



Florida Gulf Coast University
2022-23
Student-Athlete Handbook

TABLE OF CONTENTS

A. Welcome and Organization Overview	1
A Message from the President of the University	
Introduction by Ken Kavanagh- Director of Athletics	2
1. What is the NCAA?	3
2. FGCU Mission Statement	
3. FGCU Athletics Department Mission Statement.....	4
4. FGCU Non-Discrimination, Anti-Harassment and Sexual Misconduct Regulation	
5. FGCU Department of Athletics Amorous Relationship Policy	5
a) Definition of Terms.....	
b) Reporting a Violation.....	6
c) Investigation	
d) Coordination of Information Relating to Violations of Other University Policies	7
e) Disciplinary Action	
6. FGCU Department of Athletics Overview.....	
7. What is the Eagles Club?	8
8. Organization and Administration of Intercollegiate Athletics	
a) NCAA and Conference Affiliation	9
b) FGCU Intercollegiate Athletics Committee.....	
c) Eagles Council (Student-Athlete Advisory Committee) Bylaws.....	12
d) ASUN Conference Student-Athlete Advisory Committee Constitution.....	13
B. Student-Athlete Responsibilities	15
1. General Student-Athlete Responsibilities	
2. Student-Athlete Code of Conduct Policies	16
a) Institutional Conduct Policies	
b) Athletics Department Conduct Policies.....	
c) Sanctions/Disciplinary Procedures	17
d) NCAA Ethical Conduct Policies	
e) ASUN Conference Code of Conduct	18
f) Team Rules	
g) Online Social Networking Policy	19
h) Student-Athlete Alcohol Policy.....	20
i) Drug Testing Policy	
j) NCAA Tobacco Policy	
k) Gambling	21
l) Hazing	
3. Student-Athlete Evaluation of Athletic Program	22
a) Annual Undergraduate Student-Athlete Experience Evaluation.....	
b) Student-Athlete Exit Interviews	
4. Student-Athlete Appeal Policies and Procedures	
a) Grievance Policy	
b) Reduction or Cancellation of Athletic Aid	
c) Permission to Contact and Transfer Releases	
C. Academic Policies and Procedures for Student-Athletes	24
1. Developing a Plan for Success	
2. Understanding Academic Policies	
3. The Basics of NCAA Eligibility	
Criteria for Eligibility.....	25
4. Student-Athlete Holds	27
5. Advising	
6. Declaring a Major	

7. Registration	28
a) Registration Holds	
b) Priority Registration Form	
c) Class Waitlists	
d) Dropping/Adding Classes	
e) Withdrawal for Non-Payment	
8. Less than 12 Hour Waiver.....	29
9. International Students.....	
10. Textbook Order and Pick up	
11. Textbook Return	30
12. Loaned Non-Text Items	
13. Authorized Absences	
14. Travel Excuse Letters	
15. Class Attendance Policy.....	31
16. Final Exam Policy	33
17. Additional Class Attendance Policies.....	
18. Academic Integrity Standards.....	34
19. Family Educational Rights and Privacy Act	35
20. GradesFirst.....	
21. Progress Reporting	36
22. Athletic Academic Coordinator (Mentor) Meetings.....	
23. Study Hall	
24. Tutoring	37
25. Additional Academic Resources	38
26. Summer Aid Application	39
27. Fifth Year Aid Application	40
28. Graduation Application	
29. Academic Progress and Graduation Rates	
D. Student-Athlete Eligibility And Rules Compliance	41
1. General Information About Eligibility	
2. Ethical Conduct	
3. Financial Aid	
4. Academic Eligibility Certification	42
5. Extra Benefits	
a) Occasional Meals	
6. Complimentary Admissions Policy	43
7. Seasons of Competition/Five Year Rule.....	
8. Outside Competition	44
9. Playing and Practice Time Limits	
10. Serving as a Student Host for a Prospect	45
11. Employment	46
12. Athletically Related Activities	47
a) Countable Athletically Related Activities	
b) Voluntary Athletically Related Activities.....	
13. Issues Related to Countable Athletically Related Activities	
a) Individual Consultation with a Coach Initiated by a Student-Athlete.....	
b) Transportation to Home Competition Site for Voluntary Athletics Activity	
c) Golf Practice- Round Exception	
d) Use of an Institution’s Athletics Facilities	
e) Involvement of an Institution’s Strength and Conditioning Staff	
14. Countable Athletically Related Activities Outside the Playing Season	48
a) Participation by Division I Student-Athletes in Individual Skill-Related Instruction... .	
b) Conditioning Activities	
c) Required Weight-Training and Conditioning Activities Outside the Playing Season ...	

15. Other Points of Interest	49
a) Elimination of One-Day-Off-Per-Week Restriction During Conference and/or NCAA Championships.....	
b) Competition Cancelled Due to Weather Conditions.....	
c) Visit to the Competition Site During Required Day Off.....	
E. Financial Aid	50
1. Athletic Scholarships	
2. Need Based Aid.....	
3. Institutional Aid (Non-Athletic)	
4. Outside / External Scholarships.....	
5. Book Scholarships.....	51
6. Academic Support	
7. Summer Athletics Grant-In-Aid	
8. Student-Athlete Employment Earnings.....	52
9. Degree Completion Awards (Fifth Year Athletic GIA).....	
10. NCAA Student Assistance Fund	
11. Appeal Process for Non-Renewal of Athletically Related Financial Aid	54
F. Support Services	55
1. Sports Medicine/Athletic Training	
a) General Information	
b) Policies for Athletic and Non-Athletic Related Injuries/Illness	
c) Insurance.....	56
d) FGCU Medical Privacy Policy.....	57
e) FGCU Concussion Management Plan.....	
f) FGCU Pregnancy Policy	
g) FGCU and NCAA Drug Testing Program	
h) Lightning/Severe Weather Policy.....	58
i) Air Quality Policy.....	
j) Emergency Plan.....	
k) Sports Medicine Staff Directory.....	
l) Athletic Training Room Policies	
2. NCAA Student-Athlete Development Program	59
3. Counseling and Psychological Services (CAPS)	60
4. Career Development Services	
5. Center for Academic Achievement	
6. Media Relations	61
a) Media Relations Policies	
b) Guidelines for Dealing with the Media	
c) Guidelines for Social Media	
7. Strength and Conditioning	63
8. Equipment/Laundry Room Policies	66
a) Introduction	
b) Athletic Equipment Facilities	
c) Student-Athlete Sizing	
d) Equipment Issuance	
e) Equipment Return.....	67
f) Storage, Care, and Use of Athletic Equipment.....	69
g) Laundry	70
h) Summer Equipment	
i) Conclusion.....	71

G. Awards	72
1. Florida Gulf Coast University's Athletic Awards	
a) Ken Kavanagh Eagle Scholar-Athlete Award	
b) Carl McAlouse Spirit Award	
c) Duane Swanson Sr. Most Inspirational Award	
d) Community Service Award	
e) Eagles Club Most Outstanding Athlete Awards	
f) Eagle Spirit Award	
g) Stanley "Butch" Perchan Award	
2. ASUN Conference Awards	
a) All-Academic	
b) All-Conference	
c) All-Freshman Team	73
d) Player of the Year	
e) Freshman of the Year	
f) Student-Athlete of the Year	
g) Sport Specific Scholar-Athlete of the Year	
h) Winner in Life	
i) Winner for Life	
H. General Information	74
1. Athletics Department phone numbers	
2. FGCU Athletics Facilities	
3. Team Travel Policy	
Signature Page	75

A. WELCOME AND ORGANIZATIONAL OVERVIEW

A MESSAGE FROM THE PRESIDENT OF THE UNIVERSITY

Dear FGCU Student-Athletes:

Welcome to the ranks of the proud Eagles at Florida Gulf Coast University (FGCU)! The opportunity to be a student-athlete at FGCU is a privilege that is afforded to few people, and you should be proud of the academic and athletic accomplishments that have enabled you to join such a select group.

We are confident you will find your experience at FGCU both challenging and rewarding. It is especially challenging to excel in the classroom while competing in NCAA Division I athletics, but this is our expectation of you. You will have the support of dedicated coaches and outstanding professors, as well as the steadying influence of administrative and support staff. If you take full advantage of their guidance and the opportunities FGCU provides, you will do well.

With privilege and opportunity comes responsibility. As an athlete you already understand the nature of your responsibility to your teammates, and your coaches will help further develop and refine this understanding. Less immediate may be an understanding of your responsibilities to yourself and the FGCU community. It is my hope that your participation in our campus community will help develop your understanding of these as well, including how to conduct yourself in compliance with NCAA, ASUN Conference, and University regulations; how to comport yourself in and out of athletic competition; and how to contribute to the betterment of yourself and your community.

As a successful student-athlete, you are a role model for many and a very visible representative of our University. We at FGCU are committed to the highest standards of excellence in all that we do, and I am confident you share this commitment and will make us proud. Go Eagles!

Michael V. Martin, Ph.D.
President
Florida Gulf Coast University

INTRODUCTION BY KEN KAVANAGH – DIRECTOR OF ATHLETICS

Welcome! Or in the case of our returnees, Welcome Back! With the commencing of classes, practices, and competition comes the opening of another chapter in your young lives. In turn, realizing the challenge that is presented for most in the balancing act of dealing with academics, athletics, and social lives, the Student-Athlete Handbook has been created for your benefit as you progress through your career at Florida Gulf Coast University. From contact points and phone numbers to help answer your questions to outlining the responsibilities associated with **the privilege of being a Division I student-athlete**, this publication is designed to better inform you on the issues that affect each of you as members of the special population to which you are a member individually and collectively. Our primary goal as administrators and coaches is to develop an environment that can foster the maximization of your potential as a person, student, and athlete during the course of your time at FGCU. Likewise, in order for this goal to be reached it is critical that a clear understanding of your priorities be established and maintained.

Bottom-line: We want you to leave FGCU in a timely fashion, with a degree in hand; more well-rounded as an individual than when you arrived on campus, and qualified for potential suitors as one who is prepared to embark on a successful career in your chosen profession. Hence, your first commitment is to your academics. Secondly, through the assistance of our coaching staff, we want you to reach your potential and achieve your goals in your given sport. Thirdly, we want to maintain total compliance with NCAA, ASUN, CCSA, and University rules and regulations. Prior to the start of your season, a member of our administrative staff will review with you the various NCAA regulations that you need to be cognizant of through the facilitation of the NCAA Student-Athlete Statement and Drug Testing Consent forms. **Please remember that it is your personal responsibility to be aware of these rules or to understand the importance of inquiring with a coach or staff member on an interpretation to avoid the potential forfeiture of YOUR eligibility.** It is far better to wait and ask than to assume and violate. Also, please keep in mind your role as a caretaker of FGCU's name on a local, regional, and national level. The tradition of excellence associated with an institution's image is fostered over decades and can be lost in minutes!

On behalf of the entire Eagles Athletics Department Family, please accept our extended "open door" attitude with the spirit in which it is intended. Having chosen a profession of service to young people such as yourselves, we derive no greater pleasure than to provide assistance in helping you attain your goals and maximizing your overall capabilities personally, academically, and athletically. From our NCAA Life Skills Program to an ear to listen to a question or recommendation, **our daily objective is to fulfill the University and Department Mission Statements of pursuing excellence within an environment conducive to producing quality men and women.** Please do not hesitate to take advantage of the expertise available to you through the dedicated individuals on our staff, as well as throughout campus and in the greater Southwest Florida community.

Best wishes for a great '22-'23 with all your endeavors.

Wings Up, God Bless & Go Eagles!

Ken Kavanagh

1. WHAT IS THE NCAA?

The National Collegiate Athletic Association is the organization through which the nation's colleges and universities speak and act on athletics matters at the national level. It is a voluntary association of more than 1,200 institutions, conferences, organizations and individuals devoted to the sound administration of intercollegiate athletics.

Through the NCAA, member colleges consider any athletics problem that crosses regional or conference lines and have become national in character. The Association strives to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body. The NCAA also stands for good conduct in intercollegiate athletics and serves as the colleges' national athletics accrediting agency.

The National Collegiate Athletic Association's purposes are:

- To initiate, stimulate and improve intercollegiate athletics programs for student-athletes and to promote and develop educational leadership, physical fitness, athletics excellence and athletics participation as a recreational pursuit.
- To uphold the principle of institutional control of, and responsibility for, all intercollegiate sports in conformity with the constitution and bylaws of the Association.
- To encourage its members to adopt eligibility rules to comply with satisfactory standards of scholarship, sportsmanship and amateurism.
- To formulate, copyright and publish rules of play governing intercollegiate athletics.
- To preserve intercollegiate athletics records.
- To supervise the conduct of, and to establish eligibility standards for, regional and national athletics events under the auspices of the Association.
- To legislate, through bylaws or by resolutions of a Convention, upon any subject of general concern to the members related to the administration of intercollegiate athletics.
- To study in general all phases of competitive intercollegiate athletics and establish standards whereby the colleges and universities of the United States can maintain their athletics programs on a high level.

2. FLORIDA GULF COAST UNIVERSITY MISSION STATEMENT

Florida Gulf Coast University, a comprehensive institution of higher education, offers undergraduate and graduate degree programs of strategic importance to Southwest Florida and beyond. FGCU seeks academic excellence in the development of selected programs and centers of distinction in science, technology, engineering and mathematics (STEM) disciplines, health professions, business, and marine and environmental sciences. Outstanding faculty and staff supported by a strong community of advisors prepare students for gainful employment and successful lives as responsible, productive and engaged citizens. FGCU emphasizes innovative, student-centered teaching and learning, promotes and practices environmental sustainability, embraces diversity, nurtures community partnerships, values public service, encourages civic responsibility, and cultivates habits of lifelong learning and the discovery of new knowledge.

Approved by the FGCU Board of Trustees May 10, 2016

3. FGCU ATHLETICS DEPARTMENT MISSION STATEMENT

In keeping with the University's mission, commitment and goals, the Intercollegiate Athletics Program is designed and maintained to accommodate fully and effectively the holistic needs and interests of student-athletes in their quest for excellence in the arena of highly competitive sport while working toward the achievement of an undergraduate degree. Furthermore, the program is designed and maintained to value diversity, be educationally based, ethically sound, fiscally responsible, gender equitable and imbued with the ideals of sportsmanship and fair play. By fostering a sense of pride and goodwill within the student body, faculty, alumni and community, the athletics department endeavors to contribute to the highly respected image of Florida Gulf Coast University.

Approved April 2011

4. FGCU NON-DISCRIMINATION, ANTI-HARASSMENT AND SEXUAL MISCONDUCT REGULATION

Florida Gulf Coast University (FGCU) affirms its commitment to ensure that each member of the University community shall be permitted to work, study and participate in educational programs including those receiving federal funding, services and activities, or conduct business in an environment free from any form of discrimination, based upon race, color, religion, age, disability, sex, national origin, marital status, genetic predisposition, sexual orientation, gender identity/gender expression and veteran status, except as otherwise permitted by law. This commitment extends to protection against retaliation against individuals engaging in any protected activity under state or federal law as well as University policy or regulation. The University strives to foster a community in which diversity and inclusion are valued and opportunity is realized. This Regulation creates a mechanism for applicants, students, employees, volunteers, visitors as well as vendors and contractors of the University community to file a complaint of alleged discrimination or harassment, to include sexual discrimination, which covers sexual harassment, including sexual violence. Retaliation against any individual involved in reporting, or the investigation of, a complaint is prohibited.

It shall be a violation of this Regulation for any officer, university employee, student, visitor, agent, vendor, or contractor to discriminate against or harass, as hereinafter defined, any other officer, university employee, student, visitor, agent, vendor, contractor or applicant. Discrimination and harassment are forms of conduct which, when established shall result in employee and/or student disciplinary action pursuant to University Regulations, and the terms of any applicable collective bargaining agreement. University vendors and contractors found to have violated this Regulation will receive sanctions or other punitive actions consistent with law and/or contract.

If the university becomes aware of activity that could be a violation of this Regulation, it will take prompt, appropriate and equitable actions, which may include an investigation, even when a complaint has not been submitted. While all members of the university community are expected to promptly report known activity which could violate this Regulation, only supervisory or managerial personnel may be subject to disciplinary action pursuant to FGCU PR5.016 should they know of such activity and fail to report. Complaints will be promptly investigated, consistent with the University's Complaint Policy and Procedure. The Office of Institutional Equity and Compliance or, as necessary, the Office of the General Counsel will be responsible for ensuring the investigation of complaints covered under this Regulation. Click [here](#) to review the entire regulation.

5. FGCU DEPARTMENT OF ATHLETICS AMOROUS RELATIONSHIP POLICY

This policy is meant to contribute to the (1) provision of a safe and healthy environment for students and student-athletes to reach their full potential as students and as athletes; and (2) ensuring that all coaches and other staff within the athletics department adhere to ethical practices and do not develop inappropriate relationships with students or student-athletes, regardless of their age or consent.

This policy is created to address relationships between students and/or student-athletes and coaches or other staff within the athletics department with supervisory responsibility over the student and/or student-athlete.

a) Definition of Terms

- 1) **Amorous Relationship:** Any sexual, romantic, or dating relationship.
- 2) **Coach:** Any person serving as a head coach, assistant coach, graduate assistant coach, coaching intern, or volunteer coach in the athletics department.
- 3) **Staff:** Any employee (temporary or regular), volunteer, intern or student serving in the athletics department, or in any capacity in which they (1) supervise students or student-athletes, (2) have responsibility for the provision of services or other benefits to students or student-athletes or (3) have the ability to influence the status or circumstances of the student or student-athlete.
- 4) **Student:** someone who is enrolled in, attends or participates in classes or a program at Florida Gulf Coast University and has a connection with the athletics department (i.e., intern, student worker).
- 5) **Student-athlete:** Any student of the university who is a member of a varsity athletics team as defined by university and NCAA regulations.
- 6) **Supervisory Control or Authority:** Any responsibility with the potential to affect the student and/or the student-athlete's participation in the athletics program, including but not limited to the provision of direct services and benefits to the student or student-athlete, such as: training, health services, academic and student life program support, tutoring, counseling, eligibility determinations, program compliance, financial support, and control over the student-athlete's team.

This policy **strictly prohibits amorous relationships between any coach or other departmental personnel and any student or student-athlete.** Every coach and all other departmental personnel have an ethical obligation to maintain a professional relationship with students and student-athletes and to place the well-being of all departmental students and student-athletes ahead of the coach's and other departmental personnel's personal interests. This obligation includes the duty to provide a safe and healthy environment for the students and student-athletes to flourish. Moreover, all departmental staff are encouraged to serve as a role model within the confines of a professional relationship. As a result, no amorous relationship between a coach or other departmental personnel and a student or student-athlete—regardless of the perception of consent by one or both participants—can exist without jeopardizing the professionalism of the staff, coach-athlete relationship and creating a significant conflict of interest. The respect and trust the student and student-athlete places in a coach or other departmental personnel, and the vulnerability of the student and student-athlete in that relationship, make consent unreliable in this setting. Conflicts of interest are endemic to amorous relationships between staff or coaches and students or student-athletes, and the costs to the student or athlete, the team, the athletics program, and the university, necessitate a strict prohibition on amorous relationships between coaches and/or other departmental personnel and students and student-athletes.

Even when the coach or other departmental personnel have no direct professional responsibility for a student or student-athlete, other students may perceive that the student or student-athlete who has a sexual relationship with a coach or staff member may receive preferential treatment from the staff member, coach or the coach's colleagues. Such relationships are incompatible with the ethical obligations of the athletics department, the coach and the integrity of the athletics program.

Accordingly, there is a prohibition applicable to relationships between all staff and coaches and all students and student-athletes in the athletics department.

With respect to a coach and a student-athlete on that coach's team, the prohibition on amorous relationships shall remain in effect for two full years after the end of the final academic year in which the student-athlete was a participant on the team. With respect to a coach and a student-athlete not on that coach's team, the prohibition on amorous relationships shall remain in effect while that student-athlete is a participant in the intercollegiate athletics program. FAILURE TO COMPLY WITH THIS PROVISION MAY RESULT IN DISCIPLINARY ACTION AGAINST THE COACH, UP TO AND INCLUDING TERMINATION.

Amorous relationships between student-athletes and non-coaching staff are problematic when the staff member has supervisory control or authority over that student-athlete. For that reason, any amorous relationship between a student or student-athlete and a staff member with supervisory control or authority over that student or student-athlete must be disclosed to the Senior Woman Administrator (SWA) and the Director of Athletics. (If the relationship involves either of these persons, it must be disclosed to the President). Once the relationship is disclosed, either the staff member or their responsibility will be reassigned so that he or she will no longer have supervisory control or authority over that student or student-athlete. Care must be taken to ensure that the reassignment of responsibility does not negatively affect the student or the student-athlete's participation or benefits in the athletics or educational programs of the university.

b) Reporting a Violation:

- 1) Any person may allege a violation of this policy by contacting the Director of Athletics or any senior athletics department staff, or
 - i. if the alleged violation involves the Director of Athletics or any senior athletics department staff, or
 - ii. the person does not feel comfortable making the report to a person within the athletics department, he/she should report the alleged violation to the university's Director of Institutional Equity and Compliance (OIEC), the University Hotline at 844-300-1073 or by making a report at www.fgcu.ethicspoint.com
- 2) Any person receiving a report alleging a violation of this policy will promptly notify the Director of Athletics, who will, in turn, report the violation to the OIEC.
- 3) Any coach or staff member with information suggesting a possible violation of the policy must promptly provide such information to the Director of Athletics. If the allegations involve an athletics department staff member, the information must be provided to the Director of OIEC. Failure to provide information regarding a possible violation will be considered a violation of the athletics department amorous relationship policy.

c) Investigation:

Investigations under the policy will be handled in accordance with University Regulation FGCU-PR1.003 and University Policy 1.006 upon receiving a report or information alleging a violation of this policy. The person receiving the report or information shall immediately notify the university's Director of OIEC. If the person reporting has not already told the Director of Athletics, the Director of OIEC will promptly notify the Director of Athletics. Once on notice of a report or information of a possible violation of the policy, the university's Director of OIEC will conduct an investigation. No investigation shall be conducted by the Department of Athletics. In investigating a possible violation of the policy, the standard of proof to be used is whether it is more likely than not that the policy was violated (i.e., "preponderance of the evidence"). The investigation will be concluded with an Investigative Report as to whether it was possible to determine if it was more likely than not that a violation of the policy occurred.

d) Coordination of information relating to violations of other university policies and/or criminal activity:

If the investigation leads to information suggesting that sexual harassment occurred, it will also be addressed by the Director of OIEC under the University's Regulation FGCU-PR1.003, Non-Discrimination, Anti-Harassment, and Sexual Misconduct and its corresponding policy 1.006. Allegations of sexual assault and/or abuse of a minor will be promptly reported to the Department of Children and Families (DCF). If the investigation leads to information suggesting potential criminal conduct, it shall be immediately forwarded to the university general counsel and the University Police Department who will address the criminal component of the allegation(s). However, the enforcement of this policy shall not be delayed pending the results of a criminal investigation.

e) Disciplinary Action:

If an investigation determines that a coach or staff member has violated the policy, that coach or staff member shall be subject to disciplinary action, up to and including termination. The Director of Athletics, in consultation with the President, shall determine the appropriate disciplinary action to be imposed. Any disciplinary action shall be taken in accordance with applicable university policy. Complaints, reports and information relating to possible violations of this policy shall be handled without affecting the safety of the student, student-athletes and other persons involved in the investigation of the matter. Any request for information received in connection with a suspected violation of the policy shall be referred to the University's General Counsel, as appropriate, for proper handling.

Any retaliation for reporting a violation of this policy, or for participating in good faith in any investigation of allegations of a violation of this policy, is strictly prohibited. Any employee alleged to have committed a retaliatory action shall themselves be subject to disciplinary action under FGCU-PR 5.016, Disciplinary Actions, up to and including termination. Any student or student-athlete who is alleged to have made a retaliating action in violation of this policy shall be subject to disciplinary action under the Student Code of Conduct.

6. FGCU DEPARTMENT OF ATHLETICS OVERVIEW

FGCU is a member of the National Collegiate Athletic Association (NCAA), the ASUN Conference, and the Coastal Collegiate Sports Association (CCSA). The University adheres to the guidelines for fair and equitable intercollegiate athletics competition as set forth by each group.

Generally speaking, the intercollegiate program at FGCU is to provide athletics competition for the male and female students of the University; to provide a training ground for those students who are planning a career, either professionally or administratively, in the field of athletics; to provide a wholesome recreational outlet for both the participant and spectator; and to develop the spirit of athletic achievement in a competitive situation.

FGCU student-athletes are reminded that as a member of the NCAA, ASUN, and CCSA, the University subscribes to and is bound by by-laws and rules of those organizations governing the conduct of intercollegiate athletics and eligibility of those student-athletes who participate therein. These by-laws and rules aim to keep athletics in its useful, but subordinate, place in the educational program of the University. The immediate responsibility for enforcing these rules is placed by the University jointly upon the Department of Athletics staff and the Intercollegiate Athletics Committee, comprised of faculty, administrative staff and student members, who are responsible directly to the President of the University.

Conference-approved athletics programs for men at FGCU include baseball, basketball, cross country, golf, soccer, and tennis. Women are offered competition in basketball, beach volleyball, cross country, golf, softball, soccer, swimming and diving, tennis, and volleyball.

FGCU's student-athletes belong to a proud tradition...a tradition of academic and athletic excellence. Our success on the field and in the classroom will continue because FGCU's student-athletes, coaches and administrators share in the commitment that the "tradition of excellence" be maintained. A vital component of the commitment to the tradition of excellence is the understanding that FGCU's athletes are students first. Also, FGCU student-athletes have a responsibility to fulfill clear expectations that include:

- Earning a baccalaureate degree.
- Meeting all academic responsibilities; **attending class regularly**, turning in assignments, interacting with faculty, meeting with college and faculty advisors, and taking advantage of University resources.
- Striving to be involved as a member of the University community and making a strong effort to make the most of the educational experience.
- Understanding and utilizing the support services available in the Center for Academic Achievement; assuming the responsibility to seek assistance when needed.
- Understanding that the assumption of personal responsibility is the foundation of the education experience. **All student-athletes should be aware that at all times they represent the University, the Athletics Department and their team.** Upperclassmen must understand that it is their responsibility to serve as exemplary role models for new student-athletes.
- Making a commitment to academic integrity.

7. WHAT IS THE EAGLES CLUB?

The Eagles Club is an official organization of Florida Gulf Coast University that supports the Athletics Department. Its primary goal is to raise funds in support of the athletic program. The Club supplements the operating budgets of **all 15 team sports**. Additionally, Eagles Club fund-raising activities will give the Athletic Department the flexibility to expand and improve the academic services offered to student-athletes. This body also plays a major role in supporting the FGCU Life Skills program that is designed to enhance the development of the total student-athlete from orientation to graduation.

The need for a sound recruiting budget, improved facilities and the continuation of academic services to student-athletes remains as the primary focus of the Eagles Club.

8. ORGANIZATION AND ADMINISTRATION OF INTERCOLLEGIATE ATHLETICS

a) NCAA and Conference Affiliation

- 1) Florida Gulf Coast University is a member of the National Collegiate Athletic Association (NCAA), the ASUN Conference (ASUN), and the Coastal Collegiate Sports Association (CCSA).
- 2) The NCAA is the primary association that governs and controls intercollegiate athletics on the national level. FGCU is a Division I member of the ASUN Conference. The ASUN is designated as a member of FCS (Football Championship Subdivision) of the NCAA; however, because FGCU does not sponsor football, our institution is considered to be in the NCAA 1-AAA division (non-football).

3) ASUN Members

Austin Peay (Clarksville, TN)
Bellarmine University (Louisville, KY)
University of Central Arkansas (Conway, AR)
Eastern Kentucky University (Richmond, KY)
Florida Gulf Coast University
Jacksonville University (Jacksonville, FL)
Jacksonville State University (Jacksonville, AL)
Kennesaw State University (Kennesaw, GA)
Liberty University (Lynchburg, VA)
Lipscomb University (Nashville, TN)
University of North Alabama (Florence, AL)
University of North Florida (Jacksonville, FL)
Queens University (Charlotte, NC)
Stetson University (DeLand, FL)

4) CCSA Members (women's swimming and diving teams)

Bellarmino University (Louisville, KY)
Campbell University (Buies Creek, NC)
Florida Gulf Coast University
Gardner-Webb University (Boiling Springs, NC)
Georgia Southern University (Statesboro, GA)
Liberty University (Lynchburg, VA)
University of North Carolina-Asheville (Asheville, NC)
University of North Florida (Jacksonville, FL)

b) FGCU Intercollegiate Athletics Committee

1) Statement of Purpose

The Intercollegiate Athletics Committee (IAC) advises the University President on the general oversight of the Florida Gulf Coast University (FGCU) intercollegiate athletics program, ensuring that it supports and advances the mission of the University in a manner that is consistent with the policies, standards and procedures of the NCAA, the ASUN Conference and the Coastal Collegiate Sports Association.

2) Membership

Appointments to the IAC are made by the University President on an annual basis. IAC appointments for sub-groups listed below (Section II Membership) shall be made for two-year terms and on a staggered basis. The FGCU Faculty Athletics Representative (FAR) serves as the Chair of the IAC and upon appointment serves an ongoing appointment at the pleasure of the President. The Director of Athletics and Senior Woman Administrator serve in an ex-officio, non-voting capacity and their appointments are ongoing. The Committee shall consist of the following members:

- i. Four full-time faculty members:
 - Two (Selected from a list of 4 recommended by the Faculty Senate)
 - Two (Recommended by the President's Cabinet)
- ii. Four full-time staff members:
 - Two (Selected from a list of 4 recommended by the Staff Advisory Council)
 - Two (Recommended by the President's Cabinet)
- iii. Two full-time students:
 - One current student-athlete (Recommended by the President of the Eagles Council*)
 - One current non-athlete student (Selected from a list of 3 recommended by the President of the Student Government Association)
- iv. Director of Athletics (ex-officio/non-voting)
- v. Senior Woman Administrator (ex-officio/non-voting)

3) Responsibilities

The IAC is responsible for advising and providing recommendations to the University President on matters related to making sure that the University's athletics programs are consistent with its educational goals and objectives. The IAC is also responsible for overseeing the athletics programs' adherence to the policies of the NCAA, the ASUN Conference and the Coastal Collegiate Sports Association as they relate to the following:

- i. Student-athletes
 - Initial and continuing eligibility
 - Scholarships
 - Awards
- ii. Decorum and conduct of participants
- iii. Examination and approval of intercollegiate athletic competition schedules

4) Standing Committees

- i. **Athletics Diversity & Inclusion Committee (ADIC)**--The ADIC meets at least once a semester to monitor the athletics department's progress with and adherence to the goals established by the University's athletics diversity issues plan. The ADIC chairperson will be a member of the IAC and will be appointed by the President in consultation with the IAC chairperson. Two (2) members will be appointed by the President to serve on an on-going basis from the university at-large. Specifically, one representative will be from the FGCU Human Resources Office, and the second representative will be from FGCU's Office of Institutional Equity and Compliance. The Director of Athletics shall appoint one head coach and one student-athlete to serve on this committee annually. Up to three (3) additional representatives will be selected to serve on this committee from the university at-large and will be appointed by the President in consultation with the Director of Athletics and Faculty Athletics Representative to serve two-year staggered terms. The Director of Athletics and Senior Woman Administrator shall serve as ex-officio members with ongoing appointments. All committee members serve at the pleasure of the President.
- ii. **Title IX Committee** – The Title IX Committee meets at least once a semester to monitor the athletics department's compliance with Title IX and NCAA gender equity requirements, including adherence to the goals established as part of the University's athletics equity plan. The Title IX Committee chairperson will be a member of the IAC and will be appointed by the President in consultation with the IAC chairperson. Four (4) members will be appointed by the President to serve on an on-going basis from the university at-large. The Director of Athletics shall appoint two head coaches and one student-athlete to serve on this committee annually. The Director of Athletics and Senior Woman Administrator shall serve as ex-officio members with ongoing appointments. All committee members serve at the pleasure of the President.
- iii. **Athletics Health & Wellness Committee (AHWC)** –The AHWC meets at least once a semester to review and monitor behavioral and emotional issues impacting the college student population, and specific to college athletes and staff. The AHWC will discuss and make recommendations regarding situations affecting the behavioral and emotional well-being of student-athletes, as well as services and programs designed to educate and assist them in healthy development. The AHWC will regularly review the Athletics Department Emergency Plan in light of the Critical Incident Response procedures in the Division of Student Affairs. The committee chairperson will be a member of the IAC and will be appointed by the President in consultation with the IAC Chairperson. Six (6) members will be appointed by the President to serve on an ongoing basis from the university at-large. Specifically, five (5) of the selected members shall represent various functional areas of Student Affairs and Student Health Services and one (1) additional representative from the university at-large. The Director of Athletics shall appoint two (2) head coaches and two (2) student-athletes to serve on this

committee annually. In addition, the Director of Athletics shall appoint up to four (4) members from within athletics that represent the Athletics Hartley Academic Resource Center, Sports Medicine, and Strength & Conditioning. The Director of Athletics and Senior Woman Administrator shall serve as ex-officio members with ongoing appointments. All committee members serve at the pleasure of the President.

- iv. **Compliance Committee** – The Compliance Committee is responsible for reviewing any potentially egregious NCAA bylaw violation prior to forwarding it to the ASUN Conference for review. Generally, this would include Level I and Level II violations. Level III & IV violations are considered routine (Level I, II, III and IV violations as defined by the NCAA) and can be handled by the Assistant Athletic Director for Compliance, Director of Athletics, and Faculty Athletics Representative without consideration by the Compliance Committee. Any Level I, Level II, or other possible violation that the Assistant Athletic Director for Compliance, Director of Athletics, and Faculty Athletics Representative deem necessary shall be brought forth to the Compliance Committee for consideration prior to being forwarded to the ASUN Conference, and eventual submission to the NCAA. The NCAA staff will determine if the violation is secondary or major and what, if any, sanctions should be imposed on the individual or program. The Compliance Committee is chaired by the Assistant Athletic Director for Compliance who is an ex-officio non-voting member of the committee. The committee also includes the IAC Chair (Faculty Athletics Representative) and two additional IAC members appointed by the chairperson of the IAC who are voting members of the committee, and responsible for reviewing any potential NCAA Bylaw violation brought forth.
- v. **Ad Hoc Committees**—The University President, in consultation with the chairperson of the IAC, may establish *ad hoc* committees as deemed necessary.

5) Meetings

- i. The IAC will meet on a monthly basis during the academic year.
- ii. Additional meetings may be called by the chairperson.

6) NCAA Faculty Athletics Representative (FAR)

The FAR chairs the IAC and serves as an official University delegate at meetings of the NCAA and the ASUN Conference. Appointed by the University President, the FAR is directly accountable to the President on matters related to FGCU's Intercollegiate Athletics Program.

* The FGCU **Eagles Council** is comprised of student-athletes and exists to enhance the total student-athlete experience by promoting opportunity and communication between the student-athletes and athletics administration, protecting student-athlete welfare, and fostering a positive student-athlete image on campus and in the communities of Southwest Florida.

Revised November 19, 2009

Revised March 26, 2010

Revised October 26, 2016

Revised June 2018

Revised June 2021

c) Eagles Council (Student-Athlete Advisory Committee) Bylaws

Article I: Name

The FGCU Student-Athlete Advisory Council (SAAC) will be known as the “Eagles Council.”

Article II: Purpose

1. To promote communication between the FGCUs administration and its student-athletes.
2. To provide feedback and insight into athletics department issues, including student-athlete welfare.
3. To generate a student-athlete voice within the FGCU athletics department’s formulation of policies.
4. To build a sense of community within the athletics program involving all athletics teams.
5. To organize community service efforts.
6. To promote a positive student-athlete image on campus.

Article III: Membership

1. The committee will be composed of two student-athletes from each varsity team.
 - a. Each team must also select an alternate to attend meetings if its representatives cannot attend.
2. Members of the Eagles Council shall meet the following qualifications and guidelines:
 - a. Minimum GPA of 2.50
 - b. Nominated by their respective head coach based on leadership skills and team members’ recommendations.
 - c. Shall have no disciplinary issues with the team, department, or University.
3. Each representative shall serve a one-year term and may be re-elected.
4. Team representatives will be selected in the spring semester for the upcoming year.
5. Any varsity student-athlete is eligible for appointment.
6. When voting, a quorum will be at least eight teams present.

Responsibilities of membership:

1. Attend all Eagles Council meetings.
2. If unable to attend a meeting, must contact an officer and arrange for the alternate to attend in their place.
3. Represent the team’s views in Eagles Council meetings. Keep the team apprised of current issues.
4. Encourage team members to assist with any projects deemed significant by the Eagles Council.
5. To serve as a public liaison, both internal and external to the University and Fort Myers community. This includes possible committee appointments to committees such as the Intercollegiate Athletic Committee, the Athletics Diversity and Inclusion Committee, the Title IX Committee, the Health and Wellness Committee, and any ad hoc committees as needed.

Article IV: Officers (Executive Committee)

Officers are elected by Council members for a one-year term:

1. President—chairs and runs all meetings and is the official contact for the Eagles Council, creates agendas for each meeting. Serves as the Eagles Council representative to the Intercollegiate Athletics Committee (IAC).
2. Vice President—assumes President’s responsibilities when necessary, arranges all special events or projects.
3. Secretary—takes minutes and attendance at each meeting, distributes all information and communication to Eagles Council members.

Elections

1. Voting proceedings for officers shall take place during the last meeting of the academic year (spring semester).
2. Nominations by Eagles Council members will be made the month prior to the vote. Nominations may be declined.
3. Nominated officers must have served on the Eagles Council for a minimum of one year.
4. Voting will take place via an email ballot.

5. Impeachment shall occur if the Eagles Council has a two-thirds majority vote to remove the officer. The impeachment must be reviewed by the Senior Associate Athletics Director/SWA and/or Director of Athletics.

a. If an officer is impeached or resigns, steps for replacement are as follows:

- If the President leaves office, the Vice-President will assume all duties until the next election.
- If the Vice-President leaves office or replaces the President, an election will be held to appoint a new Vice-President who will serve until the next election.
- If the Secretary leaves office, an election will be held to appoint a new Secretary who will serve until the next election.

Article V: Meetings

1. Members are required to attend all meetings unless athletic or class conflict prevents attendance.
2. An alternate shall be appointed to attend in the Council member's absence.
3. Removal from the Eagles Council will occur if a member has three unexcused absences.
4. Meetings are open to any student-athlete.

Article VI: Amendments

All amendments to the Eagles Council by-laws must be passed by a two-thirds majority vote. The vote is only valid if at least two-thirds of the members are present. The proposals of the amendments must be submitted to the Eagles Council at least one month prior to voting or at the previous meeting.

Article VII: Standing committees

To be determined

d) ASUN Conference Student-Athlete Advisory Committee Constitution

Article 1 – Name

The name of this Committee shall be the Student-Athlete Advisory Committee. The members of the committee are: Austin Peay State University-Clarkesville, Tennessee (2022); Bellarmine University-Louisville, Kentucky (2020); University of Central Arkansas-Conway, Arkansas (2021); Eastern Kentucky University-Richmond, Kentucky (2021); Florida Gulf Coast University-Ft. Myers, Florida (2006); Jacksonville State University-Jacksonville, Alabama (2021); Jacksonville University-Jacksonville, Florida (1998); Kennesaw State University-Kennesaw, Georgia (2005); Liberty University-Lynchburg, Virginia (2018); Lipscomb University-Nashville, Tennessee (2003); University of North Alabama-Florence, Alabama (2018); University of North Florida-Jacksonville, Florida (2005); Queens University – Charlotte, North Carolina (2022); Stetson University-Deland, Florida (1985).

Article 2 – Purpose

The purpose of the Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image. To this end, through the orderly establishment and enforcement of legislation the committee aims:

- a. to encourage sound academic practices for student-athletes,
- b. to serve as the liaison between the campus SAAC and the National SAAC,
- c. to stimulate good sportsmanship,
- d. to provide leadership and a voice in the development of public attitudes toward intercollegiate athletics generally,
- e. to address the future needs of Conference athletics in a spirit of cooperation and mutual benefit of the member institutions,
- f. to encourage cooperation amongst student-athletes toward the support of gender equity,
- g. to provide health, safety and wellness information to student-athletes, and
- h. to provide personal and professional development opportunities.
- i. to provide community service at the institutional and conference level.

Article 3 – Government

This committee shall be governed by this Constitution and by the legislation adopted from time to time.

Article 4 – Membership

The number of Committee members shall be fixed by the Presidents Council. There shall be two representatives from each member institution in good standing to be chosen by each member institution in good standing. Duties include submitting recommendations to the Conference representative to the Conference Executive Committee, Management Committee and President's Council where appropriate.

Article 5 – Quorum

5.01 Majority Voting. For each meeting, a majority of the members in good standing shall constitute a quorum at a regular meeting and at all called meetings for the purpose of transacting any business except where a greater vote is required.

5.02 Greater than Majority. For each meeting, issues which require a greater than majority vote, the number of the vote shall constitute the quorum. (i.e., a three-fourths vote shall constitute a quorum to add a new member; a two-thirds vote shall constitute a quorum to add/amend legislation).

Article 6 – Voting

Each member in good standing shall be entitled to one vote to be exercised by the voting delegate attending the meeting. Voting by proxy is prohibited.

Article 7 – Institutional Control

The Chief Executive Officer of each member institution is charged with full responsibility for enforcing at his/her institution all rules and regulations enacted by the Conference for the control of intercollegiate athletics.

Article 8 - Officers

8.01 Offices. The offices of the committee shall be Chair, Vice-Chair, and Secretary and a representative to the NCAA National SAAC.

8.02 Eligibility. All offices shall be held by a member institution in good standing. The position shall be filled by a delegate who is a member of the institution's Student-Athlete Advisory Committee.

8.03 Restrictions. Officers may not serve more than two terms in succession in any particular office.

8.04 Elections. Officers shall be elected in the spring each year.

8.05 Term. Officers shall serve for one year and without regard to rotation among constituent members.

Article 9 – Amendment and Suspension

9.01 Amendment Process. The Constitution may be amended only at a regular or called meeting of the Student-Athlete Advisory Committee. A two-thirds vote of institutions in good standing is needed to pass an amendment to the Constitution.

9.02 Effective Date. All amendments shall become effective upon ratification unless a different time is specified.

9.03 Suspension. Any provision of this Constitution may be suspended at any time by unanimous vote of the members of the committee present and in good standing at any regular or called meeting. Such suspension shall not continue beyond the next regular or called meeting.

Article 10 – Ratification and Amendment of Constitution

This constitution and Amendments to it shall be effective upon adoption by the requisite number of member institutions in accordance with their respective procedures applicable to entering into legally binding contracts.

B. STUDENT-ATHLETE RESPONSIBILITIES

1. GENERAL STUDENT-ATHLETE RESPONSIBILITIES

Your responsibilities as a student-athlete include abiding by all Athletics Department, FGCU and NCAA rules. This handbook provides you with some of the policies in the athletics department. It is also highly recommended that you read the [FGCU Student Code of Conduct](#) for policies and procedures related to academic and student life as well as review the [athletics website](#) for compliance and sports medicine policies. **IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOU UNDERSTAND ALL FGCU, ATHLETICS DEPARTMENT AND TEAM POLICIES.**

You are expected to meet all of your obligations as designated by your coach, and if you receive athletics aid, as stated in your athletics aid agreement.

You also have the following athletics responsibilities:

- a) **Display good sportsmanship.** Sportsmanlike conduct includes showing respect toward all that are in attendance at an athletic event: officials, coaches, athletes, opponents, spectators, and the media. Unsportsmanlike conduct includes the following: language, gestures, or actions which demeans, intimidates, or endangers others, not only at athletic competition but during all activities that encompass travel to and from the competition. Problems in this area will be dealt with individually and could result in possible reprimand, suspension, or loss of scholarship.
- b) **Exhibit personal habits that enhance healthful living.** You must exercise special care to avoid the use of non-therapeutic drugs as well as the excessive consumption of intoxicating beverages. You should never take drugs that have not been prescribed for your use by a physician. If by chance you are taking a prescribed drug that appears on the banned list, inform the athletic trainer.
- c) **Obey team rules and policies.** Your coaches have established rules and policies that they expect to be followed by all team members.

The following personal behavior responsibilities must also be adhered to. Remember, you are representing yourself, your family, the athletics department and Florida Gulf Coast University.

- a) Demonstrate good moral and ethical judgment.
- b) Be aware of the image you are creating.
- c) **Report any incidents involving University and Community authorities (i.e., law enforcement, RAs, etc.) immediately to your head coach in which you and/or your teammates were involved – this is our “NO SURPRISE RULE.” Violations will subject you to disciplinary measures, inclusive of contest(s) suspension.**
- d) In cases of behavioral problems that involve formal criminal charges by a law enforcement agency, the student-athlete will be suspended from athletics competition until the facts have been reviewed.
- e) A student-athlete who is charged with a felony will not be allowed to represent FGCU in game competition until the matter has been resolved in court and all conditions for reinstatement have been met.
- f) Student-athletes charged with a misdemeanor will have their case reviewed by the Director of Athletics pending the outcome by legal authorities. Disciplinary action may be invoked by the Department of Athletics.

Reporting Knowledge of Violations

The NCAA stipulates that each student-athlete is responsible for his/her own violation(s) of NCAA regulations. That condition applies to the period of recruitment as well as to participation in intercollegiate sports while in college. Each student-athlete is also required to reveal whatever knowledge he/she has about possible violations by others.

Procedures for Reporting Rules Violations:

a) Student-athletes should understand that potential rules violations should be reported **IMMEDIATELY** and that any delay could cause the situation to become more complicated and thus any potential penalties imposed on the student-athlete or team more severe.

b) In all cases of potential rules violations, student-athletes should consult with their head coaches. If this is not possible, the Assistant Athletics Director of Compliance or the Compliance Coordinator should be contacted, who in turn will contact the Director of Athletics. The Head Coach must then report to the Assistant Athletic Director of Compliance, as well as the Director of Athletics.

c) In the event the Assistant Athletics Director of Compliance or the Compliance Coordinator are not available, student-athletes should contact the Director of Athletics, Senior Woman Administrator, Sport Coordinator, or Faculty Athletics Representative.

d) If the rules violation affects the **eligibility** of a student-athlete, the violation, if secondary in nature will be reported by the Director of Athletics or Assistant Athletics Director of Compliance immediately to the Conference office in order to commence the investigation and restorative process.

e) Typically, FGCU will self-impose a penalty as determined by the members of the Athletics Department Staff and two non-athletic constituents consisting of members of the Intercollegiate Athletics Committee and where appropriate, the Registrar or Director of Financial Aid.

f) Student-athletes should note the following NCAA Bylaw: 20.9.1.5 *The Commitment to Institutional Control and Compliance. It is also the responsibility of each member institution to report all breaches of conduct established by these bylaws to the Association in a timely manner and cooperate with the Association's infractions process.*

g) Appeals - Student-athletes should know that they have the right to appeal decisions made by the University, Conference or NCAA. Proper procedure includes contacting the Assistant Athletics Director of Compliance or Director of Athletics. If an appeal or question cannot be satisfied, the Faculty Athletics Representative and committee of outside constituents will be contacted to review any mitigating circumstances.

2. STUDENT-ATHLETE CODE OF CONDUCT POLICIES

a) Institutional Conduct Policies

Every student at Florida Gulf Coast University, by virtue of enrollment, has agreed to abide by and uphold the policies of this institution. All student-athletes are subject to all of the rules, regulations, and procedures as stated in the [FGCU Student Code of Conduct](#). Reported infractions of the Student Code of Conduct are handled through the Dean of Students Office and may result in penalties effecting athletic eligibility for practice, competition, and/or grants-in-aid.

b) Athletics Department Conduct Policies

The athletics department supports the mission and standards of the University and is committed to being represented by student-athletes who are in compliance with the behavior expected of all enrolled students. Administrators, coaches and staff members in the athletics department are here to assist student-athletes in pursuit of a college education. Student-athletes should not hesitate to come see any athletics department coach, administrator or staff to discuss issues or ideas. Being a student-athlete and representing the institution in a public manner is a privilege that requires responsibility above and beyond the normal institutional standards. The athletics department has additional departmental and individual sport conduct and participation policies as stated in the Student-Athlete Handbook.

Furthermore,

- 1) The head coach of each individual sport has the right to set conduct and participation standards for that team.
- 2) The athletics department will not tolerate public or private behavior that might publicly discredit the University or its athletics program and such behavior may be subject to disciplinary action based upon the circumstances surrounding the behavior.
- 3) Violations of the code of conduct may result in possible suspension from competition and/or loss of athletics aid.
- 4) The Director of Athletics will be the final arbitrator in all issues involving violations of athletics department conduct policies.

c) Sanctions/Disciplinary Procedures

Student-athletes are expected to follow the coaches' policies regarding training, practice, discipline and all team matters. The enforcement of NCAA regulations, ASUN or CCSA Conference regulations, Department of Athletics policies, and team rules fall under the jurisdiction of the Director of Athletics. Student-athletes who violate any of these policies may be subject to disciplinary action. Each case will be reviewed by the Head Coach and/or Director of Athletics on an individual basis. Examples of athletic sanctions include, but are not limited to the following; verbal reprimand, verbal or written warning, suspension from practice or games, loss or reduction of athletics aid, community service, and/or dismissal from the team.

Student-athletes not adhering to the rules and regulations of the University (Student Conduct Code) will be subject to disciplinary action. Disciplinary actions taken by the Director of Athletics are independent of sanctions that may be imposed by other authorities (e.g., Student Judicial Conduct Committee, Dean of Students, etc.)

d) NCAA Ethical Conduct Policies

Bylaw 10.01.1—**Honesty and Sportsmanship.** Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Bylaw 10.1—**Unethical Conduct.** Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

- a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- b) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- c) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- d) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., runner);
- e) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
- f) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive;

- g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

Bylaw 10.3—Sports Wagering Activities. The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

- a) Staff members of an institution's athletics department;
- b) Non-athletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
- c) Staff members of a conference office; and
- d) Student-athletes.

e) ASUN Conference Code of Conduct

Sportsmanship Policy—All ASUN representatives shall conduct themselves in compliance with the ASUN Code of Conduct.

Code--We will conduct ourselves with the highest levels of honesty, fairness, respect and responsibility.

Commitment--Our conduct shapes the ASUN reputation. We commit to define our character by displaying good sportsmanship at all times by conducting ourselves according to the ASUN Code of Conduct ("Code").

Scope--The Code governs all ASUN representatives. This includes all member institution delegates, athletics department staff and representatives, student-athletes, coaches, officials and ASUN staff. The Code shall apply during competition and during all other activity.

Participation--All parties included as ASUN representatives above shall participate in upholding the Code. All will uphold the Code in their own behavior and shall be responsible for building the same expectation in others.

Tobacco/Alcohol Policy—All tobacco and alcohol products are banned for ASUN coaches, student-athletes and athletics staff in all contests, home and away, in which member institution teams participate. The ban applies in locker (dressing) room, practice sessions and playing fields and arenas. Any violation of this policy shall result in automatic disqualification (ejection) from the contest and removal from the competition area. Enforcement of this policy shall be an issue of institutional control except during the defined competition period that is under the jurisdiction of the contest officials.

f) Team Rules

- 1) Each head coach is required to establish conduct and participation standards for their team. The standards (or team rules), must be in writing and distributed to student-athletes on an annual basis. The standards cover appearance, practice, classroom attendance, academic responsibility, punctuality, dress code, conduct on team trips and general expectations of behavior. Student-athletes are expected to comply with the team rules as outlined by the head coach.
- 2) Head Coaches are required to annually submit a copy of their team rules to the Director of Athletics for approval. Further, coaches are required to **clearly define** the acceptable standards of conduct to their respective student-athletes and the appropriate disciplinary action that will be taken when the standards are not observed.

g) Online Social Networking Policy

Online social networking has become a fun and popular way to develop new relationships and create online communities using Twitter, Instagram, Facebook, Snapchat, Pinterest, etc. Posting personal profiles and photographs on these platforms is not prohibited by FGCU's Department of Athletics; however, student-athletes are responsible for the information they voluntarily post on these websites. Any postings must therefore be consistent with federal and State laws, and team, Department, University, and NCAA rules, regulations and policies (including the guidelines listed below).

Guidelines

If you participate on a social networking site or use social media, you must keep the following in mind:

- 1) FGCU student-athletes are representatives of the University and are always in the public eye. **Student-athletes should not post information, pictures and statements that would embarrass themselves, their families, their team, the FGCU Department of Athletics and the University.** Student-athletes should use social media to your advantage by showing your good character as an FGCU student-athlete.
- 2) **The Internet is permanent.** Just because a post or photo is deleted shortly after it was published doesn't mean it wasn't seen or it wasn't screen captured.
- 3) Student-athletes should consider how information posted on their personal profiles can be used without their prior consent or knowledge. **What may seem like harmless college "fun" today may have serious negative consequences in the future.**
- 4) **All information posted is public information.** Access to these sites is generally available to anyone such as faculty, coaches, athletics administrators, alumni (who could be a future employer) and the media. Remember that information on your personal profile can be used in a manner you had never intended, even if you have a private account.
- 5) Keep in mind your personal safety when posting information online. **Personal identifying information such as cell phone numbers, class schedules, and home addresses should not be posted.** Limit information about your whereabouts or upcoming plans to minimize the potential of being stalked, assaulted, or the victim of other criminal activity.
- 6) **Use caution when adding someone or inviting someone to be a friend.** Many individuals are looking to take advantage of student-athletes, to get close to you to give themselves a sense of membership, or to gain information about you, your teammates, or your team for the purposes of sports gambling or negative publicity.
- 7) **Don't engage in arguments.** People will do anything to get inside your head and try to intimidate your success. Don't let them; take the higher road by not replying at all.
- 8) **Have a clear mind before broadcasting your thoughts.** Don't post when you are angry, upset or your judgment is impaired in any way. Following games and competitions, even if you win, consider using the NCAA-mandated 10-15 minute "cooling off period" before taking to social media.
- 9) Similar to comments made in person, **the FGCU Department of Athletics will not tolerate disrespectful comments and behavior online**, such as:
 - o Derogatory or defamatory language;
 - o Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person;
 - o Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances; or any other illegal or prohibited conduct, including violating the University's Student Code of Conduct.

Each team will identify at least one coach or administrator who is responsible for regularly monitoring the content of team members' social networking sites and postings. The FGCU Department of Athletics will have other staff members review and/or monitor student-athletes' social networking sites and postings. Not only will the monitors be reviewing the content for the information listed above, he/she will also be evaluating the postings for information that could indicate a potential

violation of NCAA regulations related to amateurism, possible improper extra benefits, NIL issues, and/or agent-related activities. Any concerns about a student-athlete's posting or other online activity related to potential NCAA violations will be reported to the Assistant Athletics Director of Compliance.

In addition, any posted material that is in violation of team rules, the FGCU Student-Athlete Code of Conduct located in this manual, the [University Code of Conduct](#), [NCAA bylaws](#), or [Florida state law](#) is subject to investigation by the appropriate University department and possible immediate sanction by the Department of Athletics, the University, the NCAA and/or law enforcement agencies. Internal sanctions may include, but not be limited to, notice to remove the posting or photo to suspension from athletic contests to the loss of athletics financial aid and/or dismissal from the team.

h) Student-Athlete Alcohol Policy

The Department of Athletics expects each student to adhere to a set of standards that positively represents the Department and the University. The Department of Athletics has established guidelines regarding unacceptable behaviors regarding alcohol use. It is the personal responsibility of student-athletes to follow all Federal, State, University and Department of Athletics guidelines pertaining to alcohol use. The Student-Athlete Alcohol Policy establishes minimum guidelines; each head coach has the option of establishing more stringent standards for their specific team. **Student-athletes are advised that the legal drinking age in the state of Florida is 21 years of age.**

Unacceptable Activities include but are not limited to the following:

- 1) Driving with ability impaired or while intoxicated (Violation of Florida State Law)
- 2) Underage Drinking (Violation of Florida State Law)
- 3) Providing alcohol to anyone under the age of 21 (Violation of Florida State Law)
- 4) Possessing, using or creating false identification (Violation of Florida State Law)
- 5) Consumption of alcohol, being under the influence of alcohol, or being in personal possession of alcohol during **any intercollegiate athletics event** (practice, conditioning, team meeting, competition, etc.), Eagles Council, or Eagles Club events, or on road trips associated with athletics events.
- 6) Being in a vehicle driven by someone under the influence (including drugs).

Student-athletes found to be in violation of these guidelines will be subject to penalties imposed by the Head Coach and/or Director of Athletics. Penalties will be in addition to those imposed by the University and/or the Court of Law.

i) Drug Testing Policy

FGCU embraces the proposition that use of illegal drugs can have a negative effect on the health and performance of student-athletes. This negative effect has consequences both in the classroom and in their particular sport. It is for this reason that, in addition to those conducted per the NCAA Bylaws and attested to by student-athletes in the annual NCAA Drug Testing Consent form, individual periodic testing for illicit drugs at FGCU is conducted for the purposes and in the manner herein identified. **Each test will involve no less than ten percent of a team's squad list and any individual who has previously tested positive.** Click [link](#) for complete drug testing policy.

j) NCAA Tobacco Policy

The NCAA tobacco ban policy prohibits the use of tobacco products (including smokeless tobacco) by student-athletes and athletics personnel during any intercollegiate team function. (Bylaw 11.1.4) Penalties include disqualification from practice and/or competition. Student-athletes found to be in violation of these guidelines will be subject to penalties imposed by the Head Coach and/or Director of Athletics.

k) Gambling

The NCAA opposes all forms of gambling and adamantly opposes all forms of sports gambling. Gambling on sports has the potential to undermine the integrity of sports contests and jeopardize the welfare of student-athletes and the intercollegiate athletics community. Gambling demeans the competition and competitors alike by sending a message that is contrary to the meaning of “sport.”

We hope that you will never be approached by outside sources to involve you in a gambling situation. Please report any activity to your coach and the Assistant Athletics Director of Compliance immediately.

NCAA Legislation Governing Gambling:

Staff members of the athletics department of member institutions, non-athletics department staff members who have responsibilities within or over the athletics department, conference office staff members and student-athletes shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition. (Bylaw 10.3)

Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. (Bylaw 10.02.1)

Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition.

l) Hazing

Florida Statute defines hazing as “any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. ‘Hazing’ includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.”¹ A simple way to look at an activity is whether you would have any reservation explaining the activity to your family, coaches or other institutional officials.

Whether on or off campus, planned or spontaneous, the University and athletics department policies do not condone hazing. **Florida law considers hazing a criminal offense.** Team initiations and similar orientation activities are included in the definition of hazing and will not be tolerated. Hazing activity by a student-athlete may lead to disciplinary action up to and including dismissal from their team, and possibly from the University and law enforcement. Additionally, if a hazing incident is found to be pervasive within a particular FGCU athletics team, the sport may be suspended or terminated.

To report hazing incidents (which can be anonymous), use the [online hazing reporting form](#) or contact the University Police Department for immediate assistance at 239-590-1911. To learn more about hazing prevention, click [here](#). You may also report via the University hotline at (844) 300-1073 and online at www.fgcu.ethicspoint.com. Hazing violations may be subject to the University’s Code of Conduct.

¹ Section 1006.63 (1), Florida Statutes

3. STUDENT-ATHLETE EVALUATION OF ATHLETICS PROGRAM

a) Annual Undergraduate Student-Athlete Experience Evaluation

All undergraduate student-athletes are encouraged to complete the annual departmental survey on issues pertinent to his/her particular sport and/or general program aspects. The online survey link is provided to all undergraduate student-athletes at the end of their season. The purpose of the survey is to provide the Director of Athletics, Senior Woman Administrator, sport coordinators and Faculty Athletics Representative with candid student-athlete perspectives as to the quality of their student-athlete experience at FGCU and recommendations for improvement. All surveys are confidential.

b) Student-Athlete Exit Interviews

The Director of Athletics and Senior Woman Administrator will conduct exit interviews each year with student-athletes who have exhausted their eligibility. The Director of Athletics, or his designee, will provide the link to the senior student-athlete questionnaire to all student-athletes who will exhaust their eligibility. Generally, two student-athletes from each team will then be selected for a student-athlete interview. The purpose of the exit interview is to provide the Director of Athletics and Senior Woman Administrator, sport coordinator and Faculty Athletics Representative with candid student-athlete perspectives as to the quality of the student-athlete experience at FGCU and recommendations for improvement. All exit interviews are confidential.

4. STUDENT-ATHLETE APPEAL POLICIES AND PROCEDURES

a) Grievance Policy

The Department of Athletics' philosophy is that complaints should follow a logical path from those most immediately responsible to those who have a more comprehensive responsibility. As necessary, senior members of the athletics department administration may become involved to try to come to a conclusion with the grievance.

If a student-athlete has a complaint or concern that is significantly affecting the quality of the experience of the individual or team, it should first be brought to the attention of the coach. If not resolved with the coach, the student-athlete must bring the grievance to the attention of the sport coordinator in writing within five (5) business days after meeting with the coach. Any ongoing complaints or concerns should be submitted to the Chair of the University's Case Clearinghouse Council (C3), who will determine the appropriate office to conduct the investigation. An Investigative Report will be provided to the Director of Athletics for a resolution of the matter. The decision of the AD is final and will be provided to the student-athlete within ten (10) business days of the AD receiving the written grievance from the student-athlete.

Sports Coordinators:

- 1) Baseball – Matt Ring
- 2) Men's Basketball – Ken Kavanagh; secondary - Graham Diemer
- 3) Women's Basketball – Ken Kavanagh; secondary - Lauren Freeman
- 4) Indoor Volleyball – Lauren Freeman
- 5) Men's & Women's Cross Country – Nicole Neal
- 6) Men's & Women's Golf – Graham Diemer
- 7) Men's Soccer – Jeremy Boreland
- 8) Women's Soccer – Mike Miller
- 9) Softball – Nicole Neal
- 10) Men's Tennis – Randy Poppo
- 11) Women's Tennis – Katelyn Skarr
- 12) Beach Volleyball – Denise Da Silveira
- 13) Swimming & Diving – Lauren Freeman

b) Reduction, Nonrenewal or Cancellation of Athletics Aid

Student-athletes whose aid has not been renewed or whose aid has been reduced have the right to appeal. Appeal procedures are sent by the Financial Aid Office with the reduction/cancellation letter. For details, please see the Financial Aid section of this manual.

c) Permission to Contact and Transfer Releases

Student-athletes that are considering transferring from the institution must follow NCAA guidelines for contact from other institutions and for any transfer exceptions that may be available. Communication between all constituents is important throughout this process to ensure fairness to all parties.

***for the purposes of this section, email will be considered the equivalent of written correspondence*

Notification of Transfer

NCAA Bylaw 13.1.1.3 states that a student-athlete of any NCAA Division 1 or 2 institution must obtain authorization through the Notification of Transfer process before any contact, directly or indirectly, is made with the student-athlete. Any FGCU student-athlete that seeks authorization through the Notification of Transfer process must adhere to the following:

- Notification of transfer only grants the ability to speak with other institutions about transferring, it does not grant the release to use the one-time transfer exception.
- Notification of Transfer is authorized by initiating the Notification to Transfer workflow in ARMS. This notifies the Compliance Office, Sport Coordinator, Head Coach and Director of Athletics of the student-athlete's decision to enter the Transfer Portal.
- A written request for Notification of Transfer will result in the student-athlete's information being entered into the Transfer Portal within two business-days from submission of the ARMS form by the student-athlete.

Services and Benefits Available After Written Notification of Transfer

Once an FGCU student-athlete requests Notification of Transfer, per NCAA rules, his/her athletics aid may not be cancelled by the department before the conclusion of the current academic term. It may be cancelled for the subsequent academic term. If written Notification of Transfer is submitted by the student-athlete on December 22, the aid may be cancelled beginning with the spring term in January. The availability of the following FGCU Athletics services will be available to the student-athlete on a case by case basis as determined by the Director of Athletics upon a student-athlete submitting a Notification of Transfer form in ARMS:

- 1) Access to Athletics Facilities
- 2) Academic Support Services
- 3) Access to Strength and Conditioning Staff

The following FGCU Athletics services **will not** be available to the student-athlete upon written request of Notification of Transfer:

- 1) Student Assistant Fund Requests

Access to Athletic Training will be available to anyone that encountered an athletically-related injury while participating as a student-athlete at FGCU.

C. ACADEMIC POLICIES and PROCEDURES FOR STUDENT-ATHLETES

As an Athletics Department, we strive to encourage student-athletes to reach their greatest potential by providing a variety of support resources to maximize student-athlete success. We expect student-athletes to utilize the resources available to them to reach educational goals that outstretch that of the general student body. As a student-athlete, it is important to set educational goals that mirror the academic expectations of the Athletics Department and push toward excellence. Influencing these goals should be standards for academic achievement, a desire to maintain the utmost academic integrity and the willingness to challenge oneself to be both a successful student and successful athlete. Goals should be specific, measurable, attainable, realistic and timely. Each goal should be followed by a plan for successful goal achievement.

1. DEVELOPING A PLAN FOR SUCCESS

As a student-athlete, the first major step in developing a plan for success is deciding exactly what you want out of college. How important is college to you? How important are good grades to you? How important is your sport to you? How important is an active social life to you? The manner in which you answer these questions will begin the structuring of your priorities. Analyzing situations in relation to your priorities will direct your decision-making in a positive manner. Your priorities should be centered on your values and should focus on your future. After you have identified your priorities, your decisions must be consistent with honoring your priorities. You cannot allow yourself to make decisions that do not align themselves with your priorities. For example, if you say that grades are very important to you, but are not willing to sacrifice an event on your social calendar to study for an exam, you have a mismatch of priority and action. This inconsistency will regularly result in dissatisfaction and a failure to achieve your maximum potential. Dedication to making the right choices will help you be successful.

As you develop a plan for success or establish a list of priorities, you should utilize all of the resources, including people, who are available to help. Do not think you are alone in your journey. There are hundreds of professionals on campus who will gladly assist you with your academic pursuits. Talk to your Athletics Academic Coordinator to see what specific services are available and **follow through** on support recommendations. You will find the faculty and staff at FGCU are committed to helping you achieve excellence in all academic endeavors.

2. UNDERSTANDING ACADEMIC POLICIES

Members of the Athletics Department, including staff in the Hartley Academic Resource Center (HARC), support student-athletes in the attainment of their goals, but ultimately each student-athlete is responsible for the quality of his or her personal conduct, the attainment of his or her college degree, and the maintenance of his or her athletics academic eligibility. It is a student-athlete's duty to be aware of all university policies and procedures that have been established for the successful completion of his or her degree. In addition, student-athletes must adhere to all standards set forth by the NCAA and the ASUN Conference or Coastal Collegiate Sports Association (CCSA).

Student-athletes must read and understand all FGCU, athletics department, NCAA and ASUN/CCSA regulations and team policies. It is also a student-athlete's responsibility to keep abreast of any changes to academic policy that could impact his or her matriculation or eligibility.

3. THE BASICS OF NCAA ELIGIBILITY

It is imperative that student-athletes become familiar with basic NCAA eligibility rules. While there are many rules related to athletics academic eligibility, the guiding principles for satisfactory academic progress are outlined here:

In general, a student-athlete has four years of eligibility to be used in a five-year window. A student-athlete's five-year "clock" starts from his or her initial term of enrollment as a full-time student at any college or university (even if not enrolled as a student-athlete when he or she began their collegiate academic career).

CRITERIA FOR ELIGIBILITY are based on a student-athlete's initial term of enrollment (not academic class standing or years of remaining athletics eligibility). At the end of each term, a student-athlete must meet or exceed NCAA prescribed benchmarks detailed in the following chart.

After first term of enrollment:

- ✓ Student-athlete must have completed a minimum of six term credit hours

After second term of enrollment:

- ✓ Student-athlete must have a cumulative GPA of 1.8 or greater*
- ✓ Student-athlete must have completed a minimum of six term credit hours
- ✓ Student-athlete must have earned a minimum of 18 credit hours between initial term of enrollment and end of second term

- ✓ Student-athlete must have earned a minimum of 24 credit hours between initial term of enrollment and beginning of third term*

***May be achieved using coursework in the summer following the second term of enrollment**

After third term of enrollment:

- ✓ Student-athlete must have a cumulative GPA of 1.8 or greater
- ✓ Student-athlete must have completed a minimum of six term credit hours

After fourth term of enrollment:

- ✓ Student-athlete must have a cumulative GPA of 1.9 or greater*
- ✓ Student-athlete must have completed a minimum of six term credit hours
- ✓ Student-athlete must have earned a minimum of 18 credit hours between third term of enrollment and end of fourth term
- ✓ Student-athlete must have a declared major before entering fifth term of enrollment

- ✓ Student-athlete must have 40% of their degree completed before entering fifth term of enrollment

***May be achieved the using coursework in the summer following the second term of enrollment**

After fifth term of enrollment:

- ✓ Student-athlete must have a cumulative GPA of 1.9 or greater
- ✓ Student-athlete must have completed a minimum of six degree-applicable term credit hours

After sixth term of enrollment:

- ✓ Student-athlete must have a cumulative GPA of 2.0 or greater*
- ✓ Student-athlete must have completed a minimum of six degree applicable term credit hours

- ✓ Student-athlete must have earned a minimum of 18 degree applicable credit hours between fifth term of enrollment and end of sixth term

- ✓ Student-athlete must have 60% of their degree completed before entering seventh term of enrollment

- ✓ Student-athlete must have completed a minimum of six degree applicable term credit hours
***May be achieved using coursework in the summer following the second term of enrollment**

After seventh term of enrollment:

- ✓ Student-athlete must have a cumulative GPA of 2.0 or greater
- ✓ Student-athlete must have completed a minimum of six degree applicable term credit hours

After eighth term of enrollment:

- ✓ Student-athlete must have a cumulative GPA of 2.0 or greater
- ✓ Student-athlete must have completed a minimum of six degree applicable term credit hours
- ✓ Student-athlete must have earned a minimum of 18 degree applicable credit hours between seventh term of enrollment and end of eighth term

- ✓ Student-athlete must have 80% of their degree completed before entering ninth term of enrollment

***May be achieved using coursework in the summer following the second term of enrollment**

After ninth term of enrollment (if a student-athlete has not exhausted eligibility):

- ✓ Student-athlete must have a cumulative GPA of 2.0 or greater

- ✓ Student-athlete must have completed a minimum of six degree applicable term credit hours

***May be achieved using coursework in the summer following the second term of enrollment**

After tenth term of enrollment (if a student-athlete has not exhausted eligibility):

- ✓ Student-athlete must have a cumulative GPA of 2.0 or greater

- ✓ Student-athlete must have completed a minimum of six degree applicable term credit hours

- ✓ Student-athlete must have earned a minimum of 18 degree applicable credit hours between ninth term of enrollment and end of tenth term

- ✓ Student-athlete must have 100% of their degree complete

In general, all student-athletes must also adhere to the following standards:

- a) A student-athlete shall maintain good academic standing.
- b) Unless in their final term of enrollment, **a student-athlete must be enrolled full time during the regular academic year in order to maintain athletics academic eligibility.**

As an **undergraduate student**, a student-athlete **must be enrolled in a minimum of 12 credit hours** to maintain full-time enrollment; as a **graduate student**, a student-athlete must be enrolled in a **minimum of nine credit hours** to maintain full-time enrollment. Of those 9 credit hours, *six credit hours must be towards their designated master's program.*

In the event that a student-athlete drops below full-time status during the regular academic term, he or she will immediately forfeit eligibility to compete, practice or participate in most team activities. As a result, it is important that all class schedule changes be made with the assistance and permission of a student-athlete's Athletics Academic Coordinator. **A student-athlete may NOT drop a class without the explicit written permission of his or her Athletics Academic Coordinator.**

Please note that while undergraduate student-athletes are only required to be enrolled in 12 credit hours, it is recommended that they enroll in and complete 15 credit hours each academic term in order to graduate in a timely manner and more easily satisfy percent degree completion requirements.

- c) A student-athlete must declare his or her major prior to entering their fifth term of enrollment.
- d) In a student-athlete's fifth term of enrollment and later, efforts should be made to ensure that all registered courses are **"degree applicable."**

In general, a course is degree applicable if it can be applied directly to a student-athlete's primary major in one of the following categories: general education, required courses in the major, restricted electives or university requirements. A course may also be degree applicable if it can apply to common pre-requisites written explicitly into a degree program or if it is among the allowable free electives that are required to meet the total number of semester hours needed to graduate.

Courses for a minor **are not degree applicable** unless they may be applied toward the number of **allowable electives** for a major. Minor courses may be used to satisfy the credit hour requirements, but they cannot affect percentage of degree unless they fill elective space.

Courses for a second major **are not degree applicable** unless they may be applied toward the number of **allowable electives in a student-athlete's primary** major. Designation of the student-athlete's primary major can be changed to benefit the student-athlete.

A student-athlete may not use a course to fulfill the credit-hour requirement for meeting progress toward degree even if the course fulfills an elective component of the student-athlete's degree program, if the student ultimately must repeat the course to fulfill the requirements of the student's major. (e.g., If a PSY major earns a "D" in STA 2023, this course is not degree applicable because PSY majors are required to earn a "C" or better in all courses listed under the degree's common prerequisites, required courses in the major, and restricted electives in the major; STA 2023 is a course in the common prerequisites.)

Courses that are repeated (even if grade forgiveness is filed) will only apply toward a student-athlete's degree in the semester they were first successfully passed (awarded a grade of "D" or better), unless the repeated course requires a specific letter grade for purposes of degree admission/matriculation (see above).

Adhering to the above rules and being cognizant of NCAA eligibility benchmarks allow student-athletes to take full advantage of all the athletic and academic opportunities available at FGCU. However, failure to meet NCAA expectations can result in loss of athletics aid and temporary or permanent loss of athletics participation.

4. STUDENT-ATHLETE HOLDS

All student-athletes have a student-athlete hold on their account that prevents them from making changes to their course schedule without the explicit written permission of their Athletics Academic Coordinator. The student-athlete hold is assigned to a student-athlete's account by his or her Athletics Academic Coordinator prior to the start of their first term of enrollment at FGCU and is removed only temporarily after the appropriate requirements are fulfilled during each registration period. The student-athlete hold serves to protect a student-athlete from inadvertently endangering his or her athletics academic eligibility. However, the student-athlete hold does not prevent the request or receipt of official transcripts, viewing of grades or any other student/university account activity other than registration.

5. ADVISING

In order to best attend to a student-athlete's academic welfare and development, all student-athletes are assigned an Athletics Academic Coordinator and a professional academic advisor in his or her college or academic department. Athletics Academic Coordinators and professional academic advisors work in collaboration to support a student-athlete's success.

An Athletics Academic Coordinator's primary function is to monitor student-athletes' progress and help student-athletes design and implement academic success strategies for the achievement of academic excellence. A student-athlete's professional advisor assists primarily in course selection and degree planning.

All student-athletes will be assigned a professional academic advisor in their first term of enrollment. Prior to being assigned a professional academic advisor, a student-athlete is required to attend a transition workshop in the department or college of his or her major that provides a brief orientation to his or her designated degree program. Attending a transition workshop is mandatory, but is only required once in a student-athlete's career, even if a student-athlete should later change majors. Undecided student-athletes will be required to meet with a professional academic advisor in Exploratory Advising until they are able to assume a major of their choice.

6. DECLARING A MAJOR

To declare a major, a student-athlete must meet with his or her Athletics Academic Coordinator to have his or her major approved and complete a REQUEST TO CHANGE MAJOR FORM. Once the REQUEST TO CHANGE MAJOR FORM is completed, the student-athlete must schedule an appointment with a professional academic advisor in his or her new academic college or department to review the major's degree requirements. The student-athlete's new professional academic advisor will process the student-athlete's REQUEST TO CHANGE MAJOR FORM and update his or her major in BANNER, FGCU's student data information system.

7. REGISTRATION

In order to avoid conflict with student-athlete practice and competition schedules and allow for the least number of missed classes for athletics participation, student-athletes are granted priority registration. Priority registration is a privilege and can be revoked by failure to follow appropriate advising and registration procedures. Each term, priority registration start dates and times will be scheduled by the University Registrar and can be accessed [here](#).

a) **Registration Holds**

Registration holds may prevent a student-athlete or any student from registering for his or her classes in a timely manner. Holds can be viewed via a student-athlete's Gulfline account. All holds restricting registration must be removed prior to the priority registration start date in order to ensure timely registration. Remember, student-athlete holds do impact registration and are removed only temporarily after the appropriate requirements are fulfilled during each registration period. To remove the student-athlete hold, a student-athlete must meet with his or her professional academic advisor and return a Priority Registration Form to the Hartley Academic Resource Center.

b) **Priority Registration Form**

As a significant part of a student-athlete's athletic academic eligibility is tied to his or her satisfactory academic progress toward the completion of a degree, it is imperative that a student-athlete selects his or her courses in conjunction with a professional academic advisor. As such, prior to accessing priority registration, all student-athletes are required to meet with an academic advisor in their academic college or department to discuss their degree plan and seek degree applicable course recommendations.

To ensure that a relationship between a student-athlete and his or her academic advisor is maintained, all student-athletes will have a student-athlete hold placed on their account at the start of their academic career that will only be lifted for a brief period each term after a student-athlete has met with his or her academic advisor and returned their priority registration form to allow for course registration. A student-athlete must meet with his or her academic advisor each term and return his or her priority registration form to the Hartley Academic Resource Center prior to registering for classes or the student-athlete will be withheld from registration. Please refer to instructions on the priority registration form for directions on how to prepare for a registration advising appointment and how to search for available classes.

c) **Class Waitlists**

Despite priority registration, some student-athletes may have to "waitlist" for courses in order to gain enrollment. Notices of waitlist registration are sent to student-athletes electronically via EagleMail and are time sensitive. Student-athletes on a course waitlist are expected to check their EagleMail twice daily to be alerted to a waitlist notification. If called from a waitlist, a student-athlete may register for the class or contact his or her Athletics Academic Coordinator if they need help to enroll.

d) **Dropping/Adding Classes**

Prior to the start of an academic term and during the first week of classes in each term, student-athlete course schedule changes may be made with the direct assistance of a student-athlete's Athletics Academic Coordinator. After the first week of classes, student-athletes may not add classes, but can potentially drop classes with the explicit written permission of their Athletics Academic Coordinator and the completion of a university ADD/DROP FORM.

Student-athletes who wish to make changes to their schedule should seek the advice of their Athletics Academic Coordinator immediately should they feel it may be necessary to drop a course. Generally, a dropped course will not warrant any financial refund. A dropped course will be recorded on a student-athlete's transcript with the mark of "W," but will not impact a student-athlete's term or cumulative GPA.

Please refer to the [University Academic Calendar](#) for the current university term for add and drop deadlines.

e) **Withdrawal for Non-Payment**

As not every student-athlete will receive athletics aid, it is important for all student-athletes to be aware of their Cashier's Office account balance. If a student-athlete's tuition is not paid by the end of the first week of classes, the student-athlete will risk having his or her classes withdrawn for non-payment. Should a student-athlete be withdrawn for non-payment, he or she will immediately render themselves ineligible for practice and competition until such time that he or she re-enrolls in classes. To avoid withdrawal for non-payment or other financial or university penalties, student-athletes should view their account balance via Gulfline regularly and maintain a balanced account.

8. LESS THAN 12 HOUR WAIVER

Student-athletes in their final term of enrollment are not required to enroll full-time if the courses in which they are enrolled will complete their degree program by the term end or in the last term before a learning requirement. These graduating student-athletes may apply to be eligible to practice and compete as a part-time student by submitting a "Less Than 12Hr Waiver" through ARMS. The Less Than 12Hr Waiver must be completed in conjunction with a student-athlete's professional academic advisor and the University Registrar and must confirm that the student-athlete is enrolled in the appropriate number of courses and course titles required to graduate at the term end. Less Than 12Hr Waivers are due to a student-athlete's Athletics Academic Coordinator by the Friday of the first week of classes of the student-athlete's final term of enrollment.

9. INTERNATIONAL STUDENTS

As dictated by US Immigration regulations, international student-athletes must be enrolled in a minimum of 12 credit hours, but of these minimum 12 credit hours, nine hours must be taught in a traditional classroom or hybrid classroom setting with direct contact with a faculty member or instructor. At FGCU, hybrid classes are considered the same as traditional classes (or "in-classroom" courses); however, distance learning or virtual classes are not.

10. TEXTBOOK ORDER AND PICKUP

Prior to the start of each academic term, student-athletes must obtain the appropriate textbooks for each course in which they are enrolled. For student-athletes not on book scholarship, textbooks can be purchased or rented electronically through the University Bookstore via Gulfline or in person at the University Bookstore. Discount textbook suppliers can also fulfill textbook orders, but purchases from online vendors should be made far in advance of the term's start date to ensure timely receipt of all textbook purchases.

Student-athletes on book scholarship will not have to order or purchase their own textbooks. Text orders will be made for them. Once each student-athlete's textbook order is placed and has been fulfilled by the University Bookstore, student-athletes will pick up their textbooks from the University Bookstore. The Hartley Academic Resource Center's staff members will assist with any late order adjustments. Any student-athlete who, without prior approval, fails to pick up their textbooks on the date and time designated will risk forfeiting their book scholarship.

Please note, book orders can sometimes be inaccurate as there are times when faculty members change their textbook requirements without notifying the University Bookstore. Thus, it is imperative that once a student-athlete has picked up his/her textbooks, he or she reviews his or her course syllabi to ensure that the books that are received are the books required for his or her class.

Book orders that are not picked up by student-athletes will be returned to their shelves and refunded to the Athletics Department.

11. TEXTBOOK RETURN

Books provided to student-athletes on book scholarship are on loan to a student-athlete through the semester in which the student-athlete is enrolled in the course that requires the texts provided. Once the course has ended and the student-athlete is no longer in need of the textbooks purchased, the textbooks must be returned to the Athletics Department through the University Bookstore.

All textbooks loaned to student-athletes by the Athletics Department must be returned to the University Bookstore by 4:00pm, the Monday immediately following the end of the final exam week. To properly return their loaned textbooks, student-athletes must take their entire book order to a University Bookstore return kiosk with their Eagle ID. Once they reach a University Bookstore clerk, the student-athlete must first identify him or herself as a student-athlete and confirm that his or her textbook return is being recorded on the Athletics Department's account. Then the student-athlete will allow the University Bookstore clerk to process their return and provide the student-athlete with a return receipt. The student-athlete should review this receipt to ensure all books loaned at the term start are appropriately accounted for. This receipt should be kept by the student-athlete until all returns are processed and confirmed. **A student-athlete on book scholarship should NEVER accept cash or money back for a returned textbook.**

Failure to return a book loaned to a student-athlete through the Athletics Department will result in a financial penalty equaling the original cost of the non-returned book. Failure to remit payment for the non-returned book charge could be deemed as having been provided an extra benefit and punishable through NCAA sanctions.

12. LOANED NON-TEXT ITEMS

Student-athletes on book scholarship may also be loaned non-text items such as calculators, laboratory goggles or personal transponders. These items, if loaned, must also be returned at the end of each academic term, but should be returned directly your Academic Coordinator.

Non-text items can only be provided if explicitly listed as required course material in a faculty member's course syllabus. If a faculty member requires an item not listed in his or her course syllabus, then the faculty member must provide written confirmation that the requested item is required for course completion and can be purchased via NCAA regulations.

13. AUTHORIZED ABSENCES

According to the FGCU Academic Catalog, an "authorized absence" is an absence due to participation in a university sponsored activity that has been approved by the program director and the appropriate student affairs officer. Such an absence permits the student to make up the work missed when practical or to be given special allowance so that he or she is not penalized for the absence. All missed classes for athletics travel and competition are deemed authorized absences by the University.

14. TRAVEL EXCUSE LETTERS

During the first week of classes, it is the responsibility of a student-athlete to notify his or her faculty members that he or she represents FGCU Division I Athletics in a NCAA sponsored sports. **At least two weeks prior the first date of competition,** it is the responsibility of a student-athlete to inform each faculty member of anticipated competition and travel dates. To facilitate this, a team's Athletics Academic Coordinator will provide each student-athlete with several copies of his or her team's "travel excuse letter" through each team's coaching staff. This letter provides each instructor with a list of departure and arrival times for each competition event, a list of student-athletes participating on each team's travel roster and an overview of the athletics department travel policy on missed class time for "authorized absences."

Once provided the travel excuse letter, each student-athlete will deliver one copy of the travel excuse letter to each faculty member on his or her class schedule and find an appropriate time to meet with each faculty member one-on-one to discuss the faculty member's expectations related to missed class time and make up work. It is a student-athlete's responsibility to be aware of assignment/exam due dates and request make up assignments or alternative exam dates if missed for athletics travel or competition. This is not a shared burden; the faculty member has no obligation to schedule make up work or alternative exam times without a specific request by a student-athlete to do so. Within the travel letter, it specifically states:

[Faculty] please be aware that it is the Athletics Department's full expectation that our student-athletes take the greater responsibility in securing the necessary accommodations to maintain success in your course. Each student-athlete must present you with this official travel excuse letter at the beginning of the semester and remind you of pending absences throughout the term, then request to make up any missed work or assignments at your discretion.

Please be reminded that while a faculty member is expected to make provisions to allow student-athletes to make up missed work when practical, faculty members do have absolute discretion in how they may request make up work be submitted and in what timeline they may expect missed work to be completed. Some faculty members may request that missed work be submitted in advance of a student-athlete's departure; some faculty members may ask that missed work be submitted electronically at the same time it is due in class traditionally or some faculty members may request that missed work is submitted upon a student-athlete's return. If a faculty member's make-up policies place an undue burden on a student-athlete's ability to complete course assignments, a student-athlete should contact his or her Athletics Academic Coordinator for assistance.

To ensure that a student-athlete understands and can meet his or her faculty member's expectation related to missed class time, it is important that each student-athlete communicate effectively with his or her faculty members and take the onus of responsibility for reminding faculty members of missed class dates prior to his or her departure for competition. Simply providing a faculty member with a team travel letter is NOT enough. Faculty members should be reminded of student-athlete travel departure and return dates at least one week in advance of each departure.

If for any reason, a faculty member indicates that he or she will not allow a student-athlete to miss class for travel or competition, the student-athlete should contact his or her Athletics Academic Coordinator immediately. A student-athlete may not be unjustly penalized for missed class due to athletics travel or competition.

15. CLASS ATTENDANCE POLICY

It is the expectation of the Athletics Department that all student-athletes attend class. Class attendance is not merely class presence, but rather active participation in class discussions and activities as appropriate, as well as the display of appropriate behavior in class and the completion of all course requirements as assigned. Class absences for non-athletic commitments will not be considered excused and can be met with academic or athletic penalty.

Daily class attendance is important for student success at FGCU. For student-athletes class attendance is even more critical because of the days that a student-athlete may miss due to travel and competition. As studies have shown a direct correlation between classroom attendance and academic success, it only makes sense that a student-athlete attends class to afford him or herself the most opportunity for success. Furthermore, if a student-athlete is having problems with a class, a faculty member is much more likely to be willing to work with him or her if he or she has demonstrated an interest in the course by attending

the class. It is a student-athlete's responsibility to attend class every day and be on time for class. Excessive absences and disruptive behavior caused by class tardiness will not be accepted.

To ensure class attendance is a valued part of our student-athlete academic culture, the following is expected:

- a) **Student-athletes are responsible for informing their faculty members of impending class absences due to athletics competition and for making arrangements to complete all missed work prior to the absence.**

Student-athletes should notify their faculty members at the beginning of the semester of the number of classes that will be missed due to athletics competition via the travel letter provided by their Athletics Academic Coordinator. This will allow the faculty member to make appropriate accommodations for your absences and to clearly outline the expectations for completing missed assignments and exams. Problems in completing missed work are to be reported by the end of the next class day to your Athletics Academic Coordinator.

- b) **Student-athletes are expected to be punctual to all class sessions. Therefore, two reported tardies in a class will be considered an "unexcused" absence; four tardies will constitute two unexcused absences, and so on. Tardy is defined by the faculty member.**

Behavioral sanctions for missed classes will be imposed based on the number of classes missed. These sanctions are applicable when the classes are missed, not the point at which the Athletics Academic Coordinator is notified of classes missed.

Following one*/two** unexcused absences²: The student-athlete's missed classes are reported to the Head Coach and appropriate assistant coaches and supervising Sport Coordinator.

Following a third unexcused absence: The student-athlete's missed classes are reported to the Director of Athletics, Head Coach and Sport Coordinator. The student-athlete will receive a written notification that a subsequent (fourth) unexcused absence will result in a mandatory suspension from the next two practices and that any additional unexcused absences will result in suspension from games/events. The student-athlete must schedule a meeting with the Athletics Academic Coordinator and/or Sport Coordinator to discuss the situation. Note: Additional absences will result in suspension whether or not the student has the meeting with the appropriate administrator.

Following a fourth*/fifth** unexcused absence: The student-athlete's missed classes are reported to the Director of Athletics, Head Coach and Sport Coordinator. The student-athlete is immediately suspended from the next two team practices and receives a written notification that a subsequent unexcused absence will result in a mandatory suspension from the next game/event. The student-athlete must schedule a meeting with his/her Athletics Academic Coordinator and/or Sport Coordinator. Parent(s)/guardian(s) may be notified as to the reason for the suspension, provided a written FERPA release was executed by the student. The suspended events will be the next consecutive events on the schedule. Postseason events are also included in the suspension. Note: Additional absences will result in suspension whether or not the student has the meeting with the appropriate administrator.

Following sixth and subsequent unexcused absences: The student-athlete's missed classes are reported to the Director of Athletics, Head Coach and Sport Coordinator. The student-athlete is immediately suspended from the next game/event. The student-athlete must schedule a meeting with his/her Athletics Academic Coordinator and/or Sport Coordinator. Parent(s)/guardian(s) may be notified as to the reason for the suspension, provided a written FERPA release was executed by the student. The suspended events will be the next consecutive

² *denotes classes that meet once per week

**denotes classes that meet twice or more per week

events on the schedule. Post season events are also included in the suspension. Note: Additional absences will result in suspension whether or not the student has the meeting with the appropriate administrator.

Note: *If the initial report received by the Athletics Academic Coordinator indicates that a student athlete has accumulated four or more unexcused absences, the student will receive written notification that the next unexcused absence will result in game/event suspension. Student-athletes are expected to be on time for all classes. If a student-athlete is 10 or more minutes late to a monitored class he/she will be considered absent.*

- c) **Additional Sanctions: Additional penalties may include loss of athletics financial aid and/or dismissal from the team.**
- d) **If a student-athlete believes the information related to absences is not accurate, he/she should:**
 - i. The student-athlete should contact their Athletics Academic Coordinator either verbally or in writing within 24 hours of receipt of the letter from the Athletics Director.
 - ii. The Athletics Academic Coordinator should render their decision within one scholastic (class) day to the student-athlete.
 - iii. If the student-athlete does not agree with the Athletics Academic Coordinator's decision, they may appeal in writing to their Sport Coordinator within 48 hours of receiving the Athletics Academic Coordinator's decision.
 - iv. The Sport Coordinator will have 48 hours to render their decision in writing to the student-athlete.
 - v. If the student-athlete does not agree with the Sport Coordinator's decision, they may appeal to the Director of Athletics in writing within 48 hours of receiving the Sport Coordinator's decision.
 - vi. The Director of Athletics has 48 hours in which to render his decision to the student-athlete and his decision is final.

16. FINAL EXAM POLICY

Student-athletes are required to complete all final exams as required by their faculty members. Failure to complete final exams may result in the student-athlete being prohibited from participation in any between-term competitions with a possible loss of eligibility status for subsequent terms.

17. ADDITIONAL CLASS ATTENDANCE POLICIES

At a minimum, all student-athletes will be responsible to comply with the Department of Athletics class attendance policy. However, faculty may also have class attendance policies that students are expected to follow. In addition, coaches may have class attendance policies that are more stringent than the Department of Athletics policy. These policies must be included as part of the team rules that are distributed at the beginning of each academic year. Student-athletes are expected to comply with the policy as outlined in their team rules.

18. ACADEMIC INTEGRITY STANDARDS

FGCU is committed to a policy of honesty in academic affairs. Conduct that comprises a breach of this policy shall result in academic and/or disciplinary action. Academic action affects student assignments, examinations, or grades. Disciplinary action may affect student enrollment status (e.g., an academic action could be an “F” in the course; but disciplinary action could be suspension. Disciplinary action doesn’t always affect student enrollment status).

Standards related to academic integrity can be found in the [Student Code of Conduct](#). Violations of student academic integrity standards include but are not limited to:

- a) Cheating whereby non-permissible written, visual, or oral assistance including that obtained from another student is utilized on examinations, course assignments, or projects. The unauthorized possession or use of examination or course-related material shall also constitute cheating.
- b) Plagiarism whereby another’s work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own. Any student failing to properly credit ideas or materials taken from another has plagiarized.

NOTE: A student who has assisted another in any of the afore-mentioned breach of standards shall be considered equally culpable.

ACADEMIC AND/OR DISCIPLINARY ACTION

Action by Instructor

- a) When a violation of student academic behavior standards becomes known, the instructor shall take appropriate measures ranging from counseling, to an academic action (loss of credit for a specific assignment, examination or project, or removal of the offender from the course with a grade of "F") to recommendation of disciplinary action to the Dean of Students.
- b) Before initiating any academic action, the instructor shall inform the student of the alleged violation, citing the information on which the allegation is based. The instructor shall give the student the opportunity to respond in defense, including the hearing from other persons with knowledge of the situation involving the student’s alleged behavior. Subsequently, the instructor shall duly inform the student in writing of the academic action being taken and all the reasons for such action. Reports of the initial and final academic action shall be sent to the Dean of Students.
- c) Should an alleged violation of the academic behavior standards arise before the withdrawal deadline in a term, the instructor shall notify the registrar that the student shall not be withdrawn from the course in question. Only a written release from the instructor or the authorized party deciding a student appeal will allow withdrawal. However, if the student appeals the academic action and desires to withdraw, the process shall be initiated by the student immediately in the normal university manner. Such withdrawal requests will be held in abeyance until a ruling on an appeal is obtained. If resolved in favor of the student, the withdrawal request will be processed at that time. The individual empowered to rule on the student appeal shall appropriately notify both the Registrar and the Dean of Students of the outcome.
- d) The instructor’s recommendation for disciplinary action (subject to probation, suspension, or expulsion) shall be submitted through the College Dean to the Dean of Students for processing under "The Student Conduct Review Process" consistent with FGCU-PR4.002, Student Code of Conduct and Student Conduct Review Process.

COORDINATION OF ACADEMIC AND DISCIPLINARY ACTION

- a. When an instructor initiates academic action as the result of the student's alleged violation of academic behavior standards, the academic action will be processed first. At the time of the final academic action report, the instructor can recommend, through the College Dean, that disciplinary action should also be pursued through the Dean of Students.
- b. When information concerning an alleged violation of academic standards is received by the Dean of Students from other than instructional sources (e.g. other students, university police, etc.), the Dean of Students shall inform the Dean of the College in which the violation allegedly took place before proceeding with the student conduct review process. The College Dean shall inform any affected instructor.
- c. In case it is not clear initially whether the reported action is best pursued through academic action or disciplinary action procedures, the Dean of Students, or designee, and the Dean of the College in consultation with any affected instructor(s), will confer and decide which procedure to employ in pursuing the case.
- d. In the case of multiple or aggravated violations of academic behavior standards, the Dean of Students shall initiate disciplinary action based on information contained in university records upon recommendation from the Dean of the College.
- e. The Director of Athletics reserves the right to include internal disciplinary measures (e.g., suspension and/or community service, etc.) in addition to any University disciplinary sanctions.

Students who have been charged with violations of academic integrity standards and/or have had an academic integrity case adjudicated, cannot drop the course in which the incident occurred.

19. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

All students, including student-athletes, have the right to educational privacy by standards set forth in the Family Educational Rights and Privacy Act (FERPA). FERPA prevents institutional staff members from sharing information about a student-athlete's academic progress or performance with individuals outside the scope of institutional authority.

While a student-athlete's Athletics Academic Coordinator is a school official with a legitimate educational interest in education records of student-athletes for purposes of assisting with course performance, student-athletes are asked to sign a FERPA waiver to their Athletics Academic Coordinator. Information related to the student-athlete's course performance is shared with Athletics Department staff to provide early intervention strategies and academic performance evaluations. In addition, FERPA waivers are necessary to allow for individual and team academic award nominations as well as press release aids.

20. GRADESFIRST

To support student-athletes in their time and resource management, all student-athletes are provided 24hr access to GradesFirst, a student-athlete course and calendar management site. GradesFirst is an external service provider and is not connected with institutional web services such as Gulflink or the university's course management system. However, GradesFirst can be used by student-athletes to request tutorial assistance, track assignment due dates, schedule mentor appointments with a student-athlete's Athletics Academic Coordinator and communication with faculty members and Athletics Department staff.

Student-athletes should log on, update or personalize their GradesFirst account during the first week of each academic term. Each student-athlete should enter their cellular number in their GradesFirst account to be granted text messaging updates and reminders related to tutoring appointments and assignment due dates. In addition, student-athletes may sync their GradesFirst

account with their personal Facebook account creating seamless messaging between the Athletics Department and the student-athlete population.

21. PROGRESS REPORTING

Periodically during the semester, Athletics Academic Coordinators will send out electronic progress report requests to faculty members via GradesFirst to seek information on a student-athlete's academic progress. In addition, faculty members may be contacted by phone or email throughout the semester by Athletics Academic Coordinators to gain a better understanding of how to assist student-athletes academically. Information from these reports may be relayed to coaches or administrators.

22. ATHLETICS ACADEMIC COORDINATOR (MENTOR) MEETINGS

All new student-athletes and any continuing student-athletes deemed at-risk by his or her Athletics Academic Coordinator are required to meet with their Athletics Academic Coordinator on a weekly basis to ensure he or she is exhibiting satisfactory academic progress. Athletics Academic Coordinator meetings are scheduled for a half hour each week (or more at the Athletics Academic Coordinators discretion) and are mandatory. Athletics Academic Coordinator meetings do not apply toward a student-athlete's required study hall hours.

Student-athletes required to meet with their Athletics Academic Coordinator on a weekly basis are expected to provide their Athletics Academic Coordinator a copy of each of their course syllabi at the start of each term so their Athletics Academic Coordinator can more closely track their course assignments. Weekly Athletics Academic Coordinator meetings can be terminated during a semester at the discretion of a student-athlete's Athletics Academic Coordinator. Failure to attend weekly Athletics Academic Coordinator meetings will be reported to a student-athlete's coach or sport coordinator and may result in academic or athletic discipline.

23. STUDY HALL

All student-athletes are encouraged to maintain a minimum 3.0 or above cumulative GPA at all times during their academic career. While we realize that this goal may be challenging for some student-athletes, it is a specific, measurable, achievable, realistic and timely goal for all. In an effort to help advance student-athletes toward this goal, the Hartley Academic Resource Center offers a sound and productive academic environment for all student-athletes to study and receive tutorial assistance. Study hall is intended to assist student-athletes in achieving their personal academic goals.

All first-year student-athletes and new transfer student-athletes (excluding graduate students) will be required to complete a minimum of eight hours of study hall per week in their first academic term. First year student-athletes and new transfer student-athletes will be relieved from mandatory study hall obligations after their first term, if they achieve a 3.5 or greater term GPA in their first semester.

Continuing student-athletes in need of academic support will be required to complete a minimum number of study hall hours per week as required at the discretion of their Athletics Academic Coordinator or coach. Generally, any continuing student-athlete with below a 3.0 cumulative GPA will be required to complete a minimum of eight hours of study hall per week. However, each coach may set academic standards for relief of study hall that are more stringent than the minimum standard set above at his or her own discretion. Additionally, each student-athlete may face unique individual academic challenges that may deem it appropriate to mandate study hall participation with a cumulative GPA greater than a 3.0.

To assist student-athletes in earning study hall hours with greater convenience, use of external, monitored academic resources such as the Writing Center, Math and Science Walk-In lab, Supplemental Instruction and the Accounting Lab may be used to fulfill study hall hours. Hours for study hall fulfilled with such resources must be confirmed and documented on a supplemental study form provided through the Hartley Academic Resource Center. All supplemental study forms must be

returned to a student-athlete's Athletics Academic Coordinator in the week the hours were earned to be applied toward a student-athlete's total study hall hours; forms are due by 1:00pm each Friday.

To sign into study hall, all student-athletes must present their Eagle ID to the study hall monitor so they may be scanned in and out of study hall as appropriate. Failure to present an Eagle ID for sign in will result in being denied from receiving study hall hours.

Study hall begins each week on Sunday and ends on Friday. Study hall hours of operation are generally:

SUNDAY	4:00pm – 9:00pm
MONDAY – THURSDAY	9:00am – 9:00pm
FRIDAY	9:00am – 5:00pm

However, hours of operation may periodically change due to demand or special events. Study hall will be closed on all university holidays and each Saturday.

Failure to meet required study hall hours each week will result in athletic or academic penalty.

24. TUTORING

Small group and individual tutoring is offered free to all student-athletes through the Hartley Academic Resource Center (HARC). Tutoring is meant to be a proactive resource for use by student-athletes who anticipate challenges in a particular academic area. While tutoring can be secured at any point in an academic term, it is best when used consistently and over longer time periods. Thus, the earlier a student-athlete requests tutoring the more a student-athlete will gain from his or her tutoring experience.

Tutoring is an active process. Tutors do not serve to simply regurgitate information, but to answer questions and exchange dialogue in an active educational setting. Tutors support learning, but do not teach and will not ever complete assignments or tasks expected to be completed by an individual student-athlete themselves.

To request a tutor within the HARC, a student-athlete will submit a tutor request through the homepage of his or her GradesFirst account. Next to the course of interest, click "Request a Tutor Appointment" and enter time parameters for your visit. Remember to indicate all times available to meet with a tutor and indicate whether you desire a one-time or weekly appointment. Weekly appointments are recommended and assist in a student-athlete's educational development.

The Tutor Coordinator will schedule a student-athlete's tutor appointment using the GradesFirst system. The tutor appointment will appear on the student-athletes GradesFirst schedule and notification of the appointment will be emailed to the student-athletes EagleMail account. Student-athletes are responsible for checking their email regularly to receive their tutor appointment announcements. Failure to check email for a tutor notification is not a justifiable reason for an excused tutorial absence.

Student-athletes are expected to arrive on time and prepared for all tutoring appointments. Student-athletes must bring their textbook, notes and course syllabi to each tutor appointment. Failure to arrive to a tutor appointment will result in a \$10 fine and a financial hold on a student-athlete's account. To cancel a tutoring appointment and not receive a fine, student-athletes must contact their Athletics Academic Coordinator by 5pm the day before the scheduled tutoring appointment. The Athletics Academic Coordinator must approve the appointment cancellation and must contact the Tutor Coordinator immediately. Repeated failure to arrive to a tutor appointment can result in loss of tutoring privileges.

25. ADDITIONAL ACADEMIC RESOURCES

Student-athletes are first and foremost students and the University is dedicated to the development and maturation of the student-athlete population. The FGCU athletics department seeks to build relationships with the campus community in order to monitor student-athletes' academic progress in individual courses and assist student-athletes in attaining their personal, academic and athletic goals. The following resources are available to all students, including student-athletes, externally to the Hartley Academic Resource Center:

[Center for Academic Achievement](#)

The mission of the Center for Academic Achievement is to support student academic retention and foster student academic development within the University's learning environment. The Center for Academic Achievement supports all FGCU students in achieving their academic goals and assists them in becoming independent and confident learners. The Center for Academic Achievement strives to promote positive learning experiences for each student.

The Center for Academic Achievement accomplishes their objectives through two primary programs: the Academic Retention Program and the Student Instructional Support Program. These programs support FGCU students by providing Supplemental Instruction, Walk-in and Housing Tutoring Labs, Individualized Academic Planning and Student Success Workshops.

Supplemental Instruction

Supplemental Instruction (SI) is a proactive program designed to help students refine the study skills that are essential to learning more and earning better grades. Participation in SI leads to higher retention, increased graduation rates, better GPA's, more students pursuing post-baccalaureate studies, and more satisfied students and alumni. SI targets historically difficult courses where either 1/3 or more of the students typically earn a D, F, withdraw, or have a high degree of repeating students. These courses are commonly, though not exclusively, introductory courses that large numbers of students take during their freshman and sophomore years. Students who regularly attend SI sessions (as well as attend class and complete assignments) have been found to improve their class performance by a full grade. Students work collaboratively in groups and brainstorm to solve problems and to increase understanding of course material. SI leaders facilitate discussion through Socratic questioning and other high-level cognitive learning methods. Additionally, SI leaders help students develop study techniques such as note taking, exam formulation, time management and other skills critical for success.

Walk-In Tutor Lab

Students should seek tutoring and academic support from the math and science labs early in the semester. While tutoring never replaces course work or class lecture, it does enhance material presented in the classroom.

The underlying objective of tutoring is to assist students in becoming independent and confident learners. The CAA Tutor Leaders develop and expand the skills and resources necessary to fortify student self-confidence and success in the academic environment.

Housing Tutoring Services

Students should seek tutoring and academic support from the math and science labs early in the semester. While tutoring never replaces course work or class lecture, it does enhance material presented in the classroom.

The underlying objective of tutoring is to assist students in becoming independent and confident learners. The CAA Tutor Leaders develop and expand the skills and resources necessary to fortify student self-confidence and success in the academic environment.

Writing Lab

The FGCU Writing Center assists student writers through free, accessible, learning-based writing consultations. Their primary goals are to help students improve their abilities to think independently, to write critically, and to learn and implement strategies that will assist them in producing effective writing assignments.

Consultants help writers with brainstorming, formulating a clear thesis, developing their ideas, and revising. Writing Center sessions are designed to assist writers in improving their ability to revise independently. Writing Consultants also help writers identify issues of style and mechanics; however, they do not edit or proofread. Their goal is to help student writers improve overall skills (rather than merely working on one specific paper) by providing strategies and practice that will help them discover options and make choices they can build on independently. The writer is an active participant in the session. After a thirty-minute session in which the writer and consultant work on one or two goals defined by the writer, students are expected to produce writing independently.

Departmental Tutorial Services

Departmental tutorial services will vary significantly by college and department; however, some departments do offer regular and consistent tutoring services for students in rigorous curriculum programs. Two such examples are FGCU's Accounting and Finance Department. To learn more about what tutorial resources are offered in your academic department, speak with your departmental faculty or college academic advisor.

Adaptive Services

Coaches and/or student-athletes should notify a student-athlete's Athletics Academic Coordinator if a student-athlete has a diagnosed learning disability or has a perceived gap in academic efforts and learning. These student-athletes will be referred to available resources on campus for academic support, testing and accommodations.

If a student-athlete has a previously diagnosed disability (diagnosis must have occurred in the most recent three to five years and have been made by a licensed practitioner) and accommodations are needed, the student-athlete must register with the Office of Adaptive Services, located in the Wellness Building.

The primary goal of the Office of Adaptive Services is to provide services and accommodations that will provide equal access to students with disabilities. As described in the Americans with Disabilities Act, as amended, and the Rehabilitation Act of 1973, disabilities include learning, speech, visual, auditory, mobility impairments and other disabilities as determined by individual need. In addition, the Office of Adaptive Services houses the Adaptive Learning Lab, which provides current assistive technologies, computer equipment and adaptive software programs that provide for individual needs.

Please note that a student-athlete with a disability must actively pursue his or her accommodations following the guidelines and procedures set forth by the Office of Adaptive Services. It is recommended that services are requested and acquired at the beginning of the academic term in order to ensure regular assistance.

26. SUMMER AID APPLICATION

In order to graduate within a traditional timeline, some student-athletes may require or wish to enroll in summer courses to advance their degree. Athletics financial aid is available to student-athletes on a limited case-by-case basis and must be applied for each summer if desired.

Only student-athletes on athletics financial aid, or whom will receive aid the following year, or are a Pell grant recipient, during the regular academic year are eligible for summer aid. Preference for

summer aid will be given to student-athletes who have exhausted or will exhaust their eligibility in the next year and require summer aid to assist them in the completion of their degree in a timely manner.

Many factors influence the ability to receive summer aid including current academic standing, athletics contributions and willingness to comply with academic expectations or standards. If awarded summer aid, student-athletes agree to attend every class, take advantage of academic resources as required and maintain their course enrollment unless given the explicit written permission of their Athletics Academic Coordinator to withdraw.

Student-athletes who receive summer aid but do not successfully complete the course(s) for which they have enrolled may be subject to financial penalties that could equal the cost of their initial enrollment.

27. FIFTH YEAR AID APPLICATION

Student-athletes who have exhausted their eligibility may require fifth year aid to complete their degree program and successfully graduate. In such cases, fifth year aid is available on a limited case-by-case basis. The fifth-year aid application is extensive and requires an official degree audit with collaboration from a student-athlete's professional academic advisor.

Like summer aid applications, many factors influence the ability to receive fifth year aid including current academic standing, athletic contributions and willingness to comply with academic expectations or standards. If awarded fifth year aid, all student-athletes agree to attend every class, take advantage of academic resources as required and maintain their course enrollment unless given the explicit written permission of their Athletics Academic Coordinator to withdraw. In addition, fifth year aid award recipients are required to complete an athletics internship. The number of hours required to fulfill the internship are in direct correlation to the amount of fifth year aid received by the student-athlete.

Student-athletes who receive fifth year aid but do not successfully complete the course(s) for which they have enrolled or do not complete their required internship may be subject to financial penalties that could equal the cost of their initial enrollment for that course(s).

28. GRADUATION APPLICATION

In order to officially graduate from FGCU, all students must complete a graduation application available online via Gulfline, under the Student Records link. Applications must be filled out completely and correctly to be accepted. Applications are due the term before the student-athlete intends to graduate within the timeline set forth by the Registrar's Office.

Please refer to the [University Academic Calendar](#) for the current university term for graduation application deadlines. Application deadlines are firm and failure to complete a graduation application will result in a failure to graduate on time.

29. ACADEMIC PROGRESS AND GRADUATION RATES

Along with the NCAA Progress Toward Degree requirements comes the responsibility of all student-athletes to maintain their academic eligibility and to achieve their ultimate goal of graduation. Athlete graduation rates are measured and reported to the general public in three different manners:

Federal Graduation Rates - The federal graduation rate is calculated by the number of those student-athletes, who received athletically related aid during their first year of collegiate enrollment, who graduate. Students that do not graduate within a six-year period, including those who transfer away, have a negative impact on the graduation rate. The Federal graduation rate is reported on an annual basis. The Department of Athletics is required to send our graduation rate data to prospective student-athletes.

Academic Progress Rate (APR) - The APR is calculated on a semester-by-semester basis. For each semester that a student-athlete receives athletically related aid, he/she can gain both a retention and eligibility point. One point is earned for returning to the University and another point is earned if the student is, or would have been, eligible upon return. Those who graduate after a particular semester earn both points. A student can earn up to four (4) points in an academic year. Universities are scrutinized when their APR drops below the 930 level. The NCAA has a public recognition program for those institutions with a high APR and conversely a loss of scholarships for those who do not achieve minimum standards. Performance based funding on APR scores began in 2019-2020.

Graduation Success Rates (GSR) - The GSR is a graduation rate compiled by the NCAA and is used to supplement the Federal Graduation Rate report. The GSR is calculated the same as the Federal Rate except transfer students are included in the data and transfer students who leave the University in good academic standing and are eligible are excluded.

students who leave the University in good academic standing and are eligible are excluded.

D. STUDENT-ATHLETE ELIGIBILITY and RULES COMPLIANCE

1. GENERAL INFORMATION ABOUT ELIGIBILITY

Student-athletes must maintain amateur status. An individual loses amateur status and thus will not be eligible for intercollegiate competition in a particular sport if the individual:

1. Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics competition;
3. Signs a contract or commitment of any kind to play professional athletics;
4. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization;
5. Competes on any professional athletics team per Bylaw 12.02.12, even if no pay or remuneration for expenses was received;
6. Subsequent to initial full-time collegiate enrollment, enters into a professional draft;
7. Enters into an agreement with an agent.

2. ETHICAL CONDUCT

Student-athletes shall act with integrity and sportsmanship at all times so they shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

3. FINANCIAL AID

Student-athletes may receive financial aid from a number of sources provided it is reported to the University and adheres to institutional, federal and NCAA cost-of-attendance maximum limitations. They may receive aid from parents or legal guardians as well as aid that is based on something other than athletics ability (e.g., an academic scholarship). **For more information, see the Financial Aid section of this manual.** All student athletes who receive outside scholarships (not an FGCU athletics scholarship) must report the scholarship to the Compliance Office every academic year in which they receive them.

4. ACADEMIC ELIGIBILITY CERTIFICATION

Student-athletes must be in good academic standing and be enrolled **full-time to practice and compete** in intercollegiate athletics. The academic eligibility and amateur status of incoming freshmen student-athletes is determined by the NCAA Eligibility Center. Transfer student-athletes' academic eligibility is determined by their academic performance at their previous institution, and is certified by the FGCU Compliance Office. The academic eligibility of returning student-athletes is based on their academic performance while at FGCU. Certification of eligibility is reviewed by the academic advisors in the various colleges within the university after every semester and at the end of the academic year and is approved by the Office of the Registrar and the appropriate members of the athletics administration. Student-athletes who become ineligible will be notified by the Athletics Academic Coordinator. Athletics aid can be reduced or cancelled if a student renders him/herself academically ineligible. Notification of cancelled athletics aid will be sent to the student by the Director of Student Financial Services.

Specific regulations regarding academic eligibility will be covered annually in a team meeting. Questions regarding the regulations in this area should be directed to the Compliance Office.

5. EXTRA BENEFITS

An extra benefit is any special arrangement by an institutional employee or booster that provides a student-athlete or a student-athlete's relative or friend a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible. As a student-athlete at FGCU, you are permitted to receive expenses that are directly related to travel and competition while representing FGCU as well as the expenses in your scholarship agreement. However, receipt of any monetary or tangible benefit or award from persons outside of the athletics department is NOT permitted.

The following is a partial list of impermissible extra benefits.

1. Cash or loans
2. Co-signing or arranging a loan
3. Loaning a Vehicle for transportation
4. Special discounts
5. Credit on a purchase
6. Holiday or birthday gifts
7. Free or reduced rent or housing
8. Use of and payment of telephone use
9. Financial assistance
10. Tickets to athletics events, institutions events, other community events
11. Employment at a rate higher than others performing the same work
12. Providing expenses to family or friends to visit the athlete
13. Gifts or free services (cash, meals, summer storage/housing)
14. Gifts or awards for athletics performances

a) Occasional Meals

A student-athlete or the entire team in a sport may receive an occasional family home meal from an institutional staff member or from a representative of the institution's athletics interest (booster) under the following conditions:

- 1) The meal must be provided in an individual's home, on campus, or at a facility that is regularly used for home competition
- 2) Meals must be restricted to **infrequent and special occasions** (typically not more than twice per month on average for the year). For example, three could happen one month as long as only one happened the subsequent month. The maximum amount for the year is 24.

3) A representative of the institution's athletics interests (booster) may provide reasonable local transportation to student-athletes to attend the meal function only if the meal function is at the home of the representative.

4) Institutional staff members may provide a meal at a restaurant near campus on **infrequent and special occasions** for an individual or an entire team.

6. COMPLIMENTARY ADMISSIONS POLICY

The NCAA, the ASUN Conference and Coastal Collegiate Sports Association have strict rules and regulations regarding student-athlete complimentary admissions. FGCU maintains a complimentary admissions program that accommodates the reasonable needs of our student-athletes within the parameters established by the national governing body and conference. However, **complimentary admissions are a privilege, not a given right.**

The Compliance Office and the Director of Ticket Operations will be in charge of administering the complimentary admissions program. Those who have questions at any time during the season should call one of these individuals.

General rules and procedures are as follows:

- Each student-athlete, in his or her sport (practice or competition), may receive four (4) complimentary admissions to home contests in their respective sport, whether or not he/ she actually competes in the contest. A maximum of six (6) complimentary admissions are permitted to be issued for any Conference or NCAA Championship event.
- Student-athletes will login into **ARMS** and request complimentary tickets for any active and available competition in the system. For example, if twenty competitions are active and available in **ARMS**, a student-athlete may be able to enter guests for all twenty of these active and available competitions in advance of the competitions occurring. "Hard tickets" shall not be issued. The individual utilizing the complimentary admission **must present identification or he/she will not be allowed admittance.**
- Student-athletes, and individuals designated by student-athletes to receive complimentary admissions, cannot sell their complimentary tickets or exchange them for something of value.
- Student-athletes are encouraged to login to ARMS and request complimentary tickets for their guests as soon as they know who could be attending. The deadline for submitting requests in **ARMS is three hours prior to the competition start time.**
- FGCU reserves the right to deny admission to anyone.
- Student-athletes participating in another sport may receive admission to athletics contests with the presentation of their student identification card.
- Student-athletes who wish to designate their complimentary admissions to another teammate should do so in ARMS in advance of the start time for the competition.
- Any abuse of these rules and procedures could result in the loss of complimentary admission privileges and/or eligibility and participation in intercollegiate athletics.

7. SEASONS OF COMPETITION/FIVE YEAR RULE

Student-athletes have a total of four years of intercollegiate eligibility (this includes any collegiate competition). Student-athletes must complete their four years of eligibility within five years/10 semesters beginning with the first semester of full-time enrollment. Once a student-athlete enrolls at a college or university on a full-time basis, the student-athlete has only five calendar years in which to complete four years of competition. **Any competition, including scrimmages and exhibitions, (exceptions for certain sports, confirm with your coach or the Compliance Office prior to competition) pre-season or regular season contests, regardless of time played, is counted as a season of competition in that sport.** This rule allows him/her, for example, to miss a year of competition and regain it through either the redshirt process or a hardship waiver.

- a) The redshirt process involves a decision not to compete (by the coach or student-athlete) during a specific year of competition in a specific sport or experiencing an injury that prevents competition at any point during the season.
- b) A hardship waiver allows a student-athlete the opportunity to apply for an additional year of competition (within his/her five years) should an injury, illness or personal hardship intervene in his/her ability to complete a season of competition. Specifically, if a student-athlete does not compete in more than 30% of the scheduled contests in his/her sport and if he/she does not compete within the second half of the season, then he/she may apply for a hardship waiver to gain an additional year of eligibility. In addition, there must be contemporaneous medical documentation provided by the Head Athletic Trainer and team physician in the case of injury or illness which affects the season of competition.

8. OUTSIDE COMPETITION

During the academic year, student-athletes are **not** permitted to compete as a member of any outside team in any non-collegiate, amateur contest. This does not include official vacation periods recognized by the University (i.e. holidays, spring break, summer, etc.).

There are limited exceptions to this rule, but student-athletes should not compete on outside teams during the regular academic year without checking with the coach, sport coordinator or compliance officer. All outside teams must be reported to your coach and compliance.

An individual may compete “unattached” during the academic year as long as it is an open event and they do not receive any expenses from FGCU, their team, or their coach. If competing in a competition that awards prize money, a student-athlete may not receive more money than covers their actual and necessary expenses for that competition.

In men’s and women’s basketball, student-athletes are **never** permitted to play in any organized outside basketball competition during the academic year while representing the university. Participation in the summer must be in contests or leagues approved by the NCAA.

Any student-athlete that will engage in outside competition at any time should complete the Outside Competition form in ARMS prior to the event for approval.

9. PLAYING AND PRACTICE TIME LIMITS

During the playing season, a student-athlete’s participation in countable athletically related activities (e.g., practice, competition, strength and conditioning, film review, etc.) is limited to a maximum of **four (4)** hours per day and **20** hours per week. **One day off per week is required.** Time spent with team travel is not considered an athletically related activity and may be counted as the required day off. These time limits do not apply during vacation periods (i.e., Christmas break, spring break) or during pre-season training prior to the start of the fall or spring semesters.

During the academic year when teams are out of season, student-athletes may be required to participate in strength and conditioning activities for a maximum of eight (8) hours per week with only four (4) of those hours being permitted for skill instruction.

It is **not permissible** for a student-athlete to miss class for practice activities, except when the team is traveling to an away-from-home contest and the practice is in conjunction with the contest. **Missing class for practice is an NCAA violation.**

Missed Class Time for Competition: All student-athletes participating in FGCU approved and scheduled athletics contests are required to submit travel letters and schedules to the professor of each class prior to leaving campus. Student-athletes are required to give these letters to their professors in

person at the beginning of the season and then remind their professors prior to every trip which will require the student to miss classes. See the Team Travel section of this manual for more details.

10. SERVING AS A STUDENT HOST FOR A PROSPECT

You may be asked by your coach to serve as a student-host for a prospect making an “official” visit to campus. Your hospitality and presentation of FGCU could have a dramatic impact on whether or not the prospect chooses to attend FGCU.

As a host, it is expected that you will conduct yourself in a manner that represents yourself, your team and FGCU in a positive way.

a) Per NCAA Regulations, you, as a student host, must acknowledge that you have read and understood guidelines and policies pertaining to official visits.

b) Allowable Entertainment Expenses

- 1) The Athletics Department can provide a maximum of \$75 (per Bylaw 13.6.7.5) to a student-host each day of a prospect’s visit to cover entertainment costs. The entertainment money may not be used to purchase souvenirs (i.e., T-Shirts). It is permissible for the Athletics Department to purchase three meals per day for a prospect and his/her parents. The student-host who is accompanying the prospect is also permitted to receive complimentary meals. However, only one host per prospect may be provided a free meal if restaurant facilities are used.
- 2) If recreational equipment (e.g., boat) is used to entertain a prospect or the prospect’s parents or legal guardians, the cost shall be assessed against the \$75-per-day entertainment figure. If the normal retail cost of the use of such equipment exceeds the \$75-per-day entertainment allowance, such entertainment may not be provided. Free or discount rental is not permitted.
- 3) If a student-host is host to more than one prospect, the host can receive an additional \$40 per day for each additional prospect

c) Student Host Instructions

- 1) As a student-host you will be asked to sign a “Student Host Instructions” form verifying that you received the allowable amount for hosting a prospect.
- 2) Your signature also indicates that you are aware that:
 - i. You may not transport the prospect more than 30 miles from campus.
 - ii. You may not use an automobile for the prospect or yourself that has been provided by the University, coaching staff or one of the boosters.
 - iii. You may not provide the prospect with material gifts (i.e., souvenirs or clothing items) or purchase them with the entertainment money provided to you.
 - iv. You cannot allow any in-person recruiting conversations to occur between the prospect and a booster of FGCU. If an unplanned meeting occurs, an exchange of greetings is permissible, but in a polite manner do not allow the contact to go beyond a greeting.
- 3) At the conclusion of the prospect’s visit, the student-host must report activities/entertainment to the coach so that this information can be included in the official visit report.

11. EMPLOYMENT

- a) A currently enrolled student-athlete may earn legitimate on- or off-campus employment income anytime during the calendar year, provided that the criteria listed below are met. When employment is arranged by a representative of athletics' interest or athletics department personnel, the student-athlete and employer must sign a Student-Athlete Employment Verification Form. This form, signed prior to employment, explains all applicable NCAA rules and regulations and serves as documentation that the employer understands and will abide by them.

b) NCAA Criteria for Employment

Athletics representatives (boosters) may employ prospective student-athletes, provided the following criteria are met:

- 1) The arrangement of employment by an institution or booster for a prospect shall be permitted, provided the employment does not begin prior to the completion of the prospect's senior year of high school.
- 2) The institution or booster may employ a prospect enrolled as a full-time student in a two-year college provided the employment does not begin prior to the time period in which the prospect has officially withdrawn from or has completed the requirements for graduation at the two-year college.
- 3) An institution or its athletics representatives (boosters) shall not provide a prospect free transportation to and/or from a summer job unless it is the employer's established policy to transport all employees to and/or from the job site.
- 4) The job is a legitimate employment situation.
- 5) Compensation may be paid to a student-athlete:
 - i. Only for work actually performed
 - ii. At a rate commensurate with the going rate in that locality for similar services
 - iii. Use of the Athletic Reputation of a Student-Athlete: Student-athletes may not receive compensation for the value or utility of their reputation, fame, or publicity resulting from their athletic ability by an employer

c) Other Employment Opportunities

- 1) **Camp/Clinic Employment:** a student-athlete may be employed by their institution, by another institution, or by a private organization to work a camp or a clinic as a counselor, unless otherwise restricted by NCAA legislation.
- 2) **Employment on a Commissions Basis:** An employer, other than the student-athlete's institution, may employ a student-athlete on a commission basis only if:
 - i. The cost of any preliminary training programs are paid for by the student-athlete
 - ii. The personnel of the company consists of both student-athletes and non-athletes
 - iii. The employment of student-athletes by a company does not result in the company's use of athletics reputations of such individuals to promote the sale of the company's products; and
 - iv. The company is able to document that employees who are non-athletes receive earnings from sales commissions at a rate generally equivalent to the commission rate realized by the student-athletes employed by the company
- 3) **Athletics Equipment Sales:** A student-athlete may not be employed to sell equipment related to his or her sport if his or her name, picture, or athletics reputation is used to advertise or promote the products, the job, or the employer. However, if the student-athlete's name, picture, or athletics reputation is not used for advertising or promotion purposes, the student-athlete may be employed in a sales position.
- 4) **Private Lessons:** Parents may employ student-athletes to conduct private lessons. Student-athletes may engage in fee-for-lesson instruction, provided they abide by employment rules and the following additional NCAA restrictions:
 - i. Institutional facilities are not used
 - ii. Playing lessons shall not be permitted (e.g., playing a game of golf or tennis)

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

12. ATHLETICALLY RELATED ACTIVITIES

a) Countable Athletically Related Activities: Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations.

b) Voluntary Athletically Related Activities: In order for any athletically related activity to be considered "voluntary," all of the following conditions must be met:

- 1) The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager, etc.) may report back to the student-athlete's coach any information related to the activity;
- 2) The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;
- 3) The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- 4) The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

13. ISSUES RELATED TO COUNTABLE ATHLETICALLY RELATED ACTIVITIES

a) Individual Consultation with a Coach Initiated by a Student-Athlete. Individual consultation with a coaching staff member initiated voluntarily by a student-athlete is **not** a countable athletically related activity, provided any discussion between the coach and the student-athlete is limited to general counseling activities and does not involve activities set forth in 17.02.13 (i.e. chalk talk; use of equipment relating to the sport; field, floor or on-court activity).

b) Transportation to Home Competition Site for Voluntary Athletics Activity. If an institution provides transportation to a home competition site to a student-athlete who wishes to engage in voluntary athletics activities, such activities **are** considered countable athletically related activities; therefore, such transportation is precluded outside the institution's playing and practice season.

c) Golf Practice-Round Exception. A practice round of golf may exceed the four hours-per-day limitation, but the weekly limit of 20 hours shall remain in effect. A practice round played on the day prior to start of a collegiate tournament at the tournament site shall count as three hours, regardless of the actual duration of the round [Bylaw 17.1.7.1.2]. The four-hour limit exception also for a qualifying round use to determine participants for an upcoming tournament.

d) Use of an institution's athletics facilities when such activities are supervised by or held at the direction of any member of an institution's coaching staff. Facilities may be reserved for such use during the academic year. In the event the use of an institution's facilities is requested by a team composed partly of enrolled student-athletes and partly of individuals not otherwise affiliated with the institution, use of the facilities shall be consistent with the policies established for outside groups generally.

e) Involvement of an institution's strength and conditioning staff with enrolled student-athletes in required conditioning programs. Strength and conditioning personnel may monitor voluntary individual workouts for safety purposes. If the strength and conditioning coach also is a countable coach, such assistance may be provided only if that strength and conditioning staff member performs such duties on a department-wide basis.

14. COUNTABLE ATHLETICALLY RELATED ACTIVITIES OUTSIDE THE PLAYING SEASON

Outside of the playing season during the academic year, only a student-athlete's participation in the athletically related activities of required weight training, conditioning and skill-related instruction shall be permitted but shall be limited to a maximum of eight hours per week with not more than four hours per week on skill related workouts. A student-athlete may not participate in any countable athletically related activities outside the playing during any institutional vacation period (i.e., summer, spring break).

a) Participation by Division I Student-Athletes in Individual Skill-Related Instruction.

- 1) Participation in up to four (4) hours of skill-related instruction is permitted outside the institution's declared playing season during the academic year.
- 2) No activities one week prior to final exams.

b) Conditioning Activities. Conditioning drills that may simulate game activities are permissible, provided that no offensive or defensive alignments are set up and no equipment related to the sport is used. [17.1.7.2.4]

c) Required Weight-Training and Conditioning Activities Outside the Playing Season. It is not permissible for a student-athlete to be involved in required conditioning activities (other than weight training) in the student-athlete's sport held at the direction of or supervised by a coaching staff member outside the institution's playing season, with the exception of cross country. In the sport of cross country, conditioning activities (other than weight training) are limited to normal running activities and may not include any equipment related to the sport.

SAFETY EXCEPTION ~ In the sport of swimming and diving, a coach may be present during voluntary individual workouts in the institution's regular practice facility (without the workouts being considered as countable athletically related activities) when the student-athlete is engaged in a swimming and diving. A coach may provide safety or skill instruction, but cannot conduct an individual workout.

COMPETITION DAY ~ All competition and any associated athletically related activities on the day of a competition shall count as three hours, regardless of the actual duration of these activities. Practice may not be conducted following competition, except between contests, rounds or events during a multi-day or multi event competition (double headers in baseball or softball, rounds of golf in a multi-day tournament.)

DEFINITION OF WEEK ~ A week is calculated as any seven consecutive days to be determined at the coach's discretion; further, once the coach determines the week, the week for the remainder of the segment may not change.

PRESEASON PRACTICE ~ Daily and weekly hour limitations do not apply to countable athletically related activities that occur during preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.

VACATION PERIODS AND BETWEEN TERMS ~ Daily and weekly hour limitations do not apply to countable athletically related activities that occur during a member institution's vacation period subsequent to the beginning of the academic year and between terms.

REQUIRED DAY OFF ~ During the playing season, all countable athletically related activities (defined in Bylaw 17.02.1) shall be prohibited during one calendar day per week, except during participation in one conference and postseason championship and any postseason certified bowl games or national invitational tournaments and during participation in NCAA championships.

15. OTHER POINTS OF INTEREST

a) Elimination of One-Day-Off-Per-Week Restriction During Conference and/or NCAA Championships. An institution is not subject to the one-day-off-per-week restriction during the week (i.e., the seven-day period as designated by the institution) in which the conference tournament or NCAA championship begins until the institution has concluded its participation in the tournament or championship.

b) Competition Canceled Due to Weather Conditions. If an institution's competition is canceled prior to the beginning of the competition or prior to the competition being considered a completed event in accordance with the playing rules for that sport, the institution may utilize that day as a required day off, provided the institution does not engage in any further countable athletically related activities during that day. If the institution engages in additional countable athletically related activities on that day, it shall be charged with not more than three hours toward the maximum 20 -hours-per-week limitation, regardless of the actual duration of these activities.

c) Visit to the Competition Site During Required "Day Off." A member institution using a travel day as its required day off (i.e. no countable athletically related activities may occur) during a particular week, may visit the site where the institution's team will compete without such visit being considered a countable athletically related activity in sports other than golf, cross country and skiing; noted that in the sports of golf, cross country and skiing a competitive advantage could result from viewing the competition site (i.e. walking the course), and thus, such a visit would constitute a countable athletically related activity and may not occur during an institution's required day off.

d) Three Contests in Seven-Day Period. If an institution's team participates in three contests or dates of competition in a seven-day period, an institution is not subject to the one-day-off-per-week requirement, provided the student-athletes do not engage in any countable athletically related activities for two days during either the preceding or the following week.

E. FINANCIAL AID

1. ATHLETICS SCHOLARSHIPS

Some student-athletes may be awarded athletics aid before or during an academic year. This aid may range from a small stipend to a full grant covering tuition and fees, room and board, and required course-related books. To be eligible for and to retain a scholarship, including an in-state tuition waiver or out-of-state tuition waiver, each student-athlete must meet and comply with all applicable regulations of the athletics department, University, ASUN Conference, and the NCAA.

Student-athlete scholarships are renewed on a yearly basis and notification of renewal must be made in writing by the Financial Aid Office before **July 1** of each year. Scholarships cannot be canceled or reduced during an academic year unless the student-athlete:

- Renders himself or herself ineligible for competition;
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
- Engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from the team.
- Provides written Notification of Transfer
- Non-athletically related condition (i.e., compliance with academic policies)

ALL STUDENT-ATHLETES ON ATHLETICS FINANCIAL AID ARE REQUIRED ANNUALLY TO COMPLETE THE FOUNDATION SCHOLARSHIP APPLICATION.

Student-athletes whose aid has not been renewed or whose aid has been reduced have the right to appeal to the Director of Financial Aid. Appeal procedures are sent by the Financial Aid Office with the reduction/cancellation letter and are further detailed under number 11.

2. NEED BASED AID

Each student-athlete is strongly encouraged to complete the [FAFSA](#) (Free Application for Federal Student Aid) each year unless ineligible or otherwise prohibited by law. The FAFSA is a comprehensive application and may also be used to apply for some state and private aid. By completing the FAFSA, the student-athlete can then be eligible for any need-based aid if determined by the federal government to have need. International students are not permitted to complete the FAFSA as they are not eligible for federal financial aid.

3. INSTITUTIONAL AID (NON-ATHLETIC)

All financial assistance received by a student-athlete must be reported to Athletics annually to comply with NCAA rules and regulations. It is important that a student-athlete who is receiving athletics grant-in-aid notify the Head Coach or Compliance Office before accepting any additional financial assistance.

4. OUTSIDE/EXTERNAL SCHOLARSHIPS

Any student-athlete receiving additional financial assistance without proper approval may forfeit all athletics aid. It is important to know that all external/outside scholarships should be administered through the FGCU Financial Aid Office. Checks should not be issued in the student-athlete's name.

5. BOOK SCHOLARSHIPS

Student-athletes receiving a book scholarship can only receive a book scholarship equal to the total actual cost of the books purchased by Academic Athletics Support. Course materials such as pens, shirts, painting supplies, etc. **cannot** be purchased from the bookstore using the book scholarship. All student-athletes who receive books as part of their athletics aid are required to return the books to the Athletics Academic Coordinator(s). Books are due immediately upon the end of final examinations for that term. Students who fail to return books will be assessed the full price and a hold will be placed on their account for half the price of the books purchased. To receive textbooks, the student-athletes receiving a book scholarship will meet directly with the Athletic Academic Coordinator(s), who will order the books for the student-athletes. The student-athlete may also complete a Textbook Reimbursement Workflow on ARMS to be reimbursed for required books that were not available at the Bookstore. Only required books will be purchased, as regulated by the NCAA. The student-athlete will then need to go to the Bookstore and provide identification to the Bookstore to receive the books. Some books are available for loan through the Athletics Academic Coordinator(s) for those student-athletes on a book scholarship. Books that will be provided on a loan basis will be noted at the time of ordering.

6. ACADEMIC SUPPORT

Member institutions shall make general academic counseling and tutoring services available to all student-athletes. Such counseling and tutoring services may be provided by the department of athletics or the institution's non-athletics student support services. In addition, an institution, conference or the NCAA may finance other academic support, career counseling or personal development services that support the success of student-athletes. If you are in need of this type of support, consult the Senior Associate Athletic Director for Student-Athlete Services.

7. SUMMER ATHLETICS GRANT-IN-AID

In order to graduate within a traditional timeline, some student-athletes may be required or wish to enroll in summer courses to advance their degree. Athletics grant-in-aid (GIA) is available to student-athletes on a limited case-by-case basis and must be applied for each summer if desired.

Only student-athletes on athletics GIA during the regular academic year or that will be receiving aid in the subsequent year are eligible for summer aid. Preference for summer GIA will be given to student-athletes who have exhausted or will exhaust their eligibility in the next year and require summer aid to assist them in the completion of their degree in a timely manner.

Many factors influence the ability to receive summer GIA including current academic standing, athletic contributions and willingness to comply with academic expectations or standards. All student-athletes if awarded summer aid, agree to attend every class meeting, take advantage of academic resources as required and maintain their course enrollment unless given the explicit written permission of their Athletic Academic Coordinator to withdraw.

Student-athletes who receive summer GIA but do not successfully complete the course(s) for which they have enrolled may be subject to financial penalties that could equal the cost of their initial enrollment.

8. STUDENT-ATHLETE EMPLOYMENT EARNINGS

Earnings from a student-athlete's on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's cost of attendance or in the institution's financial aid limits provided:

- a) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
- b) The student-athlete is compensated only for work actually performed; and
- c) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.
- d) **All student athletes who intend to be employed MUST submit a Student-Athlete Employment Form on ARMS prior to leaving for summer vacation.**

9. DEGREE COMPLETION AWARDS (FIFTH YEAR ATHLETICS GIA)

Student-athletes who have exhausted their eligibility may require a fifth year of athletics GIA to complete their degree program and successfully graduate. In such cases, fifth year aid is available on a limited case-by-case basis. The fifth year aid application is extensive and requires an official degree audit with collaboration from a student-athlete's professional academic advisor.

Like summer aid applications, many factors influence the ability to receive fifth year aid including current academic standing, athletic contributions and willingness to comply with academic expectations or standards. All student-athletes if awarded fifth year aid, agree to attend every class meeting, take advantage of academic resources as required and maintain their course enrollment unless given the explicit written permission of their Athletic Academic Coordinator to withdraw. In addition, fifth year aid award recipients are required to complete an athletics internship as designed by their Sport Coordinator and the Senior Associate Athletic Director for Student-Athlete Services. The number of hours required to fulfill the internship are in direct correlation to the amount of fifth year aid received by the student-athlete.

Student-athletes who receive fifth year aid but do not successfully complete the course(s) for which they have enrolled or do not actively participate in their required internship may be subject to financial penalties that could equal the cost of their initial enrollment as well as any academic program penalties. Applications for fifth year aid are applied for in the spring semester.

10. NCAA STUDENT ASSISTANCE FUND

- a) The NCAA Student Assistance Fund (SAF) shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. Accordingly, receipt of SAF monies shall not be included in determining the permissible amount of financial aid that FGCU may award to a student-athlete. The guiding principles of the fund is to meet the student-athletes' needs of an emergency or essential nature for which financial assistance otherwise is not available.
- b) All student-athletes, including international, are eligible to receive SAF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons. Preference for the SAF will be given to those student-athletes who display a financial need for assistance. Except for prospective student-athletes receiving summer financial aid prior to full-time enrollment pursuant to NCAA Bylaw 15.2.8.1.3, no prospective student-athlete shall be eligible to receive SAF funds.
- c) Pursuant to Bylaw 15.01.6.1, institutions shall **NOT** use monies received from the fund for the following:
 - Salaries and benefits.
 - Grants-in-aid (other than summer school) for student-athletes with remaining eligibility.
 - Capital improvements.

- Stipends.
 - Outside athletic development opportunities for student-athletes with remaining eligibility.
 - Fees and other expenses associated with a student-athlete's participation in a sports camp or clinic;
 - Fees and other expenses associated with private sports-related instruction provided to a student-athlete;
 - Fees for other athletic development experiences (e.g., greens fees, batting cage rental); and
 - Expenses associated with a student-athlete's participation in a foreign tour.
 - Existing budget items.
- d) Further restrictions to the use of the funds include:
- Non-qualifiers may not receive special assistance funds during their first academic year in residence.
 - Entertainment expenses for student-athletes are not permissible.
 - The purchase of disability, illness or injury insurance to protect against the loss of potential future professional sports earnings is not permissible.
 - First priority will be given to student-athletes receiving an athletics scholarship who have unmet need.
- e) The following are permissible uses of the fund:
- Educational Expenses and Fees
 - Health and Safety Expenses
 - Personal or Family Expenses
 - Institutional Academic or Programming Enhancements
- f) To apply for this fund, see the Senior Associate Athletic Director for Student-Athlete Services.
- g) Any purchases made for a student-athlete must have prior approval. Once purchase is made, original receipts must be provided within 10 days to the Senior Associate Athletic Director for Student-Athlete Services. The receipts must be from appropriate vendors that provide essential expenses.

Each receipt must have:

- The name of the store
- The date of the purchase
- An itemized list of each purchase
- The price per item
- Total amount of sale

Any receipts not turned in by the end of 10 days may result in student-athletes not being eligible to receive Student-Athlete Assistance Fund awards in the future. In addition, a hold will be placed on the student-athlete's account and the amount received will be charged to his/her university account balance.

11. APPEAL PROCESS FOR NON-RENEWAL, REDUCTION OR CANCELLATION OF ATHLETICALLY RELATED FINANCIAL AID

Policy

The Financial Aid Appeals Committee (Committee) will review all relevant materials and its decision is final. There is no appeal beyond the Committee. In the event that the Committee feels that it would benefit from a personal appearance by the student (or phone conference call if the semester is over and the student leaves campus), it may request that the student and/or representative of the aid-granting sport and an athletics administrator make a personal appearance(s). The student will then be notified via written correspondence as soon as possible, the result of the appeal. This will typically be within two (2) weeks of the Committee's decision but will not exceed four (4) weeks.

Committee

The Committee will consist of 3 - 4 University staff members. The Director of Financial Aid will serve as Chair. Other members will be appointed annually. The minimum term for serving on the committee is one academic year, but members may be re-appointed. Members of the Athletics Department may not serve on the Committee, nor may members of the Intercollegiate Athletics Committee (per NCAA regulation 15.3.2.3.2) serve.

Procedures

The student submits an appeal to the Committee Chair as soon as possible, **but it must be within 15 days of the receipt of the non-renewal, reduction or cancellation letter.** Otherwise, no further action will be taken and the matter will be considered closed. The appeal must include the four items listed in the Policy section above. The Committee will then convene, review the statements, documents, and any other materials, and determine if it is comfortable acting on the information it has or if it feels that additional documentation or a personal appearance by the parties involved would assist in reaching a decision. Should the Committee request a personal appearance, the student may ask to be accompanied by an advisor. If the advisor is an attorney, the university shall also have an attorney present. Appropriate legal precedents shall govern such cases.

Appeals of non-renewals are not allowed if the student is choosing to return for their final COVID-19 season.

The Coach will be asked to provide any and all documentation supporting the decision to not renew or to cancel the athletics aid.

Regardless of the outcome, the Committee Chair will notify the student in writing as soon as possible as stated in the Policy section above. If the student wishes to discuss the result of the appeal, he/she may request a meeting with the Committee Chair. However, the Committee's decision is final.

F. SUPPORT SERVICES

1. SPORTS MEDICINE/ATHLETIC TRAINING

a) General Information

- 1) **The Schreiner Family Sports Medicine Center**, located on the first floor of Alico Arena and the OSC athletic training room located on the first floor of the Outdoor Sports Complex, are the centers for the Sports Medicine-Athletic Training staff operations.
- 2) The Head Athletic Trainer and Assistant Athletic Trainers oversee the daily operations in these facilities.
- 3) **All rehabilitation sessions are done by appointment to insure proper treatment.** Student-athletes are encouraged to phone 239-590-7056 for the Schreiner Family Sports Medicine Center or 239-590-7095 for the OSC AT Room to schedule/re-schedule therapy appointments.
- 4) The FGCU Sports Medicine-Athletic Training Staff will treat the majority of athletic related injuries. Any injury or illness that cannot be treated by the Sports Medicine-Athletic Training Staff will be referred to the appropriate medical provider for further treatment.
- 5) **General illnesses (cold, flu, skin infections, etc...)** will be seen in the Schreiner Family Sports Medicine Center during Gen Med Clinics whenever possible. Outside of Gen Med Clinics, student-athletes will be referred to the FGCU Student Health Services as needed. During the evening and over the weekend we will refer student-athletes to a local Urgent Care. All appointments must be scheduled through your team's athletic trainer or another staff athletic trainer. **These referrals are not covered by the FGCU Department of Athletics' secondary insurance policy and are the financial responsibility of the student-athlete and/or their primary insurance carrier.** Always report, either by phone or in-person, to the athletic training room for proper referral before seeking any type of medical care to ensure a timely appointment and a clear plan of care can be forwarded to your coach.

b) Policies for Athletic and Non-Athletic Related Injuries/Illnesses

- 1) Report injuries/illnesses immediately to your assigned athletic trainer. If your athletic trainer is not available, any staff athletic trainer will be happy to assist you and follow up with your athletic trainer. Accordingly, your respective coach will be notified in a timely fashion so practice and/or competition accommodations can be made.
- 2) If referral to an outside medical provider for a non-emergency injury is required, it must be scheduled through a staff athletic trainer and documented. Primary referrals will be to FGCU's head team physicians or to an FGCU consulting medical specialist. If a second opinion is desired any/all financial obligations will be the responsibility of the student-athlete and or their primary insurance.
- 3) The FGCU Sports Medicine-Athletic Training Staff will make all physician appointments, with the exception of emergencies and those involving Student Health Services. Every attempt to schedule around the student-athlete's class schedule will be made so they do not miss classes for appointments.
- 4) A member of the Sports Medicine-Athletic Training Staff will accompany a student-athlete to their appointments off campus whenever possible. When this is not possible, it is the student-athlete's responsibility to arrange for his/her transportation and to be on time for the appointment.
- 5) Missed appointments should never happen. It is the student-athlete's responsibility to call ahead and reschedule. If an appointment is missed, it is the student-athlete's responsibility to contact his/her team's athletic trainer immediately. The team's head coach will be notified and there will be no preferential re-scheduling of missed appointments. If a fee is charges for a missed appointment, the student-athlete is responsible for payment of this fee.

c) Insurance

1) General

The FGCU Department of Athletics requires all student-athletes to have acceptable primary insurance coverage, as determined by the Sports Medicine-Athletic Training Staff, which will cover athletic related injuries as a condition to participate in intercollegiate athletics.

- i. **On January 1, 2014 the Patient Protection and Affordability Care Act (PPACA) became fully implemented. Please note that it is the student-athlete's responsibility to have insurance coverage as a condition to participate in any team related physical activity. Student-athletes will need to secure coverage prior to reporting to campus. This can be done through your state insurance exchange. No participation will be permitted without insurance coverage.**
- ii. **If a student-athlete seeks coverage through the Department of Athletics it must be understood that this coverage does not meet the federal government requirement and will only offer minimal coverage providing a way to participate in intercollegiate athletics. They will be responsible to the federal government for any penalty for not meeting the Patient Protection and Affordability Care Act requirements.**
- iii. **This policy must have full network benefits that are payable in Florida and more specifically Southwest Florida.** Policies that have limited/restricted benefits are not acceptable. Examples of those policies are: out of state HMOs (with no provider network in Southwest Florida), ER care only, Surgery only, etc.
- iv. The FGCU Department of Athletics provides only secondary accidental medical coverage for student-athletes, athletic training students, student-coaches, and student-managers, for *athletically related* injuries.
- v. If there are any co-pays or deductibles for the student-athlete's personal insurance, the FGCU Department of Athletics secondary insurance policy will cover it provided the claim meets policy terms and conditions and the copay and/or deductible does not exceed \$5,000.
- vi. **There is no secondary coverage for general medical conditions (illnesses) at any time, dental care that is unrelated to an athletic injury, or injuries that are sustained away from supervised intercollegiate activity such as (open gyms, intramurals, extra hitting in the cages, lifting on your own, etc.)**
- vii. Domestic student-athletes with no insurance coverage, or found to have unacceptable insurance coverage, will automatically have a charge placed on their account for primary insurance coverage on August 15th. If proof of acceptable primary insurance coverage is presented by August 15th that charge will be removed.
- viii. All international student-athletes will automatically have a charge for primary insurance placed on their account on August 1st. If proof of acceptable primary insurance coverage is presented by August 1st that charge will be removed.
- ix. **Parents should not cancel/drop their son/daughter from their primary health insurance, as the FGCU Department of Athletics requires that all student-athletes have primary insurance coverage as a condition to participate in intercollegiate athletics.**
- x. **Any/all charges for medical services resulting from termination/lapse/cancellation of the student-athlete's primary insurance will become the responsibility of the student-athlete.** Any questions concerning insurance should be directed to your assigned athletic trainer or the head athletic trainer. Refer to the [FGCU Insurance Claim Guidelines](#) for further insurance information.

2. Athletic Related Injuries

- i. The FGCU Department of Athletics' secondary insurance policy provides coverage for student-athletes for incidents that occur while participating in supervised and official conditioning, practices, or contests. Travel to and from these supervised and official activities is also covered. Student-athletes are also covered while practicing and competing at an away site. This is excess coverage.
- ii. Neither the FGCU Department of Athletics, nor its secondary insurance policy provide coverage or accept responsibility for paying any medical claims incurred from a student-athlete being injured while participating in unsupervised activities.

3. General Illnesses and Non-Athletic Related Injuries

- i. The FGCU Department of Athletics provides NO insurance coverage for injuries that occur outside of supervised intercollegiate athletics activities.
- ii. All non-emergency illnesses and non-athletic related injuries will be handled by the FGCU Student Health Services Center whenever possible. A member of the sports medicine-athletic training staff must authorize all exceptions.
- iii. Any fees associated with appointment at FGCU Student Health Services will be charged to the student-athlete and it will be his/her responsibility to pay for these services.
- iv. All costs associated with referrals, on or off campus for general illnesses and non-athletic related injuries, are the responsibility of the student-athlete. This includes dental and vision exams.
- v. Neither the FGCU Department of Athletics, nor its secondary insurance policy provide coverage or accept responsibility for paying any medical claims incurred from a student-athlete being injured while participating in unsupervised activities.

d) FGCU Medical Privacy Policy

As a student-athlete at FGCU, you have the right to privacy concerning your medical plan of care. Medical record information and your relationship with your medical staff are considered private. Your diagnosis and course of treatment are available only to those directly involved with your care.

For further information click [here](#).

e) FGCU Concussion Management Plan

All student-athletes are required to undergo baseline balance and neuropsychological testing as part of their initial pre-participation physical exam and updated as indicated. This must be completed prior to the start of any practices. There will be an educational session conducted by a member of the Sports Medicine-Athletic Training staff during the annual team compliance meeting. For further information click [here](#).

f) FGCU Pregnancy Policy

At Florida Gulf Coast University, we want to protect your physical and psychological health, as well as the health of your fetus. We recognize that a student-athlete's pregnancy is often a crisis event. We want to give you time and help in considering your options. For further information click [here](#).

g) FGCU and NCAA Drug Testing Program

Both the NCAA and the FGCU Department of Athletics have drug testing policies that require mandatory drug testing of all student-athletes. The NCAA drug testing program is year round testing while the FGCU drug testing program only requires testing during competition seasons during the academic year and reasonable suspicion testing during the summer. Before being cleared to compete in intercollegiate athletics each year, a student-athlete must sign both the NCAA Drug Testing Consent and FGCU Drug Testing Consent. Failure to complete and sign both forms will result in ineligibility to participate in intercollegiate athletics at FGCU. Click [link](#) for complete drug testing policy.

For further FGCU Department of Athletics drug testing information, penalties for positive results, and the appeals process please see the [FGCU Drug Testing Policy](#). Please also view a complete list of the [NCAA banned substances](#).

For further NCAA drug testing information and penalties for positive results, please see the [NCAA drug testing policy](#).

Once a year, (during student-athlete orientation), a presentation will be conducted by a member of the Sports Medicine- Athletic Training staff relative to drug/alcohol abuse. All student-athletes are required to attend. On-campus counseling is available if requested by the student-athlete pursuant to the FGCU Drug Testing Policy. Any such requests must be made through the Assistant AD for Health Performance.

A medical exception, for the prescribed use of any banned substance, must be filed with the Associate Athletic Director for Health Performance & Administration. For medical exceptions to the drug testing policy, click [here](#).

h) Lightning and Severe Weather Policy

The FGCU Department of Athletics Lightning/Severe Weather Policy is strictly enforced for all outdoor activities to include conditioning, practices, and competitions and anytime athletics department facilities are being used by student-athletes. This policy is to be followed anytime a student-athlete uses any FGCU athletics facility whether the activity is supervised or unsupervised. Any facility use privileges will be revoked for failing to follow the FGCU lightning/severe weather policy. The policy is administered jointly by the coaching, sports medicine-athletic training, facilities/operations and administrative staffs. Prevention and education are the keys to lightning safety. For further information click [here](#).

i) Air Quality Policy

Due to wildfires, that frequently affect the Southwest Florida area, it is necessary to take precautions in the event the air quality rises into the unhealthy or higher levels. It is also important to understand that even those individuals with no history of respiratory problems are affected by poor air quality. It is the intention, of the FGCU Department of Athletics, to protect not only the student-athletes from the dangers of participating in athletic related activities while there is an air quality advisory, but to protect all individuals involved with intercollegiate athletic activities on the FGCU campus. This includes our department staff and those that attend our competitions. For further information click [here](#).

j) Emergency Plan

Emergency situations may occur at any time during an athletics practice or event whether on campus or at an away venue. Whether practicing or playing at home or on the road, appropriate action must be taken in order to provide the best possible care to the student-athletes of emergency or life-threatening situations. The FGCU Department of Athletics has implemented a comprehensive emergency plan for the safety and well-being of its student-athletes and staff. For further information click [here](#).

Schreiner Family Sports Medicine Center

Phone: 239.590.7056 FAX: 239.590.7398

OSC Athletic Training Room

Phone: 239.590.7095

Daily hours based on practice/game times

Daily hours based on practice/game times

l) Athletic Training Room Rules and Policies

- 1) Evaluations are done on a walk-in basis.
- 2) New injuries/illnesses should be reported early AM to insure medical referral if indicated.
- 3) Athletes must shower before entering any athletic training room for post-practice treatments.
- 4) All daily rehab must be scheduled by appointment.
- 5) All long-term (post-op) rehab must be scheduled by appointment.
- 6) Shoes must be removed before getting on any treatment or taping table.
- 7) Food/drinks are not permitted in the athletic training rooms.

2. NCAA STUDENT-ATHLETE DEVELOPMENT PROGRAM

The challenges that today's college student-athletes face, both on and off the playing field, are unparalleled in the history of education. College athletes now compete in the national spotlight, and their performance is scrutinized like never before. Unfortunately, many of today's student-athletes are unprepared to face the biggest challenge of all – life after graduation, or what we call “real life.” In 1994 the NCAA developed the CHAMPS/Life Skills (Challenging Athletes' Minds for Personal Success) program model as a proactive response to the growing concern regarding the development of today's student-athlete. In 2010 the NCAA changed the name of this program to Student-Athlete Affairs, while it is referred to as Student-Athlete Development here at FGCU.

The mission and focus of the Student-Athlete Development program is to provide a personal development program designed to reach each student-athlete based on his or her individual needs. The focus of the program is holistic in nature - addressing the needs of the whole person; athletically, academically, personally and emotionally. The program is comprehensive and provides a system of balanced learning throughout the collegiate experience. The NCAA is committed to the success of this program and has encouraged member institutions to implement a Student Athlete Affairs model on their respective campuses throughout the country. The program is based on the premise that the same qualities and skills necessary for an athlete to attain a level of competitiveness in athletics can be applied to “real world” situations after college.

The [FGCU Student-Athlete Development program](#) provides a well-rounded curriculum of topics structured into five key areas of development:

- a) **The commitment to academic excellence**
- b) **The commitment to athletic excellence**
- c) **The commitment to personal excellence**
- d) **The commitment to service**
- e) **The commitment to career development**

The program reflects the nature and personality of the athletics department and campus environment, and considers the unique situations of all student-athletes. The Student-Athlete Development program will include presentations and guest lecturers on selected topics of student-athlete interest (e.g. time management, nutrition, fiscal planning, interviewing skills and wellness education). Student-athletes will also have the opportunity to participate in community outreach and service programs.

The ultimate goal is to utilize the Eagles Council and FGCU Student-Athlete Development program as a means to create a climate in which student-athletes can achieve their athletic, academic and personal goals.

Components of the FGCU Student-Athlete Development Program include:

- a) [The Eagles Council](#), a 30-member student-athlete advisory committee who assists in the development and implementation of student-athlete development programming.
- b) Community Service Projects
- c) [Athletics Academic Honors Luncheon](#)
- d) Academic & Athletics Awards Recognition
- e) Drug/Alcohol Education Programs
- f) Personal Development Programs – (e.g., Nutrition Education, financial literacy, etc.)
- g) Leadership Development - Eagles Council, ASUN Student-Athlete Advisory Committee, representation on Standing Athletic Department Committees, [E.A.G.L.E. Leadership Institute](#)
- h) Student-Athlete Social Activities
- i) Career Development

3. COUNSELING AND PSYCHOLOGICAL SERVICES

The mission of the Counseling and Psychological Services (CAPS) department is to assist all students at Florida Gulf Coast University in developing themselves emotionally, socially, intellectually, and culturally. CAPS provide the following services: personal counseling, consultation and referral, smoking cessation services, psychiatric consultation, mental health screenings, crisis intervention, outreach programs, testing and assessment, and victim assistance. If you would like assistance in scheduling an appointment with (CAPS), please contact Nicole Neal, Assistant Athletics Director for Health Performance, at 239-745-4299. The CAPS staff is located on the 3rd floor of the Student and Community Counseling Center and can be reached at 239-590-7950 or CAPS@fgcu.edu. If you are an FGCU student in immediate distress outside of normal business hours (evenings, weekends, and holidays) who would like to speak with a mental health professional can call the CAPS help line: 239-745-EARS (3277).

4. CAREER DEVELOPMENT SERVICES

Career Development Services (CDS) is committed to helping students in all phases of career planning, from exploring careers and gaining experience to developing job search skills and finding a job. For students unsure of their major, students can meet with a counselor to help them through the major selection process. For students looking for an internship or job following graduation, CDS staff can help them plan their job search strategy and refine their resume.

Other services provided include on-campus job postings, a job and internship listing system for local opportunities, and events throughout the year. Please visit their [website](#) for details on all services and events. Students are welcome to stop by and visit the CDS staff in the Career Center, which is located in Center for Career and Exploratory Advising, or call 239-590-7946.

Career Development Services staff members will assist with the Career Development segments of the Student-Athlete Development program.

5. CENTER FOR ACADEMIC ACHIEVEMENT

The Center for Academic Achievement assists students in reaching their academic goals and in becoming independent and confident learners, as well as promotes positive learning experiences for each student. The Center's programs include: Supplemental Instruction, Workshops, Writing Lab, and Eagle Tutoring. To take advantage of any of these programs, please see the staff in Library West Room 103, call 239-590-7906 or email them at caa@fgcu.edu.

6. OFFICE OF SERVICE LEARNING & CIVIC ENGAGEMENT

The Office of Service Learning and Civic Engagement assists students engage in volunteer experiences related to the social issues with which they feel most passionate. Students admitted to FGCU as first-year (FTIC) students or lower level transfers must complete 80 hours of service-learning as part of their graduation requirement. Students admitted as upper-level transfers must complete 40 hours of service-learning as part of their graduation requirement.

All sports teams will complete an annual service learning team project with 90% team participation.

6. MEDIA RELATIONS

The athletics department at FGCU gets as much, or more, media attention compared to other departments on campus and the image that athletics portrays plays a significant role in how our University is perceived. The Athletics Communications Office will serve as the liaison between student-athletes and the media, functioning as an information and publicity agent for FGCU student-athletes, coaches and teams. The office serves media outlets on a local, regional and national level, while maintaining the athletics department's official [website](#). It also runs and monitors the department and sport program social media platforms.

a) Media Relations Policies

- 1) Student-athletes should decline all phone, in-person, or social media interview requests with the media unless it has been cleared through the Athletics Communications Office. If a student-athlete is contacted by a member of the media (including fellow students), the student-athlete should inform the Athletics Communications Office and also ask that reporter to call the Athletics Communications Office to coordinate the interview with their sport-specific contact.
- 2) Interviews with student-athletes on game days will only be granted upon completion of the contest following a "cooling off" period. Student-athletes are encouraged to wait approximately 45 minutes following a contest before posting on social media.
- 3) Student-athletes will meet with their sport-specific contact prior to each season to go over social media rules and guidelines in addition to other media- and communication-related items and policies.
- 4) Coaches and student-athletes will be allowed a cooling off period (10-15 minutes) after the contest before addressing any media requests. A representative from the Athletics Communications Office will help coordinate post-game interviews.
- 5) All questions from the media or any other source regarding the injury/illness of a student-athlete are to be directed only to the attending Sports Medicine staff member through the Athletics Communication contact. The Sports Medicine staff member will need approval/release of information from the athlete.
- 6) Student-athletes are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) and have the right to refuse third-party (media and the general public) requests for information on their educational records.
- 7) If a member of the Athletics Communication Office (specifically your sport contact) reaches out to you to coordinate an interview or other appointment, please respond in a timely fashion.
- 8) **Remember, the No. 1 priority of the Athletics Communication Office is to promote you and your program. Our job is to share your story with others that helps publicize your accomplishments and reflect positively on the University.**

b) Guidelines for Dealing with the Media

- 1) FGCU receives great media coverage from local, regional and national media. You are representing Florida Gulf Coast University. Anything you say reflects on your teammates, your coaches, the university and you. This also applies to what you post, share or like on your social media platforms.
- 2) Always be polite, courteous and honest with all members of the media.
- 3) Cooperate with the media but never be negative about an opponent, teammate, coach, or the University to a member of the media.
- 4) If you feel uncomfortable with the line of questions, refer the media member to the Athletics Communications contact.
- 5) Be sure you understand the question. **Even in a live setting, it is okay to ask for clarification of a question.**
- 6) **Do not respond negatively or with annoyance to a reporter for asking questions.**

- 7) Always be on time for interviews and dress appropriately. If you are unsure what is appropriate for certain settings, be sure to ask your Athletics Communications contact.
- 8) **Do not use the term “off the record.” What you say “off the record” can be placed “on the record” by obtaining confirmation from another source. If you don’t want to see something appear in print, on the web, on TV or any other outlet, don’t say it.**

c) Guidelines for Social Media

- 1) All FGCU teams will meet with a member of the Athletics Communications office prior to the start of the year to go over guidelines to using social media.
- 2) The Athletics Communications office will work with each coaching staff and their student-athletes on setting expectations for social media use.
- 3) Student-athletes should NOT engage in a media interview on any social media outlet (i.e., answering questions on Twitter, Instagram or any other platform) without prior approval from the Athletics Communication Office. The normal guidelines to interviews apply.
- 4) Local, regional and national media do “follow” FGCU student-athletes on social media platforms. Your actions and words on those platforms can be used by media outlets in stories or in their own social media posts.
- 5) Student-athletes should NOT tweet or post about injuries or other team-related items (i.e. what happens in the locker room stays in the locker room) until their coaching staff is comfortable with the media knowing. At that point, that sport’s respective contact from the Athletics Communications office should be contacted.
- 6) For the complete policy on social media, see the Student-Athlete Code of Conduct Policies section of this handbook.
- 7) Most of all, remember that the entirety of your social media presence can be reviewed and the perception people have of you will be reflected from what you post, share, or like.
- 8) Please refer to Name, Image, Likeness policies in terms of taking advantage of those on your social media platforms. Use of the FGCU logo, including uniforms, should be cleared in accordance with the FGCU NIL Policies ([linked HERE](#))
- 9) Finally, we are here to help you – if there is anything your communications contact can assist you with, please don’t hesitate to ask!

7. STRENGTH AND CONDITIONING

The Strength and Conditioning program supports the missions of both the Athletics Department and the University. In addition, it is the mission of the Strength and Conditioning program to maximize each FGCU athlete's genetic potential in every component of athleticism, and decrease the potential for injury in a manner that is **SAFE, but INTENSE**.

STRENGTH AND CONDITIONING RULES:

- Come in with a great attitude.
- Come prepared to work.
 "It's not EASY, but it's SIMPLE

SAFETY ORIENTATION:

All teams will undergo a safety orientation, with a member of the strength and conditioning staff. This will cover facility rules, proper lifting technique, and general lifting safety. All student-athletes must attend this orientation before being permitted to use the facility with their team.

a) Goals:

- 1) Decrease the potential for injury by strengthening muscle tissue, tendons, and ligaments protecting joint structures.
- 2) Enhance the components of athleticism to play sports at the NCAA Division I level, which are:
 - i. STRENGTH
 - ii. POWER
 - iii. SPEED
 - iv. QUICKNESS
 - v. AGILITY
 - vi. COORDINATION
 - vii. MENTAL TOUGHNESS
 - viii. AEROBIC/ANAEROBIC ENDURANCE
 - ix. FLEXIBILITY
 - x. SKILL DEVELOPMENT
 - xi. Train with the latest scientifically proven technology for each aspect of the Performance Enhancement Model:
 - RESISTANCE TRAINING
 - SPEED DEVELOPMENT
 - REST/RECOVERY
 - PLYOMETRICS
 - PROPRIOCEPTIVE AND KINESTETIC BALANCE
 - NUTRITION AND HYDRATION
 - LATERAL SPEED AND AGILITY
 - AEROBIC/ANAEROBIC CONDITIONING
 - xii. MOTIVATIONAL TECHNIQUES
- 3) Promote a **MOTIVATING** and **INTENSE** atmosphere!

b) The Sublett Family Strength and Conditioning Center is located on the West side of Alico Arena.

Any and all questions/concerns related to Sublett Family Strength and Conditioning Center policies are to be directed to and will be handled by the team's Strength and Conditioning Coach.

THE USE OF THIS FACILITY IS A PRIVILEGE AND AN OBLIGATION FOR EACH STUDENT-ATHLETE. Abuse of the facility and its rules may result in the loss of such usage.

FITNESS CENTER RULES:

- 1) Be on time.
- 2) Wear appropriate work out attire. (Team issued when provided.)
- 3) Wear proper shoes at all times.
- 4) Observe all posted safety precautions at all times.
- 5) No unauthorized work out exercises.
- 6) No cell phone use.
- 7) **DO NOT drop weights on the floor.**
- 8) **RETURN all weights to the proper position.**

*****The strength and conditioning staff should approve all programs and exercise*****

c) Injury protocol with sports medicine/athletic training staff

All injuries/illnesses must be reported to the appropriate member of the sports medicine-athletic training staff prior to reporting for the team workout. The sports medicine-athletic training staff will advise the strength and conditioning staff on appropriate precautions and specific injury protocol guidelines. No injured athlete is allowed to work out without clearance by the sports medicine-athletic training staff.

d) Nutrition

5 Pillars of Nutrition: By Sarah Gearhart and Andy Haley

- 1) Energy Intake
- 2) Nutrient Timing
- 3) Balanced Diet
- 4) Hydration
- 5) Supplements

Energy Intake: If the body does not receive enough calories it will begin to breakdown muscle during training. The result is a decrease in endurance and muscle building. This will also increase fatigue and impair the immune system.

Nutrient Timing: Timing will determine recovery, muscle gain, and fat loss.
Pre activity, 2 hours, Carbohydrates control contraction and relaxation of muscle.

During activity, Carbohydrates and hydration allow muscles to work at peak performance.

Post activity, 15 to 30 minutes after, carbohydrates and protein are the building block for recovery and restoration.

Balanced Diet:

50% to 60% Carbohydrates
15% to 25% Protein
20% to 30% Fat
3 meals per day
3 snacks

Hydration:

Drink water whenever you are thirsty.
Use Electrolyte drinks before, during, and after exercise.
Hydrate the night before morning activities. ***Never go to bed dehydrated!***

SUPPLEMENTS:

The sports medicine-athletic training staff must be notified of all supplement use! Student-athletes are responsible for any/all substances that they put into their body. **Many products that are available on the market contain NCAA banned substances and will result in a positive drug test.** These products are not regulated by the FDA and can be dangerous. The sports medicine-athletic training staff will assist the student-athlete through education but will not assume responsibility for any supplement use by a student-athlete. **The Associate AD for Health Performance & Administration is the departmental contact for questions regarding NCAA banned substances.**

If you decide to take a supplement, then there are some questions you should ask yourself. The following is a self-test you should give yourself before taking a dietary supplement:

Can You Pass The Test?

Before taking any supplement, ask yourself the following questions:

1. Do you eat something for breakfast seven days a week?	YES	NO	SOMETIMES
2. Do you eat at least three meals a day?	YES	NO	SOMETIMES
3. Do you monitor the number of calories you consume?	YES	NO	SOMETIMES
4. Do you restrict your intake of fat cal. to 25% of your diet?	YES	NO	SOMETIMES
5. Do 50-60% of your calories come from carbohydrates?	YES	NO	SOMETIMES
6. Do you eat from all food groups?	YES	NO	SOMETIMES
7. Do you eat three to five servings of fruit a day?	YES	NO	SOMETIMES
8. Do you eat at least one vegetable daily?	YES	NO	SOMETIMES
9. Do you consume a well-balanced pre-game and post-game meal?	YES	NO	SOMETIMES
10. Do you drink two quarts of water a day – above and beyond what you perspire?	YES	NO	SOMETIMES
TOTAL			

If you cannot answer yes to each of the questions listed above, why take a supplement? You most likely have not mastered *the basics of nutrition*. Supplements are supposed to *add* to diet that is already sufficient. Don't expect supplements to replace the need for a daily balanced diet. Be responsible if you choose to use a supplement. That means choosing supplements not on the NCAA prohibited substance list, being aware of potential side effects, and following recommended guidelines only when it is in addition to a daily balanced diet.

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting [Drug Free Sport Axis](#) at 877-202-0769 or their [website](#) using password **ncaa1, ncaa2 or ncaa3**.

It is your responsibility to check with the appropriate athletics staff before using any substance.

8. EQUIPMENT/LAUNDRY ROOM POLICIES

a) Introduction

The FGCU Athletic Department is committed to providing and maintaining all athletic equipment for its sport programs in compliance with the standards set by the University, the NCAA, and the ASUN Conference.

Under the supervision of the Associate Athletics Director for Facilities & Operations, the department's Director of Equipment directly manages the equipment operations for Florida Gulf Coast University's 15 intercollegiate athletic sports. All athletic equipment is University property and the Director of Equipment will coordinate with the coaches for all 15 sports to facilitate the documentation, issuing, maintenance, and return of such equipment. Due to the substantial inventory of and value associated with this inventory, the remaining content of this section outlines a detail set of policies and procedures for all Athletic Equipment Operations for FGCU Student-Athletes to learn and understand to ensure efficient and effective equipment operations and NCAA compliance.

Note: In this guideline the term "Equipment" is used to describe all returnable apparel, equipment, and accessories

b) Athletic Equipment Facilities

The Director of Equipment is responsible for maintaining and coordinating operations of the Alico Arena Equipment Room, Outdoor Sports Complex Equipment Room, and Outdoor Sports Complex Locker Room Storage Units. Access to these facilities will be limited to ensure proper accountability of all athletic equipment is met.

- 1) **Alico Arena Equipment Room** – this facility will be used as the main area of equipment operations and is located on the first floor of Alico Arena in the East Hallway directly across from the Alico Arena Training Room. Student-athletes are prohibited from entering this room, unless accompanied by their team's equipment manager.
- 2) **Outdoor Sports Complex (OSC) Equipment Room** – This facility is dedicated to providing laundry services for the four athletic sports housed in the Outdoor Sports Complex. Student-athletes shall not have access to or use of this facility.
- 3) **Locker Room Storage** – In select locker rooms, equipment may be housed and stored in locked cabinets. Student-athletes are prohibited from access of these cabinets.

c) Student-Athlete Sizing

The Director of Equipment maintains a size chart for each team of all the student-athlete sizes. This chart is revised throughout the year and prior to each academic year. All incoming student-athletes receive a New Student Athlete Sizing Form to assist in the ordering of new equipment in April of each year. Student-athletes should work directly with their team's equipment manager on changes to the size chart.

d) Equipment Issuance

1) Equipment Classification

Equipment is classified into two categories, returnable and expendable. Returnable equipment is equipment and apparel items issued to student-athletes, which they are required to return at the end of each academic year. Expendable equipment is apparel items issued to student-athletes, which will not be returned at the end of each academic year and the student-athletes are allowed to keep. Expendable equipment items are inventory such as footwear, under garments, socks, and all other items that have been cleared through the Athletic Compliance Office.

2) Before Equipment Issued to Student-Athletes

Prior to issuing equipment and apparel to student-athletes, the student-athletes must:

- Be cleared medically by the Sports Medicine Office
- Be cleared by the Director of Compliance
- Cleared of any outstanding equipment holds

3) Equipment Identification

Before issuing equipment and apparel to student-athletes, the Director of Equipment prints an identification mark on each returnable item of equipment. This identification mark may be a number or a letter and should correspond with each individual person. Each student-athlete is responsible for returning their equipment items with their identification mark.

4) Issuing Equipment

The Director of Equipment and Head Coach will collectively determine what items to issue to the student-athletes. After each student-athlete has fulfilled their responsibilities, the list of equipment and apparel items will be issued to the student-athlete's locker or directly to the student-athlete. Upon receiving equipment, the student-athlete should review all the items received and verify they have received everything identified as being issued as recorded on the Equipment Issue sheet. **The student-athlete should immediately report any missing items or discrepancies from the Equipment Issue document.**

In addition to the equipment and apparel items issued, each student-athlete will be issued laundry loop(s) and a shower towel(s). Student-athletes are responsible for keeping track of their equipment, as student-athletes will be required to return their returnable equipment, the laundry loop(s), and towel(s) at the end of each academic year.

5) Towels

Each student-athlete will be issued one or two towels to use for post-practice/workout/competition. These towels will be identifiable by sport and by athlete by a printed sport code and the athlete's number. Each student-athlete will be responsible for returning their issued towel(s) at the end of each academic year. Towels issued to the student-athletes are to be used strictly in the respective locker room or training room and should not be taken out to the field or court at any time.

These towels will be laundered in the same way as the athlete's personals. After each use, the towel should be turned into the laundry bin in the locker room. The towels will then be laundered, folded, and returned to the student-athlete's locker at the end of the laundering process.

e) Equipment Return

At the end of each academic year, it is the policy of FGCU Athletics that student-athletes shall be required to turn in equipment classified as returnable. The Director of Equipment determines the classification of returnable and expendable equipment based on the lifespan of each respective equipment item.

1) Date and Time

At the end of each academic term, the Director of Equipment will communicate a return date, time, and a list of items to be returned.

2) Returning Equipment

Prior to the student-athlete's returning his/her equipment, the Director of Equipment will inform the student-athletes of the instructions for return through either verbal or written communication. The instructions will include the date and time of return, the process of return, and a list of items they are required to return.

On the date and time set by the Equipment Manager, student-athletes are expected to show up on time and return their equipment per the given instructions. Additionally, items must be returned in good condition with only normal wear and tear. Equipment returned in poor condition due to misuse shall be the student-athlete's financial responsibility to replace.

Failure to return the items as instructed may result in a financial hold on the student-athlete's account.

3) Dropped or Withdrawn Student-Athletes

Student-athletes who are dismissed, dropped, or withdraw from an athletic sports team are required to return their equipment and apparel immediately. It is the Head Coach's responsibility to inform the Director of Equipment when a roster change occurs. It is also the Head Coach's responsibility to inform the dismissed, withdrawn or dropped student-athlete that they must contact the Director of Equipment to coordinate return of equipment.

Before the student-athlete is released from the athletic sports program, the Associate AD for Facilities & Operations must sign off on the Request for Release/Roster Change Form, which will be completed once the Director of Equipment confirms with the Associate AD for Facilities & Operations that all equipment obligations have been met by the student-athlete.

4) Documentation

For each student-athlete who returns equipment, the Director of Equipment will record the following items:

- i. Student-Athlete Name
- ii. Student-Athlete Sport
- iii. Academic Semester and Year
- iv. Date of Return
- v. Item Description – a detailed itemized description of all the goods returned by each athlete such as the size, verification of the identification mark, and quantities

This documentation will be checked against the equipment issue record from when items were issued to ensure they match. Should something not match, the student-athlete bears the financial responsibility to resolve this discrepancy.

5) Equipment Holds

For athletes who fail to return any or all of the required returnable goods, the Director of Equipment will communicate to the head coach the items they are missing and give them a 48-hour window to return the missing goods. Should the student-athlete fail to return the goods by the end of the 48 hours, then the Director of Equipment will inform the Head Coach of their failure to comply. If the decision is made to place a financial hold on the student-athlete's account, the Director of Equipment will report the missing items and value to replace to the Associate AD for Facilities & Operations, who will place the financial hold on the student's record. Student-athletes who have holds placed on their accounts will be unable to access any of their student records and University permissions until this hold is resolved.

For the student-athlete to remove the hold they must either return the missing equipment in good condition or they are required to reimburse the athletic department through check or cash in the value equal to the amount required to replace the item or items missing. Once this has been completed, the Associate AD for Facilities & Operations will remove the hold with the Bursar's Office.

6) Lost/Stolen Goods

For lost equipment items, it is the student-athlete's responsibility to reimburse the Department of Athletics in the amount necessary to replace the item, unless the Associate AD for Facilities & Operations says otherwise.

If the student-athlete claims their equipment was stolen, the Director of Equipment or Head Coach should file a police report with the University Police Department. Stolen equipment will not be replaced without a police report or replacement approval from the Associate AD for Facilities & Operations.

7) End of Collegiate Participation

Student-athletes are permitted to retain their apparel, provided approval from the Director of Equipment, at the end of his or her collegiate participation.

f) Storage, Care, and Use of Athletic Equipment

1) Handling Equipment

Athletic equipment shall be handled by the Director of Equipment or Head Coach exclusively prior to equipment being issued. Once the equipment is issued, the student-athlete becomes responsible for the items issued to them. Proper care and storage of the equipment is necessary for maximum lifespan of each equipment, apparel, and accessory item.

2) Student-Athletes – Equipment Care and Storage

Equipment issued to student-athletes becomes the student-athlete's responsibility to care for appropriately. The student-athlete should keep all of his/her equipment stored in his/her team's locker room or team's equipment facilities. Equipment and apparel is for use only during training and competition purposes and therefore should not be removed from the team's locker room, equipment facilities, or practice/training venues for any reason other than when the team is on the road.

The student-athlete should have all his/her issued equipment laundered by the Equipment Department only. Should the student-athlete choose to launder these items themselves, he/she become solely liable for any damages as a result and will not be replaced without his/her reimbursement of the damaged goods.

Per NCAA regulations, equipment purchased using University funding shall only be used during team organized training, competition, or functions. Use outside of these events is prohibited.

3) Apparel Policies

Apparel issued to student-athletes must be used for practice or competition. Exception: Each academic year, each student-athlete is allowed one shirt, which may be purchased for the purpose of special events, travel activities, and any other activity the student-athlete represents the University.

Apparel deemed "expendable" becomes the property of the student-athlete after one season. Apparel deemed returnable must be returned at the end of the season. The Director of Equipment and Associate AD for Facilities & Operations shall determine what apparel items are deemed "expendable." Items that are deemed expendable must be logged appropriately.

g) Laundry

Each evening and at other time intervals determined by the department's Director of Equipment, each team's laundry will be washed, dried, and returned to the student-athlete's respective locker or locker room. The following section outlines the proper laundering operations.

1) Laundry Loops

Each student-athlete will be provided with a laundry loop(s). This laundry loop(s) should be used as instructed as a laundry separator. Student-athletes should place their apparel and socks on this laundry loop(s) and put in the bin for laundering after use. Unless instructed otherwise by the Director of Equipment, the student-athletes should utilize the laundry separator equipment for all training/practice issued items.

UNIFORMS SHALL NOT BE LAUNDERED USING THE LAUNDRY LOOP(S).

2) Laundry Instructions – Competition

Each team's competition uniforms have their own unique procedures for proper laundering. These instructions will be disseminated through the Director of Equipment to the coaching staff and team. It is of vital importance that these instructions are followed and it is the coach's responsibility to hold athletes accountable to ensure the instructions are followed.

3) Towels

Each student-athlete will be issued one or two towels to use for post-practice/workout/competition. These towels will be identifiable by sport and by athlete by a printed sport code and the athlete's number or locker number. Each student-athlete will be responsible for returning their issued towel(s) at the end of each academic year. Towels issued to the student-athletes are to be used strictly in the respective locker room or training room and should not be taken out onto the field or court at any time. The Equipment Department will supply each team with an allotment of a different set of towels for each team to bring out to the field/court for practices/workouts/competitions if requested by the team's head coach or their designee.

These towels will be laundered in the same way as the athlete's personals. After each use towels should be put in the laundry bin in the locker room. The towels will then be laundered, folded, and returned to the student-athlete's locker at the end of the laundering process.

4) Prohibited Laundry Items

Student-athletes are prohibited from using the Equipment laundry services for attempting to wash their personal items, non-issued attire. If student-athletes attempt to wash their personal, non-issued attire by placing it on their laundry loop, they will be warned for a first offense. Continued non-compliance with this policy will subject the violator to disciplinary action.

h) Summer Equipment

During the summer academic session, student-athletes are allowed to use institutional equipment and apparel for the purpose of training or competition. Equipment and apparel used during the summer must be issued and returned following the same procedures outlined previously. It is at the discretion of the Director of Equipment and Head Coach to determine which athletes are allowed to utilize institutional equipment during this summer session. Furthermore, student-athletes issued equipment for summer use have the option to utilize institutional laundry services during the summer vacation period at the discretion of the Director of Equipment.

Before being issued summer equipment items, each student-athlete must turn in those items for laundering, processing, and inspection during the normal equipment return at the end of the spring academic period. This is done so the Director of Equipment can track the items and inspect to determine the equipment orders for the following year.

i) Conclusion

The aforementioned set of policies and procedures guides the operations for the Equipment Department for Florida Gulf Coast University's Department of Athletics. These policies and procedures have been set using the NCAA and ASUN regulation policies and procedures.

The intent of these guidelines and dissemination to the student-athletes is to help student-athletes gain an understanding of the rules and procedures. An understanding of these guidelines is designed to encourage cooperation of the student-athletes to catalyze more efficient and effective equipment operations, which will help improve the overall experience for each student-athlete.

G. AWARDS

1. FLORIDA GULF COAST UNIVERSITY'S ATHLETIC AWARDS

- a) **Ken Kavanagh Eagle Scholar-Athlete Award**— this award is the highest honor FGCU bestows upon a graduating senior student-athlete and recognizes the ability of the winner to combine athletic and academic success with community service.
- b) **Carl McAloose Spirit Award**—this award recognizes the male and female student-athletes who best exemplify Carl McAloose's spirit and love for FGCU Athletics, as well as dedication to their team and teammates.
- c) **Duane Swanson, Sr. Inspirational Award**—this award is presented to individuals associated with FGCU Athletics who display perseverance, dedication, and determination when confronted with a life-altering event, while serving as a role model and inspiration to others.
- d) **Community Service Award**—this award is presented to the student-athlete who best exemplifies commitment to volunteerism on the FGCU campus and in the local community.
- e) **Eagles Club Most Outstanding Athletes Awards**—these awards are presented to the most outstanding male and female athletic performer. He/she must have earned First Team All ASUN Conference or Coastal Collegiate Sports Association honors or better in the current academic year.
- f) **Eagle Spirit Award**—this award is presented to the team that showed the most spirit during the academic year by attending other sports' contests.
- g) **Stanley "Butch" Perchan Award**—this award is presented to a member of the athletics department staff who both personifies the definition of proverbially bleeding "Green & Blue," as well as exudes the spirit and enthusiasm that exemplifies what being an FGCU Eagle represents at its core.

2. ASUN CONFERENCE AWARDS

- a) **All-Academic Team**—each sport will have an All-Academic Team selected. Nominees must:
- 1) have a minimum 3.30 cumulative grade point average (on a 4.0 scale)
 - 2) have completed four (4) semesters of college coursework or 50% of progress toward degree
 - 3) have participated in a minimum of 50% of the team's contests in the year of nomination, except for baseball and softball pitchers who must pitch at least 10.0 innings
 - 4) have one year of residence at the institution (graduate transfers excluded).
- b) **All-Conference**—conferred upon a First Team and a Second Team. For sport specific information, please see your head coach. Voted on by the head coach and SID/media relations representative from each institution.
- c) **All-Freshman Team**—for sport specific information, please see your head coach.
- d) **Player of the Year**—this award is presented in each conference sport. This selection will be voted on the same ballot as the All-Conference Teams. Please see your head coach for sport specific information.

- e) **Freshman of the Year**—this award is presented in each conference sport. This selection will be voted on the same ballot as the All-Conference Teams. Please see your head coach for sport specific information.
- f) **Student-Athlete of the Year**—one male and one female student-athlete will be honored as the ASUN Conference Student-Athlete of the Year. Each school may nominate one male and one female for consideration.
- g) **Sport Specific Scholar-Athlete of the Year**—in each conference sport, one Scholar-Athlete of the Year will be selected. The Scholar-Athlete of the Year will be a member of the sport specific Academic All-Conference Team.
- h) **Winner in Life**—a special recognition award to honor a specific action or achievement of an individual affiliated with the athletics program. The honoree may be a student-athlete, coach, or staff member.
- i) **Winner for Life**—each institution names one representative for each playing season that represents a true balance between student and athlete; makes an impact in competition, the classroom and the community; exhibits leadership on the team and in the community; and shows a commitment to improvement and growth.

H. GENERAL INFORMATION

1. ATHLETIC DEPARTMENT PHONE NUMBERS

For a complete listing of the Department of Athletics Staff and their contact information, please click [here](#).

2. FGCU ATHLETIC FACILITIES

[Campus Map](#)

[Athletics Facilities](#)

Alico Arena

Athletic Department Main Office – 3rd Floor East Side
Athletic Department Administrative and Coaching Staff

Alico Arena—Administrative Staff

The W. Bernard & Elaine Lester Athletics Administrative Complex

Schreiner Family Sports Medicine Center
Hartley Academic Resource Center (HARC)
Sublett Family Strength & Conditioning Center
Hillmyer-Tremont Foundation Hospitality Suite – 2nd Floor
The John & Linda Beale Athletic Administration Offices – 3rd Floor
The Lester Director of Athletics Office – 3rd Floor
The Dr. Bob & Cynda Ryan Conference Room – 3rd Floor
Athletics Communications – 3rd Floor

Alico Arena—Coaching Staff – 3rd Floor

The Beale Head Men’s Basketball Coach’s Suite
The Beale Head Women’s Basketball Coach’s Suite
Beach Volleyball
Indoor Volleyball

Outdoor Sports Complex—Administrative Staff

OSC Athletic Training Room
The Rumble Hospitality Suite – 2nd Floor
Whitley Conference Room – 2nd Floor

Outdoor Sports Complex—Coaching Staff – 2nd Floor

Mark Wiles Head Baseball Coach’s Office
Men’s & Women’s Cross Country
Men’s & Women’s Golf
Men’s & Women’s Soccer
Softball
Women’s Swimming & Diving
Men’s & Women’s Tennis

3. TEAM TRAVEL POLICY

Please click [here](#) for the complete team travel policy. It is important to know the modes of transportation that can be utilized as well as the safety requirements for each mode. If traveling separately from the team, you must complete the [General Release for Team Travel and Waiver of Liability](#).

SIGNATURE PAGE

STUDENT-ATHLETE HANDBOOK

I have read the FGCU Student-Athlete Handbook and understand the policies written herein. I understand the policies could change and that it is my responsibility to keep up-to-date with the handbook. It is my responsibility to ask any questions I may have about any policy or procedure that I do not understand or for which I need clarification.

As a student-athlete at Florida Gulf Coast University, I promise to uphold sportsmanlike conduct and academic integrity. On my honor, I certify that my academic work is original, and completed without any unauthorized aid.

Student-Athlete Signature

Date

Student-Athlete Name Printed

Sport