



ACADEMY *of* ART
UNIVERSITY

**Student-Athlete
Handbook**



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Section I:



**ART U
Athletics**



History of ART U Athletics

Welcome to the ART U Athletic Department, we are excited to have you as a member of our Urban Knight family and look forward to a successful year in the classroom, on the playing field and within the ART U Campus Community!

The ART U Athletic Department was incepted in September 2006 in which our first season of intercollegiate competition began in September 2008. The 2012 – 13 academic year marked our 1st year as NCAA Division II members, enabling us to compete in NCAA post-season competition. We are very grateful and proud of our success in the past 3 years:

- **2 time National Champions**
 - Women's Indoor & Outdoor Track & Field, 2012
- **6 time PacWest Conference Champions**
 - Women's Basketball: 2013-2014 (2x Tournament Champions 2013 and 2014)
 - Women's Outdoor Track and Field: 2014
 - Men's Cross Country: 2009
 - Women's Golf 2019
 - Men's Golf 2021
 - Men's Basketball (Tournament Champions)
- **NCAA Postseason Appearances**
 - M&W Cross Country/Track & Field, Men's & Women's Basketball, W Golf, W Tennis
- **2 time PacWest Community Engagement Award Winners, 2012 & 2013, 2016**
- **PacWest Diversity & Inclusion Award, 2014, 2019**

We are entering our 12th year as NCAA Division II members and look forward to continuing to make history and setting the bar even higher.

ART U Athletics is a member of the Pacific West Conference and sponsors 16 intercollegiate teams:

- | | |
|-------------------------|--|
| ○ Baseball | ○ Women's Soccer |
| ○ Men's Basketball | ○ Softball |
| ○ Women's Basketball | ○ Women's Tennis |
| ○ Men's Cross Country | ○ Men's Indoor & Outdoor Track & Field |
| ○ Women's Cross Country | ○ Women's Indoor & Outdoor Track & Field |
| ○ Men's Golf | ○ Volleyball |
| ○ Women's Golf | |
| ○ Men's Soccer | |

Let's continue to build ART U tradition, make history, and leave a legacy, as the **only art school in the NCAA!**



GO KNIGHTS

ART U Athletic Goals

Athletics

- Finish top 4 of PacWest Conference Commissioner's Cup
- Win PacWest Conference Championships
- Regional Qualifiers
- Compete for National Championships

Academics

- 3.2 Cumulative GPA – Fall 2022
- 3.2 Cumulative GPA– Spring 2023
- 20 President List (3.7 + GPA) for both Fall & Spring semesters
- 95 All-Academic PacWest Conference
- Graduate Student-Athletes

Community Service

- Focus on engaging the Academy of Art University and San Francisco Community to build impactful and lasting relationships
- Win the PacWest Community Engagement Award for the 4th year
- Continue to expand on Diversity and Leadership training for Student-Athletes
- Continue to build ART U tradition, make history and leave a legacy, as the *only art school in the NCAA*

Be Artist. Be Athlete.



NCAA Division II – Make It Yours



- **DII is the most diverse division within the NCAA**
 - Public/Private Universities
 - Geographic Locations
 - Small/Large
 - Faith Based/Non-Faith Based
- **Our partial scholarships reinforce the importance of Student-Athlete**
- **We instill a family dynamic in Division II**
- **We embrace a spirit of Innovation**
 - Division II Festivals
 - Make-A-Wish partnership

Did you know Division II...

- Has raised over \$2.4 Million for Make-A-Wish Foundation
- Boasts a 71% academic success rate
 - *¾ of Student Athletes graduate within 6 years*
- Has 25 National Championships crowned yearly
 - *And ART U has 2 National Championships!!!*
- Consists of 100,000 Student-Athletes within 300 Universities across the US
- Participates in 46 states

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Coaching Staff

<i>Team/Coach</i>	<i>Office</i>	<i>Cell</i>	<i>Email</i>
Men's Basketball			
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Booker Harris, Associate Coach	415-618-8424	415-419-6476	bharris@academyart.edu
Gabe Palmquist-Clark, Assistant Coach	415-618-3503	503-459-2460	gpalmquist@academyart.edu
Women's Basketball			
Jesse Clark, Head Coach	415-618-8444	925-457-6308	iclark@academyart.edu
Denise Bennett, Assistant Coach	415-618-8227	707-599-8391	dbennett@academyart.edu
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Men's & Women's Cross Country			
Bruce Jackson, Head Coach	415-618-8642	619-807-1676	bjackson@academyart.edu
Men's Golf			
Joe Dolby, Head Coach	415-618-3743	858-232-7126	jdolby@academyart.edu
Women's Golf			
Beth Allen, Head Coach	415-618-8303	858-699-0929	beallen@academyart.edu
Men's Soccer			
Danny Kirkland, Head Coach	415-618-6222	415-702-8679	dkirkland@academyart.edu
Mike McNeill, Assistant Coach	415-618-xxxx	415-518-9472	mmcneill@academyart.edu
Women's Soccer			
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Academy of Art University Directory

ADMISSIONS	415.274.2200 www.academyart.edu/admissions/undergraduate.html
INTERNATIONAL ADMISSIONS	415.274.2208
CAMPUS SAFETY	415.618.3911 my.academyart.edu/campusinfo/campus_safety.html
ATHLETICS TRANSPORTATION	415-252-7524 transportation@academyart.edu
CAMPUS SHUTTLES	415.618.6370
TOURS	415.618.6427 www.academyart.edu/admissions/tours_signup.jsp
HOUSING	415.618.6335 http://www.academyart.edu/campushousing
FINANCIAL AID OFFICE	Jeff Raad 415.618.6274 or 415.618.6190 (general) www.academyart.edu/admissions/fa_tuition.html

Helpful Websites

ART U Athletics	www.ARTUathletics.com
Academy of Art University	www.academyart.edu
Campus Shuttle	my.academyart.edu/campusinfo/login.jsp
PacWest Conference	www.thePacWest.com
NCAA	www.NCAA.org

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Section II:



Student-Athlete Code of Conduct



Student-Athlete Code of Conduct

The ART U intercollegiate Athletic Department supports the academic, personal and professional growth of student-athletes through an inclusive NCAA Division II sports program. As a key portion of the University, the intercollegiate athletics program promotes equity, diversity, and integrity. The ART U athletic administration has adopted ethical conduct and behavioral standards that all student-athletes are expected to uphold. A successful, well-rounded student-athlete will serve as a responsible citizen of the communities within the campus of ART U and the city of San Francisco. Violations of the ART U Student-Athlete Code of Conduct are considered to be a significant event and will call for disciplinary actions.

1. Standards of Conduct

It is a privilege, not a right, to be a student-athlete at the Academy of Art University. Every student-athlete is expected to represent the University with honor and respect to the team, department, University, and community of San Francisco.

As a student at Academy of Art University, it is expected that you adhere to all local, state, and federal laws, as well as the University regulations regarding academics, residence life and general conduct. Students penalized for violating public laws are not exempt from further action by the University authorities if actions also violate University policy.

The ART U Athletic Department expects that all student-athletes demonstrate respect, academic integrity, and sportsmanship as members of the University and surrounding community.

2. Definitions

A. Student-Athlete

Once a student enrolls in the institution and is granted varsity athlete status, he/she is expected to uphold the principle of the Code of Conduct until the completion of eligibility, until the student-athlete is no longer receiving athletically related financial aid or is no longer affiliated with the Athletics Department (exhausted eligibility, removed from the team, graduated). Student-athletes are **not** exempt from the Code of Conduct during institutional semester and winter/summer breaks.

B. Team Function

An athletic team function is defined as any official or sanctioned gathering, either on or off campus, where the intent or reason to gather is to conduct business or engage in activities related to the team's purpose. The event is organized, arranged, or initiated by athletic department staff or team members.

C. Hazing

Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or created a substantial risk of causing mental or physical harm to any person, regardless of the willingness of the participant. The act of initiating



or disciplining fellow students by forcing ridiculous, humiliating, or painful acts. Hazing is considered unacceptable conduct through these standards.

The Department of Athletics is committed to preventing and eliminating any hazing behavior which violated Department, University & California law. Any student-athlete involved in a hazing incident is subject to university investigation and disciplinary proceeding, as well as civil and criminal penalties under California law.

Hazing includes:

- Forcing/requiring one to drink alcohol or any other substance
- Forcing/requiring one to eat food, or anything an individual refuses to eat
- Line Ups (ex: yelling at people in any formation or harassing them)
- Forcing/requiring theft of any property
- Road trips (ex: dropping someone off to find their way back)
- Sleep deprivation
- Nudity at any time
- Paddle-swats
- Conducting activities, which do not allow adequate time for study (ex: not allowing attending class, missing group projects)
- Running personal errands for the members (ex: driving to class, cleaning up individual rooms, serving meals, picking up dry cleaning)
- Requiring the violation of university rules or federal, state, or local law
- Any other miscellaneous activities which may violate a person(s) civil and individual rights

D. Sportsmanship

Defined in accordance with NCAA, Pacific West Conference, and Academy of Art University Athletic Department, as showing grace in defeat and victory, while treating opponents with dignity, courtesy, and respect. Sportsmanship also includes personal respect, self-control and refusing to engage in physical conflict outside the parameters of the sport. All student-athletes are required to represent themselves, their team, and the University with the highest level of sportsmanship.

3. Prohibited Conduct

ART U Student-Athletes must not violate any of the policies described below (or any other policies described in the Academy of Art University Student Code of Conduct).

A. Academic Integrity

Acts of academic misconduct which includes, but not limited to, plagiarism, cheating, falsification/fabrication, tampering and facilitating academic misconduct.



B. Alcohol & Tobacco

ART U Athletics Alcohol Policy

24 Hour Rule before all practices or competitions:

The Art U Athletic has implemented a 24-hour rule, in that no Art U Student-Athlete is permitted to consume alcohol 24 hours prior to any practice or competition. Please note that teams may have a more restrictive policy.

- 1st Offense:
 - Meeting with Coach and Athletic Administrator
 - 1 page reflection paper
 - Educational/Volunteer event (If under 21)
- 2nd Offense:
 - Meeting with Coach and Athletic Administrator
 - Suspension from countable game (Please refer to Drug suspension 1st step)
 - AA meeting
- 3rd Offense:
 - Meeting with Coach and Athletic Administrator
 - Suspension from countable game (Please refer to Drug suspension 2nd step)
 - AA meeting
- 4th Offense:
 - Removed from team

- If you get caught in the Residential Hall with alcohol
 - Immediately moved to the 2nd Offense
 - Up to the athletic department on further penalty depending on severity of the issue

- If you drink during team travel or at an Academy of Art University sponsored event that is dry (i.e., no alcohol served to adults)
 - Immediately moved to the 2nd Offense
 - Up to the athletic department on further penalty depending on severity of the issue

 - If you get arrested or receive a citation for any alcohol related crime
 - Immediately moved to the 2nd Offense
 - Up to the athletic department on further penalty depending on severity of the issue

- 24 Hour Rule before all practices or competitions
 - 1st Offense:
 - Meeting with Coach and Athletic Administrator
 - 1 page reflection paper
 - Educational/Volunteer event (If under 21)
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 - Up to the athletic department on further penalty depending on severity of the issue
- If you get arrested or receive a citation for any alcohol related crime
 - Immediately moved to the 2nd Offense
 - Up to the athletic department on further penalty depending on severity of the issue

Alcohol- Prohibited acts include:

- Consuming alcohol 24 hours or less before practice or competition
- Possessing or consuming alcohol if under 21 years old
- Operating a motor vehicle under the influence
- Misrepresenting one's age for the purpose of purchasing, possessing or consuming alcohol
- Purchasing or serving alcohol to, or for, an underage person
- Public intoxication
- Violations of additional team rules regarding alcohol use
- Consumption of alcohol during team travel or team functions
- Arrest from city of San Francisco Police Department

Tobacco-

NCAA bylaw 11.1.5 prohibits the use of tobacco products by artist-athletes, coaches, and game officials during practice and competition in all sports. An artist-athlete using tobacco product during practice or competition could be disqualified for the remainder of the practice or competition.

C. Nutritional Supplements:

Any supplements not approved by NCAA or Head Athletic Trainer -- [NCAA Banned Substances](#)

D. Other Drugs:

- Possessing or using illegal substances, as defined by law
- Possessing or using controlled substances, as defined by law
- Possessing or using illegally procured prescription drugs
- Distributing, selling, or possessing with the intent to distribute illegal or controlled substances
- Use of tobacco products



Student-Athletes must also adhere to the NCAA & Academy of Art University drug testing policies (see Sports Medicine section).

E. Hazing

- Hazing in connection with membership or participation in University athletic team activities is strictly prohibited.

F. Unexcused Class Absences and Poor Academic Performance

- Student-athletes are expected to attend class weekly and punctually, and to fulfill course load and academic requirements. Failure to meet such obligations may affect eligibility to participate, scholarship eligibility, and academic standing.

G. Failure to Meet Team Obligations

Student-Athletes must:

- Complete training requirements
- Arrive promptly for team practices, meetings, and departure for away games and other team events
- Attend team functions
- Fulfill their responsibilities as team members
- Absences must be excused in advance by the Head Coach unless if unforeseeable emergency arises
- Student-Athletes who are unable to practice or compete due to athletic injury are required to adhere to all athletic rehabilitation requirements and all other general team obligations

H. Violence

- Academy of Art University is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence.
- Student-athletes are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by University policy or law.

I. Sexual Assault

- The department of Athletics will not tolerate any level of sexual harassment, intimidation, stalking, rape, domestic violence, or any other related violations.

J. Gambling & Bribery

Student-Athletes shall not knowingly

- Provide information to individuals involved in organizing gambling activities concerning intercollegiate athletics competition
- Solicit a bet on any intercollegiate team
- Accept a bet on any team representing the institution



- Solicit or accept a bet on any intercollegiate competition for any team that has tangible value (cash, clothing, equipment, meals)
- Participate in any gambling activities that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card, or any other method employed by organized gambling
- 4 words... ***DON'T BET ON IT!!!*** Please refer to the NCAA and institutional wagering guidelines for more information (***Bylaw 10.3***)
- **DISCIPLINARY ACTION**
 - **Student-Athletes that violate the sports wagering rules may be subject to the following sanctions:**
 1. Permanently lose all remaining eligibility in all sports; and/or
 2. Loss of athletically related financial aid

K. Disrespect and Poor Sportsmanship

- Student-athletes will be held accountable to the highest standard of ethical conduct in all activities affecting the athletics program, whether as a participant or as a spectator.
- Student-athletes are required to conduct themselves in a manner respectful of themselves, their team, the University, the Department of Athletics, game officials, opponents and property
- Acts of disrespect and unsportsmanlike conduct include:
 - Profane, abusive, demeaning, harassing, threatening or obscene expression
 - Deliberate damage to equipment on other property
- Disrespect and unsportsmanlike conduct will be review by the Director of Athletics and may result in disciplinary action.

L. Social Networking Websites

- Student-Athletes are permitted to maintain respectful profiles on social networking sites (ex: Twitter, Facebook, Instagram, YouTube, Vine, Pinterest, Snapchat) provided that:
 - No offensive or inappropriate pictures, comments or statuses
 - Social media profile does not violate the ethics and intent of the Academy of Art University Student Code of Conduct, the ART U Student-Athlete Code of Conduct and all applicable state, federal and local law.
- ***What is your brand as an ART U Student-Athlete Urban Knight?***

4. Disciplinary Process & Sanctions

The ART U Athletic Department disciplinary process is independent of, and supplements, the University judicial systems. Sanctions levied by Athletics may occur over and above those levied by the University. Sanctions will vary depending upon the type and circumstances of the violation.

When the Department of Athletics becomes aware of an alleged violation of this Code of Conduct, the Director of Athletics will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interview of students, employees, and non-University persons having knowledge of the relevant facts, examination of documents, and any



other necessary steps to determine the legitimacy of the report. A meeting with the student-athlete(s) will occur prior to imposing disciplinary measures. In situations with extenuating circumstances, the Director of Athletics may suspend the student-athlete(s) prior to the meeting.

Please Note: A first time offense may be serious enough to warrant any of the possible sanctions below. A student-athlete's refusal to participate and cooperate in an Athletic Department or NCAA investigation of possible violation of this Code of Conduct or NCAA rules, may itself constitute a basis for disciplinary actions.

Possible Sanctions for Individual Violations

1. Warning – issuance of written warning
2. Probation – special status with conditions imposed for limited time
3. Community Service
4. Drug Testing
5. Required educational of counseling sessions
6. Restitution – payment for damaged property
7. Suspension – removal of a student-athlete from all athletic department activities for a limited period of time
8. Expulsion – permanent removal from a team and/or department activities
9. Withdrawal of Financial Aid – termination of athletically related financial aid as allowable by NCAA regulation

Possible Sanctions for Team Violations

1. Team Probation
2. Team Community Service
3. Cancellation of Contests
4. Cancellation of Season

Violations of Team Rules

- Each student-athlete is responsible for following the specific policies outlined by his/her team. These policies shall be in writing and distributed to team members at the start of each academic year or the beginning of the playing season. The Head Coach, Sports Supervisor and the Director of Athletics shall have authority to impose sanctions.

Violation of Criminal Law

- When a student-athlete has engaged in conduct alleged to be in violation of criminal law, the Head Coach must report the information to the Director of Athletics immediately upon receipt of notice of possible violation,
 - *Student-athletes arrested for, or charged with, violating the criminal law will be immediately suspended (indefinitely) from practice and competition.*
- Within 48 hours of notice of a suspension, the student-athlete's coach or designee shall review the suspension and recommend to the Director of Athletics whether the suspension should continue. Immediately following, the student-athlete is allowed the opportunity to



present his/her perspective to the Director of Athletics, Senior Woman Administrator, Faculty Athletics Representative and the Chair of the Athletics Committee.

- Based on available information, the Director of Athletics may lift or modify the suspension at any time prior to a finding or plea of guilty to a criminal charge.
- If the student-athlete is found guilty of the felony charge, he/she is permanently **expelled** from participation in intercollegiate athletics at Academy of Art University.
- A student-athlete **suspended** from participation as a result of a criminal charge can have their financial aid removed as a result.
- Upon plea of guilty or a finding of guilt in a felony case, the University shall immediately determine whether the student-athlete's aid shall continue. This policy is applicable to all renewals of current athletic aid commitments and to all subsequently awarded athletics financial aid.

5. Appeals

A student-athlete who is subject to a season long suspension, expulsion from athletics team participation, or whose athletic grant-in-aid would be affected by a sanction imposed by the Athletic Director, may request for an appeal for these sanctions.

Process:

- The appeal must be submitted in writing to the Head of the Appeals Committee (**TBA**) within 14 calendar days of the student-athlete receipt of the notice of sanctions. The appeal letter must explain the grounds for the appeal (ex: new information, due process issue, abuse of discretion).
- Upon receipt of the request for appeal, the Appeals Committee, organized by the **TBA**, or his/her representative, will assemble as soon as it is reasonably possible.
- The Committee will conduct its investigation by hearing details of the case from the Director of Athletics, the student-athlete's Head Coach, and the student-athlete.
- The student-athlete will be given the opportunity to make an oral and written statement about the circumstances and why he/she feels reinstatement is warranted.

Upon conclusion of the Appeals assembly, the Appeals Committee will meet privately to discuss the case. The **TBA**, or his/her representative, will notify the student-athlete as to the result of the appeal.



Academy of Art University Student Code of Conduct

The Student Code of Conduct is applicable to all students, undergraduate and graduate, taking coursework at the Academy of Art University. The purpose of the Student Code of Conduct is to provide guidelines for appropriate student behavior essential to Academy of Art University community and its educational mission.

Academy of Art University expects students to display honesty, integrity, and professionalism in every aspect of their behavior and work at the University. The University expects students to be mindful of their audience as they innovate through their art. Students are expected to respect themselves, other members of the University community, and the Institution itself.

Students are expected to comply with all laws and rules set forth in the Student Code of Conduct. Students are expected to refrain from conduct that injures persons or property, impedes in any way the orderly operations of the Academy, including classroom instruction, or otherwise prevents the work of its faculty, staff or students. Conduct that is unbecoming of an Academy of Art University student and is in violation of the Code of Conduct will result in disciplinary action, up to and including summary dismissal from the University.



Pacific West Conference Sportsmanship & Ethical Conduct

Sportsmanship & Ethical Conduct

It shall be the responsibility of each institution to ensure that all individuals employed by or directly associated with the athletic programs of that institution conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests.

Unsportsmanlike Conduct

Unsportsmanlike and/or unethical conduct shall subject an individual to disciplinary action by the Conference Office. The institution with which the offending individual is associated may also be subject to disciplinary action if it is found that the institution's policies, action, or failure to act substantially contributed to the individual's misconduct.

Acts of Unsportsmanlike and/or Unethical Conduct

May include, but not be limited to a player, coach, or other institutional representative who:

- Strikes or physically abuses an official, opposing coach or player,
- Intentionally incites participants or spectators to violent or abusive action,
- Uses obscene gestures or profane or unduly provocative language or action toward officials, opponents, or spectators,
- Publicly criticizes any game official, Conference personnel, another institution or its personnel,
- Engages in negative recruiting by making statements to a prospective Student-Athlete, his/her parents, high school coach, or other persons interested in the prospective athlete which are unduly derogatory of another member institution, its personnel, or its athletic program or
- Any other acts or conduct not specifically described herein that bring disrepute on the Pacific West Conference or one of its member institutions.



Pacific West Conference Penalty Imposition & Appeal Procedures

1. Whenever the Commissioner concludes that there has been a violation of this regulation, he/she shall impose a penalty which he/she deems appropriate.
2. Whenever the Commissioner decides to impose a penalty, he/she shall first give notice of the decision to the individual(s) and the institution(s) involved.
3. In the event that the individual(s) or the institution(s) feels that the penalty is inappropriate because the violation did not occur, because the penalty is not commensurate with the seriousness of the behaviors for which the individual or institution is found responsible, or because approved Conference process was not followed, there shall be the right to appeal the matter. The appeal may be filed by giving the Commissioner notice within five (5) days of receipt of notice of the penalty imposed by him/her. Appeals are reviewed by a special ad hoc committee.
4. The Compliance Committee shall be appointed by the Executive Board Chair from among the institutional representatives whose institutions are not involved in the complaint. The Committee shall conduct a prompt hearing, giving the individual or institution opportunity to be heard. The Committee may reaffirm, set aside, or increase the penalty as is deemed appropriate, giving the individual or institution written notice of its decision and its reasons.
5. The penalty imposed by the Commissioner shall not be implemented while the decision is reviewed by the special ad hoc committee. No public announcement of the penalty shall be made until the individual or institution fails to give notice of the desire to appeal within the five-day period.
6. Nothing herein shall prevent the Commissioner from taking appropriate interim action.
7. Whenever a penalty of suspension is imposed at or near the end of a season of competition, the penalty may be carried over into the next season of competition.



Section III:



Compliance

Dan Emerson

Associate AD of Compliance & Student-Athlete Development

620 Sutter, San Francisco, CA 94102

Office: 415-618-6404

demerson@academyart.edu



NCAA DII Manual Online [Link](#)

AGENTS & PROFESSIONAL SPORTS EDUCATION (Bylaw 12.3)

An individual shall be ineligible for participation in an intercollegiate sport if he or she has ever agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletic ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

Even if you abide by these rules, if your relatives or friends violate these rules you will be ineligible and not allowed to compete!

NCAA Rules concerning agents:

- PROHIBIT you from agreeing, either orally or in writing, to be represented by an agent or organization for the purpose of marketing your athletic abilities or reputation in that sport until after the completion of your final intercollegiate athletics contest.
- PROHIBIT you or anyone representing you from negotiating or signing a contract to compete in any sport ability.
- PROHIBIT you and your relatives or friends from accepting transportation or other benefits from anyone who wishes to provide you with services.

AMATEURISM (Bylaw 12.1.4)

YOU ARE NO LONGER AN AMATEUR AND ARE INELIGIBLE IN A SPORT IF YOU:

- Use your athletic skill for pay
- Compete/agree to compete for a professional athletics team
- Allow a coach, agent, your parents, or anyone to market your athletic ability to a professional team
- Compete on any professional athletics team, even if no pay or remuneration for expenses is received
- Enter into an agreement with an agent (sports) prior to full-time collegiate enrollment for professional athletic team purposes

AMATEURISM CERTIFICATION

- ALL new student-athletes (freshman or transfers) must receive final amateurism certification from the NCAA Eligibility Center to be eligible for competition and athletics grant-in-aid.
- Practice is limited to 45 days for recruited and non-recruited student-athletes (no outside competition) until amateurism certification is verified by the NCAA and Compliance.



ATHLETICS AID (Bylaw 15.02.2)

WHAT IS AN ATHLETIC AID (ATHLETICS SCHOLARSHIP)?

An athletics grant-in-aid (GIA) is awarded on an academic year basis and may cover up to the full cost of tuition/fees, room, board, and books and supplies. You are not eligible to participate in intercollegiate athletics if you received financial aid that is greater than the cost of attendance.

GIA Does Cover:

- Tuition and General Fees
- Room
- Board
- Required course-related books and supplies
- Academic year offers must be signed by the first day of Fall semester

GIA Does Not Cover:

- Student Health Insurance
- Extra amounts requested on Knight Cash
- Single room additional charges
- Housing cleaning fees
- Transportation and Parking Fees
- Housing deposits (damages and fines)

ATHLETIC AID RENEWALS, REDUCTIONS, AND NONRENEWALS

All student-athletes are notified by the Office of Financial Aid of their athletics grant-in-aid renewal status by July 1. This letter will inform each returning student-athlete if their aid will be renewed at the same rate, cancelled, increased, or decreased. Every student-athlete whose aid has been reduced or cancelled has the opportunity, under NCAA rules, to appeal to this decision to the Appeals Committee.

Athletics Aid allocations are awarded on an annual basis.

Athletics aid may not be reduced or canceled during the period of award:

- On the basis of a student-athlete's athletic ability, performance or contribution to a team's success
- Because of an injury, illness or physical or mental medical condition
- For any other medical reason

Additionally, an institution may not set forth an athletically related condition (e.g., financial aid contingent upon specified performance or playing a specific position) that would permit the



institution to reduce or cancel the student-athlete's athletics grant-in-aid during the period of the award if the conditions are not satisfied.

Renewal of Athletic Aid is not guaranteed: Student-athlete's fulfillment of responsibilities and expectations in the classroom and/or as a member of the athletics program may affect decisions surrounding renewal of grant-in-aid.

Reconsideration of Nonrenewal: It is permissible for an institution that has notified a student-athlete that he or she will not be provided athletics grant-in-aid for the next academic year subsequently to award athletics grant-in-aid to that student-athlete.

Appeal procedures for athletic aid reductions, non-renewals, and cancellations:

- The Office of Financial Aid will formally notify the student-athlete in writing of its decision to accept the Department of Athletics recommendation regarding the reduction or cancellation of the student-athlete's athletics grant-in-aid. The letter will detail the appeal procedures should the student-athlete wish to appeal the Department of Athletics decision.
- The letter will explain that the student-athlete's request for an appeal hearing must be submitted to the Office of Financial Aid within 14 days upon receipt of the letter.
- An official hearing will be scheduled within 30 days of the student-athlete's request for appeal. The student-athlete will have a chance to present their case to the Appeals Committee during the hearing.
- A final decision will be rendered by the Appeals Committee and the student- athlete will be notified within 7 days. All decisions by the Appeals Committee are final.

BANNED SUBSTANCE PENALTIES (Bylaw 31.2.3.1)

The NCAA drug testing policy reflects zero tolerance of the use of banned substances by student-athletes. The NCAA holds each student-athlete responsible for what he or she puts into their body. [NCAA Banned Substances](#)

NCAA imposed penalties for positive tests for banned substances are as follows:

18.4.1.5 Ineligibility for Use of Banned Drugs. A student-athlete who, as a result of a drug test administered by the NCAA, is found to have used a substance on the list of banned drug classes, as set forth in Bylaw 31.2.3, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in this bylaw.

18.4.1.5.1 Duration of Ineligibility—Banned Drug Classes Other Than “Illicit Drugs.” A student-athlete who, as a result of a drug test administered by the NCAA, is found to have used a substance on the list of banned drug classes other than “illicit drugs” shall be charged with the loss of one season of competition in all sports, in addition to the



use of a season pursuant to Bylaw 14.2.4.1, if he or she has participated in intercollegiate competition during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (365 days) after the collection of the student-athlete's positive drug test specimen and until he or she tests negative.

18.4.1.5.1.1 Second Positive Test. If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than "illicit drugs" tests positive a second time for the use of a substance in a banned drug class other than "illicit drugs," he or she shall lose all remaining regular-season and postseason eligibility in all sports. If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than "illicit drugs" tests positive for the use of a substance in the banned drug class "illicit drugs," he or she shall be ineligible for competition for 50 percent of a season in all sports (the first 50 percent of regular-season contests or dates of competition in the season following the positive test). The student-athlete shall remain ineligible until the prescribed penalty is fulfilled and he or she tests negative.

18.4.1.5.2 Penalty—"Illicit Drugs." A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in the banned drug class "illicit drugs" shall be charged with the loss of competition during 50 percent of a season of competition in all sports (i.e., 50 percent of all contests or dates of competition in the season following the positive test). The student-athlete shall remain ineligible until the prescribed penalty is fulfilled and he or she tests negative.

18.4.1.5.2.1 Second Positive Test. If a student-athlete who previously tested positive for the use of a substance in the banned drug class "illicit drugs" tests positive a second time for the use of a substance in the banned drug class "illicit drugs," he or she shall be charged with the loss of one additional season of competition in all sports, in addition to the use of a season, pursuant to Bylaw 14.2.4.1, if he or she has participated in intercollegiate competition during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (365 days) after the collection of his or her second positive drug-test specimen or until the period of ineligibility for any prior positive drug tests has expired, whichever occurs later. If a student-athlete who previously tested positive for the use of a substance in the banned drug class "illicit drugs" tests positive for use of a substance in a banned drug class other than "illicit drugs," he or she shall be charged with the loss of one season of competition in all sports, in addition to the use of a season, pursuant to Bylaw 14.2.4.1, if he or she has participated in intercollegiate competition during the same academic year. The student-athlete shall remain ineligible for all regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the collection of the student-athlete's positive drug test specimen and until he or she tests negative.

The Academy of Art University Department of Athletics has established additional penalties for use of prohibited substances. (See "Sports Medicine" section)



REPRESENTATIVE OF ATHLETICS INTERESTS (Bylaw 13.02.12)

A REPRESENTATIVE OF ATHLETICS INTERESTS IS ANYONE WHO:

- Has participated in or is a member of an agency or organization that promotes ART U Athletics
- Has made any financial contributions to any arm of Academy of Art University
- Has provided or arranged employment for student-athletes
- Has been involved in the recruitment of a prospect
- Has provided benefits to an enrolled student-athletes or their friends or relatives
- Has been involved in promoting ART U Athletics programs

“Remember...once a booster, always a booster”

Even if someone does not meet the definition of a representative of athletics interests, it does not mean that you can accept extra benefits from them. Receiving benefits any person fitting any of the following descriptions would render you ineligible.

You cannot receive benefits if the relationship:

- Between you or your parents and the individual providing the benefits started because of your participation in athletics or your reputation as an athlete;
- Began after you became a prospect;
- Began after you earned a reputation for being an athlete; or
- The pattern of giving increased after you earned a reputation for being an athlete

Many of the people who are around your team are representatives of athletics interests. They may think they are helping you, but anyone who offers to help you or your family and friends by providing impermissible benefits is going to damage your career and jeopardize your eligibility.

COMMUNITY SERVICE & PROMOTIONAL ACTIVITIES (Bylaw 12.5)

The Department of Athletics encourages student-athlete participation in community service and promotional activities which benefit worthy causes. Community engagement is a pillar of our NCAA Division II membership and serves as an avenue for student-athlete personal growth and development. Department of Athletics is required to submit written approval for all student-athletes participating in any charitable or non-profit activities considered incidental to participation in intercollegiate athletics.



An Academy of Art student-athlete can participate in institutional, charitable, educational, or nonprofit promotions if the following conditions are met:

1. The student-athlete does not miss class.
2. The student-athlete receives written approval from Director of Athletics (or designee).
3. The specific activity or project in which the student-athlete participates can involve co-sponsorship, advertisement, or promotion by a commercial agency except as follows:
4. The student-athlete may accept legitimate and normal expenses, such as meals, travel, and the like from the institution or charitable/nonprofit agency
5. The student-athlete signs a release statement prior to the activity
6. The student-athlete's name, picture, or appearance can be utilized to promote the commercial ventures of the agency (permissions is need for any ART U marks to be used)
7. The activity is within one hour driving distance of Academy of Art University campus, unless otherwise approved by the Director of Athletics.

ELIGIBILITY – COMPETITION (Bylaw 14)

TO BE ELIGIBLE TO COMPETE A STUDENT-ATHLETE MUST:

- Attend Compliance Education Session and submit all online required forms through JumpForward
- Be enrolled as a full-time student (minimum of 12 units);
- Be in Good Academic Standing with the University;
- Meet all NCAA initial eligibility requirements, be certified as an academic qualifier and complete amateurism certification;
- Meet all NCAA transfer regulations;
- Be certified as able to graduate within five years from your initial full-time collegiate enrollment;
- Meet all NCAA, Pacific West, and ART U eligibility requirements.
- Not be active in the NCAA Transfer Portal
- *NOTE: Student-athlete enrollment and attendance in any class during any portion of a term triggers responsibility for NCAA rules governing that term.*

RESTRICTIONS FOR STUDENT-ATHLETES NOT ELIGIBLE FOR COMPETITION:

1. The student-athlete must watch the contest from the stands or bleachers (*NOT ON THE TEAM BENCH*);
2. No ticket(s) for away contests, unless they receive a ticket from an eligible student-athlete;
3. May not receive any other game day benefits: pre-game meal, per diem, lodging, and/or any benefit incidental to participation with the exception of tickets to a home contest;
4. Not permissible to travel with the team or dress for competition;
5. No participation in pre-game warm-up activities (catching, throwing or hitting with other student-athletes, etc.);



6. Not allowed in team contest area, whether in uniform or plain clothes, during competition (e.g., dugout, bench, sideline) during home or away competitions – ineligible student-athletes must watch from the stands or bleachers.

EXCEPTION: Student-athletes not eligible to compete due to reasons unrelated to academic eligibility or NCAA violation (e.g. transfer residency requirement, medical hardship) may be in the team contest area in plain clothes (not in uniform) during the competition at the Coach's discretion.

ELIGIBILITY – PRACTICE

TO BE ELIGIBLE TO PRACTICE A STUDENT-ATHLETE MUST:

- Attend Compliance Education Session and submit all online required forms through JumpForward;
- Be enrolled as a full-time student (minimum of 12 units);
- First year student-athletes must meet NCAA initial eligibility standards be certified as an academic qualifier and complete amateurism certification and has all official high school transcripts on file with the Academy of Art University Registrar Office;
- Practice is limited to 45 days for recruited and non-recruited student-athletes (no outside competition) until final academic and/or amateurism certification is verified by the NCAA and Compliance.
- Not be active in the NCAA Transfer Portal

ACTIVITY RESTRICTIONS FOR STUDENT-ATHLETES NOT ELIGIBLE FOR PRACTICE:

In addition to the restrictions for student-athletes not eligible to competition, the following restrictions apply to student-athletes NOT eligible for practice (due to non-qualifier status)

- No participation in any countable athletically related activities with the team (e.g., team practice, team meeting regarding strategy, competition).

Student-athletes NOT eligible to practice may do the following:

- Participate in voluntary athletically related activities (e.g., hitting balls off the tee without the assistance of coaches or teammates, workouts or weightlifting on their own and not in the presence of coaching staff or teammates)
- Participate in administrative activities (e.g., academic meetings, compliance meetings, study tables, tutoring sessions)
- Participate in team banquet

Reminder for NCAA NONQUALIFIERS:

Impermissible and permissible activities and benefits for non-qualifiers are identical to those for student-athletes not eligible to compete or practice. A non-qualifier shall forfeit eligibility in all sports if they are individually coached or are a member of any organized practice or training



program for intercollegiate athletics prior to attaining eligibility for a first season of competition.

EMPLOYMENT (Bylaw 12.4)

NCAA rules do not prohibit legitimate employment of student-athletes.

REQUIRED EMPLOYMENT REGISTRATION

- Before beginning employment, you are required to register your employment by submitting a Student-Athlete Employment Agreement to the Compliance Office.
- You are responsible for letting the Compliance Office know of any changes in your employment status (e.g., quitting your job, getting another job).
- You must register all employment during the academic year and summer.

EMPLOYMENT REQUIREMENTS

Employment must meet the following requirements in order for compensation to be legitimate:

- You are paid for work actually performed;
- You are paid the going rate for the locality;
- You can be compensated in any manner because of any publicity, reputation, fame, or personal following that you have obtained because of your athletics ability;
- You complete the required documents for the Compliance Office.

FEES FOR LESSONS

It is permissible for a student-athlete to receive payment for teaching or coaching on a fee-for-lesson basis provided:

- You complete the required documents for the Compliance Office;
- You do not use Academy of Art University facilities to provide the lesson;
- You do not provide a playing lesson;
- You receive payment for the lesson from no one other than the recipient or the recipient's immediate family.

ETHICAL CONDUCT (Bylaw 10)

- You must always compete with honesty and sportsmanship.
- You are ineligible to compete if you have shown dishonesty in evading or violating NCAA regulations.
- Student-athletes, coaches and all athletic department staff members are required to report potential violations of NCAA rules.
- Information you report to the Compliance Office concerning potential violations will be kept in strict confidence.

Enrolled student-athletes found in violation of NCAA rules or unethical conduct will be ineligible for further intercollegiate competition, subject to appeal to the NCAA Student-Athlete



Reinstatement Staff for restoration of eligibility. Unethical conduct may include, but is not limited to, the following:

1. Refusal to furnish information relevant to an investigation of possible NCAA rule violations.
2. Knowing involvement in arranging fraudulent academic credit or false transcript for a prospective or enrolled student-athlete.
3. Knowing involvement in offering or providing a prospective or enrolled student-athlete an improper recruiting inducement, or extra benefit, or improper financial aid.
4. Knowingly furnishing the NCAA or the Academy of Art University false or misleading information concerning your involvement or knowledge of matters relevant to a possible violation of NCAA rules

VIOLATIONS

You should report potential violations of NCAA rules to Dan Emerson by calling 415-618-6404, email demerson@academyart.edu or in person at the Compliance Office (620 Sutter).

EXTRA BENEFITS (Bylaw 16.11.2.1)

As an Academy of Art student-athlete, you, your family, and friends cannot accept extra benefits. Some examples of extra benefits that you, your family or friends cannot accept are:

- Cash or loans of money
- Signing or cosigning a loan
- Any tangible gifts, including birthday or holiday gifts
- Free or discounted meals, goods, services, or entertainment
- Assistance paying bills
- Transportation or use of an automobile
- Arranged employment for your family or friends
- Hospitality from booster, except for an occasional home meal for you and your team in a booster's home. Your family and friends cannot attend an occasional meal. Such meals must be pre-approved by the Compliance Office.

If you have any questions about whether a meal fits the NCAA definition of an occasional home meal please contact the Compliance Office, 415-618-8513 or email demerson@academyart.edu

What happens if you, your relatives, or friends accept an extra benefit?

- You are ineligible to compete.
- You may be withheld from competition.
- Potential negative publicity for you, your family, your team, and the University.



SPORTS WAGERING ACTIVITIES (Bylaw 10.3)

4 words... ***DON'T BET ON IT!!!***

Please refer to Page 13 of the Student-Athlete Handbook and the NCAA and institutional wagering guidelines for more information. (Bylaw 10.3)

DISCIPLINARY ACTION

Student-athletes that violate the gambling rules may be subject to the following sanctions:

1. A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest (i.e., "point shaving") or who participates in any sports wagering activity involving the student-athlete's institution shall **permanently lose all remaining regular-season and postseason eligibility in all sports.**
2. A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum period of one year from the date of the institution's determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If the student-athlete is later determined to have been involved in a violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.
3. Loss of athletically related financial aid

OUTSIDE ACTIVITIES (COMPETITION, PRACTICE, TRYOUTS) (Bylaw 14.7)

Individual & Team Competition Requests: You must receive prior approval from your head coach and the Compliance Office prior to participation in outside competition during the academic year.

Missed Class Time: You are not permitted to miss class time to engage in outside activities unless prior approval from the Director of Athletics has been received.

Exceptions: Contact your coach or the Compliance Office regarding exceptions to NCAA rules governing outside activities (e.g., outside competition with a team, unattached competition, tryouts for national or Olympic team, etc.)

PRACTICE (ATHLETICALLY RELATED ACTIVITIES)

Practices are considered to be any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more coaches, including strength and conditioning coaches.

**Examples Include**

- Required setting up of offensive and defensive alignments
- Required activities using equipment related to your sport
- Required lectures on or discussions of strategy related to your sport
- Required discussions or review of game films or videos related to your sports
- Required participation in camps, clinics, or workshops
- Required weight training

Practice is NOT:

- Training table or competition related meals
- Physical rehabilitation
- Medical examinations or treatments
- Dressing, showering, or taping
- Academic study hall or tutoring sessions
- Travel to and from competition
- Voluntary workouts

In-Season Practice Hour Restrictions:

During the playing and practice season, practice activities are limited to:

- Not more than 4 hours each day
- Not more than 20 hours each week
- There must be at least 1 day off each week when no practice activities are required

During preseason (before your first competition) and during academic year vacation periods (e.g., Spring Break) these limitations do not apply.

Out-of-Season Practice Hour Restrictions:

1. **In all sports that have a non-championship segment**, to prohibit all CARA during two calendar days per week;
2. **In all sports that have a non-championship segment other than golf and tennis**, to limit a student-athlete's participation in CARA to a maximum of four hours per day and 15 hours per week during a 45-consecutive calendar day period (omitting vacation and examination days as long as no practice or competition occurs on such days);
3. **In golf and tennis**, to limit a student-athlete's participation in CARA to a maximum of four hours per day and 20 hours per week during a 60-consecutive calendar day period (omitting vacation and examination days as long as no practice or competition occurs on such days).



Countable vs. Non-Countable Activities

Countable	Non-Countable
Practices (not more than 4 hours/day)	Compliance, Drug/alcohol educational meetings
Athletic Meetings with a coach initiated or required by a coach (ex: end of season individual meetings)	Meeting with a coach initiated by a Student-Athlete (as long as no countable activities occur)
Competition (and associated activities, regardless of their length, count as 3 hours)	Recruiting activities (ex: student host for Official Visit)
Field, floor, or on-court activity	Study hall, tutoring, or academic meetings
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff	Voluntary sport-related activities (ex: captain's practice, no coach present)
On-court or off-court activities called by a member of the team and confined primarily to team members	Voluntary weight training not conducted by a coach or staff member
Required weight training and conditioning activities	Student-Athlete Advisory Committee
Required participation in camps/clinics	Traveling to/from the site of competition/practice
Visiting the competition site in the sports of cross country and golf.	Training room activities (treatment/taping), rehab activities and medical examinations

VOLUNTARY WORKOUTS

For an athletically related activity to be considered voluntary these conditions must be met:

- Request must be made by student-athlete
- No reporting of information back to Department of Athletics staff member
- No penalty for choosing not to participate in the activity
- No reward for choosing to participate in the activity

RECRUITING PROCESS – YOUR ROLE AS A HOST DURING OFFICIAL AND UNOFFICIAL VISITS (Bylaws 13.6 & 13.7)

URBAN KNIGHT EXPECTATIONS

As a current Academy of Art student-athlete, you are a reflection of your team, the Department of Athletics and Academy of Art University. Your association with intercollegiate athletics is a large responsibility and your actions are always under a watchful eye. Student-athletes in all sports attract special attention because of their status as student-athletes.

During an official visit, you are a source of information about our campus, the athletic experience and, by example, the type of student-athlete that Urban Knights are expected to be. If you are asked by your coach or any member of the athletic department staff to host a prospective student-athlete, it is expected that you adhere to the NCAA rules.

OFFICIAL VISITS

Student Host Instructions

- If you have been chosen to host a prospect, you may be provided with up to \$30 each day that the prospect is on campus. This is entertainment money, but it cannot be used to buy souvenirs or memorabilia (e.g., T-shirts, hats). If you and your teammates work



together in hosting a prospect, only one of you can be given the money to entertain; the others must pay their own way.

- You may also be given complimentary admission to accompany your prospect to a campus athletic event.
- Any unused money must be returned to the Department of Athletics.
- Academy of Art University, a coach, staff member, or a booster may not provide a car for use by a prospect or student host.
- Have fun with the prospect but remember to be responsible and safe.

Entertainment

A prospect and his or her relatives or legal guardians may be entertained on a scale comparable to that of a normal student.

OTHER CONTACT WITH PROSPECTS

- An unofficial visit is made at the prospect's expense. While on campus for an unofficial visit you can talk to the prospect and spend time with them. An institution may provide a prospect (and his or her relatives or legal guardians) with one meal on or off campus in the locale of the institution. Any expenses beyond the one meal and/or complimentary admission to a campus athletic event would require the visit to become an official visit.
- Aside from official visits, off-campus, in person contacts between you and a prospect are permissible only if such contacts are incidental and do not occur at the direction of a coaching staff member for recruiting purposes.

TRANSFER PROCEDURES FOR STUDENT-ATHLETES (Bylaw 14.5)

STUDENT-ATHLETES LEAVING ACADEMY OF ART UNIVERSITY

When the Athletic Compliance Office receives Notification of Transfer form with Division II Transfer Module Certificate from a student-athlete:

- The Compliance Office has seven days to enter the student-athletes name into the NCAA transfer portal. Once entered the student-athlete's head coach will be notified of them entering the NCAA transfer portal. In certain cases, additional information about the student-athlete reason for transfer will be requested. The Academy of Art has the right to object to the use of the one-time transfer exception.
- The Head Coach shall notify Athletic Compliance whether he/she objects to the use of the one-time transfer exception.

Granted: If the Head Coach grants the request, the Compliance Office shall mark that on the NCAA transfer portal tracer.



Not Granted: If the Head Coach does not grant permission to contact the student-athlete or objects to the use of the “one-time transfer exception”, the Compliance Office shall notify the Sport Supervisor for that sport. The Associate Athletic Director shall arrange a meeting with the Sport Supervisor and Head Coach for that sport to review the reason for the denial. If the Sport Supervisor concurs with the Head Coach’s decision, then the Sport Supervisor shall notify the Director of Athletics. If the Director of Athletics concurs with the Sport Supervisor’s decision, then the Compliance Office shall notify the student-athlete and mark that on the NCAA transfer portal tracer. The student-athlete shall also be notified of the opportunity for a hearing to appeal such denial.

Hearing Opportunity: A hearing shall be held promptly after the Compliance Office receives the student-athlete’s written request for such hearing. The student-athlete and a representative of the Academy of Art Athletics Department shall attend the hearing and have the opportunity to present testimony and documentation to the committee. The Appeals Committee that hears the case must be comprised of members from outside of the Athletics Department.



ELIGIBILITY AND ILLNESS, INJURY, INCAPACITY

As described below, a student-athlete's illness, injury or other incapacity can, in certain circumstances, affect his or her eligibility under NCAA regulations. However, an injury, illness, or incapacity does not affect their athletic scholarship, team membership, or academic enrollment; student-athletes are not retaliated against if they are injured, ill, or otherwise incapacitated. ART U follows the NCAA's regulations relating to intercollegiate competition eligibility and follows a policy of non-discrimination. Students are encouraged to consult the Compliance Office and those regulations for more information on eligibility.

Under NCAA regulations, a student-athlete is not permitted to engage in more than four seasons of intercollegiate competition in any one sport. A student-athlete must complete his/her seasons of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the institution. NCAA regulations provide that female student-athletes who become pregnant during their collegiate career may be granted a two-semester extension of the 10-semester rule in which to engage in four seasons of intercollegiate competition. Any competition, regardless of time, during a season in an intercollegiate sport counts as a season of competition in that sport.

It is the right of every student to maintain the confidentiality of their protected medical information, which includes information regarding student-athlete injuries and illnesses. Student-athletes are given the option of signing a Student Athlete Authorization/Consent for Disclosure, which is required for ART U to release protected health information to the public. If this form is not signed, ART U will not disclose protected medical information. Student-athletes may revoke a Student Athlete Authorization/Consent for Disclosure that they previously signed at any time by giving notice to ART U's Director of Athletics.

ELIGIBILITY AND ILLNESS, INJURY, INCAPACITY (continued)

Below are some facts that student-athletes should know about being injured or incapacitated:

"RED SHIRTING"

- A "redshirt" season refers to a year in which a student-athlete does not compete at all against outside competition. During a year in which the student-athlete does not compete, a student can practice with his or her team and receive financial aid.



- The determination of a “red shirt” season is one that is come to once the student-athlete, coaching staff & sports administrator all sit together and make that decision. No one party can make this decision without the consent of everyone involved.

“MEDICAL HARDSHIP WAIVERS”

- Student-athletes who have become incapacitated during a season of athletic competition in which they have competed have the option of pursuing an NCAA Hardship Waiver in order to preserve that season of eligibility.
- When a hardship waiver is granted, the student-athlete is given an additional year of competition eligibility.
- "Hardship" is defined by NCAA regulations as "an incapacity resulting from an injury or illness," provided that certain criteria set forth by NCAA regulations are met. Such incapacity may include a female athlete's pregnancy. A student-athlete will not be charged with the loss of that season of competition eligibility by the conference or the Academics/Eligibility/Compliance Cabinet if all the following criteria are met:
 1. The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution or occurs subsequent to the first day of classes in the student-athlete's senior year of high school;
 2. The injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA championship in that sport and results in incapacity to compete for the remainder of that playing season; and
 3. The injury/illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport), or 30% (whichever number is greater) of the institution's scheduled contests or dates of competition in his or her sport. Only scheduled competition (excluding exhibition contests and scrimmages) against outside participants during the playing season that concludes with the NCAA championship, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), is countable in calculating the number of contests or dates of competition in which the student-athlete has participated and the number of scheduled contests or dates of competition during that season in the sport.

ELIGIBILITY AND ILLNESS, INJURY, INCAPACITY (continued)

Q. Who do I talk to about seeking an NCAA Hardship Waiver?

All hardship waivers are processed through the ART U Compliance Office and the Athletic Training Staff. You should meet personally with the Compliance Office to discuss the process. As long as a student-athlete meets the criteria outlined above and makes the Compliance Office



& Athletic Training Staff aware of that fact, a waiver request will be petitioned to the PacWest Conference Office.

Q. Will I be retaliated against if I receive a Hardship Waiver?

Academy of Art does not retaliate against student-athletes for that student-athlete's applying for or receiving a hardship waiver. Student-athletes are not retaliated against regarding their athletic scholarship, team participation or academic enrollment.

OUT OF SEASON INCAPACITY

If an injury, illness, or other cause (including a female athlete's pregnancy), causes you to become physically incapacitated outside a season of competition, you should let your coach know as soon as possible so he or she can plan accordingly. When a student-athlete becomes incapacitated prior to a season of competition, pursuant to NCAA rules, that student athlete will not be charged with a season of competition provided that they do not engage in any competition that season. Incapacitated players are encouraged to remain members of their teams during the season that they are incapacitated. Incapacitated players are entitled to retain their scholarship, remain members of their team, and remain at school, and will not be retaliated against because of their incapacity.

Name, Image, Likeness (NIL) – Policy

1. PURPOSE: This Policy is intended to provide guidance and structure to ART U student-athletes seeking to earn compensation for the use of their name, image, or likeness (NIL) while enrolled at ART U. It has been developed to be consistent with existing state law related to this topic (*See* CA. SB 206 Chapter 383). Such compensation must be commensurate with the market value of the authorized use of the student athlete's name, image, or likeness. Such compensation may not be provided in exchange, in whole or in part, for a current or prospective student athlete to attend, participate, or perform at the University.

2. DEFINITIONS:

2.1 “Compensation” is defined as:

Any form of payment or remuneration, including but not limited to cash, gifts, in-kind items of value, social media compensation, digital currency, payments for licensing or use of publicity rights, payments for other intellectual or intangible property rights under federal or state law, and any other form of payment or remuneration.

Compensation is not defined as:

Educational expenses or any financial aid, benefits or awards provided to a student athlete in accordance with rules of an athletic association; or



Federal or state grants or scholarships; or

Payments of wages and benefits at a rate commensurate with prevailing rate for similar work in the locality of the institution to a student athlete for work actually performed other than for athletic ability or participation in intercollegiate athletics.

2.2 “Image” is defined as a picture of the student athlete.

2.3 “Likeness” is defined as a physical, digital or other depiction or representation of the student-athlete.

2.4 “Name” is defined as the first or last name, or the nickname, of the student athlete when used in a context that reasonably identifies the student athlete with particularity.

2.5 A “Promotional Activity” is defined as any use of a student athlete’s name, image, or likeness to promote the commercial endeavors of any entity, including media. Activities include but are not limited to:

In-person appearances; or

Social media posts; or

Media Appearances (e.g. appearance on a talk show); or

Digital/printed materials (e.g. billboard, online ad, etc.).

2.6 A “Representative of the University’s Athletic Interests” (e.g. booster) is any individual who:
Has made a financial contribution to the University; or
Assisted in the recruitment of a prospective student athlete; or
Provided benefits of any kind to a current student athlete.

3. Policy

3.1 Disclosure Requirements

A student athlete must disclose to the Athletics Compliance Office, and submit for approval and review via JumpForward, any proposed contract, agreement or other arrangement between the student athlete and any third party no later than seven (7) days prior to executing the contract/agreement or engaging in the proposed activity. The Athletic Compliance Office review and approval is solely for compliance with the University’s Name, Image, and Likeness Policy for Student Athletes -- it does not constitute an arrangement of the contract, or any agreement by or at the direction of the University, nor is it a legal review on behalf of the student athlete.

Until Athletics Compliance Office approval is obtained, the student athlete may not engage in the proposed activity. In the event the Athletics Compliance Office does not provide approval, the student athlete may not engage in the proposed activity.



Failure to disclose any contract, agreement or arrangement may result in loss of eligibility for the student athlete, suspension from team activities or competition, and/or additional Name, Image and Likeness education or training.

3.2 Conditions of Participation in a Promotional Activity for Compensation

3.2.1 Student athletes may not receive payments, provisions, or promises of any other consideration or benefits from the University, or any Representative of the University's Athletic Interest, or any other person or entity acting on behalf of the University in exchange for, or as an inducement for, athletic performance or attendance at the University. Student athletes are not prohibited from entering into Name, Image and Likeness agreements with separate business entities that are operated by an individual who is also a Representative of the University's Athletic Interest, so long as the agreement is not a payment, provision, or promise of any other consideration or benefits by the University or by any Representative of the University's Athletic Interest or any person or entity acting on behalf of the University.

3.2.2 A student athlete may receive compensation to participate in promotional activities under the following conditions.

- a. The student athlete shall not miss classes or other academic obligations (e.g. tutors) to participate in a promotional activity.
- b. The student athlete shall not miss required team activities, including practice and competitions, to participate in a promotional activity.
- c. The student athlete shall not use University Facilities without permission.
- d. The student athlete may not use the University's trademarks (e.g., logos, word marks (including, but not limited to, the University's name, nicknames, team names, mascot name, slogans, etc.), colors, or other identifying indicia), or copyrighted content unless an agreement is entered with the University granting the right to use such intellectual property.
- e. The student athlete may not at-mention or tag an official University social media handle or account unless an agreement is entered with the University granting the right to at-mention or tag an official University social media handle or account.
- f. University employees (including but not limited to Athletics staff and coaches) are not permitted to provide or arrange for compensation to student athletes for their Name, Image, or Likeness.

3.3 Use of Agents

Student athletes are permitted to use an athlete agent solely for purposes of assisting with contracts for compensation. The use of an "athlete agent" for purposes of assisting with contracts for compensation for the student athlete's Name, Image and Likeness shall conform to NCAA legislation.

3.4 Prohibited Categories for Compensation



The following have been determined to be products and establishments that do not align with the University's mission or are impermissible for other reasons. Therefore, student athletes are not permitted to enter into any Name, Image or Likeness compensation arrangements with:

- a. Lotteries, Casinos, sports wagering facilities, or online equivalents; or
- b. Adult entertainment sex toys or products; or
- c. Adult entertainment establishments (e.g. strip clubs, pornography, etc.); or
- d. Tobacco, alcohol, marijuana, nicotine, vapor products; or
- e. Other products or establishments that market products exclusively to those 18 years of age or older; or
- f. Other products or establishments that do not align with the University's mission and identity.

The following have been determined to be products and establishments that are impermissible due to existing University contracts and to eliminate brand confusion.

- g. Student athletes are not permitted to enter into any Name, Image or Likeness compensation arrangements with products or establishments related to providers of higher education (other colleges and universities), health care, and related services.
- h. Student-athletes are permitted to enter into Name, Image or Likeness compensation arrangements with apparel, sportswear, footwear, athleisurewear products and establishments. However, student athletes must only wear and use University-issued apparel, gear and equipment during all team activities, practices, and competition (Countable Athletically Related Activities).

Failure to abide by these may result in loss of eligibility, suspension from team activities or competition, and/or additional Name, Image and Likeness education or training.

3.5 International Student Athletes

International student athletes should not enter into any compensation agreement without first checking with the University's International Student Services to ensure the agreement complies with visa and immigration requirements.

3.6 Impact of Pell Grants, Cal Grants, and other Financial Aid

Pell Grants, Cal Grants, and other need-based aid could be affected by Name, Image, and Likeness compensation. Questions regarding aid should be directed to the University's Financial Aid Office.

3.7 Student Athletes Under 18

Any student athlete under the age of 18 at the time of entering any Name, Image and Likeness agreement must have additional consent from a parent or legal guardian.



Section IV:



Student-Athlete Well-Being



CONFLICT RESOLUTION

The ART U Athletic Department, student-athletes, coaches, and administrative staff are proud to have a close-knit family environment. The Administration and Coaches serve as resources, role models and servant leaders to all of our student-athletes. We ask that all Urban Knights communicate with honesty and transparency and work together with the common goal of building our Athletic Department.

As you embark your journey as a NCAA Division II Student-Athlete, you will experience many academic, athletic, and personal obstacles and achievements. The ART U Administration and Coaches are here to assist you in anyway.

ART U Sports Supervision

<u>Athletic Director</u> Men’s Basketball Women’s Basketball Women’s Tennis Men’s Soccer Men’s XC/Track & Field Women’s XC/Track & Field Baseball	<u>Senior Associate AD of Compliance</u> Volleyball Men’s Golf Women’s Golf Softball Women’s Soccer
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For any issues regarding:

Health Related Emergencies (non-athletically related injuries)

- Dial 911 or
- Contact Head Coach
- *Please refer to “Safety within San Francisco” page listing local hospitals*

Team Issues

- Contact a member of your coaching staff to address the issue
- Coach and student-athlete are welcome to meet with Sport Supervisor regarding issue

Academic Issues with Instructor:

- Contact a member of your coaching staff to address the issue
- Pending on severity of the situation, the coach will address the issue with Sport Supervisor and Faculty Athletics Rep (FAR)
- FAR will set up a meeting with instructor, Department of Director, student-athlete, and the coach to resolve issue



Personal Issues

- Contact a member of your coaching staff to address the issue or
- Contact your Sports Supervisor or Associate AD of Compliance

GRIEVANCE PROCEDURES

The Academy of Art University Department of Athletics is committed to resolving complaints and grievances that may arise in an equitable fashion for all persons involved.

Student-athletes with a complaint, grievance, or objection involving an athletic team, coaching staff member, department official or policy, should first discuss and attempt to resolve this issue with the person(s) involved. However, if resolution attempts through the information procedures fail, formal grievance procedures may be initiated.

Formal Procedures

Formal means to resolve a complaint or grievance; after all informal procedures have been attempted, the following actions should be taken:

1. The grievant should notify the Director of Athletics of his/her grievance in writing, outlining the complaints, the person(s) involved and any other pertinent information.
2. The Director of Athletics, or his/her designee, should conduct a preliminary interview with the grievant. The Director may also wish to contact the person(s) about whom the complaint is being targeted.
3. The Director shall conduct a formal meeting involving all persons involved in the complaint. Each party may be accompanied by an adviser.
4. Within a reasonable time period after the formal meeting, the Director shall notify the grievant, in writing, of the decisions

Formal Appeal

Should the grievant be unsatisfied with the decision of the Director of Athletics, and *only if substantial new facts have been discovered that were unavailable at the time of the initial formal meeting*, he/she may take the following steps:

1. Within 21 days after receipt of written decision, the grievant should notify the Director of Athletics, in writing, that he or she wishes to appeal the decision. At that time, the grievant must inform the Director of Athletics on substantial new information that was not available at the time of the meeting to form the basis of the appeal.
2. After receiving a request for appeal within a 21-day window, the Director of Athletics shall refer the appeal to the Faculty Athletics Representative (FAR). The FAR will review the case and determine whether there are substantial facts that were unavailable at the time of the informal process. The FAR may consult with others (Athletic Administration) in order to make a determination. If the FAR decides that an appeal meeting is justified, all parties will be contacted to set a date for the meeting.
3. Within a reasonable time period after the appeal meeting, the FAR will notify the



grievant, in writing, of his/her decision. The result of the appeal meeting is final and cannot be re-applied through other avenues.

ART U STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

Urban Knight SAAC is the ART U Student-Athlete Advisory Committee, a collaboration of Student-Athletes, representing all intercollegiate NCAA Division II teams competing for the Academy of Art University.

The mission of ART U SAAC is to:

- Act as servant leaders within ART U Campus to instill greater unity, pride and camaraderie within the student body.
- Provide feedback to the athletic administration on proposed conference and NCAA legislation.
- Foster student-athlete welfare.
- Create relationships between student-athletes and the community by organizing community service efforts and raising funds for various causes.
- Become a sounding board for the athletic administration by generating a student-athlete voice where concerns are addressed.
- Advise the athletic administration on how to spend NCAA funds.
- Maintain our integrity as Urban Knights.

ART U SAAC Board

- Co-Presidents Chairwoman of Publicity: Bethany Mitchell (Softball)
- Co-Presidents Chairman of Community Service: Hudson Lockette (Cross Country/Track & Field)
- Co-Vice President of Co-Chairman Social Events: Andrew Mcalpin (Baseball)
- Co-Vice President of Co-Chairwoman Social Events: Delanie Dykes (Cross Country/Track & Field)
- Secretary Meeting and Group Organization: Katie Humphreys (Softball)
- Advisors: Michael Morini, Assistant AD and Julian Billot, Director of Operations

How can I join SAAC?

ART U SAAC is always looking for new members! Please contact your team SAAC rep or the President and/or Vice President.



EQUIPMENT

Student-Athletes must return team gear before leaving for the summer:

- Uniforms
- Travel Suits
- Polo's
- Jackets
- Backpacks
- Travel Bags
- Pennies
- Shooting Shirts
- Equipment (balls, ball bags)

When team gear is dispersed, each student-athlete will sign the Team Inventory Form, confirming the items received, size of each apparel item and cost per item.

Student-athletes are required to return their team gear, in clean and well-kept condition, at the end of the season or academic year, depending on Coach's expectation.

If he/she does not return their necessary team gear, Financial Aid will block their account, until all goods are received. Damaged/lost items will be applied to student's account (amount based off of retail price).

Student-Athletes may keep the following equipment after season has concluded:

- Practice Shirts
- Practice Shorts
- Sweatshirts
- Sweatpants
- T-shirts
- Hats
- Spandex
- Shoes/Socks
- Sports Bras



SPORTS MEDICINE

Communication

- Please be sure to communicate with your team athletic trainer throughout the academic year with any injuries, rehab, medical bills, etc.

Head Athletic Trainer (TBA):

Volleyball, Tennis, M&W Track & Field, M
Basketball, W Golf

Assistant Athletic Trainer (TBA):

M&W Cross Country, M Soccer, M Golf
Softball

Assistant Athletic Trainer (TBA):

W Soccer, W Basketball & Baseball

Insurance

- Student-athletes must maintain primary health insurance that covers athletic related injuries for the academic year.
- Academy of Art University athletic health insurance only provides secondary coverage, for injuries occurring only when participating in the play or practice of intercollegiate athletics; this means that your own, or your parent's health insurance policy will take precedence when paying medical expenses. After primary and secondary insurance has been exhausted, any additional medical expenses not covered by the insurance companies will be the athlete's responsibility.
- All Student-athletes must be insured throughout the entire academic year.
 - If a student-athlete is using ART U facilities during the summer, he/she must be covered the entire year (August - July of following year)
 - No insurance = no practice/no competition
- Student-athletes are responsible for informing their team trainer if he/she has changed insurance.
 - If student-athlete fails to notify Sports Medicine staff of insurance change or lapse, medical expenses will not be covered by ART U.
- An athletic trainer will attempt to attend any **athletically related injuries** doctor's appointments, depending on coverage and availability; coaches are recommended to join.
 - If an athletic trainer cannot attend a doctor's meeting, it is the responsibility of the student-athlete to collect necessary paperwork to then submit to their team athletic trainer.
 - For any non-athletically related injuries (ex: mental health, gender specific appointments, etc.), an athletic trainer is not required to attend, and ART U will not cover any non-athletically related injury medical costs.
- Since we do not have a campus health center, we highly encourage student-athletes to research local doctor's in case of future emergencies, specific to their personal insurance.

**Missed Appointments**

If a student-athlete does not come in as recommended for treatment/rehab, the Sports Medicine staff will document any missed appointments/treatments and send the coaches a note.

Outside Doctor's/Second Opinions

The University's policy states that it will not cover any bills that incur from any second opinions or if a student-athlete sees their own doctor without proper authorization or referral from the Sports Medicine department.

In-Network Referrals and Specialist

When seeking medical treatment outside of the athletic training room (primary physician, specialist, referrals, physical therapy, etc.) individuals must be treated by medical professionals who are covered as in network by their primary insurance EOB.

Medical Bills

- It is the responsibility of the student-athlete to bring any bills and EOBs incurred from any athletic related injury sustained with ART U Athletics to the Sports Medicine department.
- Academy of Art University is not responsible for any non-related athletic injuries, including independent workouts and exercise.

Parents

- Due to HIPAA, we will not and cannot talk to parents unless student-athlete is a minor. Please do not refer parents to Sports Medicine team regarding medical situations without proper consent from student-athlete.

Injury Procedures

- Student-athletes are required to meet with their team athletic trainer for all athletic injuries for evaluation and proper referral.
 - A proper course of plan will be determined by the Sports Medicine staff, which will be discussed with respective coaches and proper personnel. If a referral is needed, it will be issued through the sports medicine department.
 - If a student-athlete should choose to break protocol without proper referral, any medical cost incurred will not be covered by the department's insurance plan.
- Clearance to participate in practice/games, after an injury, must come from the Sports Medicine staff unless the student-athlete has been referred out, in which, the medical decision will be in collaboration with the team physician.
- If the recommendations made by the Sports Medicine staff are ignored, the liability will fall onto the student-athlete and his/her coach(s). In this situation, any medical expenses incurred can be denied.



- Due to University policy, individual transportation by Campus Safety or Transportation cannot be provided to an injured student-athlete. Coaches may drive the injured student-athlete to/from class (please consult with Compliance) or utilize the on-campus shuttle.

Drug Testing

- At the beginning of the academic year, student-athletes are asked to sign a Drug Testing Consent Form giving Academy of Art University Athletic Department permission to drug test. *Note: Student-Athletes who have exhausted their athletic eligibility will not be included in random drug testing*
- ***All student-athletes are responsible for what goes in their body and should be always aware of their surroundings.***
- Team testing (NCAA test) and random testing (Institutional test) are two separate types of drug testing and will be done periodically throughout the academic year.
 1. For random team testing (NCAA testing & Institutional testing), official team rosters from the Compliance Office will be used to produce a computerized generated list of student-athletes.
 2. Team and individual random testing will be performed based upon short or no notice communication between the Sports Medicine Staff, the selected student-athlete, and the Head Coach.
 - Head Athletic Trainer will call student-athlete the evening before the schedule random drug test to inform him/her of her test time and location. Head Athletic Trainer will leave voicemails, and may ask for assistance from the Coaching staff to help confirm his/her testing time
 - A student-athlete has the right to deny taking a random drug test, which will lead to an automatic failure. A time will be arranged to meet with Head Athletic Trainer & Associate AD to sign the Refusal-Admittance form and review the disciplinary actions.
 - If a student-athlete arrives 5 minutes past their expected test time, it is an automatic failure.
 - Head Athletic Trainer can provide a written note to your instructor should a Student-Athlete be late to class, due to drug testing process
- The testing procedure involves the collection of urine specimens under the observation by health care personnel. All analyses are performed by Drug Free Sport only. All urine samples are property of Drug Free Sport (for random Institutional testing) or the NCAA (for NCAA random Team testing).
- Drug test results will be provided by Drug Free Sport to Head Athletic Trainer.
- For any positive drug test, Head Athletic Trainer will inform the Athletic Director and Associate AD of Compliance.
 - Associate AD will inform Head Coach of the positive drug test but will not provide the type of drug.



- Associate AD will call student-athlete and request an in-person meeting with AD, Associate AD, Head Coach and student-athlete to discuss next steps and sign the Drug Testing Notification of a Positive Drug Test Form
- If a student-athlete tests positive (1st violation) in a drug test, he/she will be mandated to test in all future drug tests for the remaining academic year.

Penalties - Positive Test for Street Drugs and Other Banned Substances (Other than anabolic steroids, peptide hormones and analogues, and diuretics)

The FIRST POSITIVE TEST for a street drug, or other banned substance:

- The student-athlete will be subject to regular unannounced drug testing.
- The student-athlete will be required to perform a minimum of 10 hours of community service to be performed within 30 days of the date of the positive drug test (MUST BE PREAPPROVED by the Head Coach and Associate AD, Compliance, and then documented in writing the completion of the community service to his or her Head Coach and the Associate AD, Compliance).
- The student will consider his or her first positive test in a period of reflection with a suspension of eligibility to compete in all intercollegiate competition for the greater of one contest or 10% of the total countable regular season's contests (including the Conference Championship Tournament, if applicable) to be carried over into the next regular season, if necessary. Scrimmages, exhibitions or contests within the non-championship segment may not be used to fulfill a loss of competition condition. Cancelled games do not count towards sitting out a countable contest. If the next contest in the institution's schedule is part of the NCAA championship or other post-season competition, then the student-athlete must be withheld from the contest(s).

The SECOND POSITIVE TEST for a street drug or other banned substance:

- The student-athlete will continue to be subject to regular unannounced drug testing.
- The student-athlete will be required to perform a minimum of 20 hours of community service to be performed within 60 days of the date of the second positive drug test (MUST BE PREAPPROVED by the Head Coach and Associate AD, Compliance, and then documented in writing the completion of the community service to his or her Head Coach and the Associate AD, Compliance).
- The student-athlete is suspended to compete in all intercollegiate competition for the greater of five contests or 50% of the total countable regular season's contests (including the Conference Championship Tournament, if applicable), to be carried over into the next regular season, if necessary. This number of contests is in addition to the suspended number of contests from the first positive test result. Scrimmages, exhibitions or contests



within the non-championship segment may not be used to fulfill a loss of competition condition. Cancelled games do not count towards sitting out a countable contest. If the next contest in the institution's schedule is part of the NCAA championship or other post-season competition, then the student-athlete must be withheld from the contest(s).

The THIRD POSITIVE TEST for a street drug or other class of banned substances will result in the permanent termination of eligibility to compete in all intercollegiate competition at the Academy of Art University and the loss of all athletic financial aid.

Penalties - Positive Test for Anabolic Steroids, Peptide Hormone and Analogues, and Diuretics.

(The use of anabolic steroids and peptide hormones and analogues is cheating and undermines the integrity of any athletic competition in which the offending student participates.)

For a FIRST POSITIVE TEST for an anabolic steroid, a peptide hormone or analogue, or a diuretic will result in a suspension of eligibility to compete in all intercollegiate competition for one calendar year from the date of the positive test.

For a SECOND POSITIVE TEST for an anabolic steroid, peptide hormone or analogue, or a diuretic will result in a permanent termination of eligibility to compete in all intercollegiate competition at Academy of Art University and the loss of all athletic financial aid.

Additional sanctions

In addition to the foregoing sanctions, the Director of Athletics or coach may treat any violation of this drug policy as student-athlete misconduct and impose appropriate additional sanctions, including the loss of athletic eligibility and athletic financial aid, provided however that the violation of the drug policy is accompanied by other misconduct or the student has engaged in prior misconduct during the current academic year for which he or she was disciplined or put on notice that termination of athletic eligibility and athletic financial aid was being contemplated in the absence of specific improvement.

Appeal Procedures From a Positive Test Result

Any student-athlete who tests positive for the use of a banned substance may appeal to the Director of Athletics and may request to do so at the time of the meeting with the Associate AD, Compliance, the Head Coach and the student-athlete.



The request for an appeal must be made in writing to the Director of Athletics within five (5) business days of the written notice to the student-athlete that his A sample tested positive for a banned substance.

If a student-athlete requests an appeal, he/she is financially responsible for the cost of the re-sample (approximately \$250). His or her B sample will be tested to confirm the presence of a banned substance. The Head Athletic Trainer will request a re-test of Sample B urine to Drug Free Sport. Drug Free Sport will analyze Sample B urine and provide results to the Head Athletic Trainer. If Sample B results are the same as Sample A results, Athletics administration will move forward with the appropriate penalty.

In case of an appeal, the student-athlete may appeal on the ground that:

- He or she had "no fault" for the doping violation (i.e., that he or she did not know and could not reasonably have discovered or suspected that he or she was administered or took a banned substance), or
- He or she had "no significant fault" (the student's fault or negligence in the totality of the circumstances was not significant in relationship to the doping violation).

In the case of no fault, the student will be absolved of the violation; in the case of no significant fault, the board may reduce any suspension by up to 50% of what it otherwise would have been, except in the case of a first positive for a street drug or other class of banned substances, other than anabolic steroids, and peptide hormones and analogues. However, it shall not be a basis for appeal solely that the student unwittingly used a product that contained a banned substance.

On appeal, the student will have the burden of establishing his or her defense by clear and convincing evidence.

The sanctions authorized by this policy shall not be imposed

- a) until the Director of Athletics has decided upon any appeal by the student-athlete;
- b) the student has withdrawn the appeal in writing; or
- c) the time for the student to appeal has expired.

Confidentiality

Except as required by law, the University will treat confidentially all information relating to a student's alleged or confirmed use of a prohibited substance, aside from such disclosures to University personnel, head coach, team physician, and head athletic trainer as permitted to be made under this policy.

Employees of the University who breach this policy of confidentiality or who disclose information about unannounced random drug testing, such as the dates of such testing and the



students or teams subject to testing on a particular date will be treated in the same manner as employees who breach the confidentiality of patients' medical records.

SAFETY WITHIN SAN FRANCISCO

ART U Campus Safety 415.618.3911 OR 415.618.3896

Emergencies- robbery, rape/assault, Campus Cruiser request

Director Mike Petricca 415.618.3885 OR 415.994.6077

Sam Salman 415.618.3952 OR 415.994.6010

Free Safety Text Messaging:

Real time alert providing information regarding any emergencies or safety precautions that may affect the university and its surroundings

- Text "artalerts" to 66937
- You will receive a text message back and you must reply "Y."

San Francisco 911 415.553.0123 or 911

Urgent Care - Closest to 620 Sutter

Saint Francis Memorial Hospital

900 Hyde St (btw. Bush & Pine)

San Francisco, CA 94109

415.353.6000

USCF Medical Center at Mount Zion

1600 Divisadero St. (btw. Post & Sutter)

San Francisco, CA 94115

415.567.6600

Sutter Urgent Care Medical Group

2001 Union St #420 (btw. Webster & Buchanan)

San Francisco, CA 94123

415.447.6888

Saint Mary's Hospital Emergency Room

450 Stanyan St. (btw. Hayes & Fulton)

San Francisco, CA 94117

415.750.5700



Section V:



Academics & Student-Athlete Support

Marquis Aaron

Assistant Athletic Director for Academics and Admissions

620 Sutter, 2nd Floor

Office: 415-618-8320 Cell: 925-499-8353

maaron@academyart.edu



Academics

Student-athletes are expected to attend class punctually, and to fulfill course load and academic requirements. Failure to meet such obligations may affect eligibility to participate, scholarship eligibility, and academic standing.

- Student-athletes are expected to attend class, communicate with instructors, complete all required assignments and successfully pass all classes. Unless there is extenuating circumstances the Department of Athletics will not pay for the repeat of course(s) with Grant in Aid during the academic year or summer term. A student-athlete on scholarship may appeal within 14 days to the Director of Athletics.

Important Academic Positions

Please make note of these positions with the academic realm at the Academy of Art University. Each position will play an important role in your academic path.

- Department Director: The head of your particular department (*for example - Multimedia Communications: Jan Yanehiro*)
- Faculty Athletic Representative (FAR): Handles faculty related issues as it pertains to athletics and serves as the academic representative for the Academy of Art with the NCAA: Darrell Hayden
- Director of Academics: Serves as the direct link between academics and athletics. Can assist with academic issues, path to graduation, advisement and conflict resolution: Cole Wilson
- Academic Coach: Through ARC – Individuals that can assist with study skills, time management and provide necessary resources to ensure academic success.
- Registration Advisor: Assist with signing up for classes each semester.

ACADEMY RESOURCE CENTER (ARC)

Located at 79NM, 3rd Floor

On Campus Coaching

415.618.3917 arc@academyart.edu

Online Coaching:

415-618-3917 oas@academyart.edu

[ARC-OAS WEBSITE](#)

ARC RESOURCES

- Academic Support
- Online Course Support
- One-on-One and Group Tutoring



- Study Groups and Workshops
- Writing Lab
- Speaking Lab
- English as a Second Language (ESL) Support
- Classroom Services
- Student Life and Health Support

CLASSROOM SERVICES

classroomservices@academyart.edu

Located at 79 New Montgomery, 3rd floor

COMPUTER LAB

Computer labs are located throughout the Academy of Art campus, including housing areas, library, and academic departments. Computers with specific tools and software are available to students within their major departments. Please work with your instructors and faculty to find out more information.

Online Writing Lab (OWL)

<http://www.academyart.edu/resources/forms/academy-resource-center/owl.html>

Submit your written assignments online to an English instructor, and get written feedback on your main idea, idea development, and organization in 24 hours.

Note: The OWL does NOT edit your papers or correct all grammar errors.

TUTORING

Students can request a tutor for onsite or online classes by contacting ARC at:

Phone: 415.618.3865

Email: tutoring@academyart.edu

The Academy Resource Center (ARC) offers remedial tutoring to qualifying Academy of Art University students from all majors and in all courses, both onsite (campus) and online. All students who qualify for this free service are encouraged to take advantage of tutoring to help them with their classes and assignments.

Individual and group tutoring are available to students (both graduate and undergraduate) by student request and by faculty, advisor, or coach referral. All tutoring is provided by current faculty and technical staff for 1-2 hours per week in Fall and Spring semesters and 2-4 hours per week in Summer throughout the academic year.



Students should make use of other support services before requesting tutoring. For example, students should attend onsite [Department Workshops](#) regularly to avoid falling behind. (Online workshops may not be available for all departments.)

Tutoring Criteria Students receiving tutoring must meet one or more of the following criteria:

- Currently on Academic Probation (AP)
- Re-taking the class due to failure (grade of C– or lower) in a previous semester
- Currently receiving a grade of C– or lower in the class (Week #4 or later)*
- Documented disability (paperwork on file with Classroom Services)
- Other circumstances as approved by ARC Tutoring Director(s)

Remember, during summer session, since grades are not assigned until midterm, students may request tutoring at any time in the semester. In this case, tutoring will be provided at the discretion of the ARC Tutoring Director(s). For students with grades of C or higher (in any semester), request must be approved by the ARC Tutoring Director(s).

CLASS ATTENDANCE

Student-athletes are expected to be present for all classes throughout the semester. Student-athletes will only receive an excused absence if they are unavailable due to competitions. Student-athletes are NOT permitted to miss class due to practices, team meetings, film sessions, or athletic training rehab.

Due to the intensive nature of the academic offerings of the Academy of Art University, it is recommended that all student-athletes meet personally with their instructors during the term to arrange alternate deadlines and methods of making up in-class information.

MISSED CLASS TIME POLICY

A student-athlete (in season) can only miss a class due to a game; missing class due to a practice is an NCAA violation. It is the responsibility of the student-athlete to inform their instructors of the missed class dates due to competition, within the first week of the semester, via a Missed Class Form (MCF).

It is the *Student-Athlete's* responsibility to:

- Contact his/her instructors for missed class work/assignments at the first week of classes, requesting their signature on the Missed Class Form and submitting the fully executed form (with signatures from the instructor's signature, Head Coach's and student-athlete) to the Academic Advisor
- Not miss a class in which an instructor advises against it and/or will not permit the student-athlete to make up an assignment or test (advise Director of Academics)
- Remind instructors of upcoming away games/travel 2 weeks before departure



It is the **Head Coach's** responsibility to:

- Ensure that practice is scheduled at times that will not conflict with student-athletes' scheduled classes, as best as possible
- Ensure that schedules of athletic competitions are minimally disruptive to academic pursuits
 - regular season competition should not be scheduled during final exams
- Email/print student-athletes a semester schedule including practice and game schedule before season begins; departure/return times for team travel with a month's advance, with a specific team itinerary

It is the **Director of Compliance** responsibility to:

- Ensure that all student-athletes know NCAA regulations regarding missed class time for practice and non-championship segment competition. He/she will hand out Missed Class Forms to all student-athletes in season

If an instructor will not make arrangements for missing an assignment (e.g. presentation or test) the student-athlete should contact their Coach, who will then address this issue with their Sports Supervisor. If the problem continues, the Sports Supervisor may advise the FAR to take appropriate actions and begin a meeting with the student-athlete, coach, instructor and Department Director.

Note: If the Director of Academics for Athletics or the Administration receives an email, phone call or referral, from a Director or Instructor, stating that a student-athlete has unexcused absences or not completing assignments, he/she may be in jeopardy of being withheld from practice & competition at the discretion of the Director of Athletics and Faculty Athletic Representative.

NCAA ACADEMIC ELIGIBILITY RULES

1. Be enrolled in a minimum full-time program of studies (12 units undergraduate, 9 units graduate) during the season/semester of participation.
2. Be listed on the official squad list and eligibility list.
3. Remain academically eligible to attend the University by maintaining a grade point average that places you in good academic standing;
4. Successfully complete 24 Satisfactory Progress Units (SPU) per academic year in courses that are applicable towards your declared degree(s). Eighteen of these units must be earned during the regular academic year (fall and spring), with a maximum of six units during the summer session;



5. Successfully complete 9 satisfactory progress units the preceding regular academic term in which you have enrolled full time – NEW RULE!
6. A student-athlete must achieve a minimum cumulative grade-point average of 2.000 prior to the beginning of each fall term – NEW RULE!
7. Declare a major no later than the beginning of your 5th semester or 3rd year of enrollment and, thereafter, complete the required credits in courses applicable to your degree
8. Have completed and on file in the compliance office file prior to your 1st practice the following documents:
 - a) An annual NCAA Student-Athlete Statement;
 - b) An annual NCAA Drug-Testing Consent Form;
 - c) An ART U Student-Athlete Eligibility Questionnaire Form;
 - d) An annual Health History Form;
 - e) A written physical examination clearance
 - f) Maintain primary health insurance that covers athletic related injuries for the academic year
9. Be declared eligible by the Director of Compliance, Director of Athletics and the Faculty Athletic Representative.
10. If you are a 1st time freshman you must register and be certified for competition by the NCAA Clearinghouse.

ACADEMY OF ART UNIVERSITY ACADEMIC GOOD STANDING

1.70 RULE

A first year student-athlete must earn a minimum cumulative grade point average of 1.70 at the end of each term during the first academic year in residence at Academy of Art to remain eligible to practice. This rule applies for students earning up to 30 units (including transfer units).

1.85 RULE

A student-athlete earning 31 to 60 units (including transfer units) must earn a minimum cumulative grade point average of 1.85 at the end of each term during this period to remain eligible to practice.



2.0 RULE

A student-athlete who has earned more than 61 units (including transfer units) must earn a minimum cumulative grade point average of 2.0 at the end of each term to remain eligible.

PROGRESS TO DEGREE EXPECTATIONS

Degree outlines for all Majors and subsequent tracks are available online and through your academic adviser. Remember, Student-Athletes who are enrolled in BFA/BA programs are required to complete 120, 132 or 162 units, depending on your major.

ACADEMIC ELIGIBILITY TERMS

Eligibility Clock: tracks your first full time enrollment at any collegiate institution (12 hours)

Earned Hours: credit hours for all course completed and passed.

Degree Credits: credit hours for courses which fulfill degree requirements.

Academic Probation: a student's cumulative grade point average falls below required minimum standards.

Academic Dismissal: a student's cumulative grade point average falls below required minimum standards for two consecutive semesters.

Administrative Withdrawal: failure to follow formal withdrawal procedures may be administratively withdrawn if they fail to attend classes three consecutive weeks.

ART U ACADEMIC STANDING DEFINITIONS

Good Standing

- Good Standing is defined by a student cumulative record meets a minimum GPA requirement.

Academic Probation

- Student record does not meet minimum Grade Point Average (GPA) requirements.
- Based on cumulative units attempted, the GPA does not meet minimum standards. The student is given a one semester probationary period to raise the results of cumulative units to meet minimum standards for GPA.
- Students on Academic Probation are subject to enrollment conditions as outlined in the Academic Probation Policy.



Extended Academic Probation

Students' cumulative record fails to meet the minimum cumulative grade point average (GPA) following a semester of Academic Probation. Extended Academic Probation will continue if the student's semester GPA is 2.0 or higher, but the cumulative GPA is below the required minimum required GPA.

Academic Dismissal

- Student record fails to meet minimum 2.0 (GPA) requirements after a semester of Extended Academic Probation.
- The student's record is deactivated and the student may not enroll in courses.

ACADEMIC SUCCESS TIPS

- Attend EVERY class (even if attendance is not taken or required). Remember, if you miss a class for an athletic event, you must communicate the absence to your Professor PRIOR to the absence. You are still responsible for all missed information and assignments.
- Read the course syllabus carefully. If you do not receive a syllabus in class, make sure you utilize the online syllabus.
- Introduce yourself to your instructor the first week, and don't hesitate to meet with him/her during office hours to gain a personable relationship.
- Work on managing your athletic, personal and study time. Ask for help when you are struggling to manage your time.
- Use tutors, online assistance, workshops, study groups and other help provided by the University.
- Ask Questions!
- Communicate with your instructors throughout the term.

Most of all, be an **ACTIVE PARTICIPANT** in your own learning! An active listener utilizes resources, but does not rely on them. Don't relinquish control over your own life. Make your own decisions regarding your future.

STUDENT-ATHLETE CONTINUING ELIGIBILITY REQUIREMENTS

The most important issue is that of eligibility. To be eligible to compete in any NCAA sponsored sports while attending Academy of Art, Student-Athletes:

- Must be enrolled in at least 12 credit hours
- **Cannot** withdraw from classes during a regular term at any time without the permission of their respective head coaches; *especially if it is during that SA's season of competition and will drop them below 12 credit hours.*



- School required remedial course work counts towards an SA's 12 hours, but will **NOT** count towards the 24 credit hour rule
- Repeated courses **DO NOT** count towards the minimum 12 hour rule for competition if the SA had originally received a passing grade
- Needs to complete at least 24 hours during the academic year (12 hours during the fall/spring, up to 6 hours during the summer or intersessions - if necessary).
- Meet the progress towards degree requirement based on the standards below:
 - Successfully complete at least 9 units in every term.
 - Complete 18 units in the regular academic year since the beginning of the previous fall term. (hours earned in summer school shall not be used)
 - Earn 24 units of academic credit during any year in which the student-athlete is enrolled full time in at least one academic term. (max of 6 units may be earned in summer school)
 - Achieve a minimum cumulative grade-point average of 2.000 prior to the beginning of each fall term.
- Must maintain good academic standing (meeting ARTU Academic Catalogue standards)
- Cannot be on scholastic probation two semesters in a row
- Must designate a major prior to the beginning of the 3rd year of fulltime collegiate enrollment (5th semester)
- Must take courses that will be used toward the completion of their major and degree once they complete 60 hours.
- Successfully complete at least 9 unit hours in a semester in order to be eligible for the proceeding semester of competition. – NEW RULE!
- A student-athlete must achieve a minimum cumulative grade-point average of 2.000 prior to the beginning of each fall term – NEW RULE!
- SA's in their **LAST** term of their academic calendar will be allowed to compete and enroll in less than fulltime hours or attending Graduate School with fulltime status.
- ALL INSTITUTION STANDARDS set forth in the Student Handbook and within all schools affiliated with Academy of Art are also included in this list of things to know.
- If a student-athlete receives a passing grade that is unsatisfactory for their degree (D=, D or D-), the course will not count towards eligibility requirements.

Grading Period Check In's

Any student-athlete who gets a D or F in progress #1, midterm or progress #2 grading periods will meet with the Director of Academics, the Faculty Athletic Rep and a representative from the coaching staff to put a plan in place to improve their performance in that class.



15 UNIT POLICY

(Applicable only to Full Tuition & Fee Scholarship Student-Athletes)

- *Continuing Student-Athletes (non-transfers)*
 - 3.0 GPA previous semester or 3.0 cumulative GPA
- *Transfers can take 15 units if they meet the following:*
 - Pass all classes the prior semester
 - Receive a minimum 2.0 GPA prior semester
 - They are allowed to take 15 units their 1st semester at ART U
- *Incoming freshmen cannot take 15 units their 1st semester*
 - 2nd semester is available to those with a 3.0 GPA from Fall semester

TRANSFERS TO ART U

All transfer student-athletes can receive a certified degree plan (via email) from the Assistant Athletic Director of Academics (via their head coach) upon request at any time.

- Sport Supervisor must be cc'd on the email

INTERSESSION (WINTER/SUMMER)

Athletics will not pay for intersession under any circumstances.

SUMMER SCHOOL (based on budgetary restraints)

Returning, eligible, undergraduate student-athletes will be eligible for 1 summer school class based on their scholarship from the previous year or incoming year. The following are the Academic requirements to be eligible for Summer School:

- Good Academic Standing
- Pass all classes during Academic Year
- No disciplinary actions
- Student-athletes will request Summer School by April 15th.
- Student-athletes will receive notification of the projected amount that they will receive by May 1st.
- Summer School will not be disbursed and finalized until the Athletic Department receives final grades for Spring Semester.
- Student-athletes are expected to attend class, communicate with instructors, complete all required assignments and successfully pass all classes. Unless there is extenuating circumstances The Department of Athletics will not pay for the repeat of a course with Grant in Aid during the academic year or summer term. A student-athlete on scholarship may appeal within 14 days to the Director of Athletics.
- Athletic Director, Director of Academics, Director of Compliance or Assistant AD will inform coaches who is officially approved for summer school aid.



- Coach is responsible for informing student-athletes who did not qualify for summer school, based off of the criteria above.



Section VI:



Financial Aid

Jeff Raad

Senior Financial Aid Compliance Officer

150 Hayes St., 4th floor

Office: 415-618-6247

jraad@academyart.edu



FINANCIAL AID:

For specific questions about your **athletic scholarship**, please contact Jeff Raad directly.
jraad@academyart.edu 415-618-6247

For general questions (Federal or Cal grant questions), please contact the
financialaid@academyart.edu

PRORATED SCHOLARSHIPS - VOLUNTARY WITHDRAWALS FROM TEAM

For any scholarship Student-Athlete who voluntarily removes themselves from the team, he/she will receive a prorated scholarship, accounting up until the day he/she signs the Voluntary Withdrawal Form.

Coaching Staff should work with Sports Supervisor, Compliance Consultant & Financial Aid Officer to prorate and issue their prorated scholarship.

HIGHER ONE CARD

Academy of Art University has partnered with Higher One, a financial services company focused on helping students like you get the most out of your money. You are getting a card because you will use it to select how you want to receive any refund money.

Once you have your card, simply view your choices and make your selection. Log into www.AcademyofArtUCard.com to let Academy of Art University know how you'd like to receive the money they may have for you. This guide will answer some of the most frequently asked questions about Higher One.

It is absolutely imperative that **every student at the Academy selects a refund option through Higher One**. Students do not have to use a Higher One account; it is just one of the three available options with the other two being Direct Deposit and receiving a Paper Check. All students at the Academy have been contacted about the change in refund process via snail mail and e-mail.

If you have misplaced/thrown away your card, please e-mail refunds@academyart.edu in order to have another activation card sent to their correct address on file.

WORK STUDY

Students interested in determining their eligibility for determining their eligibility for work study employment opportunities should workstudy@academyart.edu



5TH YEAR AID (based of budgetary restraints)

In efforts to improve our graduation rate, Athletics may offer 5th Year Aid; a privilege, not a right, in which few Division II schools offer this benefit. All Student-Athletes with exhausted eligibility may apply for 5th year aid starting **April 1st** of each spring semester.

Criteria

- Allotted to Student-Athletes who will graduate within the federal graduate requirements (six years from initial full time enrollment at a two or four year institution).
 - Graduate School Student-Athletes will not receive an extra financial assistance after their eligibility has exhausted
 - Exceptions may be made on a case by case basis and coaches will be informed prior to the Student-Athlete attending ART U
- 5th Year Aid is not based on previous athletically related scholarship allotment; criteria includes progress toward degree, GPA, servant leadership, athletic performance and character
 - Any criteria that is not meet can result in the forfeiture of the application process

A Student-Athlete will not be approved for 5th Year Aid if he/she has any detrimental conduct determined by administration.

Process

1. Student-Athlete must submit Cover Letter and Resume to Administration by April 14th
2. Student-Athlete interviews with Athletic Director and Administration
3. Administration will review the candidates and delegate their 5th year position and financial allotment
4. Administration will email each Student-Athlete informing them if they have qualified for 5th year aid
5. In the fall, Student-Athlete will sign agreement adhering to prioritizing academics and 5th year responsibilities as the first priority; additional non-Academy of Art jobs, must not conflict with 5th year aid responsibilities and time commitments.

Please note: 5th year aid can be revoked at any time of the academic year if he/she is involved with criminal law, academic fraud, and/or poor attendance in the classroom and/or at the 5th year job responsibilities. Administration will be tracking academic progress; 1st semester performance may be detriment to 2nd semester 5th year aid financial allotment.



Section VII:



Sports Information

Rob Garcia

Assistant Athletics Director; Media Relations

Office: 415-618-6495 Cell: 415-336-7440

620 Sutter, 2nd Floor

rgarcia@academyart.edu

Mitch Davis

Sports Information Director

Office: 415-618-6495 Cell: xxx-xxx-xxxx

620 Sutter, 2nd Floor

mdavis@academyart.edu



Academy of Art University Social Media Policies for Student-Athletes

Playing and competing for Academy of Art University is a privilege not a right. Student-athletes at ART U are held in high regard and are expected to serve as role models in the community. As leaders, we have the responsibility to portray our team, our university, and ourselves in a positive manner at all times.

In recent years, Facebook, Twitter, Instagram, YouTube, Snapchat and other social networking sites have increased in popularity and are used by the majority of student-athletes at ART U.

Student-athletes may not be aware that third parties including the media, faculty, future employers, and NCAA officials can easily access their profiles and view all personal information. This includes all pictures, videos, and comments. Inappropriate material found by third parties affects the perception of the student, the athletic department, and the university. This may also be detrimental to a student-athlete's future employment options.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

1. Posting or sharing photos, videos, or comments showing the personal use of alcohol, tobacco, e.g., no holding cups, cans, shot glasses etc.
2. Posting or sharing photos, videos, or comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting or sharing pictures, videos, or comments that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
4. Using inappropriate or offensive language in comments, videos, or other postings. This includes threats of violence and derogatory comments against race, gender or sexual orientation.
5. Negative comments about your team, the athletic department, opponents, referees, or Academy of Art University.

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

- Warning
- Meeting with Head Coach and/or Director of Athletics
- Penalties as determined by the athletics department (i.e., suspension and/or termination from athletic team).



Offensive behaviors are not justifiable for academic purposes (class, projects, collaborations, etc.) and may also be subject to athletics department discipline as well as that of Academy of Art University. Please use proper judgment when posting content.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- a) Set your security settings to “private” so that only your friends can view your profile.
- b) You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- c) Be aware of who you add as a friend to your site – many people are looking to take advantage of or seek connection with student-athletes.
- d) Consider how the above behaviors can be reflected in all social media applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of the athletics department and the university. Remember to always present a positive image and don't do anything to embarrass yourself, the team, your family, or the university.



Academy of Art University Interview/Media Policies for Student-Athletes

The Sports Information Office at Academy of Art University has been established to assist student-athletes in all phases of dealing with the media. Most of the media representatives are supportive of the ART U athletics programs, its athletes, and the coaches associated with the programs. However, student-athletes should always remember that it is NOT the job of media to cast the student-athlete or coach in a positive light. What follows are rules, suggestions, and procedures important to you as a student-athlete at Academy of Art University when speaking with the media.

Student-athletes should remember that they are representing Academy of Art University any time they comment electronically or in print/video and are projecting an image of the athletics department. The following guidelines will assist student-athletes in their press interactions:

1. Speak in short, complete sentences. This helps to make sure you are not misunderstood.
2. Be human – many of you have fascinating stories to tell of your life away from sports, so don't be afraid to talk about them.
3. Praise teammates – there are a lot of other people who help make you a success.
4. Look good; be confident but not cocky.
5. Be humble in victory and gracious in defeat.
6. You are a celebrity; expect to lose some of your privacy. As you are garnering more attention, your mistakes in and outside of athletics may be magnified.
7. Know what will be discussed in advance. The person in the Sports Information Office arranging the interview can tell you what the subject matter will be.
8. Don't go "off the record." When media are around, consider you are live from start to finish. Don't say anything or do anything you would not want reported, printed, or put online.
9. Don't play referee – don't whine about an official's call; avoid such references as "he blew the call" or "that was a bad call."

Interview Policy

The following conditions shall apply for the Academy of Art Athletics Interview Policy:



Scheduling Interviews:

All interviews must be scheduled through the Sports Information department 24 hours prior to the requested interview time. This includes both student media and off-campus media. Communication will also occur between the interviewer and the Sports Information department to determine and approve/disapprove the theme and questions in the interview.

- **Any student-athlete contacted directly by the media will not participate in an interview, make a comment, nor share or allude to any information relating to ART U and/or their involvement as an Academy of Art student-athlete without the consent of the Sports Information department, whether the student-athlete has an existing relationship with the person making the request or not.**
- **This also applies to out-of-season student-athletes.**

Weekly Interviews:

Student-athletes and coaches may be requested to participate in weekly video interviews with the Sports Information staff. These video interviews highlight team and individual accomplishments and promote the department. Student-athletes and coaches are expected to make themselves available to the Sports Information staff within reason.

Post-game Interviews:

Post-game interviews are conducted by the Sports Information staff and any present media following each contest. Student-athletes and coaches are expected to make themselves available following the conclusion of team activities, after a maximum of the NCAA-mandated 10-minute “cooling-off” period.



*How do YOU want to
leave **YOUR** legacy
as an **ART U**
Student-Athlete?*

ARTUATHLETICS.COM 