2018-2019
Roosevelt University
Student-Athlete Handbook
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alma Mater/Fight Song</td>
<td>3</td>
</tr>
<tr>
<td>Welcome Letter</td>
<td>4</td>
</tr>
<tr>
<td>This is Roosevelt University</td>
<td>5</td>
</tr>
<tr>
<td>The Lillian and Larry Goodman Center</td>
<td>6</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>7</td>
</tr>
<tr>
<td>NAIA Champions of Character</td>
<td>8</td>
</tr>
<tr>
<td>Athletic Membership</td>
<td>9</td>
</tr>
<tr>
<td>Staff Directory</td>
<td>10</td>
</tr>
<tr>
<td>Student-Athlete Eligibility</td>
<td>11-12</td>
</tr>
<tr>
<td>Being a Roosevelt Student-Athlete (Responsibilities &amp; Guidelines)</td>
<td>13-19</td>
</tr>
<tr>
<td>Student-Athlete Services</td>
<td>20-24</td>
</tr>
<tr>
<td>Academic Success Center</td>
<td>20</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>20</td>
</tr>
<tr>
<td>Housing</td>
<td>21</td>
</tr>
<tr>
<td>Registration</td>
<td>21</td>
</tr>
<tr>
<td>Athletic Equipment</td>
<td>21</td>
</tr>
<tr>
<td>Varsity Awards</td>
<td>22</td>
</tr>
<tr>
<td>Student-Athlete Advisory Committee</td>
<td>23</td>
</tr>
<tr>
<td>Athletic Training/Sports Medicine</td>
<td>23-24</td>
</tr>
<tr>
<td>Drug Testing and Education Program</td>
<td>25-31</td>
</tr>
</tbody>
</table>
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 Roosevelt Lakers Athletics and the entire Roosevelt University community, I am honored to welcome you to Roosevelt and to the 2018-19 campaign.

Our department works hard every day to provide student-athletes with the resources to maximize their skills in the classroom and in the competition arena. The ultimate goal for every student-athlete at Roosevelt is graduation. The Roosevelt athletic department will always emphasize graduation, and we will never allow the thirst to win on the field of play override your path to earning your degree. I know our student-athletes are competitive whenever they cross the line to advance toward their respective fields of competition; however, our success is predicated on you crossing the Auditorium Theatre stage at a university commencement ceremony in the not-so-distant future.

Roosevelt University provides a plethora of unmatched educational opportunities. You are here to take advantage of those opportunities, and we are here to help you in that regard.

The expectations are simple. As a student-athlete at Roosevelt, you are to be an ambassador for your team, the athletic department and the university. You are 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 our national governing body, the National Association of Intercollegiate Athletics (NAIA).

For those of you who are new to this community, I welcome you to Roosevelt University. For those of you that are returning to campus for another year, I welcome you back and ask you to help guide our newcomers as they navigate unchartered territory.

Should you have any questions or concerns during the year, please contact me.

I look forward to cheering for you as you pursue success, and I wish you the best of luck this season and throughout the academic year.

GO LAKERS!

John Jaramillo
Director of Intercollegiate Athletics
Roosevelt University

2018-19 Student-Athlete Handbook

THIS IS ROOSEVELT UNIVERSITY

Mission
Reflecting the ideals of its founders in 1945, Roosevelt University is a private, nonsectarian community of educators, scholars, and learners committed to academic, creative, and service excellence who value differences in personal experiences and perspectives; ask the difficult questions; and promote mutual understanding, inclusion, social consciousness, and action toward social justice. Recognizing that difference broadens perspectives, Roosevelt University seeks and serves a diverse, promising student body from metropolitan Chicago and around the world.

The hallmarks of the Roosevelt University experience are strong student-faculty interaction and engagement with metropolitan Chicago as both a laboratory for learning and as an expression of its commitment to social justice. The experience is created through the efforts of a strong faculty dedicated to excellence in teaching, research, and creative activity and a staff equally focused on helping students grow and achieve their educational and life goals.

Roosevelt is a metropolitan university that is an active partner in the social, economic and cultural development of the communities it serves. It offers a broad array of academic programs, from the baccalaureate through doctoral levels, in a highly interactive environment where students can explore, discover, and develop their unique abilities and interests.

CAMPUS LOCATIONS
Roosevelt University has three buildings which currently house the academic and student services operations, including the latest addition, the 32-story Wabash Building opened in 2012.

Auditorium Building (AUD): 430 S. Michigan Ave., Chicago, IL 60605, (312) 341-3500
Wabash Building (WB): 423 S. Wabash Ave., Chicago, IL 60605 (312) 341-3500
Albert A. Robin Campus (AARC): 1400 N. Roosevelt Rd., Schaumburg, IL 60173, (847) 619-7300
THE LILLIAN AND LARRY GOODMAN CENTER

The newest addition to the Roosevelt University campus is the Lillian and Larry Goodman Center (GC), the home of Roosevelt University Athletics. Located at 501 S. Wabash Avenue, the Goodman Center is a 27,834-gross-square-foot two-story field house fully completed in July 2013 that features a multipurpose gymnasium, a strength and conditioning center, an athletic training area, team conference rooms, locker rooms, a lounge, coach and staff offices, and more. The Goodman Center will house all home volleyball, men’s basketball and women’s basketball games; serve as a practice and training space for all 16 Roosevelt athletic teams; host intramural and recreational programming for all Roosevelt University students; and welcome members of the Roosevelt and Chicagoland communities for special events.

Roosevelt University student-athletes have access to the building through their Roosevelt ID. Student-athletes can access the building between the hours of 6 a.m. – 10 p.m. unless prior approval is given for extended hours. Roosevelt University student-athletes may not bring in persons outside of the Roosevelt University community to participate in athletic activities due to liability issues. No guests are allowed in the facility during non-business hours (9 a.m. – 5 p.m., Monday-Friday) unless a Roosevelt sanctioned and supervised activity is taking place. Any student-athlete who is caught violating this policy are subject to having their Goodman Center entrance and use privileges revoked.

As with any University building, the Goodman Center is a place that enhances campus life for students and staff. Such an enhancement requires maintenance to keep the building functional for all Roosevelt University community members to enjoy. Student-athletes are required to show respect while inside of the Goodman Center by adhering to the policies and procedures in this handbook and by keeping the Goodman Center clean through the proper disposal of trash, cleaning of any spills, maintenance of locker rooms, and the prompt reporting of any issues or damage to Roosevelt University coaches or staff members. As a matter of practice, no cleats are allowed to be worn in the facility.

In addition to the department’s policy on tobacco use (page 15 of this handbook), the City of Chicago issued an ordinance, Municipal Code 7-32-032, in 2016 that prohibits the use of smokeless tobacco at sporting event sites. This includes the Goodman Center. The use of smokeless tobacco inside the Goodman Center is strictly prohibited and violators are subject to a fine.
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.
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 12 varsity sports as a member of the Chicagoland Collegiate Athletic Conference (CCAC), a league consisting of 13 other institutions. Roosevelt competes in NAIA Division II for men’s and women’s basketball.

The current CCAC member institutions are:

- Calumet College of St. Joseph; Cardinal Stritch University; Governors State University
- Holy Cross College; Indiana University South Bend; Judson University;
- Olivet Nazarene University; Robert Morris University Illinois;
- Saint Xavier University; St. Ambrose University; University of St. Francis (Ill.);
- Trinity Christian College; Trinity International University
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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. The complete NAIA Policy and Procedure Manual can be found at http://www.naia.org/ViewArticle.dbml?ATCLID=205327260.

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, the director of intercollegiate athletics, and the coordinator of eligibility and compliance 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 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.

**Academic Mentoring:** Those student-athletes whose cumulative GPA falls below 2.0 at the end of any semester are required to meet with their head coach, as well as the Coordinator for Student-Athlete Services and Director of Intercollegiate Athletics. At this meeting the student-athlete will work with the group to create an academic action plan that outlines steps for future success. The student-athlete will meet with either their coach, Coordinator of Student-Athlete Services or Director of Intercollegiate Athletics on a weekly basis, or more frequently, over the course of the following term and regularly check in to track academic progress. Should a student-athlete fail to set up an initial meeting or display a lack of academic commitment at any point over the course of the term, they will be immediately suspended from any further athletic team practice or competition. All student-athletes of junior academic standing and above who fall below an institutional GPA of 2.0 after the end of a given term will be immediately ineligible for intercollegiate competition per NAIA policy, but must meet the aforementioned criteria if they desire possible future athletic reinstatement.
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 in the Student Handbook (https://www.roosevelt.edu/current-students/student-life/student-handbook). 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 Director of Intercollegiate Athletics. 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.

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 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 or her case evaluated by his head coach and the Director of Intercollegiate Athletics to determine possible penalties, including possible suspension from practice and competition. Individual sport coaches may outline exact penalties in their team rules. The Director of Intercollegiate Athletics 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. Individual sport coaches may outline exact penalties in their team rules. The Director of Intercollegiate Athletics 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.

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 Director of Intercollegiate Athletics 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 Director of Intercollegiate Athletics.
**Hazing**

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 Misconduct**

Roosevelt student-athletes will abide by the University’s policies and procedures regarding sexual misconduct - [https://www.roosevelt.edu/title-ix](https://www.roosevelt.edu/title-ix).
A student-athlete wishing to report an incident of misconduct can report the action to the Director of Intercollegiate Athletics, or another athletics or university administrator they are comfortable initially discussing the incident with. A report can also be made online at https://rooseveltuniversity.formstack.com/forms/complaintform.

Student-athletes may also wish to visit the Counseling Center for confidential communication. The Counseling Center is located on the fourth floor of the Auditorium Building. More information here: https://www.roosevelt.edu/current-students/get-help/counseling-center.

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 Twitter 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 asked to share this information with their professor/instructor on the first day of class. Faculty members are supportive of a student-athlete’s needs and are willing to
make arrangements regarding missed coursework. Concerns regarding missed class time can be directed to the Coordinator of Student-Athlete Services.

**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.

**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.

In addition to team dress codes for travel, Roosevelt student-athletes should never wear apparel representing other colleges and universities. Roosevelt student-athletes are ambassadors for Roosevelt University and should treat such a responsibility with respect. No student-athletes will be allowed inside the Goodman Center wearing apparel representing other institutions and other athletic departments.

**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.
STUDENT-ATHLETE SERVICES

Academic Success Center
The Academic Success Center 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.

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 published times 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 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.

Financial Aid
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.

All financial aid is issued 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 now fill out their FAFSA starting on Oct. 1. Visit the following link for more information: https://studentaid.ed.gov/sa/about/announcements/fafsa-changes. All questions and concerns regarding a financial aid package should be directed to the Financial Aid Office.
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: https://www.roosevelt.edu/current-students/student-life/residence-life/faq

Roosevelt currently offers two residence hall options with students housed in either the Wabash Building (423 S. Wabash Ave.) or the University Center (525 S. State St.).

There are a variety of room styles in both traditional, suites and apartment-style settings in the Wabash Building and the University Center, with each having its own per-semester price point. All of the available options and prices are listed at https://www.roosevelt.edu/current-students/student-life/residence-life/housing.

All non-apartment style rooms come with a standard meal plan. Students are eligible to upgrade or downgrade their plan when they move in through the first week of classes. Those in apartment style rooms may purchase a limited use meal plan.

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.

Registration

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 should contact the Coordinator of Student-Athlete Services or the department’s Academic Advising liaison Bree Bonnema at 312-341-2129 or bbonnema@roosevelt.edu with any questions about the registration process.

*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. Repeat courses previously passed with a grade of D or better and zero earned credit hour courses*
uniquely impact a student-athlete’s eligibility and student-athletes should inquire with their academic advisor or sport head coach to ensure compliance.

Equipment

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.

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. 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.

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.

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 student-athletes from each of the athletic department’s varsity teams. The Coordinator of Student-Athlete Services will serve as the liaison for the committee. The SAAC meets regularly 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.

**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 have a free physical performed by our Team Physicians before 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 through Roosevelt University. 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 injury that requires outside medical attention 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 Room 137 of the Goodman Center. Athletic training room hours are 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 athletic training staff 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.
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.

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. In partnership with the NAIA and Drug Free Sport, Roosevelt student-athletes will be participating in online drug education training starting during the 2015-16 academic year. This platform contains continuing education that a student-athlete must complete following each season of competition. Student-athletes will also have access to additional resources as part of the education portfolio.

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 the athletic training staff. If the testing kit shows a positive result, but the athlete denies the results, they will be sent to an independent drug testing laboratory for an official test. The cost is $32 for the official test, but the student-athlete will only be charged if the results are positive. 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 advance 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 and Director of Intercollegiate Athletics 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.

Confidentiality
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, athletic director, and coach 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, athletic director, and coach 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, athletic director, coach 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 is possible that some prescription drugs may result in a positive drug test.