerously intoxicated to the point where State law mandates being taken into custody, (6) other prohibited acts as outlined in the NKU Code of Student Rights and Responsibilities, (7) violations of additional Team Rules regarding alcohol use, and/or (8) consumption of alcohol during team travel or at team functions.

C. Other Drugs. Prohibited acts include (1) possessing or using illegal substances, as defined by law, (2) possessing or using controlled substances as defined by law (provided that controlled substances may be taken pursuant to a properly issued prescription in the amount prescribed), (3) distributing, selling, or possessing with the intent to distribute illegal or controlled substances, as defined by law, (4) using tobacco products during practice, competition, or other team functions, (5) other prohibited acts as described in the NKU Code of Student Rights and Responsibilities.

D. Nutritional or Dietary Supplements. Many nutritional/dietary supplements contain substances banned by the NCAA. In addition, the U.S. Food and Drug Administration does not strictly regulate the supplement industry; therefore, the purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test and thus affect the eligibility of student-athletes. To avoid violation of this standard, as question arise student-athletes should contact the team physician or athletic trainer and/or consult the list of banned drugs as described in NCAA bylaws.

E. Hazing. Hazing in connection with membership or participation in University athletic teams or team activities is strictly prohibited. See definition of “hazing” above and the Department of Athletics’ Student-Athlete Agreement Concerning Hazing, attached.

F. Violence. NKU’s violence prevention policies, and response procedures for violent incidents, are intended to protect the health and safety of the campus and the community and ultimately to advance the educational mission of the University. Student-athletes are prohibited from engaging in violent acts including sexual violence (date rape, stranger rape, sexual harassment); hate crimes; hazing; assault on a person or property; stalking, or any other conduct prohibited by University policy and/or law.

G. Disrespect. When serving as representatives of the University athletic program, student-athletes are required to comport themselves in a manner respectful of themselves, their team, the University and its Department of Athletics, game officials, opponents, and property. Student-athletes are to refrain from disrespectful conduct such as unsportsmanlike conduct; profane, abusive, demeaning, harassing, threatening or obscene expression; or deliberate damage to equipment or other property. Disrespectful conduct will be reviewed by the Head Coach and Director of Athletics and may result in disciplinary action.

H. Poor Sportsmanship. Student-athletes at the Northern Kentucky University are held accountable to a high standard of ethical conduct in all activities affecting the athletics program. “Unsportsmanlike” conduct, as defined by the NCAA, Horizon League, Northern Kentucky University, or in Section II. D. above will be reviewed by the Director of Athletics and may result in disciplinary action.
I. **Gambling and Bribery.** Student-athletes shall not knowingly (1) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, (2) Solicit a bet on any intercollegiate team, (3) Accept a bet on any team representing the institution, (4) Solicit or accept a bet on any intercollegiate competition for any item that has tangible value (e.g. cash, clothing or equipment, meals), and/or (5) Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

J. **Unexcused Class Absences and Poor Academic Performance.** Student-athletes are expected to attend class regularly and punctually, and to fulfill course load and academic performance requirements. Failure to meet such obligations may affect eligibility to participate in team sports and scholarship eligibility, as well as academic standing.

K. **Failure to Meet Team Obligations.** Student-athletes must complete training requirements; arrive promptly for team practices, meetings, and departures for away games and other team events; attend team functions; and otherwise fulfill their responsibilities as team members. Absences must be excused in advance by the Head Coach unless an unforeseeable emergency arises.

L. **Misuse of Media.** Student-athletes are highly visible representatives of the university and they are expected to uphold the values and responsibilities of the University while meeting all requirements set forth by the Horizon League, the NCAA and NKU’s intercollegiate athletics program. It is important that student-athletes recognize the power of public media domains and the potential negative image that they can portray about student-athletes, coaches, the athletics program, and the university. The NKU Department of Athletics prohibits the malicious use of on-line social networks or any public media domain. The malicious use of on-line social networks or any public media domain will not be tolerated and may result in disciplinary action.

IV. **Disciplinary Process and Sanctions.**

The Department of Athletics’ disciplinary process is independent of, and supplements, the University judicial process. The Department of Athletics may levy sanctions above and beyond those levied by the normal University judicial process, and for violations that do not fall under the rules of other authorities. Sanctions will vary depending on the type and circumstances of the violation. A first-time offense may be serious enough to warrant any of the possible sanctions listed in IV.F below. Failure to participate and cooperate in an Department of Athletics, Horizon League, or NCAA investigation of a possible violation of this Code of Conduct, conference rules, or NCAA rules, may itself constitute a basis for disciplinary action.

A. **Violations of Team Rules.** Head Coaches will establish team rules consistent with this Code of Conduct. Team rules shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season, whichever comes first. The Head Coach and the Director of Athletics have the authority to impose sanctions for the violation of team rules but the Head Coach shall not impose the sanction of suspension or expulsion from the team without first discussing the circumstances of the suspension or expulsion with the Director of Athletics.

B. **Violations that fall under the Department of Intercollegiate Athletics Health, Alcohol and Drug Education & Assistance Program.** Such violations will be dealt with according to the requirements of this program.

C. **Violation of Rules or Policies other than Team Rules.** For violations of rules and policies other than team rules (e.g., violations of Horizon League or NCAA rules, the Student Code of Conduct, etc.) the Director of Athletics, or the Head Coach with the approval of the Director of Athletics may impose sanctions.

D. **Violation of Criminal Law.** When a student-athlete has engaged in conduct alleged to be in violation of criminal law, immediately upon receipt of notice of such possible violation the Head Coach must report the information to the Director of Athletics.

Student-athletes arrested for, or charged with, violating the criminal law will be placed on immediate administrative suspension from involvement in team activity pending further investigation. If a violation would constitute a misdemeanor, the Head Coach in consultation with the Director of Athletics may in the exercise of his/her reasonable discretion lift the administrative suspension. If a violation of law constitutes a felony, the administrative suspension may be lifted only upon authorization of the Director of Athletics. In all cases in which a student-athlete is arrested for or charged with illegal use of drugs, illegal gambling, or sexual misconduct or violence, the student-athlete will be immediately suspended, and the suspension may be lifted only by the Director of Athletics.
The Head Coach may, for violation of criminal law, impose team sanctions on the student-athlete apart from suspension with the approval of the Director of Athletics.

E. Multi-Sport Athletes. Multi-sport athletes will not be relieved of any sanctions previously imposed in connection with rules violation while participating in another team sport when changing sports.

F. Possible sanctions include, but are not limited to:

1. **Warning.** The issuance of a written warning.
2. **Probation.** Special status with conditions imposed for a limited time.
3. **Community Service.**
4. **Restitution.** Payment for damaged property.
5. **Temporary Suspension.** Removal of a student-athlete from all Department of Athletics activities, including athletic participation in team events, for a limited period of time.
6. **Suspension.** Removal of a student-athlete from all Department of Athletics activities, including athletic participation in team events, for a specified period of no less than one season.
7. **Expulsion.** Permanent removal from a team and/or Department of Athletics activities.
8. **Withdrawal of Financial Aid.** Termination of athletic-related financial aid at first opportunity allowable by NCAA regulations.

V. Appeals

Procedures for appeals of matters pertaining to the renewal of financial aid are governed by NCAA rules and described in the NCAA Manual. Appeals of matters that fall under the Department of Intercollegiate Athletics Health, Alcohol and Drug Education & Assistance Program are prescribed in that program.

Coaches are expected to provide the opportunity and time to student-athletes to discuss a decision to restrict their participation or to remove them from the team.

**Appeal of a Coach’s Decision** If a disagreement cannot be resolved between a coach and player, the student-athlete may appeal the decision in writing to the Director of Athletics. This appeal must be made within 14 calendar days from the student-athlete’s meeting with the head coach. In the event there is a disagreement on a decision that cannot be deferred until a hearing with the Director of Athletics is held, the decision of the head coach shall stand until such time as a hearing can be arranged.

**Appeal of a Director of Athletics Decision** A student-athlete (or a sport team or sports program) may appeal a decision of the Director of Athletics, either in independently imposing a sanction or upholding a coach’s sanction, to the University Athletic Council if the decision affects participation in intercollegiate athletics.

The appeal will follow the following steps:

1. The appeal must be made in writing to the chair of the Athletic Council within 14 calendar days after exhausting any prescribed appeals within Intercollegiate Athletics.
2. The Executive Committee of the Athletic Council, augmented by one student appointed by the chair, will serve as the hearing committee for the appeal.
3. The appeal will adhere to the following procedure:
   a. The appeal letter must include a summary of any meetings about the decision with personnel in Intercollegiate Athletics.
   b. The hearing committee will collect evidence by research and interview. Insofar as possible, all parties directly involved in the appeal will cooperate by honoring the committee’s requests for information. Both the student-athlete and personnel in Intercollegiate Athletics will have the right to defend their positions.
   c. The hearing committee will have the opportunity to review other relevant information, including information from public authorities, court records, law enforcement officers, University officers and agencies, and other persons.
   d. At the hearing, the student-athlete will be given the opportunity to make an oral and written statement about the circumstances and why he or she feels reinstatement is warranted. The student-athlete may be accompanied by a personal adviser. This advisor must be a member of the University community (e.g. student, faculty, or staff), may play no other role in the hearing (e.g. as witness), and may neither
speak nor otherwise represent their advisees in the hearing.

e. All information regarding the appeal and the committee deliberations must be held in strict confidence.

f. The hearing committee will review the appeal, render a decision, and send notification of this determination to the student-athlete, Director of Athletics, and other directly affected personnel in Intercollegiate Athletics.

g. If the student-athlete, Director of Athletics or other directly affected Athletics personnel is not satisfied with the hearing committee’s determination, he/she may appeal the case to the Vice President for Student Affairs. The appeal must be in writing and submitted to the Vice President for Student Affairs within five working days of the date of notification of the hearing committee’s determination. The entire file of the case must be forwarded to the Vice President for Student Affairs’ office at the time the appeal is made.

h. The Vice President for Student Affairs determination will be final and will be based upon the evidence that which was presented to the appeals panel either oral or written.

i. The Vice President for Student Affairs will notify those persons involved of the determination.

VI. Referral to Counseling

Students who, in the judgment of their Coach or the Director of Athletics, evidence a need for professional assistance will be referred to appropriate counseling resources. It is the student-athlete’s responsibility to follow up on this referral and to adhere to professional recommendations.

VII. Records Privacy

Federal and State law, and related University policy, governing the access to student records applies to the administration of this Code of Conduct. For information, see http://deanofstudents.nku.edu.

VIII. Drug Testing

Student athletes are required to consent in writing to drug testing under the terms of NCAA policy on drug testing, as a condition of the privilege of participating in intercollegiate sports. Failure to provide such consent shall result in immediate suspension and possible permanent expulsion from the team.

IX. Agreement/Waiver

I understand and agree that I am required to know, understand and follow the standards contained in the Northern Kentucky University Department of Athletics Student-Athlete Code of Conduct. In addition, I understand and agree that I am responsible for knowing, understanding, and following the rules, policies, and procedures contained in the complete Northern Kentucky University Code of Student Rights and Responsibilities, which can be found at http://deanofstudents.nku.edu.

*This statement must be signed off by every student-athlete participating in NKU athletics.

SPORTSMANSHIP

I. NCAA General Principle Regarding Honesty and Sportsmanship

[NCAA Bylaw 10.01.1]

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics, and all participating student-athletes, shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institution and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

HAZING

Hazing is a fundamental violation of human dignity. Hazing policies apply to all members of the NKU community. Intercollegiate Athletics will not tolerate the act of hazing in any form, including new team members as an initiation rite. Hazing is viewed as illegal, discriminatory and destructive to team unity. The term 'hazing' is defined as any action by a student whereby another student suffers or is exposed to:

• Any cruelty, intimidation, humiliation, embarrassment, hardship or oppression;
• Exercising to excess;
• Sleep deprivation;
• Committing dangerous activities;
• Currying favor from those in power;
• Submitting to physical assaults;
• Consuming offensive foods or alcohol;
• The threat of bodily harm or death; or
• The deprivation or abridgement of any right.

Any activity of an organization as described in this definition, upon which the initiation, admission into, affiliation with, or continued membership in is directly or indirectly conditioned, shall be presumed to be “forced” activity (the willingness of an individual to participate in such activity notwithstanding). Student-athletes are expected to report incidents of hazing to an athletics administrator or their head coach. The report of a possible allegation will be thoroughly investigated and should guilt be found, student-athletes involved may be suspended from the team.

Student-athletes identified as participants in, or aware of and failing to report, hazing activities against any individual or individuals including prospective team members and/or team members will be subject to disciplinary sanctions in accordance with the Student-Athlete Code of Conduct, the University’s Code of Student Rights and Responsibilities, and/or the University’s Administrative Regulations. See NKU Sanction Guidelines and NKU Appeals Process in Appendix.

**SPORTS WAGERING**

Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on behalf of others) of any type (any item of value - e.g. cash, shirt, dinner) with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

**In other words...**

• You may not place or accept a bet of any sort on any intercollegiate, amateur or professional sporting event.
• You may not give information to anyone who does place bets on intercollegiate, amateur or professional sports.

**That means...**

• No wagers on ANY professional, amateur or college sports event, even those that do not involve Northern Kentucky University.
• No sports “pools”, even those run by your friends or “fantasy leagues” that involves fees, prizes, or cash payouts.
• No internet gambling on sports events.
• No sports wagering using toll free numbers.
• No sports wagering even if it is legal in that state or country (i.e., Las Vegas).
• No exchange of information about your team with ANYONE who gambles. In other words, no information about injuries, team plays, team morale, discipline problems or anything else.

**The Consequences...**

• Once you participate in any sports wagering activity through the Internet, a bookmaker, or parlay card on any college or professional team or sports, or provide information to someone who does gamble, you are declared ineligible to compete for one calendar year.
• If you participate in any sports wagering activity through the Internet, a bookmaker, or parlay card on any team at NKU, you will be permanently ineligible.
• You also run the risk of losing your scholarship, being expelled from school, being banned from other college and professional sports, and/or being arrested and charged with a state or federal crime.

**SOCIAL MEDIA GUIDELINES**

The Northern Kentucky University Athletic Department wants to help ensure that student-athlete conduct on
all social media sites is appropriate and a positive reflection of both themselves and the University. As a student-athlete, you are considered to be a representative of NKU and your participation in social media is subject to intense scrutiny from the media and fans. Your conduct online is a direct reflection on both the NKU Athletic Department and the University.

**All NKU student-athletes are encouraged to:**
- Be a leader, act like a leader, tweet & post like a leader;
- Represent the University, Athletics, [team] in a first class manner and with integrity;
- Learn from the public mistakes of other athletes and public figures;
- Follow all applicable laws, NCAA rules and University and Athletic Department policies and guidelines;
- Refrain from polarizing, racist, derogatory and inflammatory posts on any social media platform;
- Refrain from divulging team information of any sort (i.e. roster changes, injuries, game plans, etc.);
- Refrain from any post that can be viewed as motivation for the opposing team (bulletin board material), including derogatory statements towards the opposing team;
  - Refrain from posting after midnight (nothing good ever happens after midnight);
- Refrain from posting at night clubs, bars, gentlemen’s clubs and/or other establishments that serve alcohol;
- Refrain from posting photos that may contain other people with alcohol (i.e. red solo cups);
- Refrain from posting any information that is the intellectual property of NKU, which includes 'breakings news' that is related to your team or the athletic department.

**Best Practices:**
- **Think twice before posting.** If you don’t want your mom to see it, then don’t post it.
- **Be accurate, honest and transparent.** Always tell the truth.
- **You never know who is watching:** from coaches to teammates to opposing teams to future employers.
- **Know who you follow and who follows you.** Pay attention to who you follow on Twitter and know who is following you. Media outlets know get their stories by following student-athletes on Twitter.
- **Be professional.**
- **Take pride in who/what you represent** – Northern Kentucky University, your team, your hometown, your family, etc.
- **Everything you post online is permanent**…even when it’s deleted.
- **If you can’t say it an interview or post-game press conference, then you don’t need to post it.**

**RULES COMPLIANCE**

**EXTRA BENEFITS**
The NCAA defines extra benefits as any special arrangement for student-athletes or their friends or relatives by an institutional employee or representative of athletics interests which is not expressly authorized by NCAA legislation unless such a benefit is available to the student body in general or their friends or relatives.

Some examples of impermissible extra benefits are:
- Special discounts, payment arrangements or credit on a purchase (e.g., airline ticket, clothing, rent free or reduced) or a service (e.g. laundry, dry cleaning, car repair, haircuts, meals in restaurants)
- Benefits connected with on or off campus housing (e.g., individual television sets or stereo equipment, specialized recreational facilities).
- Tickets to an athletic, institutional or community event.
- Free or reduced-cost goods, services, or transportation.
- Use of a telephone or credit card for personal reasons without charge or at a reduced cost.
• Services (e.g., movie tickets, dinners, use of a car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission to professional athletics contests from professional sports organizations.
• Gifts of cash, loan of money or guarantee of bond.
• Co-signature of a loan.
• Use of an automobile.
• Hospitality in a home other than for special occasions (e.g., Thanksgiving, birthday).
• Compensation for employment which is not based on the same hourly rate received by other employees performing similar work.
• Promise of employment after college education.

Individuals who are representatives of athletics interests remain so indefinitely. Becoming friends with such an individual does not change his/her status as an athletics representative.

NKU ATHLETIC COUNCIL TRANSFER REGULATION

The Athletic Council believes recruited student-athletes receiving athletic aid have a reciprocal obligation to the athletic program. NCAA rules regarding student-athletes considering transferring from NKU require they receive a written release from the NKU Athletic Department before having any recruiting contact with athletics representatives of another institution.

Permission to contact releases may be granted at the discretion of the Director of Athletics after consultation with the head coach. Approval for use of the one-time transfer regulation is not automatic and requires the approval of the Director of Athletics after consultation with the head coach. Please review the Athletic Council policies for more information.

COMPLIMENTARY ADMISSIONS

Basketball, soccer, and volleyball players will have four passes for each home game. The student-athletes must assign tickets to their guests using JumpForward while the ticket window is open. Additional changes after the ticket window closes will not be permitted. Family, friends, etc. must go to the Will Call table and present valid identification in order to be admitted.

Neither student-athletes nor the people designated to receive complimentary admissions may receive payment from any source for these admissions and may not exchange or assign the tickets for any value. Receipt of payment by either party is considered an extra benefit not available to the general student body and will render the student-athlete ineligible for participation in intercollegiate athletics.

STUDENT HOST

A student host may be provided a maximum of $40 each day of a prospect visit to cover the actual costs of entertaining the prospect (and the prospects relatives or legal guardians).

A student host may be provided with an additional $20 per day for each additional prospect he/she entertains.

The student host is prohibited from purchasing or offering a prospect alcoholic beverages during an official and/or unofficial visit.

Several students may host a prospect, but the institution may only provide one student with entertainment money. The other student host shall pay for his or her own entertainment and meals.

The institution, coach, or any booster may not provide a car for use by a prospect or student host.

A meal may be held for a prospect on an official visit at the home of an Athletic Department staff member, as long as it is not excessive in nature.

Entertainment on an official visit is limited to the prospect, the prospect’s relatives or legal guardians.

Each host will receive a written document outlining the applicable NCAA legislation. This document must be signed by the host indicating the host’s understanding and acceptance of applicable NCAA recruiting legislation.

ATHLETIC BOOSTERS

In accordance with NCAA rules and regulations, NKU is responsible for the control and conduct of its intercollegiate athletics program, including accountability for the acts of “athletic representatives.” An “athletic representative” is an individual who is a member of any of the various booster support groups, any individual who has
made financial contributions to intercollegiate athletics or athletic boosters support organizations, season ticket holder, or NKU alumni. Once an individual has been identified as an “athletic representative,” he or she retains that identity forever.

In your contact with athletic representatives, you should adhere to the following rules and regulations that are established by the NCAA. Any violation of these rules could result in loss of eligibility. As an example, athletic representatives are not permitted to provide you or your family/friends with any of the following:

- A special discount, payment arrangement, or credit on purchases or services
- A loan of money in any amount or cosigning for a loan
- The purchase of a meal or service at commercial establishments; more than an occasional meal at a representative’s home
- Transportation
- A benefit connection with off-campus housing
- Selling or giving you tickets to athletic, university or town events
- Posting bail bond or providing money/collateral to post bond
- The use of personal property
- Providing holiday or birthday cards or gifts

AGENTS/ADVISORS
Northern Kentucky University strongly discourages student-athletes and their families from speaking with agents/advisors on the telephone or having any in-person contact with an agent/advisor until the student-athlete has exhausted his or her eligibility.

The NCAA prohibits any oral or written agreement between a student-athlete and a professional team or agent before the student athlete’s eligibility expires. You are also prohibited from accepting anything from an agent or representative (including, but not limited to, money, goods, and services). The NCAA forbids a coach or staff member from representing and/or promoting an athlete, professional team, sports agent, or any other third party. If you retain an agent, you will lose your amateur status.

AMATEURISM
Only an amateur student-athlete is eligible for intercollegiate athletic participation in a particular sport. An individual loses amateur status and shall not be eligible for intercollegiate competition in a particular sport, if after initial enrollment in college, the individual:

- Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation
- Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received
- Receives, directly or indirectly, a salary, reimbursement or expenses or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA regulations
- Competes on any professional athletics team and knows (or had reason to know) that the team was a professional athletics team, even if no pay or reimbursement for expenses was received
- A student who accepts pay in any form for participation in “road racing” is ineligible for intercollegiate competition in cross country and track.

PROFESSIONAL TEAMS/DRAFT
Involvement with Professional Teams: A student-athlete may try out with a professional athletics team in a sport or permit a professional athletics team to conduct medical examinations at anytime outside the student-athlete’s playing and practice season. A student-athlete may receive actual and necessary expenses related to the tryout from a professional sports organization, provided the tryout does not exceed 48 hours. An individual may participate in practice sessions conducted by a professional team, provided such participation meets the requirements of NCAA legislation governing tryouts with professional athletics teams and the individual does not:
• Receive any compensation for participation in the practice session
• Enter into any contract or agreement with a professional team or sports organization
• Take part in any outside competition (games or scrimmages) as a representative of a professional team

An individual may participate individually or as a member of an amateur team against professional athletes. An individual shall not be eligible for intercollegiate athletics in a sport if, after initial enrollment in college, the individual ever participated on a team and knew (or had reason to know) that the team was a professional team in that sport. However, an individual may compete on a tennis, golf, or two-person sand volleyball team with persons who are competing for cash or a comparable prize, provided the individual does not receive payment of any kind for such participation. An individual may participate with a professional on a team, provided the professional is not being paid by a professional team or league to play as a member of that team (i.e. summer basketball league with teams composed of both professional and amateur athletes).

Professional Drafts: See compliance officer if you are interested in declaring for your sport’s draft. An individual may request information about professional market value without affecting his or her amateur status. Further, the individual, his or her legal guardians or the institution’s professional sports counseling panel may enter into negotiations with a professional sports organization without the loss of the individual’s amateur status. An individual who retains the services of an agent shall lose amateur status. Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representation by an agent under this rule, unless the lawyer also represents the student-athlete in negotiations for such a contract. A lawyer may not be present during the discussions of a contract offer with a professional sports organization or have any direct contact (i.e. in person, by telephone or by mail) with a professional sports organization on behalf of the student-athlete. A lawyer’s presence during such discussion is considered representation by an agent.

OUTSIDE COMPETITION

There are restrictions on outside competition during the academic year and summer. Check with your coach or the Compliance Office regarding rules specific to your sport.

TIME LIMITS

NCAA regulations permit you to participate in countable athletically related activities for no more than 4 hours each day and 20 hours each week during the declared playing season (in-season). You must also have one day off. A travel day may be counted as the required one day off if no countable activities take place (i.e., watch game film on the bus, etc.).

Outside of the playing season during the academic year (off-season), you may participate in required weight-training, conditioning, team activities and individual skill instruction. Your participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities (during certain parts of designated semesters) or individual skill workouts. Two days off are required outside of the playing season.

The following rules govern countable athletically related activities and weekly and daily time limitations:
• Any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by one or more of an institution’s coaching staff (including strength and conditioning coaches) must be counted within the weekly and daily limitation.
• Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities.
• Competition days are considered 3 hours for the purpose of this regulation,
• Skill Instruction. Participation by student-athletes in individual skill related instruction in sports other than football is permitted outside the institution’s declared playing season.
• Outside of the playing season, no countable athletically related activities may take place during the week prior and the week of final exams.

Coaching staffs are required to document time spent on these activities so as to maintain compliance with these regulations.

If you, at any time, have a question or concern regarding the amount of time you and/or your teammates are spending on these countable activities, please consult either your coach or an athletics administrator.

It is our duty to confirm that all regulations governing your time are being followed, and we appreciate your input and assistance.
GO NORSE FUND

What is the Go Norse Fund?
The Go Norse Fund is dedicated to fundraising for NKU Athletics, and it helps to provide scholarships and funding to our student-athletes and their sports teams.

Why is fundraising necessary?
The mission of the Go Norse Fund is to provide you, our student-athletes, with the best experience possible. Raising money is one way that we can help to give you this experience, and help to fuel your success as a student-athlete. If you are interested in fundraising for your team, the NCAA requires that you fill out paperwork and take other steps necessary to coordinate a fundraiser. So make sure that you talk to your head coach before starting anything! At least three weeks prior to your fundraiser, plan with your coach and complete the Fundraiser Approval Form. The Go Norse Fund needs this form before your event can be cleared!

What impact does the money that is raised make?
All of the money that the Go Norse Fund raises has an impact on your student-athlete experience. Some specific examples include:

- Scholarships
- Academic Support (supplies for the academic labs)
- Team Travel (planes, hotels, meals)
- Sports Equipment
- Facility Enhancement
- Recruiting

Who joins the Go Norse Fund?
NKU has many supporters who want to see you succeed as a student-athlete! Parents, family members, athletic alumni, community members, and businesses are all examples of those who give to the Go Norse Fund to support YOU! Our alumni are very important to us, and one day you will be an alumnus of NKU Athletics as well. We encourage you to stay connected to NKU Athletics even after you graduate!

Why should I care?
You are the reason that people give to our sports programs in the ways mentioned above! Those who support the Go Norse Fund want to see you succeed and they want to stay updated on how you are doing as a student-athlete at NKU. For this reason, we facilitate the process of keeping them connected to you through events and programs like:

- Thank-a-thons: student-athletes, like you, make calls to our donors thanking them for their support
- Hand-written thank you notes: yes, we know it’s snail mail, but notes like this are more personal!
- Speaking engagements: we may ask you to speak for classes or other community events about your experience as a student-athlete here
- Special events: helping at events like the Go Norse Fund Golf Outing or the Women’s Walk are a way fun way for you to interact with our donors! Plus, these two events directly impact your scholarship funds!

The Go Norse Fund exists to fuel champions both in the classroom and on the court! We want to see you succeed, and everything we do has a purpose of ensuring that you have the best experience possible during your time as a student-athlete at NKU.

GoNorseFund.com

STUDENT-ATHLETE FINANCIAL AID

NKU awards athletic financial aid in accordance with NCAA and University regulations. A grant-in-aid is awarded and renewable on a year-by-year basis. Renewal and non-renewal notices will be provided to each student-athlete prior to July 1. Renewal awards must be signed by the student-athlete (Note: a parent’s signature is required if the student-athlete is a minor) and returned to the Athletic Department no later than the first day of fall classes.
Grant-in-aid amounts may be reduced immediately or canceled during the term of the award if the student-athlete becomes ineligible for intercollegiate competition (e.g., dropping below full time status of 12 hours; providing false information; engaging in serious misconduct that brings disciplinary action from NKU; or voluntarily withdrawing from the sport for personal reasons).

Grant-in-aid amounts must be reduced or canceled if the student-athlete signs a professional contract for the sport; accepts money for playing in an athletic contest which exceeds the cost of a full grant; agrees to be represented by an agent; or receives other aid that applies to his/her individual limits.

Student-athletes may be eligible for federal, state, and institutional financial aid, and can apply for non-athletic financial assistance through the Student Financial Assistance Office. All financial aid from any outside source must be reported to the Student Financial Assistance Office to verify whether the aid may be accepted by the student-athlete in accordance with NCAA regulations.

**ATHLETIC BOOK SCHOLARSHIPS**

All student-athletes receiving book scholarships must obtain their textbooks from the NKU Bookstore. Should your textbook not be available and the NKU Bookstore is unable to order the textbook, you should contact your Academic Advisor. Textbooks will be ordered according to your course schedule two weeks prior to the beginning of classes. The NKU Bookstore will pull your textbooks and you will pick them up and sign for them. If for any reason you need to return or exchange textbooks or special supplies, you must contact your academic advisor so that any schedule change can be communicated to the NKU Bookstore.

Should your course require special supplies in addition or in lieu of a textbook, you must provide a copy of your course syllabus that shows the supplies are required to the Associate AD for Compliance, who will request the supplies from the NKU Bookstore. If the NKU Bookstore does not carry the required supplies, you will need to purchase the items and bring the receipt, along with documentation showing the materials are required, to the Associate AD for Compliance for reimbursement.

**ACADEMIC EXCELLENCE**

**STUDENT-ATHLETE RESPONSIBILITY**

As a student-athlete you are neither exclusively a student nor are you exclusively an athlete. It is your responsibility to communicate with your professors early and often regarding athletic travel and competitions. Professors are not required to accommodate every absence; you must discuss your athletic schedule demands with your professor to ensure accommodations will be possible. Athletic practices are never a reason to be late or to miss a class. Read your syllabi closely and follow your professors’ instructions. Check your Blackboard and NKU email daily. If you are traveling or missing a class due to competition plan to submit work or take tests/quizzes early. Do not wait until the last minute! As a student-athlete, you must realize that participation in intercollegiate athletics is a privilege, not a right.

It is your responsibility to:

1. Attend class regularly.
2. Complete all class assignments and projects on a timely basis.
3. Prepare for class where preparation is required.
4. Take adequate notes during lectures.
5. Make sure to get notes from a classmate or professor if you miss a class.
6. Set aside adequate study time for quizzes, tests and exams.
7. Arrange to make up any quizzes, tests or exams missed due to team competition or other mandatory athletic functions.
8. Always put forth your best effort.
CLASS ATTENDANCE POLICY

Class attendance and participation are essential to NKU’s educational process. For student-athletes, class attendance is even more critical because of days that might be missed due to athletic competition; therefore, student-athletes will attend all classes, exhibit appropriate behavior, and complete all assignments on time. Coaches must create competition schedules that provide ample opportunities for student-athletes to compete, while minimizing the amount of class days the student-athletes will miss.

At the beginning of each semester, student-athletes are responsible for notifying their instructors of their competition schedule and the classes they will miss. Athletics academic advisors will provide student-athletes with a letter that includes potential missed class dates. Student-athletes must give the letter to each instructor and work with the instructor to make up any missed assignments or exams. Student-athletes are responsible for notifying professors of any changes to the competition schedule that result in changes to the travel letter. Please be aware that professors may modify grades if students miss more than a specified number of classes, including those missed for competition. It is the responsibility of student-athletes to read the syllabus and to know whether a class attendance policy exists.

ACADEMIC ADVISOR MEETINGS

All student-athletes who have declared a major must meet with their academic advisor within their declared college/unit each semester. All student-athletes who are University Studies must meet with an advisor in the Athletic Department. Student-athletes who are undeclared within an academic unit (e.g. undeclared Business, undeclared Arts and Sciences, etc.) must meet with an advisor in their respective college each semester during registration and have academic advising holds removed (a different hold than the athletic hold).

Once student-athletes have met with their academic advisor on campus, they should review their next semester schedule with an Athletic Academic Advisor.

STUDY TABLE

Study Table hours only count if monitored by athletics academics. Study Table monitors sign students in and out. Student-athlete is expected to come prepared or hours will not count (planner, textbooks, binders).

• Location: BB&T Academic Lab and Albright Health Center, Room 233
• What will count toward Study Table hours:
  • Tutoring: If Athletics tutor, based on Tutoring Report forms; if campus tutors, TutorTracs report. Student-athlete needs to turn in TutorTrac record to athletics advisor.
  • Learning Specialist meetings
  • Study Tables on the road: run/confirmed by coaches.
• What does not count:
  • Studying at home.
  • Time in labs (art labs, science labs, etc.) unless there is a way of confirming the time with a report.
  • Hours in the academic labs that are not monitored.

Study Table Requirements

Freshmen
• 4 hours per week during first semester (unless considered academically At-Risk).
• Meet with Athletics Academic Support (AAS) Advisor at beginning of first semester + 1-2 more times during first semester (advisors can use study table time to touch base with freshmen).
• GPA of 3.0 or higher in semester 1, exempt from study table in semester 2.

Returning Student-Athletes
• Cumulative GPA of 2.25-2.5:
  o 4 hours of study table for a minimum of 1 semester, and then until GPA is above a 2.5.
  o Meet with Learning Specialist or AAS Advisor weekly.
• Cumulative GPA of below 2.25:
- 6 hours of study table for a minimum of 1 semester, and then until GPA is above a 2.5.
- Meet with Learning Specialist or AAS Advisor weekly.

Semester GPA of below 2.25 with a cumulative GPA above a 2.5:
- 4 hours of study table.
- Meet with Learning Specialist or AAS Advisor weekly.

Transfers (4-year and 2-year): based on GPA at former college/university; TBD by AAS Advisor of that team.

**Consequences for Missed Time**

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| -SA makes up hours the following week.  
-Warning to SA, copy coach and sport administrator on it. | -SA makes up hours the following week.  
-SA meets with coach and AAS Advisor.  
-Sport administrator is made aware. | -SA makes up hours the following week.  
-SA meets with coach, AAS Advisor and sport administrator.  
-Let SA know the next time will be a suspension from competition. | -SA makes up hours the following week during team’s practice time.  
-Meet with coach, AAS Advisor, sport administrator and AD.  
-Suspended from next competition. |

**Illness/Injury/Family Emergency**

If something comes up that will prevent student-athletes from attending study table – serious illness, family emergency, etc. – they should contact their advisor as soon as possible to make arrangements to make up hours at a future date.

*Coaches can have a stricter policy than the departmental policy which can be monitored by the academics staff or the coaching staff of that program.

**ATHLETIC HOLDS**

Each student-athlete will have an athletic hold placed on her/his account to ensure the student does not drop below full-time enrollment. In order to drop or withdraw from a course a student athlete must speak with his/her coach and Academic Advisor. Dropping below full-time will almost always result in ineligibility.

An instructor may initiate a drop for any student who does not attend classes during the first week of class. During the first three weeks of the course, a course can be dropped and will not be shown on the student’s transcript. From the fourth week through the tenth week, official course withdrawals will be issued a grade of W. The W will appear on the transcript but will not be computed in the GPA. Course withdrawals after the tenth week will not usually be allowed.

Students officially dropping from all courses on or before the last day to register are eligible for 100% adjustment of assessed tuition. Students officially withdrawing from all courses after the last day to drop a course without a grade appearing on the student’s record are eligible for a 50% adjustment of assessed tuition. Scholarship student-athletes may be responsible for any charges incurred by dropping classes after the deadline for 100% tuition adjustment.

**Athletic registration holds will NOT be removed until a student-athlete meets with their assigned athletic advisor.**

**ACADEMIC ELIGIBILITY FOR COMPETITION**

**Enrolled Full-Time - This means enrolled in at least 12 credit hours**

Exceptions exist for the final semester before graduation, but must be approved in writing by the Office of the Registrar before the semester in question. A student-athlete who drops below 12 credit hours is immediately ineligible for practice and competition. A student-athlete who competes while ineligible is ineligible thereafter unless reinstated by the NCAA.

**In Good Standing - This means not on academic warning/probation/suspension**

*Only NKU work is included in determining good standing. In addition to NKU good standing requirements, the student-athlete must meet NCAA and Horizon League academic requirements. All student-athletes must maintain...*
a cumulative grade point average of a 2.0 at all times. Only students who have enrolled and completed less than 16 credits in their first semester will be excused from the 2.0 standard. These students must earn a 1.667 cumulative GPA or higher.

**Making Satisfactory Progress toward a Bachelor’s Degree**

- *After Freshman Year (academically)*
  - Pass 24 credits before fall of sophomore year; 18 of those need to be earned during the fall and spring.
  - Can use up to 6 credits of below-100 level courses to achieve this; only during freshman year.

- *After Sophomore Year*
  - Must have a major and secondary area of focus declared.
  - Meet 40% of degree before fall of junior year.

- *After Junior Year*
  - Meet 60% of degree before fall of senior year.

- *After Senior Year*
  - Meet 80% of degree before fall of fifth year.

- *Every year, student-athletes need to pass 6 hours toward their degree in the fall to be eligible in the spring, and pass 18 hours the previous two fall/spring terms to be eligible the next term.*

**Declaring a Major**

Prior to your fifth semester in college (including transfer work), you must be in a declared four-year major. The major must be declared on the appropriate form in the Registrar’s Office.

**CHEATING & PLAGIARISM**

Standards of Academic Conduct and Integrity and Consequences for Their Violation

1. A student at Northern Kentucky University shall not:
   a. Engage in any conduct involving academic deceit, dishonesty, or misrepresentation.
   b. Give, receive, or use unauthorized or prohibited information, resources, or assistance on an examination, assignment, or graduation requirement.
   c. Commit plagiarism (e.g., representing another’s work, in whole or in part, as one’s own) on any examination, assignment or graduation requirement (including those involving use of the web, internet or other electronic resources).
   d. Write, take, research, develop, prepare, or create an examination, assignment, or graduation requirement for another student, in whole or in part.
   e. Submit an examination, assignment, or graduation requirement written, taken, researched, developed, prepared, or created by another person, in whole or in part.
   f. Submit an examination, assignment, or graduation requirement that the student has or will submit for credit in another course, without express approval from the professors in each of the courses.
   g. Prevent or interfere with the use by other students of any library, laboratory, studio, field, or other course-related resource; or
   h. Damage or impair any library, laboratory, studio, field, or other course-related resources or another student’s completed assignments.

NOTE: These prohibitions shall not preclude a professor or department from assigning team projects, cooperative efforts, and other similar activities in a course or for a graduation requirement and are subject to modification in order to adhere to the NKU Policy on Accommodations for Students With Disabilities.

2. A student who violates one of the above provisions will be identified to the Department Chair, Academic Dean, and Dean of Students. The student may also be subject to one or more of the following consequences:
   a. For the first violation, any one or a combination of the following:
      i. Faculty imposed sanction(s) as outlined in the course syllabus;
ii. An oral admonition or reprimand;
iii. A written admonition or reprimand;
iv. A reduction in the grade or a grade of “F” in the course, examination, or assignment;
v. Expulsion from the course.
b. For multiple violations of the above provisions, where suspension or expulsion from the University may be warranted, the case will be referred to the Dean of Students Office.

STUDENT-ATHLETE DEVELOPMENT

Northern Kentucky University Athletic Department has made a commitment to the five areas of the NCAA CHAMPS/Life Skills program. Those five areas are:

1. **Commitment to Academic Excellence** - to support the academic progress of the student-athlete toward intellectual development and graduation.
2. **Commitment to Athletic Excellence** - to build philosophical foundations for the development of athletic programs that are broad-based, equitable, and dedicated to the well-being of the student-athlete.
3. **Commitment to Personal Development** - to support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, leadership, personal growth, and decision-making skills.
4. **Commitment to Career Development** - to encourage the student-athlete to develop and pursue career and life goals.
5. **Commitment to Service** - to engage the student-athlete in service to his or her campus and surrounding communities. Programming is offered to student-athletes, cheerleaders, and athletic training students throughout the academic year which corresponds to the five commitment areas.

SEMINARS

The Student-Athlete Development program sponsors or identifies seminars to address the student-athletes and coaching staffs during each academic year. Guest speakers are asked to address personal development and social issues.

SAAC

The Student-Athlete Advisory Committee (SAAC) is composed of at least two student-athlete representatives from every team, including cheerleading and athletic training. The SAAC meets every month and provides a forum for team representatives to voice their concerns on a wide range of issues that are important to the student-athlete population.

Through their participation, SAAC members are afforded many responsibilities and opportunities, such as:

- Promote communication between athletics administration and student-athletes
- Provide a voice for student-athletes
- Encourage participation in community projects and campus organizations
- Promote special events for student-athletes
- Communicate information to teammates
- Participate in opportunities to enhance leadership skills
- Promote a positive student-athlete image

CAREER DEVELOPMENT

Career Services, located in University Center 225, offers an integrated program of career services, including career planning, cooperative education, and career employment. Services are available without charge to the students and alumni of Northern Kentucky University. For further information, visit the Center, or phone 572-5680.

**Career Planning** - Individual career counseling and career-planning workshops and programs assist students in exploring career options and in making appropriate career decisions based on individual skills, interests, and needs. The CDC offers Career Planning (CEP 101), a 2-semester-hour course designed to help students develop
and implement career goals. Available in CDC is a comprehensive career source library, which provides information on career field, employment trends, and job search skills and techniques.

**Career Employment** - The Career Development Center assists graduating students in finding career employment by offering instruction in job search skills and techniques and by facilitating contact between graduating students and employers. The CDC also provides resources to assist job seekers, including corporate literature, directories of employers, and videotapes on interviewing and resume writing. To participate in these services, students are required to attend a Senior Orientation Seminar at the beginning of the Fall semester.

**COMMUNITY SERVICE**

Student-athletes, coaches, and athletic department staff volunteer hundreds of hours each academic year to the Northern Kentucky area. Volunteer activities range from reading to local schools, speaking to groups on various topics, hosting sports clinics, engaging in letter writing campaigns, and mentoring young children.

**STUDENT LIFE**

The Office of Student Life serves as the coordinating office for the Northern Kentucky Leadership Institute; Activities Programming Board; Student Organizations; Fraternities and Sororities; Norse Force; Norse Leadership Society; and, “N3” - Norse News Network a weekly electronic newsletter delivered to all NKU students. Student Life provides a variety of co-curricular events each year, including lectures, concerts, educational programs and other opportunities for social interaction.

The Office of Student Life is located in Student Union 303. Their phone number is 572-6514. They can be found on the web at [http://studentlife.nku.edu](http://studentlife.nku.edu).

**ATHLETIC EXCELLENCE**

**END OF SEASON EVALUATIONS**

Each student-athlete will be asked to complete an evaluation at the end of their sport season. The evaluation is administered online and is anonymous. The results of the evaluations will be compiled and reviewed with each head coach and sport administrator. You are also welcome to request an in-person meeting with the Faculty Athletic Representative or the Associate AD for Compliance/SWA.

**MEDIA RELATIONS/INTERVIEWS**

Cooperating with the media is an important part of being a student-athlete at any university, and that is especially true here at NKU. As an emerging NCAA Division I program in an area that offers our local media the University of Cincinnati, Xavier University, the University of Kentucky, the Reds, Bengals and numerous high schools, it is imperative that our coaches and student-athletes establish good relations with the media.

For the most part, NKU coaches and student-athletes have been excellent with the media when given the chance to interview. Over the years, our programs have generated a great deal of media coverage with their successes on the court and field. Local, regional, and national media have taken notice of these teams, and the clippings are numerous.

Here are some pointers for dealing with members of the media.

1. **ALWAYS** be polite to members of the media. It isn’t that difficult. Regardless of how stupid the question is, or despite the fact that a reporter might not know anything about you or your particular sport, **BE NICE**. Use the opportunity to educate the interviewer about you and your sport. Members of the media remember those athletes who are courteous and usually come back for more interviews.

2. **DO NOT** give “yes” or “no” answers to questions. Most experienced members of the media know better than to ask something that can be answered with a “yes” or “no”, because it cannot be used in the newspapers, TV, or radio. Sometimes, however, they forget and ask something that you can easily say “yes” or “no” to. **Do them a favor and answer with a complete sentence.**

   Example:
   
   Reporter: “You played great today, didn’t you?” NKU student-athlete: “Yes.” **WRONG ANSWER**
   
   NKU student-athlete: “We played an outstanding team today, and I was just fortunate that….(elaborate on your performance in the game)…**RIGHT ANSWER**

3. **DO NOT** say things off-the-record to any reporter. There is no such thing as an off-the-record quote. Once you reveal something, there is a good chance it will be used and your name will be quoted. If a reporter is
pressuring you about a subject, and you do not wish to discuss it, just say something like “I really don’t know anything about it” or “I can’t talk about that.” Those types of answers should satisfy a reporter in most cases.

4. ALWAYS BE ON TIME for an interview. If a reporter has a 1 p.m. interview with you, please be there at 12:55 or earlier. When contacted by telephone for an interview, always return the call as soon as possible, even if it is to arrange a later time for the interview due to conflicts. DO NOT BE LATE OR INATTENTIVE TO MESSAGES. Members of the media are professionals working on tight deadlines, and will skip stories on you and your program(s) if they cannot reach the people they need in a timely fashion.

5. BE HONEST. It is very important that you tell the truth to the reporter. Members of the media do not like to be lied to. This may also harm your reputation as a student-athlete.

6. DO NOT talk negatively about game officials, opponents, or other teammates. Give your teammates credit when due.

7. NO SWEARING.

8. DRESS APPROPRIATELY. The media will understand the appearance after a game, but if it is not a game day, wear something appropriate (ex. Nice shirt or sweater with nice pants).

9. STAY CALM AND HAVE FUN. Current student-athletes are not permitted to speak to the media about prospective student-athletes. Student-athletes must follow the same rules as coaches/administrators in regards to comments on recruits. You may only confirm NKU is recruiting the student but you may not comment on his/her athletic ability or how the recruit will help the team. After the prospective student-athlete signs a National Letter of Intent or Offer of Athletics Financial Aid, then you may comment on a prospective student-athlete.

10. MIND YOUR SOCIAL MEDIA PRESENCE at all times. Countless stories are broken on the local and national level not through interviews and press releases, but through careless posts in social media by athletes at the college and professional levels. Always be mindful of your words in the social media landscape; they exist forever and are never as private as you think they are. For tips on how to control your message on Twitter, Facebook and other social media outlets, check out Tom Satkowiak’s “50 Twitter Tips for Division I Student-Athletes,” linked at http://nkunorse.com/socialtips.

FACULTY ATHLETICS REPRESENTATIVE

The Faculty Athletics Representative (FAR) is a member of the faculty, appointed by the President of the University to bridge academic and athletics interests and to serve as a liaison between the Athletic Department and faculty. In this capacity, the FAR works with the President and the Athletics Director to support a campus environment in which the athletics program is maintained as a vital component of the student body. Duties include the enhancement of academic integrity, institutional control, and student-athlete welfare. For the individual student-athlete, the FAR serves as an ombudsperson, whose door is open year-round for consultation on issues of concern.

ATHLETIC COUNCIL MEMBERS 2016-17

Voting Members (15)

Faculty (8) [7 with three-year terms, one with continuous term]
Dave Agard* ................................................................. Mathematics [6/16]
Augustine Frimpong-Mansoh ................................................ Philosophy [6/17]
Rudy Garns .......................................................................... Philosophy [6/17]
OPEN AS OF PUBLICATION .................................................................................................................. 6/15
Mary Kirk.................................................. Kinesiology, Health & Educational Foundations (Faculty Representative-continuous)
Diana McGill ................................................................. Chemistry [6/17]
Rachel Vogelpohl ................................................................. Athletic Training [6/19]
*Chairperson

Administration (3) [continuous terms]
Katie Herschede................................................................. Executive Assistant to the President
Russ Kerdolff ........................................................................ Comptroller
Allen Cole................................................................................ University Registrar

Alumni (1) [three-year term]
Steve Meier................................................................. ’76, Business Administration; ’80 Physical Education [6/16]
PHYSICAL AND MENTAL WELFARE

SPORTS MEDICINE

In order to properly utilize the Sports Medicine Services here at Northern Kentucky University it is necessary to understand certain policies and procedures.

The Sports Medicine staff at NKU is comprised of:

- Associate Athletic Director of Sports Medicine & Risk Management
- Associate Athletic Trainer
- Two Assistant Athletic Trainers
- Graduate Assistant Athletic Trainer
- Strength & Conditioning Coach
- Strength & Conditioning Graduate Assistant
- Team Orthopedic Surgeons
- Team Family Practitioner
- Athletic Training Students

Medical services are provided to all rostered student-athletes at Northern Kentucky University regardless of their competition status. If an athlete is practicing and/or competing in one of our intercollegiate programs, they will receive medical care through the Sports Medicine Staff. The student-athlete has a responsibility to notify the Sports Medicine staff of any and all injuries and/or illnesses prior to and during their participation.

It is the responsibility of the coach and the student-athlete to ensure notification to the Sports Medicine Staff of a possible injury/illness. It is the responsibility of the coach to hold the student-athlete from participation until they are medically cleared. The coach and staff athletic trainer also have the responsibility to prevent injuries/illnesses through proper coaching techniques, ensure that safe and appropriate equipment is being used properly, and facilities are safe and appropriate. The student-athlete accepts the risks involved in participation through a general signed statement in conjunction with their physical, but the coach needs to illustrate risks specific to their sport.

HIPAA

The Northern Kentucky University Sports Medicine Department complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The purpose of the act is to ensure health insurance portability, to reduce fraud and abuse, to require security for health information, and to enforce privacy standards for health information.

Student-athletes will be asked to sign an annual HIPAA authorization form for the sports medicine staff to receive or send medical records to medical providers.

PHYSICAL EXAMS

At the beginning of each academic year, all new student-athletes are required to have a physical performed by their family doctor prior to starting at NKU. But ALL student-athletes will be seen by NKU team physician(s) before participation may begin, including, but not limited to individual workouts. Student-athletes are required to have primary insurance prior to getting a physical.

All incoming freshmen and transfers will be REQUIRED to be seen by NKU team physician(s). The final decision on physical qualifications or reason for rejection from participation in university athletic events is the responsibility of the university’s Team Physician or Head Athletic Trainer.

INSURANCE COVERAGE

All student athletes must provide proof of medical insurance that includes coverage of injuries occurring during participation in intercollegiate athletics, prior to practice and/or participation and prior to attaining a physical.

Athletic accident insurance is provided by Northern Kentucky University for the benefit of our student-athletes. This coverage is offered on an “excess” basis only. Under the terms of the policy, this coverage is considered to
be secondary or in addition to all other valid and collectible medical insurance policies. Most notable would be parental insurance coverage through your place of employment under which the student-athlete is covered as an eligible dependent. In the event there is no medical insurance coverage, our provider has offered a plan to cover athletic events. If you need an application to purchase insurance for your son/daughter, contact the Sports Medicine Office at 859.572.5118.

The NCAA does not permit us or any college or university to provide coverage or pay the bills incurred for expenses related to illness or conditions which are not sustained as the direct result of an athletic accident in our intercollegiate athletic program.

If your primary medical insurance is a HMO or PPO and you will be out of your (or your parents) coverage plan it is recommended to see if your company offers a rider for out-of-area coverage. This addition to your policy will insure the best possible medical care for your son or daughter. Due to new regulations outlined in the Health Insurance Portability and Accountability Act (HIPAA), if your primary medical insurance requires a referral from a primary care physician (PCP) to see a specialist, it is your responsibility to have a referral sent to any specialist (such as NKU team physicians) you are required to see as a result of athletic participation.

All medical bills incurred as a result of an injury in the intercollegiate athletic program will be sent directly to your home address. In some cases, the athletic department may get a copy of the bill, but in no case will the athletic department be the primary place for the incurred bills to be sent.

Northern Kentucky University’s athletic insurance policy will NOT pay toward any of the following expenses:

1. Pre-existing injuries or conditions, or aggravation due to athletic participation are not covered benefits.
2. Off-season injuries, injuries incurred during the season that are not directly related to varsity competition or supervised practices (for example, injuries in P.E. classes, intramural sports, recreational activities, etc.), are not covered in accordance with NCAA regulations.
3. Refusal to pay by primary insurance due to an exemption for intercollegiate athletics participation.
4. Refusal to pay by primary insurance due to lack of proper referral paperwork.
5. Prescription medicines.
6. Expenses not directly related to restoring pre-injury status.
7. Late fees or similar charges incurred.*
8. Bills over 1 year old.

*Processing of claims by our athletic insurance carrier can take up to 3 weeks from the time your bill is submitted to the Sports Medicine department. In order to avoid late fees from medical providers, all bills must be received in the Sports Medicine office no later than 2 weeks after the posted date of the original bill. Parents or athletes will be responsible for any late fees incurred when the original bill was not received in the Sports Medicine office within this time period. Other similar charges that will not be covered include, but are not limited to, late fees incurred from the failure of the parent to provide additional information requested by Northern Kentucky University’s athletic insurance carrier.

In order to control medical costs, if medical procedures are necessary for NKU student-athletes, our team physicians and Sports Medicine Staff will perform them. If other medical personnel are to be utilized, NKU will not be financially responsible without the prior written referral from an authorized member of the Sports Medicine staff. Illnesses and injuries with previous histories of injury are not covered unless we have medical documentation to illustrate complete rehabilitation has occurred. Conditions existing prior to athletic participation are not covered under this policy.

**FAQ ON ATHLETIC INJURY INSURANCE COVERAGE**

**Q. What expenses can be paid by the Athletic Department?**

**A.** The Athletic Department can pay only those expenses incurred as the result of an athletic injury sustained during NCAA-sanctioned and staff-supervised practice or competition. This includes diagnostics, treatment, surgery, physical therapy, and follow-up by team physicians and pre-approved health care providers. (Pre-approved health care providers means approved in advance by a staff athletic trainer.)

**Q. When will NKU Athletics pay on bills?**

**A.** After your personal insurance has considered the claim, NKU will pay any balances due for the charges described above.
Q. Who will NKU Athletics pay?
A. We will make payment directly to the health care provider. You should make no personal payments to a health care provider for treatment of an athletic injury.

Q. What should I do if I receive a bill for medical services related to an athletic injury?
A. Forward the bill immediately to the Athletic Department Insurance Coordinator. We will either consider payment or request that the health care provider file a claim with your insurance company. In this way, you do not have to complete any paperwork.

Q. How will I know whether my insurance company made payment?
A. When your insurance company has made a decision regarding the bill, you will receive an Explanation of Medical Benefits (EOMB) form.

Q. What should I do with EOMB I receive?
A. If the charges are related to an athletic injury, we ask that you forward a copy of the EOMB to us. Athletics will then make payments on any balance due to the health care provider.

Q. What should I do if I receive a check with my Explanation of Benefits?
A. Since NKU Athletics cannot pay a bill until your insurance company has finished with the claim, you can assume that the health care providers involved have not been paid while the claim was pending with your insurance company. Therefore, if you receive a check, we ask that you call us immediately to discuss how payment to the provider will be handled. Some insurance companies will only make payments to you (the subscriber). Please keep in mind that you are only entitled to keep the funds if you have already made direct payment to the physician or if you will be forwarding payment or the check to the health care provider named on the Explanation of Benefits.

Q. What if I only have an HMO or PPO?
A. We ask that you provide the name and address of your primary care physician. Some HMO’s/PPO’s will waive the network requirement if the network physician provides a referral.

Q. What should my son/daughter do if he/she needs to see a physician other than a team physician while out of the area for an athletically related injury?
A. If it is an emergency, he/she should go to the nearest emergency room immediately and then contact a staff athletic trainer as soon as possible. If it is not an emergency, please contact a staff athletic trainer for pre-approval to see a physician in order for the Department of Athletic to be responsible.

Q. Why do I have to complete a new form every year?
A. Generally, your release signature is only good for one calendar year. Additionally, we expect that the information is subject to change. We need an annual confirmation of the insured status of each student-athlete before they can be cleared for competition.

Q. Whom should I call if I have a problem or questions?
A. If you ever have any questions or concerns or if you receive a check at home that you would like to discuss, please contact one of the Athletic Training Staff members.

REFERRALS
Northern Kentucky University’s Sports Medicine Staff will refer student athletes to other medical specialists. Referrals will only be eligible for NKU’s insurance policy if the athlete obtains prior authorization from the full time Sports Medicine staff.

SECOND OPINIONS
The athletic trainer refers the student-athlete to a NKU team physician or NKU appointed specialist. If the student-athlete chooses to have a second opinion, NKU will not cover the cost of the visit. If the student-athlete chooses to have further care given by the second opinion physician outside the NKU appointed physician, all medical expenses incurred including, but not limited to, deductible(s), physician fees, rehabilitation services and fees, hospital fees, diagnostic testing, and post-op care will be the responsibility of the student-athlete and parent(s)/guardian(s).

In the event a student-athlete chooses to have care given by a non-NKU appointed specialist all medical expenses incurred including, but not limited to, deductible(s), physician fees, rehabilitation services and fees, hospital fees,
diagnostic testing, and post-op care will be the responsibility of the student-athlete and parent(s)/guardian(s). Furthermore, the NKU team physicians shall have final authority with regard to all medical disqualifications, treatment, and medical hardships due to the NCAA guidelines.

**HEALTH, ALCOHOL, AND DRUG EDUCATION AND ASSISTANCE PROGRAM**

**Rationale**

The Northern Kentucky University Athletic Program is highly visible throughout the Greater Cincinnati and Northern Kentucky community. The student participants (all athletes, including red shirt players, athletic trainers, team managers and cheerleaders) who take part in its Intercollegiate Athletic Program represent the University locally and nationally through their endeavors. Because they have chosen a student activity that is so closely tied to the public’s view of the University and in many instances accepted financial aid based upon athletic participation, student participants and those who work closely with them have special responsibilities and obligations to uphold the level of moral and ethical standards expected within the University community.

The athletic department will require all student participants and athletic department staff to actively participate in an ongoing health, alcohol and drug education and assistance program. This program will run concurrently with their eligibility and/or employment. The goals of the health, alcohol and drug education and assistance program are:

1. To create an environment that promotes health, wellness and emotional assistance;
2. To assist athletic department staff members in recognizing the student participant that may have an existing health, alcohol and drug problem;
3. To educate the student participant on the danger inherent in the abuse of substances this may affect his/her mental and/or physical well-being;
4. To encourage frank discussions of the concerns student participants may have about the use of drugs;
5. To prevent through education any health, drug and alcohol abuse by NKU student participants;
6. To identify any student participant who may be using drugs and/or alcohol;
7. To insure that any chronic dependency is addressed and properly treated;
8. To provide a reasonable safeguard that all student participants are medically competent to participate in competition. The health, alcohol and drug education and assistance program is to provide help to a student participant who has a concern or problems with health, alcohol and/or drugs.

This program is intended to address potentially serious problems in a helpful, not punitive, way. It is designed to place student participants in communication with professionals who can help prevent small difficulties from growing and interfering with the educational process. In order to maximize the effectiveness of this program and insure that the intercollegiate athletic program is not compromised, and the safety of other members of the athletic program is not jeopardized, all members of the Northern Kentucky University athletic community will participate in this program.

While it emphasizes prevention and assistance, this program also sets out consequences relative to continued participation in intercollegiate athletics for those who violate university policies or civil laws regarding alcohol and drugs.

The programs and policies described in this document govern all athletes and staff of NKU’s athletic department. Stricter individual team rules and policies may supersede those in this document when agreed upon in writing by the Athletic administration.

All student participants are subject to the rules and regulations of NCAA. The NCAA Constitution 3.2.4.6 and Bylaws 14.1.4, and 30.5 deal specifically with drug testing issues. A copy of the NCAA Constitution and Bylaws is available and can be reviewed in the main Athletic office, BBT 133.

**Programs for Student Participants**

To be eligible to participate in the university’s athletic program, the “Consent for Participation in Health, Alcohol and Drug and Assistance Program” form must be signed. Forms signed before a student participant attains the age of 18 must be signed by a parent/guardian and must be signed again by the student participant immediately after his/her 18th birthday.

Subsequent refusal to cooperate in the administration of this policy and its procedures will result in a referral to the mental health professional for intervention (described below in Section II.B). Further refusal to cooperate will
result in dismissal from the student participant’s athletic program.

**Student Education Program**

At the beginning of the Fall academic semester, a presentation will be made to all student participants in the Athletic program at Northern Kentucky University to outline and review the department’s policies and program regarding health issues, drug and alcohol use and abuse, its purpose and implementation. A copy of the Health, Alcohol and Drug Education and Assistance Program Policy will be given to each student participant. Each student participant will be asked to: 1) sign a copy of the policy acknowledging receipt of a copy and understanding of the policy; 2) sign a statement authorizing the release of information and records only to the Athletic and University Administration1.

During the academic year, (Fall/Spring) there will be a variety of educational programs on health, alcohol/drug abuse, and wellness issues. The Associate Athletic Director for Sports Medicine & Risk Management will identify these programs and all athletic teams/coaches will be notified. Professional health, alcohol and drug educators, and counselors will conduct all educational programs. Topics to be included but not limited to, are: self-help, stress management, self-esteem, university and community health, alcohol and drug problems, anti-abuse motivation or other related topics.

1. All student participants will be mandated to attend at least two sessions per academic year. All freshmen and transfer students must attend the first session scheduled in the fall as one of the two required sessions.
2. Failure to attend sessions as required above may result in the non-renewal of Grant-in-Aid and/or dismissal from the athletic program.

**Student Assistance Program**

Assistance for the student participants with a problem or concern with health, alcohol or drugs will include an assessment by the mental health professional2 who will recommend appropriate treatment. The mental health professional will communicate assessment and progress to the Associate Athletic Director for Sports Medicine & Risk Management. The Associate Athletic Director for Sports Medicine & Risk Management will be responsible for informing the Athletic and University Administration, if appropriate, of problems and action taken in this regard.

1. Confidentiality: To maintain a level of confidentiality, the report of the mental health professional to the Athletic and University Administration will be limited to recommendations and compliance in the treatment. It will not include personal information learned through treatment sessions.
2. Insurance Coverage: The athletic program’s insurance policy is an “excess” policy. NKU’s insurance will be used only after the student participant’s insurance has dealt with the claim.
   a. If the student participant is cared for by a mental health professional approved by the Athletic and University Administration, NKU will submit to its insurance carrier bills incurred due to evaluation, screening and administering care to the student participant that are not covered by his/her primary insurance policy.
   b. If a student participant desires an outside referral, an approved licensed mental health professional will be agreed upon and the full financial burden, for any such professional service, will rest with the student participant.

**Voluntary Assistance**

Any student participant who comes forward with a health, alcohol and drug problem or concern will be referred to an approved licensed mental health professional. If the student participation selects a qualified mental health professional, other than the athletic department’s designated mental health professional, the student is responsible for the entire costs of his or her counseling. The mental health professional will recommend the student participant for the appropriate treatment plan, counseling, and will provide information pertaining to the athlete’s capability to participate with his/her respective team.

1 The Athletic Administration is defined to consist of the Athletic Director, Assistant Athletic Director/Head Athletic Trainer, Team Physician(s), Head Coach, and others on a need to know basis. The University 1 Administration is defined to be the University Athletic Council and the President’s cabinet.
2 A mental health professional is defined to be a state licensed mental health practitioner approved by NKU’s Athletic Administration.

**Mandated Intervention Policy**
A student participant will be referred to an approved mental health professional for mandatory assistance, hereafter referred to as an intervention, when any of the following occur:

1. The student participant fails a drug test for banned drugs, as defined by NCAA regulations, or refuses to comply with a required test. The list of such banned drugs is published in the NCAA Division I Manual which is available and can be reviewed in the main Athletic office, BOK 133;

2. The student participant’s behavior as reported by a reliable witness\(^3\), indicates that he/she may be abusing alcohol or drugs or experiencing other health related problems and thus endangering himself/herself, and/or the athletic program, or the university community;

3. The student participant seeks voluntary assistance with either such frequency or in such serious circumstances that the Athletic Administration must formally intervene to insure the safety of the student participant himself/herself, others in the program, or the program itself.

4. The student participant is involved in the sale or distribution of or the intent to sell or distribute drugs.

Failure to comply with a mandatory intervention will result in dismissal from his/her respective athletic program and the student participant’s Grant-in-Aid will be terminated at the end of the semester.

The procedures for arranging for treatment under a mandated intervention will be the same as those in Section II.B.1 above.

**Reinstatement and Continuation in Intercollegiate Athletics** Reinstatement to the student participant’s program and continuation of any Athletic Grant-in-Aid will depend on how often the student participant has required intervention. All drug and alcohol related violations are considered cumulative for the student participant’s career.

**DRUG TESTING POLICIES AND PROCEDURES**

The student-athlete submits to the NCAA drug testing policy by signing the drug testing consent form included with the NCAA forms that must be signed annually by the student-athlete. Failure to sign the NCAA drug testing form precludes the student-athlete from participating in intercollegiate athletic competition. The NCAA drug testing policy utilizes random drug testing procedures and may take place during the school year as well as upon qualification for NCAA championship competition. If a student-athlete is found in violation of the NCAA drug testing policy, the student-athlete may lose as much as a season of eligibility for a first offense. A second positive test may result in loss of eligibility in all sports.

\(^3\) A reliable witness includes, but is not limited to, any NKU faculty or staff member, health care provider, law enforcement officer, student and/or parent.

The Athletic Department has adopted and implemented a separate drug and alcohol policy that operates in conjunction with NCAA drug and alcohol policies. Prior to participating as a member of an NKU athletic team, the student-athlete is required to sign a drug and alcohol testing consent form. Refusal to sign this form precludes the student-athlete from participating in intercollegiate athletics. After having signed the consent form, the student-athlete may be required to undergo testing at any time pursuant to the policy and procedures of the health, alcohol and drug education assistance program. This testing may be random or due to reasonable suspicion of alcohol or drug use. Student-athletes who test positive for alcohol or drug use will be subject to suspension from athletic participation, permanent dismissal from their respective team, and/or forfeiture of any athletic grant-in-aid. The following is a partial list of banned substances that may be tested for under this policy: Amphetamines, barbiturates, benzodiazepines, cocaine, metabolites, marijuana metabolites, opiate metabolites, phencyclidine, and propoxyphene. In addition, a saliva test may be conducted for alcohol use by an authorized member of the Sports Medicine staff.

**NCAA Drug Free Sport**

The NCAA conducts year-round drug testing for all Division I programs. For institutions not sponsoring football, Drug Free Sport randomly will select institutions to be tested. **Student-athletes are subject to drug testing before, during or after their competitive season.**

Drug Free Sport randomly will select the team(s), and then randomly select the student-athletes for drug testing and provide the names of the selected student-athletes to the institution’s drug-testing site coordinator. The drug-testing site coordinator will notify the selected student-athletes. Selected student-athletes are required to sign the Out-of-Competition Student-Athlete Notification Form, acknowledging their selection for drug testing and will be present at the time and location designated by the drug-testing site coordinator. Student-athletes are drug tested through urinalysis and will be observed by a drug-testing crew member of the same gender. The length of the
collection process depends on the student-athlete’s ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving at the drug-testing station, the entire process is usually completed in less than 20 minutes. The student-athlete cannot be released from drug testing until an adequate specimen is provided, except to attend class. NCAA drug-testing protocol requires the specific gravity of each student-athlete’s urine sample be measured onsite prior to sending the sample to the lab. (Protocol 6.2.5.1) If the specimen is too dilute, the student-athlete will be required to remain in drug testing until an adequate specimen is collected. This could take several hours.

**NKU Drug Testing Program**

The NKU Athletic program will institute a confidential drug screening program. The primary purpose of this program is to identify student participants who through the use of alcohol, pharmaceutical products and illegal drugs, endanger the welfare of other students, themselves or the team.

A random selection will be performed monthly. In addition, a discretionary drug screening test of a student participant or athletic team based upon a reasonable suspicion of drug use or problem will be performed at the request of the Athletic Administration. If a team qualifies for a conference or NCAA tournament, the Athletic Administration may request a drug screening test be conducted before the team participates in the tournament.

The head coach will be notified by the sports medicine staff prior to their student-athlete being drug tested. All student participants shall be subject to urine testing as described herein and shall provide samples for such testing as requested by department staff pursuant to its published procedures. Dilute samples will not be accepted.

- If a sample is diluted, the student-athlete will be required to take a second drug test immediately. If the second test also is dilute it will automatically be considered a positive test.

Student athletes who are randomly selected will be escorted by an Athletic Department Representative to the Drug testing facility. The coaches of these athletes will be notified prior to the testing. These athletes will be removed after practice or between classes and escorted immediately to the facility.

Student athletes who are suspected of drug use or problem will be escorted by an Athletic Department Representative to the Drug testing facility. The coaches of these athletes will be notified prior to the testing. These athletes will be removed before or after practice and escorted immediately to the facility. These student athletes will be observed by an official at the Drug testing facility while providing their specimen.

Failure to comply with the drug testing procedures as described will result in a mandatory intervention

4 Dilute: Any test sample in which the results are skewed due to increase in water content of the urine

**Testing Procedure**

1. Appropriate urine and saliva specimens will be collected, under observation, from student participants for laboratory testing for the presence of prohibited substances (as defined in consent form).

2. Specimens may be collected when the mental health professional confirms that there is reasonable cause to believe that a student/athlete who has been referred by the athletic department is or has been adversely affected by prohibited substances. Specimens may also be collected by team, by portion of team, by random individual selection from a team, or all student participants, for re-testing as part of the assistance process, or by the NCAA.

3. Testing may occur during any periods of eligibility for conditioning, training, or competition. Re-testing shall be scheduled only after sufficient time has elapsed, as determined by the mental health professional, so that substances identified in prior tests have passed through the student participant’s system and will not be detected.

4. All testing will be conducted by a departmentally approved medical testing laboratory that has appropriate chain of custody procedures.

5. Any positive test result must be confirmed by one other analysis process on that specimen when practicable.

6. A testing consent and waiver must be signed by each student participant prior to each test.

7. All positive results from any drug screening will be brought to the attention of the student participant in a confidential, but direct manner. The Athletic and University Administration will receive the results of a positive test. The student participant will be entered into the Student Assistance program and will follow established intervention protocols, as described in the Mandatory Intervention Policy above.

**SALE AND DISTRIBUTION POLICY**

Any student participant involved with and subsequently found to be guilty, through NKU’s disciplinary process
and/or the judicial system, of the sale or distribution of or the intent to sell or distribute drugs will be dismissed from the Northern Kentucky University Athletic program.

**APPEALS**

A student participant referred for an intervention to the mental health professional in accordance with the Mandatory Intervention Policy (II.C above) may appeal the possible suspension or dismissal from the team, or non-renewal of Grant-in-Aid. The Director of Athletics will give notice in writing, of the student participant’s right to appeal. The student participant must appeal, in writing, to the Director of Athletics within seven days of notice.

For suspensions or dismissals, a Review Committee appointed by the Athletic Director and including the NCAA Faculty Athletics Representative, three voting members of the Athletic Council, two representatives of the Athletic program and one representative of Health, Counseling, and Testing Services office will review and decide whether circumstances warrant restoration of eligibility.

If the suspension or dismissal is upheld by the Review Committee, no further appeal within the intercollegiate athletic decision making structure is allowed. If the suspension or dismissal is overturned by the Review Committee, the student-athlete is then eligible to be re-instated by the Athletic Administration.

The student participant may appeal withdrawal of athletic Grant-in-Aid as guaranteed under NCAA Bylaw 15.3.2.4.

**TOBACCO USE**

NCAA Tobacco Policy: The NCAA has implemented the following policy concerning tobacco. The use of tobacco products by a student participant is prohibited during practice and competition. A student participant 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 also is prohibited.

**OTHER HEALTH RELATED ISSUES**

Body piercing and tattoos share health related risks with transmission of body fluids. In an attempt to promote your complete wellness all body-piercing jewelry is prohibited during practice and competition. Tattoos are strongly discouraged.

The health risks associated with sexually transmitted diseases are serious and possibly life threatening. Counseling and screening is offered through the Health, Counseling, and Testing Office at NKU as well as local County Health Departments. (For more information call 572-5650)

**Nutritional/Dietary Supplements**

Although dietary supplements are readily available over the counter they are not without risk. Many dietary supplements used by athletes contain banned drugs by the NCAA. A student participant currently using or considering the use of any supplement should check with the athletic training staff.

5 Positive Results: Sample containing banned substance confirmed by medical laboratory.

**Eating Disorders / Disordered Eating**

The Department of Athletics at the Northern Kentucky University supports the development of healthy and responsible lifestyles for NKU student-athletes, with the goal of long-term enrichment and enhancement of their lives. NKU also recognizes there are behaviors that threaten a healthy lifestyle including disordered eating. NKU knows that the origin of eating disorders reflect the interaction of biological, psychological, and sociological factors in the development of eating disorders. Due to the nature of college athletics, student-athletes in particular are at an increased risk of developing or sustaining patterns of disordered eating.

Depending on the extent of the disorder and the length of time the individual has engaged in such behaviors, the effects of disordered eating can range from mild to severe. Medically, there is a potential for serious consequences in every system of the body. Disordered eating can have short-term and long-term health consequences. Eating disorders are often associated with low self-esteem, obsessive thinking, and feelings of isolation. Psychologically, individuals with an eating disorder have an increased risk of depression and suicide. Recovery from eating disorders can be a difficult process that takes time. In general, the greater the duration and frequency of disordered eating, the longer it will take for recovery to occur. There is NOT substantial evidence linking thinness to superior performance. Body weight and composition is only one factor contributing to athletic performance.

See complete Eating Disorders Policy in Appendix

**Pregnancy**
If you become pregnant: If you, as an NKU student athlete become pregnant we want you to know we have a policy designed to help you. First, we encourage you to discuss your pregnancy and related health concerns with your personal physician, NKU’s team physician, or nurse at the Student Health Center. We also encourage you to tell your athletic trainer and coach as soon as you learn you are pregnant but you are not required to do so. You may also want to inform your partner, family members, and others close to you. If you see a healthcare provider, you should be aware that you are protected by confidentiality and the provider cannot inform anyone of your pregnancy without your permission. If you tell your athletic trainer, coach or athletic department representative, they must also keep this information confidential unless you give them permission to do otherwise. Pregnancy can be a challenging event for a student athlete and we want to protect while you consider your options. We suggest you do not withdraw from your sport before talking to someone.

What happens to my scholarship? If you are pregnant and you inform your athletic trainer and coach and you do NOT voluntarily withdraw from your sport, your scholarship will remain in place for the remainder of the granting year (academic year the grant was awarded). Your athletic trainer can help you discuss your situation with your coach and if necessary, with the Athletics Director.

In the event the student-athlete decides to return to school and her sport, after the delivery or termination of the pregnancy the grant-in-aid will be renewed in accordance with the Athletic Council Constitution, Bylaws and Policies, policy #7. (See your student-athlete handbook, Athletic Council Policies, for further information.)

If you voluntarily withdraw from your sport before informing your coach and athletic trainer of your pregnancy, your athletic grant-in-aid may be cancelled.

15.3.4.1(d) Reduction or Cancellation Permitted. Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award, if the recipient:

(d) Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient’s financial aid may not be awarded to another student-athlete in the term in which the aid was reduced or canceled.

What happens to my eligibility? If your eligibility is affected by a pregnancy, the NCAA will permit a member institution to grant an extension (See Bylaw 14.2.1.3 Pregnancy Exception) of the following bylaw:

14.2.1 Five-Year Rule A student-athlete shall complete his or her seasons of participation within five calendar years from the beginning of the semester in which the student-athlete first registered for a minimum full-time program of studies in a collegiate institution, with time spent in the armed services, on official religious missions or with recognized foreign aid services of the U.S government being excepted. For international students, service in the armed forces or an official religious mission of the student’s home country is considered equivalent to such service in the United States.

Depending on the circumstances, a student-athlete could be approved for a one-year extension of her five-year period of eligibility.

14.2.1.3 Pregnancy Exception. A member institution may approve a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.

Where do I go for help? Your athletic trainer or coach will refer you to counseling and healthcare providers outside the Athletics Department. Remember, your athletic trainers and coaches are obligated to keep your pregnancy confidential unless you specifically give them permission to share that information. If you, initially, choose not to tell your athletic trainer or coach, below is a list of resources to assist you. You can be seen for pregnancy testing, referral and counseling at the Student Health Center. Healthcare providers there can also help you discuss your pregnancy with your athletic trainer and coach if you choose to do so.

- NKU’s Health, Counseling and Prevention Services, University Center 300, 859-572-5650. The student-athlete will have access to a full-time nurse, pregnancy test, and counseled on her options.
- Dr. James Bilbo, NKU’s Athletics Department Team Physician- He can be contacted by calling 859-341-5600.

The following resources are available to assist and guide student-athletes:
1. Child Welfare Information Gateway- promotes the safety, permanency, and well-being of children and families by connecting child welfare, adoption and related professionals as well as concerned citizens to timely, essential information.
   http://www.childwelfare.gov
2. Maternal & Child Health Information/Maternal & Child Health Bureau
Can I continue to participate in my sport? If you are pregnant and want to continue to participate in your sport then you, your healthcare provider, the team physician, your coach, your athletic trainer, and the athletic department representative will form a committee to discuss if and how you can safely continue in your sport. Depending on your sport and with your healthcare provider’s approval, you may be able to participate until the 14th week of your pregnancy. If you choose to participate, you will receive information regarding the risks and benefits of athletic participation during pregnancy and your healthcare provider will discuss it with you. This includes, but not limited to: the effects of pregnancy on competitive ability, the effects of strenuous physical training and competition on both the pregnant student-athlete and the fetus, and the warning signs to terminate exercise while pregnant.

When you feel that you understand the issues involved in participating during pregnancy, you will be asked to sign a waiver and it will be added to your medical record. Your committee will monitor your health and academic progress during your pregnancy and can assist you in return to your sport if you decide to return.

If you decide not to tell your coach and/or your athletic trainer that you are pregnant, and decide to continue strenuous activity you are placing yourself, your fetus and your teammates in a precarious and potentially an unhealthy situation. It is in your best interest to notify your coach and athletic trainer immediately of your pregnancy to insure a safe and healthy environment for everyone.

What about medical insurance coverage? The NCAA states that a university is responsible for the medical care of the student-athlete when, the injury is directly related to supervised practice, conditioning or competition in the student-athlete’s sport. Since pregnancy is not directly related to intercollegiate athletics, all medical expenses from the pregnancy will be the responsibility of the student-athlete.

What if I am a male athlete whose partner becomes pregnant? While male student-athletes are not affected physically by pregnancy like female student athletes, they can have stress over the pregnancy and worry about their pregnant partner. Male student-athletes may question whether they are ready for fatherhood and the personal and financial obligations associated with pregnancy. We encourage you to discuss these issues with your partner, healthcare providers, coaches, athletic trainers and/or NKU administration representative.

As a male student-athlete dealing with a partner’s pregnancy you will be supported and your rights to privacy will be the same as it is for any other personal medical information. You can be referred to counseling and health care providers for support. A support team may be formed to help you with pregnancy and related issues of participation and academic progress.

What happens after I’m no longer pregnant? After delivery or termination of the pregnancy, the student-athlete will need time for recovery prior to returning to participation. The exact time for recovery will be assessed by the committee. A follow-up examination by the student-athlete’s health care provider is required to be on file prior to clearance to participation to her sport(s).

SEXUAL ASSAULT AND SEXUAL MISCONDUCT

Northern Kentucky University is committed to fostering a safe and inclusive educational and work environment
free from sexual misconduct, including sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, dating and intimate partner violence, relationship and domestic violence, stalking and gender-based bullying. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual’s ability to participate in or benefit from university educational programs or activities and employment.

The university fosters a safe and inclusive educational and work environment by providing educational and preventative programs regarding sexual or gender-based harassment; encouraging reporting of incidents and providing prompt and equitable methods of investigation and resolution; making available appropriate and timely services; remedying any harm, and preventing its recurrence. Violations of this policy may result in corrective action up to, and including, termination for faculty and staff, or sanctions up to and including expulsion for students, as determined by the university.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

If you are a student who believes you have been or are the victim of sexual harassment, including sexual assault, dating violence, domestic violence, stalking or other sexual misconduct, you may report such conduct or file a complaint under Title IX with the Deputy Title IX Coordinator in the Office of Student Conduct, Rights, and Advocacy at 859-572-5147 and/or the University Police at 859-572-7777.

Whether or not you choose to file a report, you should seek out support. There are two designated spaces on campus where you can speak confidentially:

- Norse Violence Prevention Center - Student Union 304     859-572-5865
- Health, Counseling & Student Wellness -University Center 440     859-572-5650

The full NKU Sexual Misconduct Policy can be obtained online at http://scra.nku.edu/Infostudents/Infostudents.html#misconduct.

**NCAA BANNED DRUGS**

The NCAA Banned Drug list can be viewed at www.ncaa.org > About Us > Health and Safety > Policy/Drugs/Insurance > NCAA Banned Drug List.

**ATHLETIC TRAINING ROOM POLICIES**

The Athletic Training Room is a medical care facility and should be treated accordingly.

1. No team bags or personal items are permitted in the Athletic Training Room. Leave them in the locker room before coming in for treatment.
2. No food, drink, or tobacco products are permitted in the Athletic Training Room.
3. Cleats are NOT permitted in the Athletic Training Room or the hallways outside of the Athletic Training Room.
4. Athletes are NOT permitted to remove any equipment, including hot packs or towels, from the Athletic Training Room.
5. Athletes must shower immediately prior to using the whirlpools and especially the Polar Plunge in the Bank of Kentucky Center.
6. Equipment in the Athletic Training Room may only be used as part of rehabilitation programs as determined by the Sports Medicine staff - Athletes are NOT permitted to use any of the equipment for general training or conditioning.
7. Student-athletes are NOT permitted to use telephones or computers within the Athletic Training Room without permission of a member of the Sports Medicine staff.
8. Pick-up after yourself - We are NOT your mother.

**CAMPUS RECREATION CENTER WEIGHT ROOM**

Student-athletes must adhere to the CRC weight room policies while using the facility.

Student-athletes using the CRC facility must present their student ID card for admittance. You may not be admitted to the facility for free- this is an extra benefit. If you are using the facility as a team, a coach must be present
during workouts.
Summer usage of the CRC is contingent upon being registered for summer classes. Students enrolled in summer classes may continue to use the health center free of charge. Students not enrolled in summer classes must pay the summer usage fee to use the facility.

THE BB&T ARENA WEIGHT ROOM

Strength and Conditioning Rules and Regulation:
1. Be on time. If you are late, you will be dealt with appropriately by the staff.
2. If you have a conflict, you must work something out with the staff. Don’t use your teammates or coaches as your personal messengers.
3. Proper training attire must be worn at all times. No headgear, sandals, or jewelry is allowed. Shoes must be worn at all time with laces tied.
4. This is the NORTHERN KENTUCKY UNIVERSITY weight room. No other college or universities gear is allowed. You will be asked to change, turn your shirt inside out or leave if you are not dressed properly.
5. Cell phones must be turned off in the weight room.
6. No food is allowed in the weight room. This includes gum.
7. Music is controlled by the staff. Music may be brought in and approved by the staff for play. No head phones are allowed in the weight room.
8. Rack all of your weights and put everything back where you got it from. No one is here to clean up after you.
9. Respect the staff and they will respect you. If you choose not to, be ready for the consequences.
10. Don’t enter if you are not ready to work. Have your mind ready to go. 100% effort during every workout is needed.

The Strength & Conditioning Room may only be utilized during the hours specified for each team or open hours.

UNIVERSITY SERVICES

AFRICAN-AMERICAN PROGRAMS AND SERVICES
Student Union 309
859-572-6684
Aaps.nku.edu
The Office of African American Programs and Services is responsible for designing and implementing services and cultural programs to promote a diverse campus and support the satisfaction and success of African American students and students from other ethnic minorities. The Office works with individual students, student organizations, faculty, and staff to meet the needs of these students.

CAREER DEVELOPMENT CENTER
University Center 225
859-572-5680
Fax: 859-572-6996
Careerservices.nku.edu
The Career Development Center offers an integrated program of career development services, including career counseling, career planning, Cooperative Education, employment assistance, and resume help. Most services are available free of charge to NKU students and NKU alumni. Assessment testing is offered for a fee to currently enrolled NKU students and NKU alumni. This department serves as the university liaison to many local corporations and organizations, including the on-site Fidelity Investments Customer Call Center. Cooperative Education (Co-Op), provides employment experiences that integrate classroom studies with paid, productive, real-life work experience in the related field. Through the NKU Co-op program, students can get the best of both worlds: a high quality academic degree and an impressive resume of practical work experience.
TESTING AND DISABILITY SERVICES
University Center 101
859-572-6373 Disability Services
Testing.nku.edu

NKU is an area leader in providing comprehensive programming and accommodation services to students with disabilities. Buildings and campus facilities are strategically located in a close geographical area providing easy accessibility for the disabled. A wide variety of disability services and support programs are available to students with special needs. Services and programs through the Office of Disability Services include: consultation for disability issues for faculty, staff, and students; disability verification; certification of reasonable academic accommodation for NKU; individual counseling and advising; advanced priority registration; disability education; interpreter service; liaison with outside agencies; Kurzweil 3000 and 1000 Reading Programs; and test proctoring. Students must register with the Office of Disability Services to receive academic accommodations at NKU. NKU also provides tutorial services, developmental classes, writing center, math lab, speech lab, and computer labs.

HEALTH, COUNSELING, AND STUDENT WELLNESS
University Center 440
859-572-5650
http://hcsw.nku.edu

Health, Counseling and Student Wellness provides a variety of preventive and acute care services to promote the physical and mental health of students. Registered nurses and nurse practitioners provide treatment for acute illnesses or injuries. Limited medications are available, as well as free testing for hearing, vision, diabetes, blood pressure, and pregnancy. Bi-monthly reproductive health clinics provide free pap exams, STI and HIV testing, and birth control options to students. Mental health professionals provide assessment, diagnosis and treatment for a variety of crisis, adjustment, relationship, and general mental health issues. Individual, group and couples treatment options are available. Health, Counseling and Student Wellness staff are also available for educational programming addressing mental and physical health needs of students. Faculty and staff are encouraged to consult with the staff regarding specific student needs. Student health insurance may be purchased through Health, Counseling, and Prevention Services.

INTERNATIONAL STUDENT AND SCHOLARS
University Center 405
859-572-6517
Fax: 859-572-6178
oiss@nku.edu
http://oiss.nku.edu

The Office of International Student Affairs (ISA) serves all nonimmigrant and permanent resident students attending the University. The ISA Office handles the admissions and testing of all visa types and permanent residents, and orientation for F1 students. In addition to recruitment and admissions the office staff offers support for international students, and guides them in their relations within and outside the University community so that they can successfully achieve their academic goals. The ISA office is the responsible office for F-1 related immigration advice and procedures and provides academic advising and retention support for new international students.

LATINO STUDENT AFFAIRS
Student Union 313
859-572-6013
Fax: 859-572-1576
http://latino.nku.edu

The Office of Latino Student Affairs coordinates academic, cultural and social activities with the Latino Student Union y Amigos, Literature and Language Department, African American Student Affairs, International Student Affairs and other organizations. The office also has a Mentor Program and a University 101 section for Latino students. It has developed strong partnerships with Latino organizations in Kentucky and Ohio. The Office of Latino Affairs serves as a consultant to businesses, K-12 educators and public service agencies, as a bilingual
resource for NKU, and coordinates the Latino Community Outreach Advisory Council.

**NORSE VIOLENCE PREVENTION**

Student Union 304  
859-572-5865  
Nvp.nku.edu

Mission: NVP promotes the vision of a violence free campus by engaging the NKU community in innovative prevention strategies and support-centered advocacy.

NVP vision: to mobilize every member of the NKU community to be a proactive part of the solution in reducing violence on campus through:

Values:  
Empowerment  
Social Justice  
Activism  
Community Engagement  
Authenticity  
Advocacy

**PARKING**

Welcome Center Parking Garage  
859-572-5505  
Fax: 859-572-6994  
parkingservices@nku.edu  
http://parking.nku.edu

All students who operate and park a motor vehicle on the Highland Heights campus must properly display a current parking permit on their vehicle, and must be parked in a designed parking space. Students who indicate a motor vehicle when registering for classes will be allowed to purchase a permit. The permit fee will be shown on the student’s invoice and will be paid along with other registration fees. The parking permit will be mailed to the student’s permanent mailing address within two weeks. Please ensure that your permanent address listed with the University is correct. If your parking permit is lost or stolen, you must report the loss or theft of the permit to the University Police Department immediately after becoming aware of the loss or theft. A replacement permit may be obtained for a fee of $20 in the Fall Semester or $10 after January 1.

**STUDENT FINANCIAL ASSISTANCE**

Lucas Administrative Center 301  
859-572-5143 or Toll Free 1-888-225-4499  
Fax: 859-572-6997  
ofa@nku.edu  
http://financialaid.nku.edu

The Office of Student Financial Assistance is committed to helping the many students who are finding it increasingly difficult to afford a college education without some financial help. Northern Kentucky University participates in a variety of programs designed to assist students in need of financial aid to meet tuition and living expenses. The Office of Student Financial Assistance is responsible for administering and coordinating these assistance programs.

**STUDENT SUCCESS CENTER**

University Center 120  
859-572-7527  
Fax: 859-572-5336  
sss@nku.edu  
http://success.nku.edu
Student Success Center, a federal TRIO program funded through the US Department of Education is designed to increase the academic performance, retention rates, and graduation rates of student participants. Annually, it serves over 230 students who demonstrate a need for academic support and meet program eligibility requirements (based on family income, first-generation college status, or disability). The Student Success Center offers academic advising, instructional classes, career/major counseling, personal support, super priority registration, technology access and training, academic support programs, Supplemental Instruction, financial aid counseling and assistance, mid-term progress reports, and social/cultural activities. Applications are available by contacting the office or visiting its website.

**APPENDIX A – CODE OF STUDENTS RIGHTS AND RESPONSIBILITIES**

The most recent copy of the Code of Student Rights and Responsibilities can be found on the NKU Dean of Students website at http://deanofstudent.nku.edu > Codes and Policies > Code of Student Rights and Responsibilities.

The Academic Policies and Procedures, Student Academic Grievance Process, and Student Honor Code: Cheating and Plagiarism sections have been provided for your reference.

**Academic Policies and Procedures:**

A. **The Classroom**
   The instructor is responsible for determining course content, course syllabus, choice of reading materials, type and size of assignments, and classroom attendance policies. Evaluation of academic achievement of students in a course is the responsibility of the professor. In order to maintain an atmosphere conducive to learning, the professor may take reasonable disciplinary measures judged appropriate to protect the learning environment.

B. **Freedom of Expression**
   The instructor has an obligation to encourage free discussion, inquiry, and expression. He/she may not evaluate student performance based on opinions (such as religious belief or political views) or conduct in matters unrelated to academic standards.

C. **Student Evaluations of Courses**
   Students have the opportunity, through a questionnaire available toward the end of each semester, to assess each course they are enrolled in. Data from these questionnaires, along with other data, are used by the professor in improving his/her teaching effectiveness, and by the University in making decisions on faculty promotion, tenure and salary. As part of these questionnaires, students are asked to make comments about the extent to which each course they are taking has been a significant learning experience. Students are expected to reflect thoughtfully and to make carefully written comments both about how their own actions have influenced their coursework and about the instruction they have experienced.

D. **Expectations of the Student**
   While students are free to take reasonable exception to data or views offered in any course of study and to reserve judgment about matters of opinion, they are responsible for learning the content of any course in which they are enrolled. Students have protection through procedures against prejudiced or capricious academic evaluation.

E. **Class Attendance**
   Classroom participation is essential to the educational process. When requirements of attendance are delineated in the syllabus, the instructor may lower a student’s final grade because of absences. Students are responsible for material disseminated in class and/or on-line and are not released from this responsibility because they cease to attend. It is the student’s responsibility to be aware of the calendar deadline for officially withdrawing from a course. If a student does not officially withdraw prior to this deadline, and fails to successfully complete the required course work, a failing grade will be recorded.

F. **Educational Environment Disruption Policy**
   If an instructor determines that a student is disrupting the learning environment, he/she shall address such behavior and meet with the student within five (5) working days from the date of the incident to discuss the behavior. If disruptions persist in spite of an instructor’s best efforts, the instructor may dismiss a student immediately from the classroom until a final resolution of the matter occurs through the process outlined in this section. Students who fail to leave the classroom may face removal by University Police, possible legal action, and charges under this Code. If an instructor determines that an unsafe situation occurs due to the actions, behavior, or written or verbal threats from a student, University Police shall be notified and the student shall be removed immediately. In such cases (or in cases of multiple disruptions), the student shall face interim...
suspension from the class or University until the discipline process is resolved.

Following any meeting between the instructor and a student for disruptive behavior, the instructor shall submit an incident report to the Department Chair, Dean of Students and the accused student describing the incident, the student’s behavior, and any action taken, including, but not limited to; a written warning, temporary removal from class, and permanent removal from class. This policy does not preclude the Dean of Students Office from adjudicating and sanctioning a student for violations. If the student is dissatisfied with the instructor’s decision, they may appeal the decision in writing to the Department Chair within five (5) working days after receipt of the instructor’s decision. The following process is used in all classroom-related disciplinary appeals:

**Grounds for Appeals**

An appeal must meet one or more of the following grounds to be considered:

1. A meeting was not afforded, including notice of the alleged violation, and an opportunity to present evidence and other information;
2. A sanction was not appropriate to the violation, and/or the sanctions were arbitrary or capricious;
3. A finding was not supported by evidence, and/or
4. Significant information is shown on appeal that was not available at the time of the meeting, could not have been obtained for the presentation during the meeting by the student’s exercise of reasonable diligence, and materially affects the finding of a violation or the impression of consequences

1. **First Appeal**
   The Department Chair or his/her designee shall meet with the student within five (5) working days after receipt of the appeal. The Department Chair will notify the student of his/her decision in writing within five (5) working days of the meeting with the student unless further investigation is necessary. The Department Chair will forward a copy of the written decision to the instructor and the Academic Dean (or his/her designee), the Dean of Students, and will retain a copy in the department files.

2. **Second Appeal**
   If the student is dissatisfied with the decision of the Department Chair, the student may appeal to the Academic Dean or his/her designee by submitting a written request of appeal within five (5) working days after receipt of the Department Chair’s decision. The Academic Dean or his/her designee’s decision will be based on the written appeal and related documents received from the student and the written decision and any related documents submitted by the Department Chair. If the appeal is based on new information that could reasonably change the outcome of the hearing or the imposed sanction, the Academic Dean may send the entire case back to the Department Chair for reconsideration. The Academic Dean or his/her designee will notify the student of his/her decision in writing within five (5) working days of receipt of the appeal. The Academic Dean or his/her designee will forward a copy of the decision to the Department Chair, the Dean of Students and the instructor. In classroom-related disciplinary appeals, the Academic Dean’s decision shall be final and binding. There shall be no further appeal.

**Student Academic Grievance Process**

When a student believes that an instructor has violated his/her rights in the classroom (e.g., failure to follow stated grading policy or other procedures and objectives as outlined in the syllabus, discrimination in evaluation of individual achievement, illegal discrimination or harassment) the student should adhere to the following procedure:

1. **Grievance Procedure**
   The student will discuss the matter with the course instructor within five (5) working days of the incident. If the student is unable to contact the instructor, he/she is to seek the aid of the Department Chair in contacting the instructor. The student will provide the instructor with a written statement that expresses his/her concern in very specific terms. The instructor will meet with the student to discuss the matter within five (5) working days after receipt of the written statement. The instructor will respond in writing to the student within five (5) working days following the meeting with the student. This written communication will also be forwarded to the appropriate Department Chair.

2. **Appeal Process**
   If the student disagrees with the instructor’s decision, he/she must submit a letter of appeal, based on the approved “grounds for appeal” to the Department Chair within five (5) working days after receipt of the instructor’s response.
Grounds for appeals

An appeal must meet one or more of the following grounds to be considered:

1. A meeting was not afforded, including notice of the alleged violation, and an opportunity to present evidence and other information;
2. A sanction was not appropriate to the violation, and/or the sanctions were arbitrary or capricious;
3. A finding was not supported by evidence, and/or
4. Significant information is shown on appeal that was not available at the time of the meeting, could not have been obtained for the presentation during the meeting by the student’s exercise of reasonable diligence, and materially affects the finding of a violation or the impression of consequences

1. First Appeal

The Department Chair or his/her designee shall meet with the student within five (5) working days after receipt of the appeal. The Department Chair will notify the student of his/her decision in writing within five (5) working days of the meeting with the student. The Department Chair will forward a copy of the written decision to the instructor, the Academic Dean (or his/her designee), the Dean of Students, and will retain a copy in the department files. In a case involving a graduate student, the Graduate Student Code of Conduct shall be followed.

2. Second Appeal

If the student is dissatisfied with the decision of the Department Chair, the student may appeal to the Academic Dean or his/her designee by submitting a written request of appeal within five (5) working days after receipt of the Department Chair’s decision. The Academic Dean or his/her designee’s decision will be based on the written appeal and related documents received from the student and the written decision and any related documents submitted by the Department Chair. If the appeal is based on new information that could reasonably change the outcome of the hearing or the imposed sanction, the Academic Dean may send the entire case back to the Department Chair for reconsideration. The Academic Dean or his/her designee will notify the student of his/her decision in writing within five (5) working days of receipt of the appeal. The Academic Dean or his/her designee will forward a copy of the decision to the Department Chair, the Dean of Students and the instructor.

3. Third Appeal

If the student is dissatisfied with the decision of the Academic Dean, the student may appeal to the College’s Academic Appeals Panel by submitting a written request of appeal in care of the Academic Dean within five (5) working days after receipt of the Academic Dean’s decision. Within five (5) days of receipt of the student’s written appeal, the Academic Dean will convene an Appeals Panel to consider the appeal. The College’s Academic Appeals Panel will consist of:

a. Two faculty members chosen by the Academic Dean at the beginning of the academic year. These choices will be made from a group comprised of one representative from, and chosen by, each department responsible to the Academic Dean.

b. One faculty member chosen by the Academic Dean from the college in which the appeal was initiated. Should this department already be represented on the panel, the Academic Dean will select the third faculty panel member from the original group of department representatives referenced above. The faculty member whose decision is in question may not sit on the panel. Other panel members will be excused when a conflict of interest exists.

c. Two students. These panel members, plus an alternate, will be chosen from the academic college by the Academic Dean at the beginning of the academic year. If these students are unavailable, the Dean will select two student panel members and an alternate student to serve on the committee. The student initiating the appeal may not sit on the panel. Student panel members will be excused when a conflict of interest exists.

The Academic Dean will convey to the appeals panel the entire file of the case. The College’s Academic Appeals Panel shall first determine if the student’s case meets any of the grounds for appeal. If the panel determines that the appeal does not meet any of the enumerated grounds of appeal, then the appeal will not be considered. The ruling of the Appeals Panel that the case lacks grounds for appeal is final. The Academic Panel will notify the Academic Dean of this finding. The Academic Dean or
his/her designee will forward a copy of the Appeals Panel’s decision to the student, Instructor, Department Chair, and the Dean of Students.

If the College’s Academic Appeals Panel determines that the case meets any of the grounds for appeal, the panel will proceed to a full hearing of the appeal. A full hearing may include collection of evidence by the College’s Academic Appeals Panel through research and interview. Insofar as possible, all persons directly involved in the appeal will cooperate by requests for information. Both the faculty member and the student have the right to engage the College’s Academic Appeals Panel. All information relevant to an appeal will be held in strict confidence during the appeal process and upon its conclusion. The College’s Academic Appeals Panel will provide a written report of its decision to the Academic Dean within five (5) working days of the formal hearing. The Academic Dean will send notification of the College’s Academic Appeals Panel’s decision to the student, the instructor, the Department Chair and the Dean of Students. In the student grievance process for academic appeals, the College’s Academic Appeals Panel’s decision shall be final and binding. There shall be no further appeal.

**Student Honor Code: Cheating & Plagiarism**

1. **Preamble**

   This Student Honor Code [the “Honor Code”] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements. The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code.

   NOTE: In a case involving a graduate student, the Graduate Student Honor Code and Graduate Student Appeals Policy shall be followed.

2. **Standards of Academic Conduct and Integrity and Consequences for Their Violation**

   1. A student at Northern Kentucky University shall not:

      a. Engage in any conduct involving academic deceit, dishonesty, or misrepresentation.

      b. Give, receive, or use unauthorized or prohibited information, resources, or assistance on an examination, assignment, or graduation requirement.

      c. Commit plagiarism (e.g., representing another’s work, in whole or in part, as one’s own) on any examination, assignment or graduation requirement (including those involving use of the web, internet or other electronic resources).

      d. Write, take, research, develop, prepare, or create an examination, assignment, or graduation requirement for another student, in whole or in part.

      e. Submit an examination, assignment, or graduation requirement written, taken, researched, developed, prepared, or created by another person, in whole or in part.

      f. Submit an examination, assignment, or graduation requirement that the student has or will submit for credit in another course, without express approval from the professors in each of the courses.

      g. Prevent or interfere with the use by other students of any library, laboratory, studio, field, or other course-related resource; or

      h. Damage or impair any library, laboratory, studio, field, or other course-related resources or another student’s completed assignments.

   NOTE: These prohibitions shall not preclude a professor or department from assigning team projects, cooperative efforts, and other similar activities in a course or for a graduation requirement and are subject to modification in order to adhere to the NKU Policy on Accommodations for Students With Disabilities.

   2. A student who violates one of the above provisions will be identified to the Department Chair, Academic Dean, and Dean of Students. The student may also be subject to one or more of the following consequences:
a. For the first violation, any one or a combination of the following:
   i. Faculty imposed sanction(s) as outlined in the course syllabus;
   ii. An oral admonition or reprimand;
   iii. A written admonition or reprimand;
   iv. A reduction in the grade or a grade of “F” in the course, examination, or assignment;
   v. Expulsion from the course.

b. For multiple violations of the above provisions, where suspension or expulsion from the University may be warranted, the case will be referred to the Dean of Students Office.

3. Academic Departmental Procedure
   A. A course instructor who has sufficient information to believe that a student has violated the Honor Code shall notify the student within five (5) working days from the date of discovery of the alleged violation unless extenuating circumstances apply. If grades must be turned in during the meantime, the instructor shall give the student a grade of incomplete.
   B. The instructor may take action as described in H.2. 2. and shall report the incident and sanctions in writing within five (5) working days to the student, the Department Chair or Program Director, and the Academic Dean or Vice Provost. An instructor is not required to report the incident or take any action if, in his/her professional judgment, the student’s conduct should be dealt with outside the Honor Code as an academic or administrative matter, and the conduct is so dealt with promptly.
   C. If the student disagrees with the instructor’s decision, the student may appeal in writing to the Department Chair or if no Departmental Chair exists, to the Program Director within five (5) working days of receipt of the decision of the instructor. If the appeal is not requested in the time allotted, the instructor’s action shall be final and binding. If the student’s written appeal is received by the Department Chair or Program Director within five (5) working days of receipt of the instructor’s decision, the Department Chair or Program Director will meet with the student within five (5) working days of receipt of the appeal. The Department Chair or Program Director will notify the student of his/her decision in writing within five (5) working days of the meeting. The Department Chair or Program Director will forward a copy of the written decision to the instructor, the Academic Dean (or his/her designee), the Dean of Students and will retain a copy in the department files.
   D. If the student is dissatisfied with the decision of the Department Chair or Program Director, the student may appeal to the Academic Dean, or if no Academic Dean exists to the Vice Provost for Academic Affairs or his/her designee by submitting a written request of appeal within five (5) working days after receipt of the Department Chair’s or Program Director’s decision. The Academic Dean or Vice Provost or his/her designee will notify the student of his/her decision in writing within five (5) working days of receipt of the appeal. The Academic Dean or Vice Provost or his/her designee will forward a copy of the decision to the Department Chair or Program Director, the Dean of Students and the instructor.
   E. If the student is dissatisfied with the decision of the Academic Dean or Vice Provost, the student may appeal to the Academic Appeals Panel by submitting a written request of appeal in care of the Academic Dean or Vice Provost within five (5) working days after receipt of the Academic Dean’s or Vice Provost’s decision. Within five (5) days of receipt of the student’s written appeal, the Academic Dean or Vice Provost will convene an Appeals Panel to consider the appeal.

The Appeals Panel will consist of:
   a. Two faculty members chosen by the Academic Dean or Vice Provost at the beginning of the academic year. These choices will be made from a group comprised of one representative from, and chosen by, each department responsible to the Academic Dean or Vice Provost.
   b. One faculty member chosen by the Academic Dean from the college or Vice Provost from the program in which the appeal was initiated. Should this department or program already be represented on the panel, the Academic Dean or Vice Provost will select the third faculty panel member from the original group of department or program representatives referenced above. The faculty member whose decision is in question may not sit on the panel. Other panel members will be excused when a conflict of interest exists.
   c. Two students. These panel members plus an alternate will be chosen from the academic college by the Academic Dean or Vice Provost from the department or program at the beginning of the academic year.
If these students are unavailable, the Academic Dean or Vice Provost will select two student panel members and an alternate student to serve on the committee. The student initiating the appeal may not sit on the panel. Student panel members will be excused when a conflict of interest exists.

The Academic Dean or Vice Provost will convey to the Academic Appeals Panel the entire file of the case. If the Academic Appeals Panel determines that the case meets any of the grounds for appeal, the panel will proceed to a full hearing of the appeal within a reasonable time period (not to exceed 20 working days). A full hearing may include collection of evidence by the Appeals Panel through research and interview. Insofar as possible, all persons directly involved in the appeal will cooperate by honoring the panel’s requests for information. Both the faculty member and the student have the right to engage the Appeals Panel. All information relevant to an appeal will be held in strict confidence during the appeal process and upon its conclusion. The Appeals Panel will provide a written report of its decision to the Academic Dean or Vice Provost within five (5) working days of the formal hearing. The Academic Dean or Vice Provost will send notification of the Appeals Panel’s decision to the student, the instructor, the Department Chair or Program Director and the Dean of Students.

F. Except in cases of suspension or expulsion, the Academic Appeals Panel’s decision shall be final and binding. There shall be no further appeal. In cases of suspension or expulsion, the student may decide to accept responsibility for the violation(s) but wish to appeal the sanction of suspension or expulsion. In such cases, the student may avoid meeting with the Academic Appeals Panel and file an appeal to the Vice President for Academic Affairs/Provost limited to the question of suspension or expulsion.

G. An appeal to the Vice President for Academic Affairs/Provost limited to the question of suspension or expulsion must be in writing and must be submitted within ten (10) working days of the student’s receipt of the decision of the Appeals Panel. The Academic Dean or Vice Provost will forward the entire file to the Provost’s office at the time the appeal is made. The Provost will review the appeal within ten (10) working days of receipt of the file, and determine whether to uphold the recommended sanction or to recommend a lesser sanction. The Provost will notify the student, Academic Dean or Vice Provost and Dean of Students of his/her decision in writing.

H. If the student disagrees with the decision of the Vice President for Academic Affairs/Provost, he/she may appeal to the Board of Regents by submitting a written statement of appeal to the Academic Dean office within ten (10) working days after receipt of the Vice President for Academic Affairs/Provost’s decision. The Board will review the file and determine whether to approve, reject, or modify an earlier decision or the consequences recommended or imposed. The decision of the Board of Regents will be final and the sanction(s) imposed will stand. The Board will inform the Academic Dean or Vice Provost of their decision in writing, and provide these findings and sanctions to the student in writing within ten (10) working days following the Board of Regents Meeting. The Academic Dean or Vice Provost shall implement the decision of the Board.

APPENDIX B – ATHLETIC DEPARTMENT WAIVERS AND APPEALS

A. Waivers of Athletic Council Policies for Student-Athletes
   1. Student-athletes may petition the Athletic Council for a waiver of any Athletic Council policy affecting their eligibility to participate in intercollegiate athletics.
   2. Student-athletes shall petition in writing, stating the reason for the request. The petition shall be sent to the Athletic Council Chair.
   3. Upon receipt of a petition the Athletic Council Chair shall call an Executive Committee meeting to examine the reasons for petition.
   4. The Chairperson of the Athletic Council may invite the student-athlete to appear in person in order to gain additional information.
   5. The Executive Committee shall make a judgment upon the student request, and the decision of the Executive Committee is final. The final decision shall be communicated in writing to those affected.

B. Reduction or Non-Renewal of Athletics Aid
   1. A student-athlete should consult with his or her respective head coach so that he or she understands the team’s athletic aid and academic eligibility criteria.
   2. If a student-athlete is academically ineligible at the end of a semester, his or her athletic aid may be removed.
3. Each student-athlete receiving athletics aid the previous academic year and who has eligibility remaining will be notified in writing on or before July 1 whether the athletic aid has been renewed or not renewed for the ensuing academic year.

4. If a student-athlete’s athletics aid is not renewed and the student-athlete feels that the non-renewal is unfair or unjustified, the student-athlete has a right to request a hearing. To make this request, the student-athlete should contact the Director of the Office of Student Financial Assistance.

C. Appeals Regarding Other Intercollegiate Athletics Issues

Procedures for appeals of matters pertaining to the renewal of financial aid or to the Department of Intercollegiate Athletics Health, Alcohol and Drug Education & Assistance Program are prescribed in other Northern Kentucky University Athletics program policies.

Coaches are expected to provide the opportunity and time for a student-athlete to discuss a coach’s decision that affects a student-athlete’s participation in the intercollegiate athletics program. Every attempt should be made to resolve disagreements. If a disagreement cannot be resolved, the student-athlete may appeal the decision in writing to the Athletics Director. The student-athlete has the right to a hearing with the Athletics Director. This procedure should be accomplished within 14 calendar days from the student-athlete’s meeting with the head coach.

In the event there is a disagreement on a decision that cannot be deferred until a hearing is held, the decision of the head coach shall stand until such a time as a hearing can be arranged.

If a student-athlete is not satisfied with the results of the appeal to the coach and Athletics Director, the student-athlete may appeal to the Chair of the Athletics Council. The guidelines are as follows:

1. Appeals of all other decisions within the Department of Intercollegiate Athletics that affect a student-athlete’s or sport team or program participation in intercollegiate athletics are to be brought to the Athletic Council. The guidelines are as follows:
   a. The appeal letter must include a summary of any meetings about the decision with personnel in Intercollegiate Athletics.
   b. The hearing committee will collect evidence by research and interview. Insofar as possible, all parties directly involved in the appeal will cooperate by honoring the committee’s requests for information. Both the student-athlete and personnel in Intercollegiate Athletics will have the right to defend their positions.
   c. The hearing committee will have the opportunity to review other relevant information, including information from the public authorities, court records, law enforcement officers, University officers and agencies, and other persons.
   d. At the hearing, the student-athlete will be given the opportunity to make an oral and written statement about the circumstances and why he or she feels reinstatement is warranted. The student-athlete may be accompanied by a personal advisor. This advisor must be a member of the University community (e.g. student, faculty, or staff), may play no other role in the hearing (e.g. as witness), and may neither speak nor otherwise represent their advisees in the hearing.
   e. All information regarding the appeal and the committee deliberations must be held in strict confidence.
   f. The hearing committee will review the appeal, render and decision, and send notification of this determination to the student-athlete, Athletics Director, and other directly affected personnel in Intercollegiate Athletics.
   g. If the student-athlete, Athletics Director or other directly affected Athletics personnel is not satisfied with the hearing committee’s determination, he or she may appeal the case to the Vice President for Student Affairs. The appeal must be in writing and submitted to the Vice President for Student Affairs within five working days of the date of notification of the hearing committee’s determination. The entire file of the case must be forwarded to the Vice President for Student Affairs’ office at the time the appeal is made.
h. The Vice President for Student Affairs determination will be final and will be based upon the evidence that which was presented to the appeals panel either oral or written. The Vice President for Student Affairs will notify those persons involved of the determination.

APPENDIX C – EATING DISORDER POLICY

INTRODUCTION AND PHILOSOPHY

The Department of Athletics at the Northern Kentucky University supports the development of healthy and responsible lifestyles for NKU student-athletes, with the goal of long-term enrichment and enhancement of their lives. NKU also recognizes there are behaviors that threaten a healthy lifestyle including disordered eating. NKU knows that the origin of eating disorders reflect the interaction of biological, psychological, and sociological factors in the development of eating disorders. Due to the nature of college athletics, student-athletes in particular are at an increased risk of developing or sustaining patterns of disordered eating.

Depending on the extent of the disorder and the length of time the individual has engaged in such behaviors, the effects of disordered eating can range from mild to severe. Medically, there is a potential for serious consequences in every system of the body. Disordered eating can have short-term and long-term health consequences. Eating disorders are often associated with low self-esteem, obsessive thinking, and feelings of isolation. Psychologically, individuals with an eating disorder have an increased risk of depression and suicide. Recovery from eating disorders can be a difficult process that takes time. In general, the greater the duration and frequency of disordered eating, the longer it will take for recovery to occur. There is NOT substantial evidence linking thinness to superior performance. Body weight and composition is only one factor contributing to athletic performance.

DEFINITIONS OF EATING DISORDERS

The following definitions are based on the criteria in the Diagnostic and Statistical Manual of Mental Disorders-Fourth Edition (DSM-IV):

• **Anorexia Nervosa**
  - Refusal to maintain body weight at or above a minimally normal weight for age and height (e.g., weight loss leading to maintenance of body weight less than 85% of that expected; or failure to make expected weight gain during period of growth, leading to body weight less than 85% of that expected.
  - Intense fear of gaining weight or becoming fat, even though underweight
  - Disturbance in the way in which one’s body weight or shape is experienced, undue influence of body weight or shape on self-evaluation, or denial of the seriousness of the current low body weight.
  - In postmenarcheal females, amenorrhea, i.e, the absence of at least three consecutive menstrual cycles.

• **Bulimia Nervosa**
  - Recurrent episodes of binge eating. An episode of binge eating is characterized by both of the following:
    - Eating, in a discrete period of time (e.g., within any 2-hour period), an amount of food that is definitely larger than most people would eat during a similar period of time and under similar circumstances.
    - A sense of lack of control over eating during the episode (e.g., a feeling that one cannot stop eating or control what or how much one is eating.)
  - Recurrent inappropriate compensatory behavior in order to prevent weight gain, such as self-induced vomiting; misuse of laxatives, diuretics, enemas, or other medications; fasting; or excessive exercise.
  - The binge eating and inappropriate compensatory behaviors both occur, on average, at least twice a week for 3 months.
  - Self-evaluation is unduly influenced by body shape and weight.
  - The disturbance does not occur exclusively during episodes of Anorexia Nervosa.

• **Eating Disorder Not Otherwise Specified (NOS)** - This category is for disorders of eating that do now meet the criteria for any specific Eating Disorder.
  - Examples include:
    - For females, all of the criteria for Anorexia Nervosa are met except that the individual has regular menses.
    - All of the criteria for Anorexia Nervosa are met except that, despite significant weight loss, the individual’s current weight is in the normal range.
• All of the criteria for Bulimia Nervosa are met except that the binge eating and inappropriate compensatory mechanisms occur at a frequency of less than twice a week or for a duration of less than 3 months.
• The regular use of inappropriate compensatory behavior by an individual or normal body weight after eating small amounts of food (e.g., self-induced vomiting after the consumption of two cookies).

**BEHAVIORAL AND PHYSICAL SIGNS OF AN EATING DISORDER**

The following list may serve only as a guideline for the recognition of disordered eating behaviors. Any one symptom alone may not indicate an eating disorder. Careful observation and awareness of a student-athlete’s behavior will guide identification of an eating problem.

**Anorexia Nervosa**

- **Behavioral Signs:**
  - Reports feeling “fat/heavy” despite low body weight
  - Obsessions about weight, diet, or appearance
  - Ritualistic eating behaviors
  - Avoiding social eating situations, social withdrawal
  - Obsession with exercise; hyperactivity- may increase workouts secretly
  - Feeling Cold
  - Perfectionism followed by self-criticism
  - Seems anxious/depressed about performance and other events
  - Denial of unhealthy eating pattern- anger when confronted with problem
  - Eventual decline in physical and school performance
    - **Physical Signs:**
      - Amenorrhea (Lack of Menstrual Periods)
      - Dehydration (Not related to Workout-Competition)
      - Fatigue (Beyond Expected)
      - Weakness, Dizziness
      - Overuse injuries, Stress Fractures
      - Gastrointestinal Problems
      - Lanugo (Fine hair on arms and face)
      - Hypotension (Low Blood Pressure)

**Bulimia Nervosa**

- **Behavioral Signs:**
  - Excessive exercise beyond scheduled practice
  - Extremely self-critical
  - Depression and mood fluctuations
  - Irregular weight loss/gain; rapid fluctuations in weight
  - Erratic performance
  - Low Self-Esteem
  - Drug or Alcohol Abuses
  - Binges or eats large meals, then disappears
    - **Physical Signs:**
      - Callous on knuckles
      - Dental and Gum Problems (Bad Breath)
      - Red Puffy Eyes
      - Swollen Parotid Glands (At the base of the Jaw)
• Edema (Bloating)
• Frequent sore throats
• Low or average weight despite eating large amounts of food
• Electrolyte abnormalities
• Diarrhea, alternating with constipation
• Dry mouth, cracked lips
• Muscle cramps/Weakness

GOALS OF THE PROGRAM

1) To implement an effective multidisciplinary approach to the prevention, identification, and treatment of eating disorders. The NKU Eating Disorder team will consist of the following medical providers and athletic staff:

   James Bilbo, MD                  NKU Team Physician
   Molly Hutson, ATC                Associate Athletic Director for Sports Medicine & Risk Management
   Dawn Weatherwax                  Registered Dietician
   Marc Toennis                    Clinical Psychologist
   Leslie Fields                    Associate AD for Compliance
   Authorized Counselors            Variable per Case from Health, Counseling and Prevention Services
   Authorized Personnel             Variable per Case from Student-Athletes personal Medical Team

The NKU Team Physician, the NKU Associate Athletic Director for Sports Medicine & Risk Management, the Registered Dietician and/or Psychologist/Counselor will oversee the student-athlete’s compliance with regards to medical treatment, if necessary. Other physicians and/or medical providers may be consulted to assist the team or the student-athlete with the treatment, prevention, and identification of the eating disorder. However, the NKU Team Physician in conjunction with NKU Athletic and Sports Medicine Department will have the final decision with regards to athletic participation.

When necessary and/or appropriate, the NKU Director of University Health Services could be a part of the Eating Disorder treatment team as well. Medical referral outside of the university will also be made available by a social worker or a psychologist to those student-athletes that need it.

2) To properly diagnose and provide medical treatment plans for student-athletes struggling with eating disorders or body image issues.

3) To provide medical, nutritional, and/or psychological services to the student-athlete while respecting his or her medical privacy.

4) To ensure and to make clear to all parties concerned that the NKU Sports Medicine Department and its designated agents shall act in the best interest and personal safety of the student-athlete.

PREVENTION AND EDUCATION

Intervention Protocol for student-athletes who have a potential problem with an Eating Disorder

The Associate Athletic Director of Sports Medicine and the team head coach will arrange to meet with the student-athlete to discuss the concerns raised regarding his/her disordered eating behavior. Based upon the objective information collected in the meeting, the following steps may be taken:

1) The student-athlete will be medically referred to Health, Counseling and Prevention Services at NKU and the NKU Team Physician for further objective findings and to determine suitable action. Facilitation of possible counseling and nutritional referral may be consulted and will be coordinated through these medical providers. All medical referrals made by the NKU Sports Medicine Department will possess written consent from the student-athlete for release of pertinent information.

2) The NKU student-athlete, counselor, and/or NKU Team Physician will determine the athletic participation status of the student-athlete via telephone or email and in writing. Return to athletic participation will be determined by these aforementioned medical providers with input from the head coach.

3) The Associate Athletic Director of Sports Medicine will communicate with the coaching staff, team members, etc. to assist the student-athlete in dealing with this issue.

4) If a student-athlete has not been medically cleared or if further intervention is necessary, an Eating Disorder
team or panel may be assembled to develop a formal healthcare plan and written compliance contract with the student-athlete. The team may consist of the following members:

- Student-Athlete
- Student-Athlete’s Chosen Representative
- NKU Associate Athletic Director of Sports Medicine
- NKU Athletic Director, Associate AD for Compliance and Student-Athlete Services and Associate AD for Administration and Academics
- NKU Team Physician or other medical professional
- NKU Counselor from Health, Counseling and Prevention Services
- Head Coach

5) The healthcare plan and compliance contract developed by this team will include a process for determining the student-athlete’s compliance with the contract and the consequences of non-compliance.

6) The student-athlete may or may not be cleared for athletic participation following review from the Eating Disorder team.

**Approaching a student-athlete about disordered eating**

1) A coach or staff member who has the best rapport with the student-athlete should arrange a private meeting with a sports medicine staff member.

2) In a calm and respectful manner, indicate to the student-athlete what specific observations were made that aroused concerns. Give the student-athlete time to respond.
   
   a. Use “I” statements. (I’m concerned about you because you refuse to eat breakfast or lunch. It worries me to hear you vomiting.)
   
   b. Avoid “You” statements and discussions about weight or appearance. (You are too thin and you have to eat! You’re out of control.)
   
   c. Avoid giving simple solutions. (If you’d just eat more, everything would be fine!)
   
   d. Affirm that the student-athlete’s role on the team will not be jeopardized by an admission that a problem exists.

3) The student-athlete’s reaction may be one of denial or perhaps hostility. Firmly encourage the student-athlete to meet with a professional for an assessment, acknowledging that outside help is often necessary for eating problems and is not a sign of weakness.

**Guidelines for Coaches and Athletic Staff for an Eating Disorders or Disordered Eating**

1) If a coach wants a student-athlete to modify his or her diet, the coach will discuss the situation with the Associate Athletic Director of Sports Medicine. The athletic trainer will work closely with the medical staff (Team Physician & Registered Dietician) and will help the student-athlete to utilize these resources.

2) Coaches who are concerned about the weight or body composition of any athlete must contact his/her athletic trainer regarding this issue. Coaches may not approach the student-athlete about weight or body composition without the presence of the Associate Athletic Director.

3) Coaches will not weigh student-athletes in group settings. Body weight/composition is private information. Weight charts will be kept confidential and monitored by the sports medicine staff. Weight charts will not be posted at any time.

**Pre-season weight monitoring during two-a-days for both Men’s and Women’s Soccer teams in the Fall season are the exception to this rule so proper monitoring of hydration status of the student-athlete participating in these sports are noted and the welfare and medical safety of the student-athlete is ensured and not compromised.**

4) If a member of the NKU Coaching or Athletics Staff has a concern, or if an individual(s) express concern to a NKU Athletic Staff member that a student-athlete may have a potential eating disorder or body image issue, these aforementioned concerns should be reported directly to the Associate Athletic Director of Sports Medicine. **All medical referrals will be coordinated through the Sports Medicine Department only.**

5) Only medical personnel, including athletic trainers or approved specialists (as determined by the staff athletic trainer) may weigh athletes, set weight goals, measure body composition, or interact with student-athletes in any manner about body composition or body weight. The athletic trainer will communicate with the coach on
matters of concern.

6) Coaches or athletic department personnel need to be careful when commenting to a student-athlete about his/her weight regardless if there appears a positive or negative change in their opinion. In addition, athletic department personnel should try not, at any time, make joking comments regarding a student-athlete’s weight or body composition even if such a comment is meant to be harmless.

7) Coaches, athletic trainers, and athletic department personnel should emphasize the role of proper nutrition in optimizing athletic performance. They should not stress the impact of lower weight on performance. The emphasis should be on the student-athletes fitness level and performance not how much they weight. The student-athlete needs to understand what being a collegiate athlete means and being able to function at that level.

Parental Involvement
The NKU Athletic Department reserves the right to inform parent(s)/guardian(s) of student-athletes who are suspended from athletic participation due to any health related or medically related injury and/or illness. With regards to this medical issue, the Athletic Director will be the athletic representative to inform the parent(s)/guardian(s). Medical referrals to counseling and medical treatment will be coordinated with the student-athlete’s primary medical insurance. The medical privacy with regard to the student-athlete is determined and established by the authorization filed with the parents’ or guardians’ group health plan. This would control the medical claims information transfer related to any therapy or counseling sessions for the student-athlete.

Any bills or medical claims for therapy and counseling sessions will be billed to the student-athlete’s primary insurance. If the student-athlete’s insurance does not cover all bills or medical claims for therapy and counseling sessions, the Athletic Department may pay in full for all counseling and treatment provided by the program, if referred by NKU. However, for counseling or treatment that extends beyond one calendar year of the medical diagnosis will be the sole responsibility of the student-athlete.

The health and the medical welfare of the student-athlete will be the primary consideration and concern throughout the consultation and intervention process. Consequently, the Athletic Department reserves the right to withhold a student-athlete from sports participation to protect the interest of the student-athlete and the university. Medical confidentiality will apply to all information shared with the NKU Sports Medicine Staff, NKU University Health Services, and members of the Eating Disorder Team.

Reproduced and adapted from the National Collegiate Athletic Association, The Ohio State University, University of Northern Iowa, University of Tulsa and the University of Southern Maine Eating Disorder Policies
Sources: Eating Disorders Awareness and Prevention; Laura Hill, Ph.D.

APPENDIX D – MRSA AND STAPH IN ATHLETICS
Northern Kentucky University, the Department of Intercollegiate Athletics, and the NKU Sports Medicine Department are committed to providing a safe and healthful work and playing environment for all of its involved parties. The Staph/ MRSA policy is aimed at eliminating or minimizing the spread of infection, among student-athletes, employees and those using the NKU Athletics facilities.

This plan is a guideline for the NKU Intercollegiate Athletics Department to diminish the spread of this infection by providing education to all student-athletes on the nature of the infection and a ways of prevention related to good personal hygienic practices as well as sanitary housekeeping practices. The NKU Department of Intercollegiate Athletics staff will also use universal precaution and personal protective equipment when dealing with those that have active infections.

This plan is not intended to be comprehensive, nor all-inclusive.

WHAT IS “STAPH” / MRSA?
Staphylococcus aureus, often referred to as “staph”, is a common type of bacteria that can live harmlessly on the skin or in the nose of all healthy people (this is often referred to as being “colonized” with the germ). Occasionally, staph can cause an infection. Staph bacteria are one of the most common causes of skin infection in the United States, but most of these infections are minor, such as pimples or boils. Most of these infections can be treated without antibiotics, however, some staph infections can cause serious infections, such pneumonia, bloodstream, bone, and joint infections, and surgical wound infections.

In the past, most serious staph bacterial infections were treated with certain types of antibiotic related to penicillin.
In recent years, treatment of these infections has become more difficult because staph bacteria have become resistant to various antibiotics. These resistant bacteria are called methicillin-resistant staphylococcus aureus (MRSA). According to the Centers for Disease Control (CDC), 1% of the population is colonized with MRSA. MRSA is one type of skin infection among several that are of concern in competitive sports.

**WHO GETS “STAPH”/MRSA?**

“Staph” infections, including MRSA, have been traditionally associated with outbreaks in health-care facilities, but they are becoming increasingly common in student-athletes participating in close contact sports (e.g. football, wrestling, lacrosse, etc.), although anyone, including coaches, staff, etc. who come into contact with colonized individuals, can contract the infection. “Staph” and MRSA are spread either by direct physical contact or indirect touching of contaminated objects. This includes touching, using, and/or sharing sheets, towels, clothes, equipment, dressings, personal items, bar soap, etc. which have been used by someone who has “staph” and/or MRSA, along with poor hygiene habits (e.g. hand washing, showering, etc.)

**WHAT DOES “STAPH”/MRSA LOOK LIKE?**

“Staph” and/or MRSA usually first presents as some type of skin or soft tissue infection such as pimples, abscesses, pustules, and/or boils. Some can be red, swollen, painful, and/or have pus or other drainage. The pustules may be confused with insect bites initially, and may also be associated with existing turf burns and/or abrasions.

**WHAT TO DO:**

Without proper referral and care, more serious infections may cause pneumonia, bloodstream, bone and/or joint infections, and/or surgical wound infections. If you or anyone you know has what appears to be what looks like “staph” and/or MRSA, please contact a NKU Sports Medicine staff member as soon as possible for evaluation.

**PREVENTION OF “STAPH” AND/OR MRSA**

Although treatable, there can be complications associated with “staph” and MRSA infections, making prevention the best measure to combat these infections. The CDC suggests the following measures for preventing staphylococcal skin infections, including MRSA:

1. Practice good hygiene by washing hands frequently and in a thorough fashion with soap and warm water or using alcohol-based hand sanitizer.
2. Take a shower with hot water and wash with soap (liquid antibacterial soap, not bar soap) following all activities (e.g. strength & conditioning sessions, practices, and competitions).
3. Avoid sharing towels, equipment, razors, soap (use liquid soap instead of bar soap), etc.
4. Use a barrier (e.g. clothing or a towel) between your skin and shared equipment.
5. Wipe surfaces of equipment before and after use.
6. Clean and properly cover any open wounds such as turf burns, abrasions, lacerations, etc. with an appropriate bandage at all times.
7. Avoid whirlpools, hydrotherapy pools, cold tubs, swimming pools, and other common tubs if you have an open wound.
8. Maintain clean facilities and equipment.
9. Do not ignore skin infections, pimples, pustules, abscesses, etc. Report these to a Sports Medicine staff member and/or physician immediately.