

2011-2012
Roosevelt University
Student-Athlete Handbook



**ROOSEVELT
LAKERS**

**ROOSEVELT
LAKERS**

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ROOSEVELT ALMA MATER

To be what we dream takes courage to start,
In all that we are, we lead from the heart.
With goals for our future, we learn from our past,
With honor and courage, our freedom will last.

Roosevelt University
Oh, tower of light,
Roosevelt University
Our power, our might

Knowledge, diversity, the power of one,
Bearing the torch for every daughter and son,
Forward, forever, for all humanity,
Our alma mater, Roosevelt University.

Roosevelt University
Oh, tower of light,
Roosevelt University
Our power, our might

Lyrics by Jacquelyn Strum;

ROOSEVELT LAKERS FIGHT SONG

From the shores of the lake,
Better make no mistake,
The Lakers are here to stay

No matter the quest,
We'll give it our best,
And make the winning play

So fight, fight, fight for the Green and the White,
On to victory for Roosevelt

So fight, fight, fight for the Green and the White,
On to victory for Roosevelt

Lyrics by Michael Cassidy

WELCOME TO ROOSEVELT UNIVERSITY

On behalf of the entire Roosevelt University community, I want to welcome you to the 2011-12 Lakers Athletics campaign. This season is especially exciting, as we welcome women's volleyball as our eighth varsity sport on campus.

Since the moment President Middleton made the decision to reinstate intercollegiate athletics in 2009, the entire athletics staff has been dedicated to bringing to Roosevelt student-athletes committed to maximizing their skills in the classroom and in the competition arena.

Graduation is the ultimate goal for every student-athlete at Roosevelt and as an athletic department we will not let our desire for victory on the field of play get in the way of that accomplishment. We want to ensure that you take advantage of the unmatched educational opportunities this university provides.

As a student-athlete at Roosevelt you will be expected to be an ambassador for your team, the athletic department and this university. We expect our student-athletes to uphold the values of this university and to be guided by the Champions of Character principles of integrity, respect, responsibility, sportsmanship and servant leadership that guide the NAIA.

In closing, I want to welcome you to Roosevelt University and invite you to contact me should you have any questions or concerns during the year. I wish you nothing but the utmost success this season.

GO GREEN! GO WHITE!
GO ROOSEVELT LAKERS!

Michael Cassidy
Director of Intercollegiate Athletics

THIS IS ROOSEVELT UNIVERSITY

Mission Statement

Roosevelt University is a national leader in educating socially conscious citizens for active and dedicated lives as leaders in their professions and their communities. The University's student-centered faculty and staff inspire academically qualified students from diverse backgrounds and all ages to benefit from rigorous higher education and professional development opportunities in the dynamic Chicago metropolitan environment. Deeply rooted in practical scholarship and principles of social justice expressed as ethical awareness, leadership development, economic progress and civic engagement, Roosevelt University encourages community partnerships and prepares its diverse graduates for responsible citizenship in a global society.

History

Roosevelt University is a private, metropolitan institution of higher learning committed to the fundamental values and purposes of higher education in America. Its founding in 1945 as an independent, coeducational institution of higher learning was a feat requiring considerable courage. The new school had no campus, no library and no endowment, but its founders had an ideal that enabled them to overcome great obstacles. They were determined to make higher education available to all students who could qualify. From its origins, Roosevelt University has been dedicated, in the words of Eleanor Roosevelt, "to the enlightenment of the human spirit." It has always welcomed people of all backgrounds and has stressed social justice in all of its program and projects.

The faculty and administration of the University, influenced by its special history and distinctive environment, recognize a responsibility to serve as a major and cultural resource to the citizens of a metropolitan society. Through teaching and advising, Roosevelt fulfills its commitment to the individual learner's personal and intellectual growth. Through teaching, research and professional service, Roosevelt University contributes to the creation of a more humane and just society, while also serving as a significant center of culture for the Chicago metropolitan area.

CAMPUS LOCATIONS

Roosevelt University has three buildings which currently house the academic and student services operations. The 32-story Wabash Tower will come online for student use in the fall of 2012.

Auditorium Building (AUD): 430 S. Michigan Ave., Chicago, IL 60605, (312) 341-3500

Gage Building (GB): 18 S. Michigan Ave., Chicago, IL 60603, (312) 281-3252

Albert A. Robin Campus (AARC): 1400 N. Roosevelt Rd., Schaumburg, IL 60173, (847) 619-7300

ROOSEVELT ATHLETICS MISSION STATEMENT

The mission of the Roosevelt University Intercollegiate Athletics Program is built upon the mission of the University. As such, the Intercollegiate Program advances the principles stated in the University's mission:

- 1.1 Being a national leader in educating socially conscious citizens for active and dedicated lives;
- 1.2 Inspiring academically qualified students from diverse backgrounds who will benefit from a rigorous higher education;
- 1.3 Adhering to the principles of social justice expressed as ethical awareness, leadership development, economic progress and civic engagement; and
- 1.4 Preparing its diverse graduates for responsible citizenship in a global society.

Roosevelt's student-athletes, student-spectators, coaches, faculty and staff will, at all times, both on and off the field, be true to the values of respect, responsibility, leadership and sportsmanship.

Roosevelt's Intercollegiate Athletics Program must attain multiple goals in advancing the strategic plan of the University by:

- 2.1 Providing equal opportunity in both men's and women's athletic programs;
- 2.2 Enhancing the University's goals in admission, retention and graduation;
- 2.3 Fostering an environment that encourages an individual's best performance and behavior in athletic competition;
- 2.4 Advancing the University's commitment to financial sustainability; and
- 2.5 Promoting the fair and equitable treatment of all student-athletes with no unusual privileges and equal access to the full range of support available to all students.

The institutional control of the Roosevelt University Intercollegiate Athletics Program is entrusted with one, and only one, individual, the University President. The University President is supported in this responsibility by several governance structures including:

- 3.1 The administrators with day-to-day responsibility for one or more aspects of intercollegiate athletic operations;
- 3.2 The Student-Athlete Advisory Committee;
- 3.3 The Faculty Oversight Committee; and
- 3.4 The Board of Trustees Committee on Enrollment and Student Services.

The Roosevelt University Intercollegiate Athletics Program is administered under the same policies and procedures as all other aspects of the University. The ultimate measure of success in the Roosevelt University Intercollegiate Athletics Program is the student-athlete who joins fellow Roosevelt University alumni as a leader in their profession and their community.

ROOSEVELT ATHLETICS VISION STATEMENT

Roosevelt University Athletics seeks to be a model for building an intercollegiate athletic program, creating an environment, through patient and persistent growth, where student-athletes are provided the necessary tools to be competitive on the playing field, successful in the classroom and recognized as leaders on campus and in the community. During its initial growth period, Athletics will be bound to fiscal responsibility, rules compliance, diversity and equity, athletic excellence and the student-athlete experience, growing into a program that will be recognized for its success on all platforms.

ROOSEVELT ATHLETICS CORE VALUES

Commitment:

Roosevelt Athletics is wholly dedicated to achieving all of its goals, best utilizing its existing resources while pursuing and cultivating new resources to ensure that no barriers preclude success.

Diversity:

Roosevelt Athletics echoes the diversity on the campus and the student body throughout its programs. Athletics will be focused on equitable opportunities for student-athletes, coaches and staff, best serving the University's commitment to social justice without prejudice based on age, ancestry, gender, marital or parental status, sexual orientation, national origin, or disability.

Integrity:

Roosevelt Athletics will be forthright while engaging with student-athletes, coaches, staff, faculty and members of the community. Roosevelt will not sacrifice its values to achieve success, but will reach its goals through an unwavering commitment to sportsmanship and rules compliance.

Community:

Roosevelt Athletics will not be a stand-alone entity, but a part of the fabric of the entire university and the city and suburban neighborhoods that surround it. Roosevelt Athletics will engage colleagues, form partnerships and collaborate on decision making processes, utilizing the many intellectual resources housed within the campus and university to best serve the department's initiatives.

Creativity:

Roosevelt Athletics will not be bound by conventional methods to reach its goals. It will find new and exciting ways to best serve its constituents and carve out its own niche, creating unique opportunities for its student-athletes, coaches and staff.

Personal Growth:

Roosevelt Athletics is committed to the development both personally and professionally of its student-athletes, coaches and staff. Roosevelt Athletics will provide opportunities for all members of the department to expand their knowledge base in an effort to help create future leaders in the community.

Excellence:

Roosevelt Athletics will excel in everything it does. Roosevelt Athletics will be committed to excellence on the playing field and in the classroom. Roosevelt will be committed to excellence in rules compliance, fiscal responsibility and prudent planning to ensure the department is looked upon as a model intercollegiate athletics program.

CHAMPIONS OF CHARACTER

The National Association of Intercollegiate Athletics (NAIA) Champions of Character program is designed to instill an understanding of character values in sport and provide practical tools for student-athletes, coaches, and athletic administrators to use in modeling exemplary character traits. The NAIA developed the Champions of Character program in response to the growing problem of deteriorating standards of integrity in sports and society. At a time when all of sport has experienced increasingly inappropriate behavior by athletes, coaches, and fans, NAIA Champions of Character raises the standards for positive student-athlete development in athletics and academics. The NAIA Champions of Character program has established five core values that stretch well beyond the playing field. The NAIA identifies those core values as: **integrity, respect, responsibility, sportsmanship and servant leadership**. These character values help young people - and those associated with their development - make good choices in all aspects of their life and reflect the true spirit of competition.

Roosevelt's Commitment

The Roosevelt University Athletic Department is committed to living by the core values of the NAIA Champions of Character initiative. The values of respect, responsibility, integrity, servant leadership and sportsmanship are reflected in Roosevelt's mission statement and will be apparent in the way the administrative staff, coaches and student-athletes comport themselves on the playing field, in the classroom and in the community.

Respect

Roosevelt staff, coaches and student-athletes will respect themselves, their opponents and their sport. They will respect themselves by maximizing their potential in everything they do while remembering that respect from others is earned, not given. They will respect their opponents by valuing competition, serving as gracious hosts and valuing the importance of those around them in an effort to reach their goals. They will respect their sport by giving their best effort on the field, playing within the rules and winning with humility and losing with dignity.

Responsibility

Roosevelt staff, coaches and student-athletes will be accountable for their actions. They will be ambassadors for the university through their positive decision making in all areas of life, including in the classroom, on the playing field and socially on campus.

Integrity

Roosevelt staff, coaches and student-athletes will adhere to moral and ethical principles. They will not sacrifice rules adherence or compliance in exchange for victory or personal advancement. They will practice the standards outlined in the NAIA Code of Ethics and the Champions of Character pledge.

Servant Leadership

Roosevelt staff, coaches and student-athletes will put team goals ahead of individual achievement, providing leadership through positive actions in competition, the classroom and the community. They will be humble stewards for the University, recognizing that success will come by serving the needs of the community that surrounds them while also striving to reach their own goals.

Sportsmanship

Roosevelt staff, coaches and student-athletes are committed to establishing and developing positive environments for competition through good sportsmanship. They will adhere to the five principles of good sportsmanship – respect, fairness, civility, honesty, responsibility – in the arena of competition and promote fairness and equity in all relationships.

ATHLETIC MEMBERSHIP

Roosevelt University is an active member of the National Association of Intercollegiate Athletics (NAIA). Roosevelt is compliant with the mission, rules and regulations in conjunction with the NAIA.

Roosevelt competes in eight varsity sports as a member of the Chicagoland Collegiate Athletic Conference, a league consisting of 14 other institutions. Roosevelt will compete in NAIA Division I for men's and women's basketball in 2011-12.

The current member institutions are:

Calumet College of St. Joseph

Cardinal Stritch

Holy Cross

Illinois Institute of Technology

Indiana University-South Bend

Judson

Olivet Nazarene

Purdue University Calumet

Purdue University North Central

Robert Morris

St. Xavier

St. Francis

Trinity Christian

Trinity International

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ACADEMIC COMPLIANCE

Student-Athlete Eligibility

Student-athletes at Roosevelt University must meet NAIA academic eligibility requirements and have his or her eligibility signed off on by the Director for Intercollegiate Athletics, Faculty Athletics Representative and Registrar prior to being able to participate in intercollegiate competition. Students should contact their head coach or the Coordinator of Compliance and Eligibility with any questions or concerns.

Initial Eligibility

An entering freshman must be a graduate of an accredited high school or being accepted as a regular student in good standing as defined by Roosevelt University while also meeting two of the three following requirements in order to be eligible:

- Achieve a minimum of 18 of the Enhanced ACT or an 860 on the SAT
- Have earned a minimum 2.0 GPA in high school on a 4.0 scale
- Have graduated in the top half of his/her graduating high school class

Continuing Eligibility

Full-Time Enrollment: All student-athletes must be enrolled at all times in a minimum of 12 credit hours. Dropping below 12 hours will make a student-athlete immediately ineligible to participate in any team functions. **Student-athletes are required to obtain permission from their head coach prior to dropping a class.**

24-Hour Rule: After completion of the second semester term of attendance a student-athlete must have accumulated 24 institutional credit hours in the two immediately previous semesters to remain eligible to participate in team activities. Up to 12 hours may be earned during summer or non-terms and applied to meet the 24-hour rule, provided such credit hours were earned after one or both of the two immediately previous semesters.

Transfer Exception: *A transfer student who has met the graduation requirements for an associate degree from a junior college will be exempt from the 24-Hour Rule for the first term of attendance. Student-athletes receiving this exemption must earn 12 institutional credit hours in their first term of attendance to be eligible for a second term.*

24/48/72 Progress Rule: All student-athletes must be progressing towards a degree during their tenure at Roosevelt to remain eligible for participation in team activities. In order to be eligible to participate for a second season a student-athlete must have earned at least 24 institutional credit hours. To participate in a third season a student-athlete must have accumulated at least 48 institutional credit hours. To participate in a fourth season a student-athlete must have accumulated at least 72 institutional credit hours, at least 48 of which must be in the student-athlete's major field of study.

Transfer Exception: *Transfer student-athletes shall use institutional credit hours as certified by the previous institution(s) to meet progress requirements for only for the first term of attendance.*

2.0 Rule: Upon reaching junior academic standing, a student-athlete must have a cumulative grade point average (GPA) of at least 2.00 on a 4.00 scale to be eligible to participate in team activities. This GPA will be certified following each grading period. Only Roosevelt hours are used to calculate a student's GPA after their first semester of attendance. For example, a junior college transfer who posted a 3.0 GPA at his prior institution, but earned a 1.90 GPA in his first semester at Roosevelt would own a 1.90 GPA and be subject to immediate suspension if at junior or above academic or athletic standing.

Playing Season: A student-athlete may play four (4) seasons in one sport in 10 semesters of attendance. The 10 semesters do not have to be completed successively.

Season of Competition: A student-athlete will be charged a year of participation after taking part in one or more intercollegiate contest whether in a varsity, junior varsity or club program. A hardship request for an exception to a season of competition may be applied for by a student-athlete. All hardships must involve an injury or illness than incapacitates the student-athlete from competing as verified by the team physician, who must have examined the student-athlete during the season in question. Student-athletes should consult with coaches regarding games played maximums to see if they are eligible for a hardship waiver.

Athletic Mentoring Board: Those student-athletes whose cumulative GPA falls below 2.0 at the end of any semester are required to meet with the Athletic Mentoring Board, which will evaluate their commitment to academic success and their ability to continue to practice or compete if below junior standing academically or athletically. Each student-athlete will be assigned an Athletic Mentor, a Roosevelt faculty member with no ties to the Athletic Department. Mentors will meet with the student-athletes to create an academic action plan that outlines steps the student-athlete will take to get back into good academic standing with the University. Mentors will meet with the student-athlete over the course of the following term and regularly check in to track progress and plan adherence. Should a student-athlete fail to set up an initial meeting with a Mentor to create an academic action plan, or does not meet the requirements of the plan at any point over the course of the term, will become immediately ineligible from any intercollegiate practice or competition. All student-athletes of junior academic standing and above who fall below good academic standing standards will be immediately ineligible for intercollegiate competition, but must meet with an Athletic Board member and adhere to the created academic action plan if they desire possible future athletic reinstatement.

Registration

Roosevelt student-athletes will register for classes by the same means as a general student and are advised to visit the Registrars page on the Roosevelt University website at www.roosevelt.edu/registrar for more information. All students must obtain an advisors signature or registration code prior to registering for classes each term. Once this step has been completed, students may register using RU Access. Students may also use this portal to view, add or drop classes. ***Student-athletes are reminded that they must be registered for 12 credit hours at all times and they must receive their respective head coach's permission prior to dropping a class.***

Academic Advising

The Office of Academic Advising and Assessment offers new and continuing students assistance with course selection and program planning, including interpretation of credit evaluations, interpretation of Roosevelt University Assessment results and assistance choosing a major.

All new and transfer students must meet with an academic advisor prior to registration to go over key points, including assessment information, course scheduling, credit evaluations and curricular requirements. This meeting should take place as soon as possible following admission into the University.

Continuing students will remain with the Office of Academic Advising and Assessment until they complete their English and mathematics requirements, concluded the majority of their general education course work, have chosen a major, attained good academic standing (2.0 GPA or better) and met the requirements for transfer into their major department. Continuing students who have been transferred from the office to the individual college which houses their major are to be advised by faculty or programming advisors within that college. If a student is unsure of their status or where to turn, he or she should contact the Office of Advising and Assessment for information.

Academic Success Center

The Academic Success Center, located in AUD 442, provides academic support for Roosevelt student-athletes. Both group and individual tutors are available through the center across a wide array of subject matters.

Lakers Study Table

The purpose of the Lakers Study Table is to provide an environment which promotes academic success for Roosevelt student-athletes. Lakers Study Table Hours are from 6:00-9:00 p.m. Monday-Wednesday, providing evening study opportunities.

All new and transfer students will be required to log six hours a week at the Lakers Study Table during their first semester within the Academic Success Center, or at another venue designated and monitored by a sport program's head coach. This time can be spent meeting with tutors, individual or quiet group study. Head coaches at any time may impose new or additional Lakers Study Table hours. Lakers Study Table hours can only be logged during the times listed above unless otherwise designated by your sport's head coach.

Student-athletes will sign in and out at the front desk and abide by all rules within the center otherwise their time spent will not be logged.

Non-compliance with the hours mandated, or abuse of the aid given by the center (missed tutor appointments, violation of center policies) will result in disciplinary action.

Academic Standing Policies

Undergraduate Academic Standing

Every Roosevelt student-athlete will have his university academic standing determined by his or her cumulative grade point average and unfinished course work. Unfinished course work is defined as any grade as I (Incomplete) or F (Failed).

Roosevelt student-athletes must meet the NAIA initial and continuing academic eligibility requirements on a term-by-term basis (see NAIA Eligibility) for continued athletic participation. Student-Athletes will follow all University standards regarding academic probation (see below) as it pertains to their academic persistence. A student-athlete on academic probation may be able to continue to participate in intercollegiate competition, but will have their athletic eligibility evaluated, taking into account both NAIA rules for continuing eligibility and the student-athlete's commitment to academic success by the Athletic Mentoring Board (see page 14). Those student-athletes who do not meet NAIA minimum academic standards will not be allowed to continue to participate.

Academic Probation

Student-athletes admitted in good standing are placed on probation by the University if their cumulative Roosevelt GPA drops below 2.0 and/or they have accumulated 12-14 hours of unfinished course work. Students on probation have one term to either: bring their Roosevelt cumulative GPA to a 2.0 or higher and/or reduce unfinished course work to 11 hours or less, or achieve a semester GPA of 2.2 or higher. Failure to do so will result in academic suspension. A reminder to student-athletes that regaining good academic standing by the University standards does not ensure that continuing eligibility requirements have been satisfied per NAIA academic standards. Student-athletes should contact their head coach or the Athletic Director with any questions regarding their academic standing or eligibility.

Students on academic probation are limited to taking 12 hours in a given term and must be advised in the Office of Academic Advising and Assessment.

Academic Suspension

Students are placed on Academic Suspension for the following reasons:

- Students placed or continued on probation who have a cumulative GPA less than 2.0 and a semester Roosevelt GPA below 2.2
- Students who have 15 or more semester hours of uncompleted course work.

Students academically suspended are not allowed to register for or audit classes, negotiate with professors for grades other than those already posted or make further arrangements to remove incomplete grades unless they are reinstated. In order to return to Roosevelt University, students must apply for reinstatement. A suspended student is not eligible for reinstatement the semester immediately following his or her academic suspension.

Petitioning for Reinstatement

Students on academic suspension are eligible to appeal their suspension and petition the Academic Status and Progress Committee for reinstatement to the University. To do so, students must complete and return a reinstatement petition to the Office of Academic Advising and Assessment by the deadlines noted below.

Reinstatement Term Application Deadline

In order for a student to be reinstated for the fall semester, a completed petition must be received by July 15. To be reinstated for the spring and summer semesters, a completed petition must be received by November 15 and March 15, respectively.

Petition forms are available at the Office of Academic Advising and Assessment on either campus or can be printed from the Advising and Assessment Center website.

Submitting an application for reinstatement does not automatically grant a student the opportunity to return to Roosevelt University. Applications are evaluated and decided upon by the committee. The student will be notified in writing via registered mail of the committee's decision.

The Academic Status and Progress Committee may decide that a student should not return to Roosevelt University for the term the petition was received, but feel that the student has potential for future success. The student is encouraged to petition for a future term after conditions set by the committee are fulfilled; most often the requirement is the successful completion of designated course work at a city or community college.

Academic Dismissal

If the Academic Status and Progress Committee decide that a student should not be reinstated for any future term, the student's status is changed from academic suspension to academic dismissal. In such cases, students will be notified in writing of their permanent academic dismissal by the Committee chair. Students who are academically dismissed can have the Committee's decision reviewed by the associate vice president for enrollment and student services or their designee. Their decision is final.

POLICIES AND PROCEDURES

Being a Student-Athlete

Student-athletes at Roosevelt University are expected to be ambassadors for the University, representing themselves in the highest order at all times. Roosevelt student-athletes will live by the mission and core values of the University, NAIA and affiliated conferences, remembering that participation in athletics is a privilege, not a right, and should be treated as such.

Roosevelt student-athletes will abide by all policies and procedures outlined in this handbook. Student-Athletes will also abide by the Roosevelt University Code of Student Conduct. The Athletic Department will recognize all disciplinary actions sanctioned for violations of the Code of Student Conduct and may levy additional penalties as it deems warranted.

Representing Roosevelt as a student-athlete comes with many benefits, but it also comes with added responsibility not shouldered by general students at the University. Being a student-athlete means your conduct in and out of the classroom will be scrutinized more, and your actions and attitude will represent not only yourself but the entire athletic department.

For clarification on any rules or procedures, student-athletes should contact their sport's head coach or the Athletic Director. Student-athletes who do not abide by the set rules and standards are subject to consequences that include, but are not limited to, warnings, suspension from team related activities and competitions, and dismissal from the team and the University.

Guidelines

Roosevelt student-athletes will:

- Conduct themselves at all times in a manner that shows respect for their team, the athletic department, the university, and the community that surrounds Roosevelt, promoting its commitment to diversity and social justice
- Understand that obtaining a degree is the ultimate goal of a student-athlete
- Abide by all laws, rules, and policies set forth by the federal, state, and local government, as well as the University, athletic department, NAIA, and affiliated conferences and associations
- Attend all classes and complete all academic assignments
- Meet all team obligations including physical conditioning, participation in team functions, and other responsibilities of being a team member

Civility

In keeping with its mission of Social Justice and its vision of educating a diverse population of students, Roosevelt University consists of a varying community of peoples and programs. Student-athletes, in

turn, will have mutual respect for fellow students, instructors and administrators who represent different backgrounds and values in an effort to create a vibrant campus environment that values personal responsibility and common decency.

Academic Integrity

Roosevelt student-athletes will maintain a full-time course load, consisting of a minimum of 12 credit hours, at all times. They will conduct themselves with academic integrity and not be involved in plagiarism, cheating or other forms of academic dishonesty.

Roosevelt student-athletes will attend all classes and academic appointments, unless excused by their head coach due to emergency, illness, or team travel for competition. It is the responsibility of the student-athlete to inform instructors of missed class time due to athletics participation.

Roosevelt student-athletes will be responsible for maintaining eligibility for participation per NAIA guidelines and progress towards earning a degree.

Roosevelt student-athletes will attend, and make proper use of, all mandatory study hall hours scheduled.

Athletic Integrity/Sportsmanship

Roosevelt student-athletes will abide by all team, NAIA and affiliated conference rules when participating in team functions, practices or competitions. They will be on time for and participate actively in all practices, competitions and functions while maintaining themselves in top physical condition without the use of banned supplements or abusing acceptable health standards.

Roosevelt student-athletes will promote sportsmanlike behavior at all times, treating teammates, coaches, opponents, officials, game managers and spectators with respect, maintaining control during the heat of competition and reacting in a positive manner to an aggressive situation.

Unsportsmanlike behavior includes, but is not limited to:

- Physically or emotionally abusing officials, coaches, opponents, teammates, spectators or game managers
- Inciting players towards negative actions
- Use of obscene gestures or inappropriate language

Use of Tobacco

The use of tobacco products is prohibited by all student-athletes in all sports during practice, competition, team function, travel or in any capacity in which the student-athlete is representing Roosevelt University.

A student-athlete who violates this tobacco policy will have his case evaluated by his head coach and the Athletic Director to determine possible penalties, including possible suspension from practice and competition. Individual sport coaches may outline exact penalties in their team rules. The Athletic Director reserves the right to enhance or extend any and all team penalties based upon the severity of the situation.

Use of Alcohol

The use of alcohol by a student-athlete is prohibited in all sports during practice, competition, team function, travel or in any capacity in which the student-athlete is representing Roosevelt University, regardless of legal age for consumption.

Consumption of alcohol by student-athletes of legal drinking age will be within team, University and residence life guidelines and is expected to be handled responsibly. Consequences of underage use, providing underage users with alcohol, or inappropriate behavior in conjunction with use by any student-athlete regardless of age will be determined on a case-by-case basis with the head coach, athletic director and appropriate university personnel involved in the decision making process. Individual sport coaches may outline exact penalties in their team rules. The Athletic Director reserves the right to enhance or extend any and all team penalties based upon the severity of the situation.

Use of Drugs

The possession, use or distribution of illegal drugs, controlled substances banned by the NAIA, or drug paraphernalia while in or out of season is prohibited and will be subject to penalties as outlined in the Roosevelt Athletics Drug Education and Testing Program.

Student-athletes should be wary of all nutritional and dietary supplements unless given prior approval by the head athletic trainer. Many supplements contain banned substances. The purity and safety of nutritional and dietary supplements cannot be guaranteed, and impure supplements may lead to a positive drug test and affect the eligibility of a student-athlete. To avoid a possible violation, student-athletes should contact the head athletic trainer and consult the list of banned drugs provided in the student-athlete handbook.

Local, State, Federal Laws

Roosevelt student-athletes will adhere to all local, state and federal laws. Student-athletes who are arrested or charged with breaking a law will be subject to team, department and university sanctions based on a case-by-case review. The student-athlete will be immediately suspended from all team functions, including practice and competitions until the case has been reviewed and necessary sanctions imposed by the Head Coach, Director of Intercollegiate Athletics and necessary university administrators.

Team and Athletic Department disciplinary actions may be levied prior to any campus or law enforcement actions. Disciplinary actions will be imposed on a case-by-case basis and may include, but are not limited to, permanent dismissal from the team.

Team Rules

Individual sport head coaches are encouraged to install a set of team rules that fit the mission of their respective program, the athletic department and the University. Those rules are to be provided to the Athletic Director for approval. Once approved, the rules are to be distributed to the student-athletes prior to the start of any team related activities. The student-athletes will sign a team rules form stating they have received and are aware of all team rules.

Gambling

Roosevelt student-athletes are governed by NAIA policies and procedures regarding gambling, regardless of age of participant. Student-athletes are prohibited from participating in the following activities:

- Providing information to an individual involved in organized gambling activities concerning intercollegiate athletics competition
- Soliciting a bet on any intercollegiate or professional team in which the NAIA or NCAA sponsors a championship for any item that has cash value (i.e., cash, clothing or equipment, meals)
- Accepting a bet on any team representing the University
- Participating in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, parlay card or any other method employed by organized gambling
- Violation of any of these acts may result in sanctions that include, but are not limited to, suspension from all team functions, loss of eligibility and dismissal from program
- Student-athletes found to be involved in any activity designed to influence the outcome of a competition or participates in wagering on a Roosevelt athletic event will be immediately dismissed from the team and lose all remaining eligibility in all sports

Any questions regarding the gambling policy should be directed to the head coach or the Athletic Director.

Hazing

In conjunction with University policy student-athletes are prohibited from participating in any form of hazing or initiation. Allegations of any violation of this policy will be thoroughly investigated and if determined to be valid, violators will be subject to suspension from all team activities and possible team dismissal. These sanctions will be in addition to any University or other sanctions imposed due to participation in these activities.

Hazing is prohibited whether or not it occurs on University property or is in connection with any other University group or organization.

Hazing is to be defined as any conduct, regardless of the willingness of the participant, that subjects another person to mental, physical or emotional harm, including any act with intent to cause personal degradation or humiliation, or that causes the removal or destruction of public or private property for the purpose of initiation to, or affiliation with, a group or organization.

Hazing actions may include, but are not limited to:

- Forced consumption of food of any type, or the drinking of alcohol or other concoctions
- Participation in calisthenics
- Verbal abuse and harassment
- Requiring the theft of property
- Sleep deprivation
- Forced to wear embarrassing clothing, tattooing or piercing, head shaving, nudity and other forms of personal humiliation
- Running personal errands for, acting as servants for, active members

A person is guilty of committing a hazing offense if a person engages in any of the aforementioned activities, encourages hazing activities, intentionally permits hazing to occur, and failure to report a hazing incident where one has first-hand knowledge of its occurrence.

Any student-athlete who feels as though they have been subjected to hazing and wishes to file a grievance is directed to contact the Athletic Director. The Athletic Director will then conduct a full investigation of the allegation and will protect the anonymity of the accuser unless prohibited by law.

The Athletic Department reserves the right to investigate and discipline a case of hazing even if no grievances have been filed and all involved agreed to participate in the event.

Sexual Harassment

Roosevelt student-athletes will abide by the University's policies and procedures regarding sexual harassment.

As part of its commitment to the preservation of the dignity and worth of all members of the University community, Roosevelt University deplores sexual harassment of students. Because sexual harassment is unlawful and can harm the environment for learning, it will not be tolerated. A student engaging in sexual harassment will be subject to discipline, up to and including expulsion from the University.

Sexual harassment can occur in a variety of situations sharing a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. It is illegal and against Roosevelt University policy for any student or employee, male or female, to sexually harass another employee or student by:

- making unwelcome sexual advances for sexual favors and other verbal or physical conduct of a sexual nature a condition of an employee's continued employment, or a student's academic status
- making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student
- creating an intimidating, hostile or offensive working or education environment by such conduct

A student-athlete who believes that he or she has been sexually harassed should report the alleged action to the Director of Intercollegiate Athletics, or another athletics or university administrator they are comfortable initially discussing the allegations with.

Social Media

Roosevelt student-athletes must remember that they are recognizable figures on campus and in the community. Student-athletes are reminded to be wary of how they present themselves in classroom and social situations, including how they present themselves via social media outlets like MySpace and Facebook.

Student-athletes need to be aware that anything posted on these sites is available to anyone in the world, even if you limit your site. You should not post any comments, pictures or information that could embarrass you, your family, the athletic department or Roosevelt University. This includes items that may be posted by others on your site.

Student-athletes are reminded that code of conduct rules are applicable in these online forums and student-athletes may face disciplinary action for policy violations revealed online.

Team Travel

Travel to and from campus for team functions, practice or intercollegiate competition is considered a team activity and student-athletes will act accordingly, abiding by all measures of the University Student Code of Conduct, as well as the behavior guidelines and rules outlined in this handbook and those outlined by the sport's respective head coach. All trips begin when the team leaves campus and end upon return to campus.

Missed Class Time

It is a student-athlete's responsibility to notify their professors of any possible class time missed due to team travel. Absence from class does not excuse a student-athlete from any missed course work. Head coaches will provide students with a list of any dates that will be missed due to travel at the start of the academic term and student-athletes are urged to share this information with their professor/instructor on the first day of class. Most faculty members are supportive of a student-athlete's needs and are willing to make arrangements regarding missed coursework. Student-athletes should advise their head coach of any problems that a faculty member expresses regarding missed class time for team travel as soon as possible, allowing enough time for an accommodation to be reached.

Transportation

All student-athletes are required to travel with the team to and from all intercollegiate contests, unless prior permission has been granted by the head coach. Team members may only be released to immediate family members and a waiver stating the release must be signed by the student-athlete, the head coach, and the respective family member. Any other circumstances requiring travel to a practice or a competition outside of the team must be approved by the Director of Intercollegiate Athletics.

Dress Code

Student-athletes are representing Roosevelt University when travelling for team activities and should dress accordingly. Individual sport head coaches will set the dress code for team travel.

Overnight Travel

Student-athletes are representing Roosevelt University during team travel and are reminded to be acutely aware of this when staying overnight in a hotel. Violation of the Student Code of Conduct or any athletic department guidelines in this setting will be penalized severely. Student-Athletes will be responsible for any incidentals incurred (phone calls, movies, room service, etc.) while staying at a hotel for team travel. Hotels and coaches may prohibit or block access to any incidentals during a hotel stay.

Roosevelt University Student Code of Conduct

The Roosevelt University Code of Student Conduct makes explicit those activities which are contrary to the general interests of the University Community or which threaten to disrupt the teaching and learning in which the members of the community are engaged. Students enrolled in the University are expected to conduct themselves in a manner compatible with the University's function as an educational institution. Misconduct for which students are subjected to discipline may occur on the University campus or off campus if the misconduct occurs at a University activity or activity related to the University, or the misconduct may impact the University or education environment and includes, but is not limited to, the following:

- Academic dishonesty such as cheating, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up sources, improper collaboration, and plagiarism
- Forgery, alteration or misuse of University documents, records or identification, or knowingly furnishing false information to the University
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on campus
- Physical abuse, sexual assault, intimidation, verbal abuse, harassment or conduct which threatens or endangers the health or safety of any person
- Theft or damage to University property or the property of another person.
- Unauthorized entry to or use of University facilities
- Violation of University policies or campus regulations, including campus regulations concerning the registration of student organizations; the use of University facilities; or the time place and manner of public expression
- Violation of the computer and network usage policy or student e-mail policy (refer to Roosevelt Student Handbook for computer and network and student e-mail policy)
- Violation of rules governing residence in University-owned or controlled property
- Failure to comply with directions of University officials acting in the performance of their duties
- Conduct which adversely affects the student's suitability as a member of academic community
- Use, possession, distribution of controlled or illegal substance such as marijuana, cocaine, heroin or look-alike drugs and use of alcohol contrary to law or University regulations
- The storage, possession or use of firearms, fireworks, explosives or weapons of any kind, including replicas or facsimiles, anywhere on campus. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus

after checking in with security, and if their presence does not constitute a disruption under the aforementioned code regarding disruption of student activities

- The assistance or encouragement of others to commit violations of the Code of Student Conduct or the failure to report violations

Discipline for the Violation of the Code of Student Conduct

Discipline for the violation of the Code of Student Conduct may include:

- Oral or written reprimand
- Suspension from the University or a University program or activity for a specified period of time
- Expulsion from the University, a program or activity on a permanent basis
- Denial of re-admission to the University or a University activity or program
- Restitution
- Probation
- Completion of community service

In addition to the discipline enumerated herein, violations of the Code of Student Conduct may result in criminal charges or civil complaints being filed. Also, academic dishonesty may result in academic penalties or sanctions.

Procedures for the Resolution of Violation of Code of Student Conduct

Initiation of Complaints

Any person may file a complaint against a student for violation of the Code of Student Conduct with the Office of Student Services on an incident report form available at the security station or on a written report or document submitted to the Office of Student Services. The complaint shall contain a brief written statement of the facts relating to the violation. The complaint should be submitted within 72 hours of the violation of the Code of Student Conduct. However, complaints may be submitted up to 90 days from the date of incident. After 90 days from the date of incident, the complaint cannot be reviewed.

Review by the Associate Vice President for Student Services

The associate vice president for student services or his/her designee shall review any complaint and shall give the student the opportunity to present his/her personal version of the incident or occurrence before facilitating a resolution or imposing discipline. The associate vice president/designee may meet with the student whose conduct is called into question, and the student shall attend such meetings as requested by the associate vice president/designee. The student will be notified of all meetings through an official delivery method. Failure to claim the notification will not negate the student's obligations under this procedure. The student shall be given a copy of the Student Review Board procedures at the time of the conference with the associate vice president/designee. If the student fails to schedule and/or attend the conference with the associate vice president/designee within (10) ten business days, the associate

vice president/designee will proceed with the administrative resolution based upon the review of the complaint.

The associate vice president/designee may at any time temporarily suspend from the University or deny re-admission to a student, pending final resolution, when the associate vice president/designee, in his or her sole opinion, believes that the presence of the student on the campus could seriously disrupt the University; constitute a danger to the health, safety or welfare of the University, its members or the student; or when the student's conduct adversely affects the student's suitability as a member of the academic community.

After review, the associate vice president/designee shall have the authority to impose appropriate discipline and/or act on the University's behalf in facilitating a resolution or refer this matter to the Student Review Board for hearing. The associate vice president/designee shall state the proposed resolution in writing. If the resolution involved discipline, the student shall have five days from delivery or seventy-two (72) hours from receipt (whichever is shorter) to accept or reject the proposed discipline by signing the administrative resolution form and returning it to the associate vice president/designee. The student's failure to accept or reject such proposed discipline within the prescribed timeline shall be deemed to be an acceptance, and in such event the proposed discipline shall become final.

Appeal to the Student Review Board

If the student does not accept the resolution proposed by the associate vice president/designee, the student shall have the right of appeal to the Student Review Board. The appeal must be filed with the associate vice president/designee within ten (10) business days of rejection of the associate vice president/designee's written administrative resolution. While an appeal of the administrative resolution is pending, the enforcement of the decision under the appeal will be enforced until a decision on the appeal has been made.

Upon receipt of an appeal for the violation of the Code of Student conduct, the associate vice president/designee shall notify the moderator of the Student Review Board and provide the student with the Student Review Board procedures. The moderator shall call a hearing panel on the campus where the incident being reviewed took place. The Hearing Panel will consist of two faculty members, two students and the moderator as the chair. If deemed necessary by the associate vice president/designee, an alternate panel can be formed during break periods. The panel will consist of appropriate representatives from the University community. The moderator shall call the panel, chair the hearing and charge the panel with the review of the appeal. The Student Review Board Hearing Panel will decide whether or not a case warrants a hearing and will accept an appeal or dismiss it without a hearing. Appeals will be dismissed without a hearing if the panel finds them to be frivolous, inconsequential or otherwise without merit, or if the complainants have not followed the proper preliminary steps.

In cases involving more than one student which arise out of the same occurrence, the Student Review Board may establish procedures to hear such cases together. However, the Student Review Board shall make separate findings and determinations for each student. The procedures utilized shall provide for a prompt and fair consideration and resolution of the case. Proceedings are not judicial trials and formal rules of evidence shall not apply, but evidence submitted must be material and relevant to the issue under consideration.

The moderator will summarize the evidence brought before the Student Review Board and write the final decision. The decision shall be sent to the student.

Appeal to the Provost

A decision of the Student Review Board is subject to review only by the provost or his/her designee. Appeals of the decision of the Student Review Board must be received by the provost within ten (10) working days after notification of the decision of the Student Review Board. The provost will examine all the documents relevant to the case and collect additional information if necessary. The provost will make the determination within fifteen (15) working days of receiving the case materials. The provost will keep a record of all meetings, conferences and investigations relevant to his or her determination. The decision of the provost is final.

Roosevelt Athletics Drug Education and Testing Program

The Roosevelt University Athletic Department is committed to the health and well being of its student-athletes. The use of illegal and banned substances and the misuse of legal dietary supplements, alcohol and tobacco threaten the overall health of a student-athlete, enhance risk of injury, affect academic performance and represent a danger to the integrity of intercollegiate competition and the mission of the athletic department.

To that end, Roosevelt University has implemented a drug education and testing program in an effort to make student-athletes aware of the dangers of drug use and abuse, and to enforce non-use through sanctions and penalties. This program has been approved by Roosevelt University and the athletic department reserves the right to amend this program as needed. Student-athletes will receive any updates made to the policy and procedures within the program.

Education

The Roosevelt Athletic Department will educate its student-athletes, coaches and staff on the dangers of drug use and abuse. The department will provide all parties with the most up-to-date information on health issues concerning student-athletes, the problems associated with substance use in athletic competition, and substances and supplements banned by the NCAA and NAIA. The department will hold each semester a seminar on a topic related to drug education. Attendance by student-athletes will be mandatory. The department will look for guidance from the Student-Athlete Advisory Committee (SAAC) for topics, as well as other areas of concern, regarding drug education that need to be addressed.

Testing Policy

The Roosevelt Athletic Department will conduct random drug screenings of student-athletes throughout the year, testing for use of illegal drugs and banned substances. Conditional to participation in any team related activities, including weight training, practice and competition, a student-athlete will be required to sign a consent form giving the athletic department permission to test for banned substances. The Head Athletic Trainer will serve as the administrative liaison for all drug testing protocol, including the collection and archiving of all consent forms.

Testing Procedure

Participants will be randomly chosen from eligibility rosters and will submit urine specimens to be analyzed by an independent drug testing laboratory. Testing may be announced or unannounced and may occur at any time between August and June. Testing will include a random sampling from every team within the department. Should a team advanced to NAIA postseason competition, the team is subject to pre-screening prior to leaving for the event.

There will be no maximum number of times a student-athlete may be tested during a year or during his or her athletic career. In the result of a positive test, the student-athlete will be placed on an active list that will result in more frequent testing.

The head athletic trainer will coordinate the tests and will let the head coaches know of chosen student-athletes within their specific sport. It is the duty of the head coach to notify the student-athlete that he or she has been selected for testing and the time and location where the test will be conducted. Any missed test will be counted as a positive test, unless special arrangements are made with the head athletic trainer, and student-athletes will not be allowed to participate in any team activities until a test is submitted. Proper identification (student ID or state issued picture identification) will be needed for all tests.

Confidentiality

The confidentiality of the information and any documents resulting from a student-athlete's participation in the testing program will be in accordance with the law. The drug testing results and records are subject to review by only the head athletic trainer, team physician, athletic director, the student-athlete and his or her parents. All results, records and documentation will remain in the control of the head athletic trainer.

Refusal to Participate

A refusal by a student-athlete to submit to a test when selected will be considered a positive test and the student-athlete will be subject to the corresponding penalties and sanctions.

Grievance

All student-athletes will be allowed the opportunity to meet with the head athletic trainer and the team physician to explain a positive test result and any potential basis for a false positive test and the possibility of a need for a retest. The head athletic trainer and team physician will make final determinations into the validity of any student-athlete grievance regarding a positive test.

Positive Results

All test results will be cumulative over a student-athlete's entire career at Roosevelt University and the following actions will be taken as a result of a positive test.

First Positive Offense

- The following parties will be notified: head athletic trainer, team physician, director of athletics, head coach, student-athlete.
- A private meeting is conducted between the head athletic trainer, team physician and the student-athlete to discuss the positive test.

- This meeting will take place within three (3) business days of the student-athlete being notified of a positive test.
- A meeting with the head coach, student-athlete and head athletic trainer where the student-athlete will telephone in their presence his parent(s) or legal guardian(s) to inform them of the violation and the reason for the positive test. This sanction may be waived if deemed appropriate by the director of athletics.
 - This meeting will take place within five (5) business days of the student-athlete being notified of a positive test.
- The student-athlete will be suspended from all team activities, including, but not limited to, team meetings, practice and competitions for seven (7) days starting the day after notification of a positive test.
- The student-athlete will miss a minimum of one intercollegiate competition. If the violation happens in season and multiple competitions take place during the student-athlete's seven-day suspension then he or she will miss all competitions during that period. If the violation takes place outside of the team's 24-week schedule, he or she will miss the next scheduled week of activity (carrying over to the next season if necessary).
- The student-athlete is subject to being tested at any time for a 12-month period following a violation to ensure compliance.

Second Positive Test

- The following parties will be notified: head athletic trainer, team physician, director of athletics, head coach, student-athlete.
- A private meeting is conducted between the head athletic trainer, team physician and the student-athlete to discuss the positive test.
 - This meeting will take place within three (3) business days of the student-athlete being notified of a positive test.
- A meeting with the head coach, student-athlete and head athletic trainer where the student-athlete will telephone in their presence his parent(s) or legal guardian(s) to inform them of the violation and the reason for the positive test. This sanction may be waived if deemed appropriate by the director of athletics.
 - This meeting will take place within five (5) business days of the student-athlete being notified of a positive test.
- The student-athlete will participate in substance abuse counseling.
- The student-athlete will be suspended from all team activities, including, but not limited to, team meetings, practice and competitions for thirty (30) days, starting the day after notification.
- The student-athlete will miss a minimum of four intercollegiate competitions. If the violation happens in season and more than four competitions take place during the student-athlete's 30-day suspension then he or she will miss all competitions during that period. If the violation takes

place outside of the team's 24-week schedule, he or she will miss the next scheduled 30 days of activity (carrying over to the next season if necessary).

- The student-athlete is subject to being tested at any time for a 12-month period following a violation to ensure compliance.

Third Positive Test

- The following parties will be notified: head athletic trainer, team physician, athletic director, head coach, student-athlete.
- A private meeting is conducted between the head athletic trainer, team physician and the student-athlete to discuss the positive test.
 - This meeting will take place within three (3) business days of the student-athlete being notified of a positive test.
- A meeting with the head coach, student-athlete and head athletic trainer where the student-athlete will be notified that he or she has been removed from all further athletic participation for the remainder of their athletic career at Roosevelt University.

Banned Substances

The NAIA follows the NCAA listing of banned substances.

The NCAA bans the following classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and Other Masking Agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

- Blood Doping.
- Local Anesthetics (under some conditions).
- Manipulation of Urine Samples.
- Beta-2 Agonists permitted only by prescription and inhalation.
- Caffeine if concentrations in urine exceed 15 micrograms/ml.

Nutritional/Dietary Supplements Warning

Before consuming any nutritional/dietary supplement product, review the product and its label with the Head Athletic Trainer.

Dietary supplements are not well regulated and may cause a positive drug test result. Student-athletes have tested positive and lost their eligibility using dietary supplements. Many dietary supplements are contaminated with banned drugs not listed on the label. Any product containing a dietary supplement ingredient is taken at your own risk.

It is your responsibility to check with the Head Athletic Trainer before using any substance.

Some Examples of NCAA Banned Substances in each class

NOTE: *There is no complete list of banned drug examples. Check with the Head Athletic Trainer to review the label of any product, medication or supplement before you consume it.*

Stimulants:

Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.

exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents:

Boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):

Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics and Other Masking Agents:

Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:

Heroin; marijuana; tetrahydrocannabinol (THC).

Peptide Hormones and Analogues:

Human growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens:

Anastrozole; clomiphene; tamoxifen; formestane; etc.

Beta-2 Agonists:

Bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class of banned drugs, unless otherwise noted, is also banned.

NOTE: *Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3.*

Prescription Drugs

Student-athletes who are taking prescription medication of any kind from a physician should register the details of use with the Head Athletic Trainer. The information could allow the department to determine the medical qualifications for a student-athlete to participate in a sport and is also possible that some prescription drugs may result in a positive drug test.

STUDENT-ATHLETE SERVICES

Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) at Roosevelt University is a group made up of student-athletes established to give them a voice within the athletic department on policies, and to better enhance the overall student-athlete experience.

The SAAC supports the mission and values of the Roosevelt Athletic Department and services the University in the following areas:

- Opens lines of communication between student-athletes, coaches, administration, faculty and staff
- Provides a forum to discuss the ever-changing needs of the student-athlete
- Encourages servant leadership by organizing and promoting participation in community service activities
- Provides programming that raises awareness and promotes academic success, professional preparation, healthy living and social responsibility

The SAAC will be represented by one student-athlete from each of the athletic department's varsity teams. Each team's representative will be chosen by the respective team members with guidance from the head coach. The Director of Intercollegiate Athletics, or an assigned full-time administrator, will serve as the liaison for the committee. The SAAC meets monthly at a time and location to be determined. Attendance at the SAAC meeting is mandatory unless excused by the department liaison due to academic or team (practice, game, travel) commitments, or personal emergency.

The members of the SAAC will elect a President and Vice President from its ranks.

Sports Medicine/Athletic Training

Physicals

Every student-athlete at Roosevelt University is required to have a physical on file with the Head Athletic Trainer prior to participation in any team activities. Student-athletes are encouraged to come to campus each academic year with a completed physical form done at home. Roosevelt will provide student-athletes with an opportunity to schedule a physical for a fee at the beginning of the academic year.

Insurance

All student-athletes at Roosevelt University must annually provide the Head Athletic Trainer with proof of insurance (insurance must cover intercollegiate athletic participation) prior to participation in any team related activities. Health insurance is available to all full-time students at Roosevelt University through a

partnership with Aetna Student Health. Student-athletes are required to notify the Head Athletic Trainer of any changes in their insurance coverage or provider during the year.

Any athletic-related health expenses incurred by a student-athlete should be submitted first to the carrier with whom he/she has health coverage. The coverage provided through Roosevelt University serves as “secondary coverage.” Any bills not paid by your carrier should be submitted to Roosevelt University for consideration of payment under our policy. The University cannot guarantee payment of any medical expenses.

A copy of the student-athlete’s insurance card and the Emergency Medical Form need to be completed and returned to the Athletics Department/Athletic Trainer before the student-athlete’s first date of official participation in his/her respective sport. Whenever possible, student-athletes should check with the Athletic Trainer.

Athletic Training Room

The mission of the Roosevelt University Athletic Training Staff is to provide the student-athlete with a comprehensive medical care system to include the prevention, evaluation, treatment and reconditioning of athletic injuries/illnesses while also providing health oriented educational opportunities to the student-athlete.

The athletic training room is under the direction of Mike Hanna, the Head Athletic Trainer. The athletic training room is available to all student-athletes at specific times. The Athletic Training Room is located in suite 380 in the Auditorium Theater Building. Athletic Training room hours are 12 p.m. – 7 p.m. Monday-Friday and 8 a.m. -12 p.m. on Saturday, or dependent upon practice/game schedules. Schedules may vary during breaks, between semesters and during the summer.

All athletic injuries and illnesses are to be reported immediately to the head athletic trainer for evaluation, care, and referral. The Athletic Training staff assesses the immediate needs and gives referrals to receive medical care.

It is the student-athlete’s responsibility to report back to the athletic trainer with information from the appointment and for follow-up care. For additional information on services provided, emergency medical plans and professional information please see the Head Athletic Trainer.

Managing Athletic Injuries

All sports injuries must first be evaluated by the athletic training staff, before any appointments are made with any off-campus medical specialist. The issue of medical insurance must first be addressed and resolved by the student-athlete and/or parent(s)/guardian(s). The head athletic trainer will at that point assist the student-athlete in making the appointment with the appropriate medical specialist.

Emergency Care

In the event of an emergency, the first call should be to 9-1-1 or Roosevelt University campus safety at (312) 341-2020. Report name, phone number, location, type of emergency, and whether an ambulance is needed for transportation to the hospital.

Strength and Conditioning

Roosevelt University understands the importance of strength and conditioning in the performance and well-being of a student-athlete. Each head coach will develop a strength and conditioning regimen for their student-athletes and will notify the team of their expectations in this area at the first official team meeting.

Roosevelt currently does not house its own fitness facility, so student-athletes will be advised as to the specific time and locations for their workouts by their head coach.

Student-athletes are prohibited from missing scheduled class time for strength and conditioning workouts.

Equipment

Roosevelt University has an exclusive partnership with Nike, thus all student-athletes will only wear or use Nike apparel when representing the athletic department in team functions or activities.

The head coach will be responsible for ordering, issuing and inventorying necessary equipment during the season for practice and competition.

In order to be issued equipment a student-athlete must complete and submit all necessary paperwork, including an athletic physical, drug testing consent form, NAIA eligibility forms and proof of medical insurance. A student-athlete must also not have any holds on their student account in order to be able to receive equipment.

All equipment issued to student-athletes is the property of Roosevelt Athletics. The head coach will inform the student-athletes at the time of issuance of equipment which items need to be returned at the end of the 24-week season, and the student-athlete will sign an athletic equipment/apparel release form as proof of receipt of such equipment/apparel. It is a student-athlete's responsibility to return all necessary equipment/apparel following the 24-week season. A student-athlete's account will be charged for any equipment either lost or not returned. No further equipment will be issued if there are any holds on a student-athlete's account.

Housing

Roosevelt student-athletes will follow the same protocol for securing housing as general students. Roosevelt student-athletes are required to live on campus for their first two years, abiding by the University's Residency Policy. Student-athletes can contact Angela Ryan, Director of Residence Life, at 312-341-2007 regarding housing questions and concerns.

First-year freshmen are typically housed in the University Center (525 S. State St.) while continuing students are typically housed in Roosevelt on Washington (ROW) at Fornelli Hall (55 E Washington) or 2East8th.

There are a variety of room styles in both traditional, suites and apartment style settings at the University Center with each having its own per semester price point. ROW consists of all apartment style rooms in both shared and private bedroom varieties. All of the available options and prices are listed at <http://www.roosevelt.edu/reslife/Rates.htm>.

All non-apartment style rooms at the University Center come with a standard meal plan, which allows a student-athlete 15 all-you-can-eat meals a week at the dining hall located on the second floor. They will also be allotted flex dollars through a debit card that can be used for grab and go meals during the year. Students are eligible to upgrade or downgrade their plan when they move in through the first week of classes. Those in apartment style rooms in the University Center may purchase a limited use meal plan that allows them 150 meals during the academic year. This plan includes flex dollars, which the student may add to at any time.

Continuing students living in ROW also have the option of purchasing the limited use meal plan for the dining hall at the University Center. ROW does not offer a dining center.

It is important to note that a student's RU Award is based on them maintaining their resident or commuter status (e.g. if a student-athlete leaves the dormitories after his or her sophomore year to live in his own apartment off campus he/she would be dropped to the commuter award level within the matrix starting with their junior year).

Residency Policy

Roosevelt University believes on-campus living provides a community for students, nurturing and cultivating connections to peers and to the institution. All new first-year, full-time students enrolled at the Chicago campus are required to live in University housing for their first two years. The policy applies to students who have earned less than 30 semester hours of transferable credit and are under the age of 21 on the first day of the initial term of enrollment. The following exceptions may apply: a student who lives at home with his or her parent(s) or legal guardian(s), a student who is married and or is a parent, a student with demonstrated financial need that causes a significant gap between the financial aid award and the student/family resources, or a student who should not live on campus because of medical or psychological reasons. If a student wishes to apply for an exemption from the residency requirement, he

or she must complete an exemption application. Applications are available in the Office of Student Services.

Financial Aid

Roosevelt Athletics will not award financial assistance to any student based on athletic leadership, ability, participation or performance. All student-athletes will be eligible for the same financial assistance as every Roosevelt student through university awards, federal and state grants and federal and private loans. It is the student's obligation to fill out the necessary paperwork through the Financial Aid Office to be eligible for assistance. Coaches and staff are not permitted to arrange or modify a financial aid package.

All financial aid for student-athletes is handled by the Financial Aid Office upon the completion and submission of the Free Application for Federal Student Aid (FAFSA). Student-athletes are reminded that they must fill out the FAFSA form on an annual basis in order to receive financial aid.

The first step in the process is for a student to apply for a FAFSA PIN at www.pin.ed.gov. Once a student-athlete has established a PIN, they can fill out the FAFSA online at www.fafsa.ed.gov. Roosevelt University must be listed on the FAFSA. Roosevelt's school code is 001749. Students may fill out their FAFSA for the 2012-13 academic year starting on Jan. 1, 2012.

All questions and concerns regarding a financial aid package should be directed to the Financial Aid Office.

RU Award

While Roosevelt Athletics will not offer prospective student-athletes athletic scholarships, prospects will be eligible for the RU Award that every Roosevelt student qualifies to receive. The amount of the RU award is dependent on several factors, including resident or commuter status, incoming freshman or transfer student, GPA and ACT/SAT score.

It is important to note that a student-athlete's award is for four years and is based on maintaining good academic standing and their resident or commuter status (e.g. if a student-athlete leaves the dormitories after his or her sophomore year to live in his own apartment off campus he/she would be dropped to the commuter award level).

Varsity Awards

Roosevelt University student-athletes will earn a varsity award by meeting select athletic based criteria during a given academic year. Each sport has individual criteria for obtaining a varsity award. Coaches will make student-athletes aware of these parameters prior to the start of the academic year. Coaches

may petition for student-athletes to receive a varsity letter who fell short of published parameters under special circumstances.

Championship Rings

For a team that wins a conference championship or an NAIA Championship, rings may be purchased for all team members with the approval of the Director of Intercollegiate Athletics. Championship awards must fit within NAIA guidelines and designs must be approved by the Director of Intercollegiate Athletics.