

FDU KNIGHTS

**2022-2023 Fairleigh Dickinson University
Student-Athlete Handbook
7/26/2022**

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INTRODUCTION

This handbook has been prepared by the Department of Athletics to provide you with information you will need as a Fairleigh Dickinson University student-athlete. It contains general information as well as policies and procedures concerning the rights and responsibilities of student-athletes.

This handbook should be used as a guide along with other University publications. It is intended to supplement other University materials and address issues that relate to you in your dual role as a student and an athlete.

You are responsible for the information contained in this handbook. If you have any questions or need help, do not hesitate to contact the Director of Athletics or one of the other athletics department staff members. The entire athletics staff is available to assist you in any way possible to help you on the road to success in your academic and athletic pursuits.

FAIRLEIGH DICKINSON UNIVERSITY: A PROFILE

AFFILIATION: Fairleigh Dickinson University is a private, independent university.

GOAL: Created as an institution "of and for the world," Fairleigh Dickinson University has long cultivated a rich understanding of our global society. FDU formalized this historical commitment when it adopted its mission: to prepare students for world citizenship through global education.

LOCATION: Teaneck, New Jersey, FDU's Metropolitan Campus is 10 miles from NYC. The University has campuses located in Madison, New Jersey; Wroxtton, England and additional campuses throughout New Jersey and the world.

ENROLLMENT: New Jersey's largest private university. Undergraduate students: 6,514; graduate students: 3,550; student/faculty Ratio: 14.1.

HOUSING

There are three different housing complexes on campus: **The University Courts, the Lindens** and **NorthPointe: The University Courts** consist of an 11-building complex: University Court 1-10 and Lone Pine, encompassing 22 living sections. Each section has a common living area, with television and cable, microwave oven, three bathrooms and seven bedrooms for the 12-14 residents; **The Linden Complex** consists of 8 three-story buildings surrounding the Student Union Building. Each building accommodates 50-66 residents. There are 4 suites on each floor, with three bedrooms in each suite-two people per room. Each suite houses 6, same-sex students; **NorthPointe** provides an additional 300-bed residence hall on the campus. The \$18.9-million facility, which opened in October 2003 is an 85,000-square-foot, four-story, chevron-shaped structure creating a new quad with a park-like setting. Each roomy unit has two beds, one bathroom and microwave/refrigerator capability.

FDU ATHLETIC PROFILE/CONFERENCE MEMBERSHIPS

TEAMS: 21 Total: 9 men; 12 women;

MEN

Baseball
Basketball
Cross Country
Golf
Indoor Track/Field
Outdoor Track & Field
Soccer
Tennis
Volleyball

WOMEN

Basketball
Bowling
Cross Country
Golf
Fencing
Indoor Track/Field
Outdoor Track & Field
Lacrosse
Soccer
Softball
Tennis
Volleyball

TEAM ADMINISTRATORS

Each team within the athletic department is assigned a team administrator. Below is the breakdown for team administrator with telephone contact information.

Director of Athletics (201)-692-9867 – M. Basketball, M. Soccer

Deputy Director of Athletics (201)-692-2172 – W. Basketball, W. Soccer, Softball, M/W Track & Field/XC

Senior Associate Athletic Director for Compliance (201)-692-9892 – M/W Golf, M/W Tennis, Bowling, Women's Lacrosse

Senior Associate Athletic Director for External Affairs (201)-692-2229 – Baseball, M. Basketball, M/W Volleyball, Fencing

Assistant Athletic Director for Sports Performance (201)-692-2694 – M/W Track & Field/XC

CO-ED SUPPORT GROUPS: Cheerleading

MEMBERSHIPS: NCAA – Division IAAA; Northeast Conference (NEC); Eastern Collegiate Athletic Conference (ECAC)

NEC MEMBER INSTITUTIONS: Fairleigh Dickinson University, Teaneck, NJ; Central Connecticut State University, New Britain, CT; Long Island University, Brooklyn/Brookville, NY; Merrimack College, North Andover, MA;; Sacred Heart University, Fairfield, CT; Saint Francis University, Loretto, PA; Saint Francis College, Brooklyn, NY; Stonehill College, Easton, MA; Wagner College, Staten Island, NY;

NEC CHAMPIONSHIP SPORTS:

MEN:

Baseball**
Basketball**
Cross Country
Football
Golf**
Indoor Track & Field
Lacrosse
Outdoor Track & Field
Soccer**
Tennis**
Volleyball**

WOMEN:

Basketball**
Bowling
Cross Country
Field Hockey
Golf**
Indoor Track & Field
Lacrosse**
Outdoor Track & Field
Soccer**
Softball**
Swimming
Tennis**
Volleyball**

**indicates championship winner advances automatically to the NCAA championship

MISSION STATEMENT

UNIVERSITY MISSION STATEMENT

Fairleigh Dickinson University is a center of academic excellence dedicated to the preparation of world citizens through global education. The University strives to provide students with the multidisciplinary, intercultural, and ethical understandings necessary to participate, lead, and prosper in the global marketplace of ideas, commerce, and culture.

ATHLETICS MISSION STATEMENT

Fairleigh Dickinson Knights represent the virtues of respect, discipline, hard work and inclusion while excelling in competition, the classroom, and the community. We are committed to developing leaders through Division I Athletics and the pursuit of higher education. Knights are global citizens, shaped to be successful in the modern world.

KNIGHTS CORE VALUES

Integrity: Always do the right thing for the right reason

Pride: Appreciate the privilege to represent the Burgundy and Blue and honor all Knights

Resilient: Always bounce back and never give up on pursuit of greatness

Respect: Exhibit compassion for ALL Knights

Unity: Lift up fellow Knights to achieve collective goals

SPORTSMANSHIP / CODE OF CONDUCT

SPORTSMANSHIP STATEMENT

Fairleigh Dickinson University is committed to the ideals of good sportsmanship and fair play. All members of the University community are expected to show respect to opposing teams, game officials and each other while at Knights sporting events. Any person displaying poor sportsmanship, engaging in rude or demeaning behavior or harassing members of the opposition or officials is subject to ejection from the athletic event. Repeated violations will be referred to the appropriate campus authorities.

STUDENT-ATHLETE CODE OF CONDUCT

Intercollegiate athletics is an integral part of the Metropolitan Campus of Fairleigh Dickinson University. There are special responsibilities and requirements that accompany the **privilege** of being a Division I FDU student-athlete.

Your participation in NCAA Division I athletics is accompanied by high visibility. As a student-athlete, you are “on display” more than the members of the general student body. However, you are also a member of the general student body and expected to participate as such and are subject to the same rules and regulations as any other student. You also have the opportunity to benefit from the rights extended to other members of the student body.

Being a member of a team is a special privilege and one that you have earned. With this privilege of team membership comes the responsibility that you represent not only yourself, but also your teammates, your coaches, the athletics department, and the entire community of Fairleigh Dickinson University. The Athletic Department and Fairleigh Dickinson University expect that as a Fairleigh Dickinson University student-athlete, you will conduct yourself as a responsible and polite individual at all times. Your behavior and dress, both on and off the playing fields and courts, should portray a positive image. Your conduct is the yardstick, which, at times, measures the entire athletics program. You are expected not only to avoid unacceptable behavior but also to conduct yourself in a manner that will set the example for other students.

Finally, as a student-athlete, you also bear the responsibility of being aware and abiding by the rules of the NCAA. Your actions may affect not only you, but your teammates as well. When in doubt about any issue, especially ones concerning NCAA rules and your eligibility please contact the Director of Athletics or one of the Associate Athletic Directors for Compliance or Administration.

It may not seem fair that you have this special kind of responsibility or that you may receive more scrutiny than most other students. In many ways, this responsibility and scrutiny means that more is expected of you. Therefore, if you cut classes, neglect your academic assignments, do poorly on examinations, arrive repeatedly late for class, fail to attend classes, and/or become conspicuous because of the way you dress or act, you will receive special notice – **BECAUSE YOU ARE A STUDENT-ATHLETE**. If you break the rules, become involved in disciplinary problems, or even worse, commit a crime, you will become the object of adverse publicity – **BECAUSE YOU ARE A STUDENT-ATHLETE**.

Student-athletes who have come before you at Fairleigh Dickinson University demonstrated a quality character, good sportsmanship, and integrity combined with intelligence, worthy academic habits, and athletic ability. Those former student-athletes have created a tradition of Knights athletics which is one of the University’s greatest assets. The Athletic Department and the University expect you to build upon that history.

STUDENT-ATHLETE RIGHTS AND RESPONSIBILITIES

STUDENT-ATHLETE RIGHTS AND RESPONSIBILITIES

RIGHTS: As a Fairleigh Dickinson University student-athlete you have the right to a university education and an athletic experience at the highest collegiate level; the right to be treated fairly and equitably by faculty, staff, coaches and administrators.

As a Fairleigh Dickinson University student-athlete you may be provided with academic tutors, counseling, emotional support services, athletic training and medical staff services, assistance with housing and meals related to athletic participation, financial aid assistance as well as other services available to students attending the University.

Academic and athletic success depends upon an awareness of the expectations held for you and your ability to meet those expectations. Student-Athletes are encouraged to take advantage of all assistance programs and support staff to fully maximize personal, scholastic and athletic opportunities.

RESPONSIBILITIES: As a Fairleigh Dickinson University student-athlete, you are expected to commit yourself to scholastic achievement, citizenship in the community and maintaining good physical condition. Student-Athletes must be conscientious, punctual and courteous when dealing with faculty, fellow students and the community at large. Student-Athletes are expected to communicate regularly with their professors, coaches and teammates regarding all matters academic, athletic and personal that effect their productivity and performance. Student-Athletes are expected to strive for improvement in the classroom and on the playing field, trying at all times to represent the University in a positive and responsible manner. Meeting these expectations will result in a pleasant, productive and rewarding collegiate experience.

FRATERNIZATION BETWEEN STUDENT-ATHLETES AND STAFF

The Department of Athletics assumes the responsibility of providing its student-athletes and staff members with a safe and healthy environment. Student-athletes socializing with athletics department staff members break down the formal and informal lines of demarcation between the student/coach and student/staff relationship. This leads to the deterioration of that relationship. Player/coach relationships that are based on fraternization can lead to issues that go to the heart of self-perception and degradation, team building and winning and losing.

Therefore, the following policies are in effect:

- Student-Athletes are not to socialize with athletics department staff members (coaches, administrators, support and clerical staff included)
- Student-Athletes are not to date athletics department staff members (coaches, administrators, support and clerical staff included)
- Student-Athletes are not to socialize with athletics department staff members where alcohol is present. This is all-encompassing and includes, but is not limited to, any activity on-campus, off-campus, official or unofficial team function.
- Athletics department staff members are not to provide student-athletes with alcohol. This is all-encompassing and includes, but is not limited to, any activity on-campus, off-campus, official or unofficial team function.
- When an athletics department staff member enters an establishment that serves alcohol and student-athletes are present, that staff member should exit that facility.
- When an athletics department staff member is a patron of an establishment that serves alcohol and a student-athlete enters that establishment, the staff member must ask the student-athlete to leave the premises. If the student-athlete refuses, the staff member must leave immediately.

Any staff member found to be in violation of the above protocols will be fired immediately. Student-athletes involved in alcohol-related circumstances as described above face potential loss of scholarship and team membership.

DRUG AND ALCOHOL POLICIES FOR COACHES, STAFF AND STUDENTS

- The Department of Athletics assumes the responsibility for providing its employees and students with a safe and healthy work environment.
- The health risks and legal concerns associated with the use of controlled substance and alcohol will be explained to coaches, staff, and student-athletes each academic year.
- Federal, state, local, and University laws prohibit underage the use of alcohol.
- Consumption of alcohol and the use of controlled substances while conducting University business are prohibited.
- Coaches and Athletic Department staff must refrain from using alcohol and controlled substances when in the presence of student-athletes.
- Federal and state laws prohibit coaches and Athletic Department staff from providing alcohol and controlled substances to students or underage persons.
- Coaches, staff, and student-athletes inappropriately using alcohol or controlled substances, while representing the University or not, will be remanded to the appropriate University department for sanction.
- Coaches, staff, or student-athletes suspected of using alcohol or controlled substances will be suspended until the appropriate University agency has rendered a decision.

DRUG TESTING POLICY

The unauthorized use of banned substances identified by the NCAA, or any state or federal law, by a member of an intercollegiate athletic team at Fairleigh Dickinson University's Metropolitan Campus is expressly prohibited, regardless of whether such use or abuse occurs before, during or after the team's competitive season.

The unauthorized use of banned drugs constitutes an abuse of the privilege of participating for and representing Fairleigh Dickinson University in intercollegiate athletic competition. Such unauthorized use or abuse may result in sanctions, including temporary dismissal from intercollegiate athletic competition, loss of a student-athlete's grant-in-aid, a permanent prohibition of intercollegiate athletic competition at Fairleigh Dickinson University, suspension, or expulsion from Fairleigh Dickinson University.

At the beginning of the academic year, all student-athletes engaged in intercollegiate athletic competition shall participate in a mandatory drug and alcohol education program at the beginning of every academic year and shall be subject to year-round testing as described in this policy.

Student-athletes will be asked to execute the Informed Consent/Release of Liability form, acknowledging that he or she has received, read and understands a copy of this policy, and shall consent to participation in the drug and alcohol testing and education program, as well as consent to University year-round team and individual drug testing, NCAA related drug testing, and year-round drug testing based upon reasonable suspicion that a student-athlete may have been abusing prohibited substances. No student-athlete will be permitted to participate in intercollegiate athletics unless he or she executes the form.

A student-athlete who refuses to sign the required forms, fails to arrive at the collection station at the designated time without justification, fails to provide a sample according to protocol, leaves the collection station before providing a specimen according to protocol, or attempts to alter the integrity or validity of the sample and/or collection process, will be in breach of protocol and treated as if there was a positive result for a banned substance. The full policy and paperwork can be found under "Inside Athletics" at www.fduknight.com.

HAZING

Organization-Member Initiation and Affiliation (Hazing) From the Fairleigh Dickinson University Student Handbook, 2005

Organization-member initiation and affiliation activities should be supportive of the goals and mission of the student organization and should foster the academic and personal development of incoming and existing members. Such activities must comply with all University policies and regulations. Hazing is dangerous, unnecessary and contrary to the educational mission of the University.

Fairleigh Dickinson University adheres to state, local and federal guidelines and laws in all matters. It has adopted a stance on hazing that is consistent with state prohibitions on hazing activities. Hazing is defined as:

1. Any action or situation that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of, or registered as an organization by, Fairleigh Dickinson University.
2. Such actions and situations include but are not limited to:
 - paddling in any form
 - creation of excessive fatigue
 - physical and psychological shocks
 - quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside the confines of the University,
 - publicly wearing apparel that is conspicuous and not normally in good taste
 - engaging in public stunts and buffoonery
 - morally degrading or humiliating games
 - activities and performances
 - lineups and marches
 - late work sessions that interfere with scholastic activities
 - any forced consumption of alcohol or drugs,
 - any other activities that are not consistent with ritual or policy or the regulations and policies of Fairleigh Dickinson University.

If a student or organization is involved in a hazing incident, the parties involved will be referred to the University judicial process. Immediate and appropriate action will be taken.

SOCIAL MEDIA

In recent years, websites that serve as socializing tools for young adults have proven to be public knowledge in many unfortunate circumstances. As student-athletes are representatives of the University, and the athletic department, it is important that the material they post on websites is in compliance with the expectations of a Fairleigh Dickinson University student-athlete. As such, the following will occur if any photos are posted, reported, or found on any website.

- A student-athlete who participates in illegal activities will immediately be removed from the team which he/she participates.
- If that student-athlete is receiving an athletic scholarship, that scholarship will be removed.
- Student-athletes are not to post inappropriate photos or information on any website that portrays their team, the Department of Athletics or the University in a negative manner.
- Any student-athlete or athletic team using a webpage or website to post photos or information indicating participation in an illegal activity will lead to the immediate suspension of the team.
- Student-athletes should remain cognizant of NCAA rules and the potential violation of rules while using any social media outlet. Comments regarding recruits and recruiting activities should be avoided. Any questions should be directed to the Senior Associate Athletic Director.

- As representatives of the University we are all expected to behave in a manner that reflects positively on Fairleigh Dickinson University. Your understanding and cooperation are expected.

SEXUAL HARASSMENT

Fairleigh Dickinson University does not tolerate or condone any form of sexual harassment. Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature that:

- are aimed at coercing an unwilling person into a sexual relationship; or
- make submission to or rejection of such conduct the basis for employment or academic decisions affecting the individual; or
- unreasonably interfere with the individual's work or academic performance by creating an intimidating, hostile or offensive environment for work or learning.

Acts of sexual harassment may include, but are not limited to:

- sexual battery;
- requesting sexual favors accompanied by implied or overt threats concerning one's job, grade, letter of recommendation, etc.;
- verbal harassment or abuse of a sexual content;
- physical contact such as patting, pinching or unnecessary touching;
- subtle pressure for sexual activity; and
- sexist remarks or gestures regarding a person's body, clothing or sexual activities.

REPORTING HARASSMENT

If a student believes that he or she is being sexually harassed, he/she is encouraged to seek help.

If the student believes he or she has experienced harassment by another student, the student should contact the Senior Associate Director of Athletics who serves as the Intake Officer for intercollegiate athletics, the Dean of Students Office or Public Safety.

If a student believes he or she is being harassed by a faculty or staff member, the incident should be reported to the harassment-investigating officer with the Office of Human Resources or the intake officer. The list of designated intake officers is located on the dean of students' bulletin board. If the student does decide to pursue the matter, he/she may follow either an informal or a formal procedure. The informal procedure helps the complainant to communicate effectively with the harasser. The formal procedure deals with the harassment that persists in spite of efforts to resolve the problem.

If a student believes that he or she has experienced harassment, other than sexual, by a University faculty or a member of the professional or support staff, the student should register a complaint with the harassment-investigating officer in the Office of Human Resources. At that time, the harassment-investigating officer will implement the following process if the reported complaint is deemed to have merit:

- The harassment complaint may be resolved within a reasonable period through an informal mediation process, which seeks to negotiate a resolution.
- The harassment complaint may be resolved through the formal process. The student may select this option following or in place of the informal process within 15 days of the termination of the informal process. To initiate the formal process, the student must complete the FDU Discrimination Complaint Form.

For information call either:

Office of Human Resources (201) 692-2702

Dean of Students Office (201) 692-2190

EXTRA BENEFITS

Student-Athletes are not permitted to accept gifts or “extra benefits” from University officials, alumni or athletic boosters. Accepting gifts or benefits will lead to the loss of some or all athletic eligibility. Examples of such gifts or benefits are:

Non-Permissible

- Free or reduced travel fares and transportation expenses
- Provision of an automobile by the University or by an athletic “booster.” This includes arranged loans to purchase or lease an automobile.
- Acceptance of tickets to professional events at no cost or less than face value cost.
- Acceptance of material or monetary benefits.

Permissible

- Student-Athletes may receive an occasional meal from an institutional staff member provided the meal is in the individual’s home and the meals are infrequent
- Reasonable local transportation may be provided to student-athletes on an occasional basis.

GAMBLING

The NCAA, the Northeast Conference and Fairleigh Dickinson University prohibit gambling in any form involving intercollegiate athletics. Student-Athletes who violate this prohibition are subject to disciplinary action and can jeopardize their athletic eligibility. NCAA regulations stipulate that student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition
- Solicit a bet on any intercollegiate team
- Accept a bet on any team representing the institution
- Participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling

Examples of gambling that are NOT PERMITTED:

- Fantasy Leagues where there is an entry fee or reward at end (cash, trophy, etc.)
- Super Bowl Squares
- NCAA March Madness Bracket – where there is an entry fee
- Friendly wager on a golf course (of any kind with anyone – not just golfers)
- Betting friend who will have better stats at end of year if there’s something of value attached
- Any sports related betting site, even if it’s “free” money

PLEDGING FRATERNITIES AND SORORITIES

There is no department wide prohibition on pledging or being a member of a Greek organization, however, coaches of each sport can define what appropriate measures should be followed if a student athlete wishes to join a Greek organization. Student-athletes are encouraged to meet with their coaches individually prior to agreeing to pledge a fraternity or sorority.

TEAM TRAVEL

Student-athletes traveling on an FDU team are responsible for conducting themselves and dressing in an appropriate manner at all times during travel. While there is not a departmental dress code, all student-athletes are expected to abide by any team travel dress code instituted by individual head coaches.

On road trips requiring hotel accommodations, student-athletes are responsible for individual telephone bills and other charges to the hotel room (meals, TV movies, internet connections, etc.).

Whether travel is by bus, car or plane, student-athletes are expected to leave the vehicle CLEAN. Please do not leave your newspapers, trash and other assorted items in the vehicle. Clean up after yourselves!

Student-athletes are responsible for any missed class work as a result of team travel. Student-Athletes are responsible for providing their instructors with an “excused absence form,” verifying that you are away representing the University in sanctioned competition. This excuses you from class on that particular day, but it does not excuse you from the missed class work. You are responsible for the work and for making any necessary arrangements with the faculty member.

When student-athletes travel they may receive a cash allowance for missed on-campus meals due to the travel – or – will be provided a meal through arrangements made by the head coach. In the case of a cash allowance, an established per diem based on each meal missed will be issued to the individual student-athlete and he/she will sign a form, indicating acceptance of the allowance.

The personal health and safety of student-athletes during team travel is important. Student-athletes must abide by all team rules and remain with the team at all times except for special circumstances approved by the head coach. All student-athletes must travel to and from all competitions with the team unless prior arrangements have been made directly with the head coach. Anyone who makes such arrangements will have to file a form available from the head coach. Student-Athletes are prohibited from driving University vehicles unless there is an extreme emergency.

Remember, as a student-athlete you are highly visible. You represent yourself, your family, your teammates, your coaches, the Department of Athletics and the University.

APPROPRIATE BEHAVIOR IS EXPECTED AT ALL TIMES!

ACADEMIC & STUDENT-ATHLETE SUPPORT SERVICES

MISSION

The Office of Academic and Student-Athlete Support Services (ASASS) is a comprehensive and holistic advisement center for student-athletes providing them support and assistance to be academically and socially successful during their time at Fairleigh Dickinson University. The Office of ASASS looks to provide a culture of scholar-athletes where student-athletes not only achieve, but exceed academically in their collegiate careers preparing them to be global citizens.

GOALS

1. Have all student-athletes graduate upon completion of eligibility (four-five years).
2. Have student-athlete semester and cumulative grade point average be a 3.2 or higher every semester.
3. Create a culture of the Scholar Athlete where excellence is expected.
4. Maintain high integrity within the office, with student-athletes and university personnel in preparing student-athletes to be global citizens.
5. Hold student-athletes accountable for their actions and choices and provide assistance in positive decision making methods.

PRIORITY REGISTRATION

In order to assist student-athletes in preparing class schedules that minimize conflicts with competitions and practice, priority registration is offered to all eligible student-athletes. The Office of Academic and Student-Athlete Support Services designates times to meet with each team as a unit to draft a schedule for the upcoming semester. It is crucial to the academic success of all student-athletes to take advantage of this early registration option so that conflicts are minimized between academic and athletic responsibilities. Any student-athlete not utilizing this option is not guaranteed the flexibility that normally results from this system.

Students have access to their degree audit through the Self Service portal and should utilize that in determining classes to take each and every semester in consultation with their academic advisor and faculty/professional advisor within their department. Student-athletes will be provided guidance and advice in their course selection, but it is the **student-athlete’s responsibility** to register themselves for classes once approved and at the appropriate time. Student-athletes, regardless of class standing, are

able to register the first day that registration is open to seniors to curtail conflicts with their sport responsibilities.

It is possible that a student-athlete may have to take a course that conflicts with practice. If this is the case, it's the student-athlete's responsibility to communicate with their coaching staff the conflict. All reasonable efforts will be made by the Athletic Advising staff to limit conflicts with heavy competition days and practice times. will be given (through their coaches) a highlighted copy of their degree audit of courses recommended to take.

Student-athletes **MUST** meet with their athletic advisor prior to registering for classes.

At the time of priority registration, student-athletes may not have any holds on their University accounts when attempting to register. A hold will delay the registration process. All bills (parking tickets, fines, tuition fees and payment plan fees included) must be paid prior to registration. Students assigned to complete community service, educational seminars and/or any other prescribed program are required to have that obligation completed prior to registration as well.

STUDENT-ATHLETE ACADEMIC MONITORING PROGRAM (SAAMP)

This program is administered by the Office of Academic and Student-Athlete Support Services and is designed to obtain accurate information on the academic progress of student-athletes and to have such information relayed to the student-athletes and coaches in a timely manner. All faculty are asked to complete an online evaluation of student-athletes at the mid-point of the semester. The staff disseminates the gathered information to the coaches, through a midterm grade email, who will then speak to the student-athlete so that appropriate action can be implemented to insure academic success. Student-athletes highlighted during this process are to come and see a staff member of ASASS to discuss their academic concerns within one week of dissemination. While this process is productive, it still maintains that student-athletes need to notify a staff member in the Office of Academic and Student-Athlete Support Services if they are having issues or difficulty with a class as soon as possible. The more and the earlier an advisor knows of trouble or concerns, the more we can do to assist our student-athletes.

Another component of this program is the "Missed Class Notices".

MISSED CLASS NOTICES

The university recognizes that there will be times when a student-athlete must miss class due to competition and/or travel. For this reason, a standardized absence form will be prepared by the Office of ASASS.

Missed class notices will be sent out from the Office of Academic and Student-Athlete Support Services directly to the professor of each class a student-athlete is missing for FDU competitions or travel with the student-athlete copied on the email. The student-athlete should also verbally communicate with their professors in person to let them know of the classes they will miss. It is a violation of NCAA rules to miss class for practice.

A **maximum of 20% of classes missed** may be excused for any class in any semester. This is represented by nine (9) three-day-a-week class meetings, six (6) two-day-a-week class meetings and three (3) one-day-a-week class meetings. Should a student-athlete be scheduled to miss more than this amount of class time for one class, they must receive written permission from the instructor in writing that they approve the number of absences. This written approval should be submitted to the ASASS office within two weeks of the first day of classes. Should the professor not approve, and the student-athlete want to stay in the course, the student-athlete in conjunction with the coach and ASASS office **will determine what competitions the student-athlete will miss.**

It is expected for student-athletes to remind professors the week before any absence as a reminder. Use of missed class notices when not traveling or competing with the team may result in failing the class and/or eligibility sanctions for athletic competition. All student-athletes are responsible for the missed

work or assignments, tests and quizzes. When competitions are cancelled or rescheduled, it is the coach's responsibility to inform the appropriate person in the ASASS office of the rescheduled competition dates. The ASASS staff will provide revised Missed Class Notices as soon as possible.

Coaches must submit the Competition Schedule Guidelines and Grid to the Assistant AD for Academic and Student-Athlete Support Services for approval and must have all information in Jump Forward including ave departure and return schedules for ALL competitions during that semester by the dates required through compliance.

MISSED CLASS POLICY

1. Student-athletes shall not be excused from class early, arrive late to class or miss class for practices.
2. For home competitions, student-athletes shall not miss class prior to 2 hours before the scheduled competition time (4 hours for men's and women's basketball).
3. For away competitions, student-athletes shall not miss any class prior to the scheduled time of departure.
4. Student-athletes are responsible for making advance and follow-up arrangements with professors concerning missed classes, homework, tests, quizzes, field trips, etc.
5. The student-athlete shall not miss more than 20% of any one course for athletic related purposes.
6. The following process will be followed when the missed class involves an examination or other grading opportunity: at least 2 days prior to the departure or home competition, the student-athlete must make arrangements with the professor for rescheduling the test and/or quiz.
7. Professors may request the Office of Academic and Student-Athlete Support Services to assist in proctoring examinations, on-campus or off-campus that the student-athletes miss.
8. The NCAA Faculty Representative will work with the Department of Athletics to notify affected faculty when teams qualify for championships that interfere with semester absences and/or final exams.
9. In cases where the faculty member or the student-athlete believe reconciliation is necessary, either party may consult the Dean of the College within one week of the missed class or make-up examination.

With other requests, the instructor has the option of determining whether compelling circumstances exist. In cases of dispute, the student may appeal to the Chair of the Department offering the course. Appeals must be made within one week of refusal of the request to take a make-up examination.

OUTSIDE COMPETITION DURING SCHOOL YEAR – ACADEMIC RESPONSIBILITIES

From time to time, some student-athletes may be afforded the opportunity to represent their home country in trials for International, National, Olympic, and/or Junior Olympic events. Sometimes these opportunities require student-athletes to miss part of the semester to attend trials and/or competition. Should student-athletes be afforded this opportunity, prior to accepting, the coach must notify the Assistant Athletic Director for Academics. The Assistant Athletic Director for Academics will work in conjunction with the Faculty Athletics Representative to determine the academic risk that students might incur from participation. Generally, student-athletes requesting to miss part of the semester for outside competition must have at least a 3.0 cumulative grade point average. The coach will then need to provide specific dates that the student-athlete will be missing class as well as the competition specifics. The Office of Academic and Student-Athlete Support Services will then generate a missed class email to all professors of the student-athlete.

To obtain the missed class email, all information must be provided as early as possible, but at least two weeks (14 days) prior to the first absence.

The coach and the student-athlete should also consult with the Office of Athletic Compliance to ensure that it is within the NCAA rules and regulations.

SENIOR DRAFT TRIALS/WORK-OUTS

Student-athletes who have completed their eligibility and/or are graduating may be invited to professional trials and/or workouts for professional teams. Sometimes this will require them to miss class. As such, student-athletes and coaches should notify the Assistant Athletic Director of Academics prior to attending

a workout/trial with time/date and location and travel dates of the student-athlete. This must be received as soon as possible, but at least 96 hours (4 days) prior to the missed class(es). The Office of Academic and Student-Athlete Support Services will provide notices for these dates/times so long as the student-athlete is not missing more than 10% of the academic class time of the course (total time for the semester). If the student-athlete is requesting missing more than 10% of the academic class time, a special request must be made and approved from the Faculty Athletics Representative to approve the missed class notice.

ATHLETIC STUDY HALL/ACADEMIC MEETINGS

The Office of Academic and Student-Athlete Support Services will provide study hall hours throughout the semester. Student-athletes may utilize the Athletic Advising Office in the library between 9am-5pm M-TH and 9am-3pm F for study hall, as well as evening hours that will be determined before the start of each semester. Study hall hours will be sent to coaches and student-athlete at the beginning of each semester. Study hall runs on a Sunday-Friday schedule.

Each coach may decide what they require their student-athletes to complete for study hall. The Assistant Athletic Director for Academics recommends that all freshmen in their first semester complete four (4) hours of study hall a week, students with cumulative or semester grade point averages below 2.25 five (5) hours a week, students with cumulative or semester grade point averages between 2.26-2.50 a minimum of three (4) hours a week, and students with a cumulative or semester grade point averages between a 2.51-2.99 a minimum of three (3) hours a week. These are only recommendations, and each coach may determine what works best to serve his/her team needs.

ASASS will distribute total study hall hours to coaches on Friday each week indicating how many hours each individual completed.

Study hall runs from the third week in the semester until the week prior to finals.

All incoming student-athletes and student-athletes in study hall will be required to meet with an academic advisor weekly or every other week (as determined by the academic advisor). Other students may be required to have weekly meetings at the discretion of the Assistant Athletic Director and the coach.

ACADEMIC RESOURCE CENTER

<https://www.fdu.edu/campuses/metropolitan-campus/student-services/academic-resource-center/>

METRO WRITING STUDIO

<https://www.fdu.edu/academics/colleges-schools/becton/literature/metro-writing-studio/>

GENERAL ACADEMIC GUIDELINES

Student-athletes are expected to be present and engaged every day in class. They are expected to attend class, arrive on time and participate in all courses for which they are enrolled. Class attendance and participation are essential to successful academic progress. All student-athletes are expected to abide by the academic regulations as described in the FDU Undergraduate Bulletin as well as the rules and regulations of the NCAA.

Prior to each season, the Senior Associate Athletic Director for Compliance and the Assistant Athletic Director for Academics will meet with each team to review Fairleigh Dickinson University and NCAA guidelines.

Listed below are a few of the major academic eligibility requirements that staff and student-athletes need to be aware of. Please note that this is not an all-encompassing list. Please feel free to contact the Senior Associate Director of Athletics for Compliance or the Assistant Athletic Director for Academics with any questions you may have regarding this area.

1. It is not permissible to miss class in order to attend practice. It is also not permissible to leave a class early or arrive late in order to attend practice. You will be declared ineligible if you miss class to attend practice except for practice that takes place in conjunction with sanctioned away trips.
2. Student-Athletes must be enrolled in a full-time program of study at all times to be eligible for practice and competition. Remember to check with the Office of Academic and Student-Athlete Support Services **BEFORE** you drop a class. You will be declared ineligible if you drop below full-time status. For undergraduate student-athletes, full-time status is defined as at least 12 credits. For graduate student-athletes, full-time status is defined as at least 9 credits. For graduate students in a program within Silberman College of Business, full-time status is sometimes defined as at least 10 credits.
3. Student-Athletes must declare a major by the beginning of the fifth (5th) semester of collegiate enrollment and credit hours towards eligibility count thereafter only if they are applicable to the declared degree. The Office of Academic and Student-Athlete Support Services strongly encourages student-athletes to have their degree officially changed by the end of their third semester.
4. In order to be eligible for **each semester**, student-athletes must pass a **minimum of 6 hours of academic credits** during the preceding fall or spring semester the student-athlete was enrolled.
5. Before entering the second year of collegiate enrollment, student-athletes must pass a minimum of 24 semester hours of academic credits with at least 18 of those hours completed during the academic year (fall and spring semesters).
6. Thereafter, student-athletes must annually pass a minimum of 18 semester hours of academic credit to maintain continuing eligibility.
7. No more than 6 semester hours of remedial, tutorial or non-credits course work (e.g. basic skills classes, developmental classes) may be used to satisfy the minimum academic requirements indicated above. Further, such courses may count only if they are taken in the first (1st) year of collegiate enrollment.
8. Student-Athletes must complete 40% of degree requirements by the beginning of the third (3rd) year/5th semester of collegiate enrollment, 60% by the beginning of the fourth (4th) year/7th semester of collegiate enrollment and 80% by the beginning of the fifth (5th) year/9th semester of collegiate enrollment.
9. The required grade point average for competition is a 1.80 after completion of the freshman year, with a 2.00 cumulative grade point average required thereafter (3rd semester and on). The 2.00 grade point average requirement is cumulative and evaluated for NCAA eligibility at the conclusion of each semester beginning with the third (3rd) semester of collegiate enrollment.
10. Student-athletes are expected to carry 15 credits each semester; for some programs, 16-18 credits may be required each semester. Taking fewer credits could delay graduation.

Academic eligibility requirements are described as minimums, meaning that is the least you need to do to establish eligibility. Your goal as a student-athlete is to **EXCEED THE MINIMUM** because the ultimate goal is graduation in a four-year period.

DECLARING AND CHANGING MAJORS/MINORS

When student-athletes are thinking about declaring or changing a major or minor, there are many issues to consider. Not only do they want to make sure they are in a major/minor they enjoy and that is suitable for them, but they also need to ensure they will meet NCAA guidelines. Due to strict NCAA guidelines, student-athletes should formally declare a major/minor no later than the start of the 3rd semester of enrollment in college. Student-athletes **MUST** have a declared major entering into their 5th semester of enrollment.

This being the case, it is necessary for any student-athlete declaring or changing a major/minor to meet with and get approval from their Athletic Advisor **PRIOR** to changing their major/minor. At this point, the advisor will be able to compute what is needed for eligibility and for NCAA rules and regulations. Failure to contact Student-Athlete Services may result in additional costs to the student-athlete (need for summer/winter session, need for additional credits, delaying graduation) and may jeopardize athletic eligibility. Students may review different majors through the degree/program audit in the Self Service portal.

It is especially crucial that those wishing to enter into the QUEST or Education programs meet with their advisor prior to entering that program. As these programs require additional credits and sometimes result in sequencing issues, it is important for the student-athlete and the athletics department to know the issues that may arise. **The Department of Athletics does not guarantee funding to complete the Education portion of a QUEST major's curriculum. It is expected that QUEST majors and those entering into the Education program complete their undergraduate degree in four years.**

TRADITIONAL COLLEGE EXPERIENCE EXPECTATION

Foundationally, the athletic department believes in offering a traditional college student experience for all student-athletes. All student-athletes are expected to attend class, participate as students in campus programming and graduate from the university. These expectations should be expressed when recruiting student-athletes.

Sometimes, there will be reasons why coaches and/or student-athletes may want to graduate early or stay beyond their four years. In both circumstances, a full four-year experience is the norm and standard. Varying from this norm, whether it be during the recruiting process or during the time attending FDU, requires written agreement signed off on by the head coach, student-athlete, sport administrator and Assistant AD for Academics. The agreement should state what the established parameters are: length of stay, scholarship (if applicable), and an academic plan for the remainder of time.

Student-athletes who participate in a championship fall season sport (soccer, volleyball) should establish with the coach prior to arrival whether their plan is for four full years (ending in December) or four and a half years (ending in May). This should be done in writing and shared with the Sport Supervisor and Assistant AD for Academics.

STUDENT-ATHLETE BOOK VOUCHER PROCEDURE

When books are included as a part of a full athletic scholarship, books must be purchased at the bookstore. The following is the process for using the book voucher.

1. Books are pre-packaged prior to the semester based on the schedule provided to the bookstore
2. Student-athletes will receive two emails from them. One thanking you for your order and the next saying your order is completed.
3. Once the order is ready books will be emailed or available to pick up at the book store. PLEASE NOTE: Students will receive an email from the bookstore saying their account is now available. THEY SHOULD NOT ORDER THE BOOKS THEMSELVES. The book store is pulling them. They get that email because they had to put their book voucher into the system.
4. Should those receiving book scholarship need additional books, they will need to email their advisor with the price of the book and will be given an additional book voucher.
5. Student-athletes needing required course materials that cannot be purchased in the bookstore should purchase the item needed. Once purchased, they should send an email to their advisor including their name, student ID number with a copy of the syllabus (or signed note from the instructor that item was necessary for class), and receipt attached to begin the reimbursement process. Once the advisor has all documentation, they will forward to the Office of Athletic Compliance who will then forward to the Office of Financial Aid.

At the conclusion of each semester, all books that are purchased with athletic scholarship dollars must be returned during the return book hours in front of the bookstore. Any student-athlete who does not return such books at the close of the semester will be put on an athletics registration hold and/or book privileges will be withheld for the following semester. Student-athletes failing to return ALL books will be charged a \$25 fee for any book not returned. Student-athletes are not allowed to sell back their books purchased with a book voucher and doing so may affect athletic eligibility.

WINTER/SUMMER SESSION AID

Athletic scholarship recipients are not guaranteed summer school or winter session funding. The scholarship award covers the fall and spring semesters only. There is limited summer/winter session

funding available on an application basis. Eligibility for non-traditional semester aid will be issued at same level as the athletic aid offered during the regular term. Student-athletes requesting summer school assistance will be prioritized based on an evaluation of their academic performance in the previous two academic semesters. Taken into consideration will be semester grade point averages, credits attempted, credits completed as well as any grades of incomplete. The final determination for funding is at the discretion of the Director of Athletics.

Summer/Winter session funding decisions are based upon several factors: sport prioritization, progress toward graduation, staying on track in academic sequence and NCAA eligibility. It is necessary for any student-athlete requesting summer/winter session complete the Winter Athletic Aid Request or Summer Aid Request on the FDU athletic website. Student-Athletes will be notified during finals week if they have been granted athletic aid for the winter/summer session. Student-Athletes who do not receive approval and wish to take a summer/winter course must pay all appropriate costs and fees.

Student-Athletes wishing to take summer or winter session courses and wishing to request funding should complete the summer or winter aid request form on the main athletics webpage.

Summer Request: http://www.fduknight.com/sb_output.aspx?form=8

Winter Request: http://www.fduknight.com/sb_output.aspx?form=7

Student-athletes are permitted to take summer classes at other institutions at their own expense. However, prior approval is needed for any such course work. The "Off Campus Authorization Form" which is required to be completed prior to starting course work is available in the Office of Enrollment Services in the Kron Building on the Teaneck side of campus. Failure to complete the "Off Campus Authorization Form" prior to the start of the course will prohibit the student from having that course count toward the degree at all.

FIFTH YEAR FINANCIAL AID

Athletic scholarship recipients are not guaranteed funding once they have completed their athletic eligibility. Funding for student-athletes whose eligibility has expired but have not yet graduated may be awarded a fifth year of aid at the recommendation of the head coach with the final approval of the Director of Athletics. **Academic Aid in the fifth year is NOT guaranteed and generally removed after completion of 8 semesters**, Student-athletes returning for a fifth year should appeal to keep their academic aid, but there are no guarantee of any academic aid being restored.

STUDY ABROAD OPPURTUNITY

A study abroad experience will change a student-athlete's life. However, having the dual obligation of being an athlete and a student takes on some added responsibilities. Student-athletes wishing to study abroad should consult with their coaches and academic advisors early on in their academic career – freshman year would be best – and determine if it would be permissible to have a study abroad experience. Student-athletes must get the permission from their coach prior to solidifying any study abroad experience. They also must coordinate with the Office of Academic and Student-Athlete Support Services about how this will impact their academic progress toward degree completion.

Obviously, the experience may enrich learning in areas of study as diverse as renaissance art and rain forest ecology, but the same is true for many other areas of study. Equally important, however, is the change that the experience will have on a student's perspective, which will be dramatically expanded. It gives a student the opportunity to see the world from a totally different viewpoint -- from outside the United States.

Cost is often a concern for students. The good news is that your state, federal, and, for some programs, institutional financial aid are retained while studying abroad through FDU. Make sure that the student has filed his/her FAFSA. The FDU Study Abroad Office can also help the student identify external grants and scholarships to help cover your costs.

Below are the different areas/ways you can study abroad.

1. Wroxton College – study abroad at FDU’s campus in the UK
2. FDU Vancouver – Study abroad at FDU’s global campus in Vancouver, Canada
3. FDU Study Abroad in China – Study abroad in one of the world’s most dynamic countries
4. FDU Short Term Courses – Study abroad with FDU Faculty
5. FDU Global Partners – Study abroad with select partners from many schools in many different locations
6. External Programs – Study abroad anywhere in the world.

STUDENT-ATHLETE DEVELOPMENT

Throughout the academic year, educational, career planning, financial literacy and other forums and programs will be presented for student-athletes. Many of these will be mandatory to help educate and develop student-athletes in life skills areas. These forums, usually in the form of a visiting speaker, will be scheduled by administration and coaches will be sent the date, time and location. It is the coach’s responsibility to ensure the attendance of their team members and it is expected that at least one member of the coaching staff be in attendance at each event. Student-athletes may only be excused from these educational forums if they have a class conflicting with the time/date of forum.

If coaches have topics they would like to see brought to the student-athletes, they should provide speaker/topic details to the Assistant Athletic Director for Academics in writing.

COMMUNITY SERVICE/SAAC

COMMUNITY SERVICE

Fairleigh Dickinson University and its athletic department offer many different community service opportunities throughout the year. Every student-athlete must complete 20 hours of community service each academic year. Community service can be done on an individual or team basis, but all must complete 20 hours. The benefits to being involved in the community extend into more recognition of the school and its athletic department as well as presenting a positive image of Fairleigh Dickinson University student-athletes.

All community service hours will be tracked through the Office of Academic and Student-Athlete Support Services. The form can be found here: https://fduknights.com/sb_output.aspx?form=54

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Student-Athlete Advisory Committee (SAAC) strives to serve as a communication vehicle in which Fairleigh Dickinson University student-athletes and the athletic administration discuss the student-athlete experience, while encouraging the involvement and unification of the campus community, along with surrounding communities.

Each team has two representatives represent their teams as a voting SAAC member for each school-year. In conjunction with the Assistant Athletic Director for Academics, the head coach may nominate a member of their team to be selected to serve as their SAAC representative. All student-athletes are welcome and encouraged to attend SAAC meetings throughout the school year.

ATHLETICS ACADEMIC REVIEW

The Athletics Academic Review Board (AARB) is designed specifically to review all student-athletes’ grades. The review is conducted at the conclusion of the fall and spring semesters. Any student-athlete with a semester or cumulative grade point average below 2.000 will come under review by the AARB.

The purpose of this review is to assess student-athletes’ academic performance and progress, formulate a developmental plan to correct deficiencies and ensure future academic success. At the end of each semester the AARB will notify any student-athlete with a semester or cumulative grade point average below 2.000. Student-athletes may then be required to meet in-person with the AARB. Within five (5) business days after the meeting, the student-athlete will receive a letter from the AARB detailing a corrective plan of action for the upcoming semester. Possible sanctions by the AARB include mandatory meetings with academic officials, strict monitoring of class attendance, faculty progress reports,

mandatory participation in the academic achievement program. Repeated appearances at the AARB could result in complete and/or partial loss of eligibility for competition for the subsequent semester.

NCAA COMPLIANCE

Fairleigh Dickinson is a member of the National Collegiate Athletic Association. NCAA Compliance is an important component of the FDU athletic program. All athletic department personnel are committed to following the NCAA regulations. NCAA Compliance requires the completion of several forms every year to certify compliance with NCAA policies and procedures for the total athletic program, all university staff members who interact with the athletic programs as well as the individual squads.

Compliance is a joint effort among all members within the Athletics Department. As such, it is YOUR responsibility to ask questions and get verified information from your Sport Administrator and/or the Senior Associate Athletic Director for Compliance. **ASK BEFORE YOU ACT!**

If any staff member, coach or student-athlete believes there are NCAA rules NOT being followed, they can report them to the Senior Associate Athletic Director for Compliance immediately. This can be done anonymously through leaving a notice in sealed envelope in the mailbox for the Senior Associate AD for Compliance in the Rothman Center.

EDUCATION/INTERPRETATIONS/INFORMATION GATHERING:

The Senior Associate Athletic Director for Compliance is responsible for the educating coaches, student-athletes and staff regarding NCAA rules and regulations. All questions regarding compliance should come to the Senior Associate AD for Compliance. As there are numerous rules and regulations, if you are unsure about a rule, please ask. You should **ALWAYS ASK BEFORE YOU ACT!**

Alleged or rumored violations of NCAA rules as well as any self-discovered violations should be immediately reported to the Senior Associate Athletic Director for Compliance. These then may be discussed and reviewed with the Director of Athletics and the Faculty Athletics Representative. The Senior Associate AD for Compliance will collect information, facts and data pertinent to the allegation. Meetings with involved parties to the issue will be documented in writing. With assistance from the NCAA Manual, interpretations from the NCAA and/or the Northeast Conference, this group will process all the information to determine, if indeed, a violation has occurred. All information collected relating to the allegation and how it was determined to be a violation/non-violation will be documented and kept on file with the Director of Athletics. The individuals in question may not be informed until a full and complete investigation is done. Tampering with the investigation can result in disciplinary action by the university and in some cases may lead to termination.

It is the sole discretion of the Senior Associate Athletic Director for Compliance in determining whether a violation has occurred. If one has occurred, the staff member/student involved will be notified and a self-report will be submitted to the NCAA. It is required by the NCAA that staff and student-athletes fully cooperate with investigations and do not impede or influence those who might be questioned. The outcome of the fact-finding process will be shared with the Campus Executive by the Director of Athletics. In the event of a violation, the group will implement self-imposed corrective and/or disciplinary sanctions relying on advice from the NCAA and NEC offices as well as case precedent set both institutionally and through NCAA cases accessible through the LSDBI.

Please remember we are all in this together and we want to be a successful department while adhering to all rules and regulations. Self-reports and waiver submissions are not shared prior to submission.

JUMP FORWARD

Fairleigh Dickinson utilizes Jump Forward (JF) as a way of tracking and maintaining compliance. This is the primary way of communicating with student-athletes from team administrators, academics, and

compliance. As such, all student-athletes should check their email at least every other day and pay attention to messages from Jump Forward.

Student-athletes' school email address is the one associated with Jump Forward. Students should check their FDU email at least once daily as JF is the athletic department's main communication vehicle.

EXIT INTERVIEW AND END OF SEASON SURVEY

Student-athletes will be asked to complete an End of Season Survey upon completion of their championship season evaluating their experience for the year. This will also be used to evaluate student-athlete experiences.

Seniors or those exhausting their athletic eligibility will be able to discuss their experiences immediately following their end of season survey with the Faculty Athletic Representative or his/her designee(s) from the Athletics Advisory Committee. During these meetings, student-athletes should provide their experiences over their time at FDU.

TEAM RULEBOOK

Each team is required to have a team rulebook which should provide guidance and accountability for both student-athletes and coaches. The team rulebook should set clear expectations, standards and consequences. Coaches are required to go over their team rulebook/code of conduct within two weeks of the first practice. All questions regarding the team rulebook/code of conduct should be first addressed with the coach. If questions still exist, student-athletes should schedule a meeting with their sport administrator.

PLAYING AND PRACTICE SEASON REGULATIONS

Playing Season: The playing season (practice and competition) for a particular sport is the only time when an institution is permitted to conduct Countable Athletically Related Activities (CARA). Declaration of the playing season for each sport is on file prior to the start of each season in Jump Forward. "In Season" is considered when a team is in the 20-hour/week practice times. "Out of Season" refers to when teams are in their 8-hour/week sessions (of which no more than four(4) hours may be skill related work).

Countable Athletically Related Activities: Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more of an institution's coaching staff members (including strength & conditioning coaches) and must be counted within the daily and weekly limitations listed above. Administrative meetings, (academic meetings, compliance meetings) shall not be considered as countable related activities.

Week: A "week" is defined as any seven consecutive days to be determined at the discretion of the institution. Once the institution declares the seven-consecutive days that constitute its week, it shall not change that declaration for the remainder of the segment.

Day: A "day" is defined as a calendar day (i.e. 12:01 am to midnight).

Competition Day: All competition and any associated athletically related activities on the day of competition will count as three hours regardless of the actual duration of these activities. Competition days count as three (3) hours toward CARA hours.

Daily and Weekly Hour Limitations – Playing Season: A student-athlete's participation in countable athletically related activities during their in-season status, shall be limited to a maximum of 4 hours per day and 20 hours per week. Daily and weekly limitations do not apply to countable athletically related activities occurring during preseason practice prior to the first day of classes or first scrimmage, whichever is earlier. Daily and weekly hour limitations do not apply to countable athletically related activities occurring during an institution's official vacation period which covers the full team's week.

Golf Round Practice Exception: A practice round of golf may exceed the four-hours-per-day limitation, but the weekly limit of 20 hours still applies. A practice round played on a day prior to the start of a collegiate tournament at the tournament site shall count as three hours, regardless of the actual duration of the round.

Required Day Off: During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week. No day off is required during preseason practice that occurs prior to the first day of classes/first competition. An exception to the required off-day exists in the case of basketball when an institution plays three (3) contests in a given week provided the student-athletes do not engage in countable athletically related activities for 2 days either the preceding week or the following week.

Days off are noted in the CARA hours which student-athletes approve through JF. Should a team have a day off the first day of week 1, they could practice through another 13 days prior to a day off day 7 of week 2. This is permissible by NCAA rules.

Weekly Hour Limitations

Outside of the Playing Season: Outside of the playing season, from the institution's first day of classes of the academic year or September 15, whichever occurs earlier, to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year, only a student-athlete's participation in required weight-training, conditioning and individual skill instruction shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of eight hours per week with not more than four hours per week spent on individual skill workouts. All athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete's final exams.

Required Off-Day

Outside of the Playing Season: Outside of the playing season, during the academic year, all countable athletically related activities are prohibited to 2 calendar days of the week.

Multi-Sport Participant: A multi-sport student-athlete's participation in countable athletically related activities is limited to a maximum of four hours per day and a total of 20 hours per week.

Practice Prohibited After Competition: Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi day or multi-event competition (e.g., doubleheaders in softball or baseball, rounds of golf, in a multi day tournament).

No Class Time Missed for Practice Activities: No class time shall be missed for practice activities except when a team is traveling to an away from home contest and the practice is in conjunction with the contest

Any questions concerning playing and practice season regulations should be directed to the Senior Associate Athletic Director for Compliance.

COUNTABLE ATHLETIC RELATED ACTIVITIES (CARA)

Coaches are to submit weekly CARA reports through Jump Forward. Upon completing the CARA form, compliance will approve the hours and submit the form to student-athletes for approval (a percentage of the team is randomly selected by Jump Forward). Student-athletes have one week to complete the approval/denial through their Jump Forward account. CARA hours need to be reported both within and outside of the practice season. In the practice season (both traditional and nontraditional season), 20 hours are permissible of CARA. Outside the playing season, teams have eight permissible contact hours, four of which may be used for skill development are allowed. CARA hours need to be reported over pre-season, vacation and summer periods for teams who are eligible for those times.

VOLUNTARY ATHLETIC RELATED ACTIVITIES

In order for any athletically related activity to be considered "voluntary," all of the following conditions must be met:

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

AGENTS AND AMATEURISM

According to the NCAA, a student-athlete is defined as an amateur if he/she has not committed one or more of the following acts:

- Sign a contract or enters into any agreement with a professional team.
- Compete with a professional team for compensation.
- Contracts orally or in writing to be represented by an agent for the marketing of the student's athletic ability.
- Participate in any athletic competition under an assumed name or otherwise with intent to deceive.
- Agree to be paid, or to be promoted based upon one's athletic ability or fame based upon athletic achievement.
- A student-athlete or a member of the student's family accepts expenses or gifts of any kind from any person who wishes to represent the student in marketing his/her athletic abilities.
- Enter into an agreement with an agent for representation in future professional sports negotiations that are to take place after the completion of athletic eligibility.
- A coach or any other member of the Department of Athletics represents a student-athlete (directly or indirectly) in marketing a student-athlete's abilities to an agent, a professional sports team or a professional sports organization.

To avoid any danger of losing NCAA eligibility or amateur status, a student-athlete should consult the Senior Associate Athletic Director for Compliance in the event an agent or any representative of a professional sports team makes a contact with them.

NCAA rules permit a student-athlete to play as a professional in one sport and participate as an amateur in another. However, once a student-athlete gains professional status in a sport, that student is prohibited from receiving athletic financial aid.

FINANCIAL AID & SCHOLARSHIP INFORMATION

The Office of Financial Aid provides advice and assistance in formulating student financial plans. Need-based awards, scholarships, grants, loans, and federal work-study employment are administered through this office. The amount of financial aid provided to a student is based on the extent of his/her need and the availability of funds. Financial aid is available from a number of sources, including the University, the federal and state government and a variety of private sources. Financial aid counselors are available for all students and student-athletes are encouraged to establish a rapport with a counselor. While individual counselors are assigned to each student, there is also a liaison established in the Office of Financial Aid to handle student-athlete matters as they relate to NCAA rules.

FAFSA REQUIREMENT

All student-athletes receiving athletic scholarship funding are required to ANNUALLY file the FAFSA form. The FAFSA is the form that determines the amount of need as well as the family contribution as conducted by federal methodology. Students should file the FAFSA on line. The FAFSA website is [FAFSA® Application | Federal Student Aid](#). Students may begin filing their FAFSA on October 1 each year for the following year. FAFSA information MUST be completed by March 1 for the following year. Failure to complete could result in loss of aid.

ATHLETICALLY RELATED FINANCIAL AID

The decision to award a full or partial athletic grant rests with the head coach of each sport with the final approval of the Director of Athletics/Senior Associate AD for Compliance and the Director of University Financial Aid Operations. Athletic scholarships may be awarded as FULL GRANT, which consists of tuition, fees, room, board and books. Partial grants are issued in specific dollar amounts (\$10,000, \$15,000, etc.).

Athletic scholarships that are awarded as partial grants consist of an actual predetermined dollar amount. In this case, the athletic scholarship funds are put initially towards tuition charges. Any remaining funds will then be put towards fees, room, board and book charges in this specific order.

All student-athletes are expected to live on campus. All full athletic scholarship student-athletes are required to live on campus.

Athletic scholarships are awarded for a period of one year and may be renewed at the end of the period of the award. Any student-athlete receiving an athletic scholarship will be notified, in writing, as to the status of the award for the following year no later than July 1st of the current year. This notification will come from the Financial Aid Office via the Senior Associate AD for Compliance email.

In the case of an athletic scholarship renewal, a tender will be attached for you to sign and return to signify your acceptance of this award. In the case of a non-renewal, you will be informed that you have the right to appeal such a decision and the notification letter will detail the process you need to follow to file such an appeal.

CHANGES IN ATHLETIC FINANCIAL AID

Graduation or cancellation of an athletics grant during the period of the award is permissible if any of the following occur:

- Render yourself ineligible for intercollegiate athletic competition
- Fraudulently misrepresent any information on an application, letter of intent or financial aid agreement;
- Engage in serious misconduct (university, conference, NCAA, criminal, etc.) warranting substantial disciplinary penalty
- Voluntarily withdraws from the sport at any time for personal reasons
- Enter into the transfer portal

Cancellation or graduation of an athletic grant as well as the non-renewal of athletic aid at the conclusion of an academic year will be shared with the Campus Executive and the NCAA Faculty Athletics

Representative. A letter will be emailed to the student-athlete, and that letter will inform the student of his/her right to appeal the decision.

REMOVAL OR REDUCTION OF SCHOLARSHIP

The following policies and procedures shall be utilized with regard to hearings conducted for cancellation, reduction or non-renewal of athletics grants:

1. The Athletics Department notifies the Financial Aid Office, in writing, that the student's athletic grant is being reduced, canceled, or not renewed.
2. The University Director of Financial Aid Operations notifies the student, in writing, of the reduction, cancellation or nonrenewal of his/her Athletic Grant, with a copy forwarded to the Office of the General Counsel. The notice to the OGC shall include copies of the Athletics Grant-In-Aid Agreement entered into with this student-athlete. The Financial Aid office will transition the student's athletic grant to a pending status. The student is, concurrently, advised of his/her right to appeal the decision of the Athletics Department. If the student wishes to appeal, the student must submit a written letter of appeal to the Office of the General Counsel within five (5) working days of receipt of the cancellation notice. The written appeal must contain a description of the circumstances that led to the cancellation of the athletic grant, reasons why the student believes the decision of the Athletics Department to cancel was unjust, any supporting documentation, and the names of any witnesses that the student wishes to have testify on his/her behalf. (It should be noted that witnesses will be limited to only those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student's athletic grant.) If the student does not submit a written appeal to the Office of General Counsel within five (5) working days of the receipt of the cancellation notice, the Financial Aid office will cancel the student's athletic grant. If the student does submit a written appeal within the specified timeframe, the student athlete's grant will remain in the pending status until the hearing panel has officially informed the student of the outcome of the hearing, at which time the aid will be transferred to the appropriate status based on the outcome of the hearing.
3. Upon receipt of the student's request for an appeal hearing, the Office of the General Counsel, through the General Counsel or his/her designee will notify the head coach. A copy of the student's statement along with any supporting documentation provided will be forwarded to the head coach upon receipt. The head coach will provide a written account of the circumstances that resulted in the student's athletic grant being cancelled, any supporting documentation, and the names of any witnesses that the head coach wishes to have testify on his/her behalf. (It should be noted that the witnesses will be limited to only those individuals who have direct knowledge of the circumstances surrounding the cancellation of the student's athletic grant.) The head coach must provide this statement to the assigned individual within the Office of the General Counsel within five (5) working days. The assigned individual within the Office of the General Counsel will provide a copy of the head coach's statement along with any supporting documentation provided to the student upon receipt.
4. The assigned individual within the Office of the General Counsel will contact members of the Athletic Aid Appeals Committee to advise that an NCAA appeal hearing is necessary. The committee shall be comprised of the following individuals: Metropolitan Campus Dean of Students, Director of Undergraduate Admissions, Metropolitan Campus and Director, Center for Academic Student Services, Metropolitan Campus. The assigned individual within the Office of the General Counsel shall be responsible for the administration of the hearing. The University Director of Financial Aid Operations and the Associate Athletic Director for Compliance shall attend the hearing as resource individuals to provide guidance to the Committee as needed. None of these three individuals shall serve as members of the Committee or have voting rights at the hearing. Committee members should understand that the scope and purpose of the hearing is to determine simply whether or not the athletic grant should be restored and not whether the student may continue to participate in intercollegiate athletics.
5. Within ten (10) working days of the receipt of the request for an appeal, the assigned individual within the Office of the General Counsel will advise the student and the head coach of the date, time, and

location of the appeal hearing; such notification will be provided to the student and the head coach no later than five (5) working days prior to the scheduled hearing date.

6. The assigned individual within the Office of the General Counsel will provide to committee members, the student, and the Athletics Department copies of all statements and names of witnesses. This information shall be provided to same no later than five (5) working days prior to the date of the hearing.

7. The hearing itself will follow the format described below. No parties will be permitted to tape the hearing.

- a. Preamble – Assigned Individual Office of the General Counsel
- b. Introductory Statements – Athletics Department, followed by the Student-Athlete
- c. Presentation of Witnesses – Athletics Department, followed by the Student-Athlete Note that witnesses will be present during the hearing only to provide testimony, and will be asked to leave the room for the remainder of the proceedings.
- d. Questions – Committee, followed by the Athletics Department, followed by the Student Athlete
- e. Closing Remarks – Athletics Department, followed by the Student Athlete
- f. Deliberation – NCAA Athletic Aid Appeals Committee

8. It should be noted that, during the hearing, the student may have one University-affiliated representative available to provide supportive counsel; this representative may not be a lawyer. Supportive counsel may advise the student, but may not speak for the student or on the student's behalf. The student's parent(s) may not be present during the appeal hearing, except to testify as a witness having direct knowledge of the circumstances surrounding the cancellation of the student's athletic grant. The head coach will represent himself/herself.

9. The burden of proof shall be on the head coach who must establish by a preponderance of the evidence that it is more likely than not that the Athletics Department was justified in canceling the student-athlete's grant.

10. The assigned individual within the Office of the General Counsel will provide the student athlete and the head coach written confirmation of the appeal hearing's outcome within five (5) working days of the conclusion of the hearing. Such written confirmation will be submitted to the General Counsel for review prior to being released to either the student-athlete or the head coach. The Associate AD for Compliance/Academics will also be copied on the outcome. Any decision rendered by the committee is final, there being no other avenue of appeal.

11. If a hearing results in a successful appeal for restoration of athletically related financial aid, the student-athlete will be given a work assignment of 20 hours/week for every semester during which the student-athlete continues to receive athletically related financial aid within the Athletics Department, recreation, intramurals, fitness or physical education, where needed. Failure to report to the assignment and/or repeated tardiness will result in immediate cancellation of athletically related financial aid.

12. In the instance where a student-athlete is cut from a team, for athletically related reasons, but remains on an athletic grant for the period of the award, the student-athlete will be given a work assignment of 12 hours/week. The 12 hours/week will immediately go into effect when the student-athlete is removed from the team and would apply for the remaining time period for award. Failure to report to the assignment and/or repeated tardiness will result in immediate cancellation of athletically related financial aid. In cases where a student-athlete does not want to work in order to keep their scholarship for the period of the award, they forfeit their athletics grant-in-aid for the period of the award. If they are not receiving an athletics grant-in-aid, they are not required to work.

TRANSFER PROCESS/CHANGE OF STUDENT-ATHLETE STATUS DECLARATION OF INTENT TO TRANSFER/TRANSFER PORTAL:

Per NCAA legislation, student-athletes have the ability to declare their intent to transfer and enter into the transfer portal. Student-athletes, their family members or anyone associated with them (club coach, family friend, high school coach, etc.) may not discuss a student-athlete's interest in transferring prior to being put into the Transfer Portal. Should this occur prior to admission into the transfer portal, the student-athlete can suffer eligibility consequences at their future school. Student-athletes, by declaring their intent to transfer, understand that their financial aid MAY be cancelled the following term.. In order to process a student-athlete's intent to transfer, the following procedure must be completed.

1. Student-athlete must communicate his/her intent to transfer with head coach
2. Student-athlete emails Senior Associate AD for Compliance, copying head coach, requesting to enter into the Transfer Portal
3. Senior Associate AD for Compliance will send student-athlete email with information and items to complete including Transfer Exit Interview and NCAA Transfer Education video
4. Student-athlete will complete those and send to Senior Associate AD for Compliance
5. Within two-business days, the student-athlete will be entered into the Transfer Portal and receive notification from transfer@ncaa.org. At the point they receive the email from transfer@ncaa.org, the student is permitted to speak with other schools.

Student-athletes must be academically eligible leaving FDU to be immediately eligible at their next institution. Upon entering into the transfer portal, the student-athlete will no longer be able to practice with the team, have individual workouts with a coach, participate or use any strength and conditioning services and their athletic swipe access to facilities (locker rooms) will be removed. They will still be able to access athletic advising and athletic training services.

STUDENT-ATHLETES WHO QUIT A TEAM

Student-Athletes must submit a letter/email of resignation to the head coach. A copy of the letter will be provided to the sport administrator. An exit meeting will take place between the student-athlete and the sport administrator within two weeks.

Student-Athletes receiving athletic scholarship money who voluntarily leave a team mid-year will be asked to forfeit their remaining athletic aid.

RED-SHIRT

The term red-shirt is a designation used to describe a student-athlete who does not participate in athletics competition for a given academic year. The reasons can vary for the decision to not participate and can include but not be limited to: medical and or injury, academic, personal, team related. A red-shirt may practice during the given season but cannot participate in any games, meets, or matches. A red-shirt may also travel however permission to do so will be required from the head coach in consultation with the Director of Athletics or his designee. **REGARDLESS OF THE REASON, THE FINAL DECISION TO RED-SHIRT DOES NOT REST SOLELY WITH THE STUDENT-ATHLETE - IT REQUIRES THE PERMISSION AND AGREEMENT OF THE HEAD COACH AND THE DIRECTOR OF ATHLETICS OR HIS/HER DESIGNEE.** The decision to grant a fifth year of athletic participation will be made by the head coach and the Director of Athletics.

MEDICAL HARDSHIPS

Medical hardships differ from the term red-shirt as the student-athlete has actually played in competition and then sustained a season-ending injury. A medical hardship also requires approval from the NCAA administered through the Northeast Conference Office based on clear medical documentation that the injury or illness results in the student-athlete being unable to medically compete for the remainder of the season in question. Additionally, the injury or illness must occur prior to first competition that starts the second half of the season and the student-athlete cannot have participated in more than 3 contests or dates of competition or 30 percent of the contests or dates of competition, whichever number is greater. The student-athlete also must make a consistent effort in recovery from injury, as provided by medical documentation, to be eligible for a medical hardship.

While a student-athlete may actually qualify for a medical hardship, the final decision to actually use that resulting fifth year of eligibility will be made by the head coach and Director of Athletics (or his/her designee) and will be determined by the physical condition, academic eligibility and progress towards a degree of the student-athlete as well as the needs of the team.

STUDENT-ATHLETE EMPLOYMENT

Student-athletes are permitted, unless otherwise instructed through a team rulebook, to work both on and off campus. During the school year, any student-athlete who is hired in any capacity (by the school, an outside business, a chain, a permanent babysitting job, etc.) MUST complete the Employment Form available on Jump Forward. The student-athlete completes the top portion with student-athlete information, prints the form and has his/her employer complete and sign the form. The student-athlete then must return the form to the Compliance office PRIOR to working. Student-athletes should be receiving a normal wage for normal work.

NAME, IMAGE AND LIKENESS

NCAA student-athletes may begin to receive compensation from third parties (but NOT from Fairleigh Dickinson University (FDU)) for use of their Name, Image and Likeness (NIL) in endorsements or business activities. All such activities MUST be reported to the athletic compliance office through www.nil.fduknight.com within 7 business days of receipt of compensation or entering into an agreement for future compensation, whichever occurs first.

Information and education regarding NIL activity will be available throughout the year to FDU student-athletes through the Northeast Conference's partnership with Fanword. All student-athletes, regardless of if they want to participate in NIL activity MUST register with Fanword at www.nil.fduknight.com at the beginning of their time at FDU.

- Student-athletes may earn compensation for their name, image or likeness.
- Student-athletes will not, however, be permitted to enter into NIL agreements with any vendors associated with adult entertainment, alcohol, casinos/gambling, sports wagering, tobacco, prescription pharmaceuticals, controlled substances, and weapons.
- Student-athletes must disclose any NIL agreements to the athletic department. Disclosure forms are available through JumpForward. These must be completed within 7 business days.
- FDU, the athletic department, or any other entity whose purpose includes supporting or benefitting FDU or its athletic programs, or any officer, director or employee of FDU or that other entity:
 - shall not compensate or cause compensation to be directed to a current or prospective student-athlete for use of the student's name, image or likeness.
- Student-athletes may state that they play a varsity sport at Fairleigh Dickinson University or that they are a member of a varsity sport team at FDU.
- Student-athletes may secure representation (agent or lawyer), only for name, image or likeness opportunities and not for future professional athletic contract negotiations.
- NIL compensation opportunities must not conflict with academic or team related activities.
- Student-athletes will only be allowed to use FDU or athletic department related logos and marks, including all aspects of the uniform, if those rights have been secured through a written agreement with FDU. A student-athlete can request sponsorship information and/or an agreement by contacting the Senior Associate Athletic Director for External Operations.
- The use of athletic department or other FDU facilities will require written agreement from FDU in advance (location agreements, including waiver of liability forms and applicable rental fees). Rental and waiver of liability agreements will be coordinated with the Deputy Athletic Director.
- International student-athletes should not enter into NIL agreements without guidance from the FDU Office of International Student Services to guard against any potential immigration issues.
- Pell Grant, NJ TAG Grant and/or need based financial aid may be impacted based on compensation from NIL agreements. Those issues should be directed to the FDU Office of Financial Aid.

- Student-athletes are responsible for protecting their own identity, personal identification numbers, bank accounts, and any other factor or situation related to identity security. FDU is NOT responsible for detecting, preventing, or mitigating identity theft of student-athletes as it relates to NIL activities.

FDU, its athletic department or related entities may NOT:

- Be involved in the development, operation, or promotion of a student-athlete's NIL activity covered by this policy.
- Use the promise of any NIL activity as an inducement to attend or remain at FDU.
- Contract with or otherwise knowingly allow any FDU partner or contractor to engage in activity that is impermissible for FDU.
- Pay for, provide, or facilitate a relationship between a professional service provider and any student-athlete.

Failure to adhere to FDU's Name, Image and Likeness Guidelines may result in eligibility concerns and additional action taken by the University.

OUTSIDE COMPETITION

OUTSIDE COMPETITION DURING YEAR

Certain student-athletes in certain sports are permitted to compete individually outside of FDU during the academic year. All student-athletes MUST complete the Outside Competition form on Jump Forward prior to competing or agreeing to compete. The form, initiated by the student-athlete on Jump Forward will be sent to the head coach for approval. Once the head coach signs off (through Jump Forward), he/she will submit it to Compliance Office for final approval. The student-athlete may NOT compete until after Compliance approval has been given.

SUMMER LEAGUE PERMISSION

It is commonplace for many student-athletes to compete in summer leagues within their sports during the summer break in school. There are parameters for all student-athletes competing in summer leagues within each sport. Prior to any competition in a summer team, the compliance office must be notified about all student-athletes from a team participating in an outside team.

A member of the coaching staff must compile a list of their student-athletes competing in a summer league and provide the name of student-athlete, team for which they are playing, town of the team for which they are playing, league in which that team participates and number of student-athletes from FDU on that team. This information must be completed and turned into compliance by June 1 OR prior to any student-athlete participating whichever is earlier.

Men's and women's basketball student-athletes must complete the Summer League Request form on Jump Forward and wait for email approval from the Associate Athletic Director for Compliance and Academics prior to participating in any summer league or contest.

EQUIPMENT RULES & REGULATIONS

The FDU Athletics Department regularly purchases a tremendous amount of equipment/gear each year. The Supervisor of Athletic Equipment and Facilities is responsible for the control, inventory and repair of all sports equipment/gear. Furthermore, all equipment/gear is the property of Fairleigh Dickinson University. All equipment/gear must be returned after the sports season and must be accounted for by the athletics department.

Equipment/gear will not be issued until the student-athlete has completed a medical questionnaire, provided medical insurance information, passed a medical examination and is cleared for participation by the Associate Director of Athletics.

No equipment/gear is to be removed from authorized areas and usage is restricted to practice and games.

Each student-athlete is responsible for the equipment/gear issued to them and will be charged for equipment/gear not returned, damaged due to neglect and loss or theft.

Equipment/gear damaged due to use, not neglect, will be repaired by the Supervisor of Athletic Equipment & Facilities and returned to you.

For road trips, the Supervisor of Athletic Equipment & Facilities will pack your gear. It is your responsibility to pick up your gear in a timely manner before the trip. During the trip it is your responsibility to ensure the safe return of your equipment/gear to the Supervisor.

You should report any equipment/gear problems to the Supervisor as soon as possible.

At the conclusion of the season, all equipment/gear will be inventoried, laundered and repaired for the next year.

Any student-athlete who does not turn in all of their equipment/gear will be put on a registration hold until the equipment/gear is either returned or paid for.

ATHLETIC TRAINING/SPORTS MEDICINE

Vision Statement

The Fairleigh Dickinson University Sports Medicine Department shall provide our Student-Athletes with the highest quality health care system available. We will strive to stay on the leading edge of knowledge and practices providing the best and safest approaches to collegiate athlete health care.

Mission Statement

The Fairleigh Dickinson University Sports Medicine staff shall provide medical care to the Student-Athletes within the Athletic Department. The services provided to the Student-Athlete can be divided into four areas:

1. Prevention of athletic injuries.
2. Recognition, evaluation, and treatment of athlete injuries and illnesses.
3. Rehabilitation and reconditioning of all injuries incurred by Student-Athletes.
4. Health and wellness education.

Our goal is to provide the Student-Athletes at FDU with the best health care possible. In providing these services, we are committed to using whatever technology is available and affordable in the delivery of these services. We will remain committed to the continuous upgrade of the equipment used in the delivery of sports medicine services so our athletes can be assured of the most modern care available. Our philosophy is that the needs of the Student-Athlete will always be the first consideration for all members of the sports medicine staff. The Fairleigh Dickinson University Sports Medicine Department strives to be a program of recognized excellence in sports medicine. We will comply with the recommendations and guidelines as established by the NCAA Sports Medicine Committee, the Northeast Conference and the National Athletic Trainers Association.

Our Guiding Principles – “The Big Three”

- Communication – with the Student-Athletes, Coaches, Sports Medicine staff, Strength & Conditioning Staff, Medical Doctors, Athletic Department Administrator and additional support staff
- Consistency – with treatments and medical care; dialogue with Student-Athletes and coaches; guidelines and return-to-play protocol
- Clarity – through education and open lines of communication

ATHLETIC TRAINING ROOM HOURS OF OPERATION

**The Training Room is always open one hour before practice or pre-game warm up; Training Room closes one hour after the conclusion of practice/competition. **

Rothman Center Training Room (Main Training Room):

Routine Hours of Operation are:

MON-FRI

10:00am – 6:00pm unless open earlier/later for practice coverage.

SAT/SUN

In-season Practice/Competition Only

Field House Training Room:

Hours of Operation based solely on in-season practice/competition schedules for: Baseball, M/W Tennis and M/W Soccer. Field House Training Room is closed for the winter season and summer months (June-July).

TEAM DOCTORS

Dr. Randy Tartacoff, MD

Specialties: Emergency Medicine

Practice: Holy Name Medical Center

718 Teaneck Road, Teaneck, NJ 07666.

Office Phone: 201-833-3210

Matt Hoepfner, PA-C

Specialties: Emergency Medicine, Family Medicine, Internal Medicine

Practice: Holy Name Medical Center

514 Kinderkamack Rd, Oradell, NJ 07649.

Office Phone: 201-833-3909

Team Doctor's Role in FDU Sports Medicine:

1. Oversight on all Athletic Training Room operations
2. Evaluation and all Return-to-play Decisions regarding head injuries and Concussion
3. Final clearance after all MD visits: must sign-off on all referrals and ER discharge paperwork prior to return to sport or lift/conditioning.

TEAM ORTHOPEDIC

Dr. Dennis Pfisterer, MD– Lead Orthopedic Surgeon

Specialties: Orthopedics

Practice: Northern Jersey Orthopedic Center, PA.

870 Palisade Avenue, Suite 205

Office Phone: 201-836-1663

THE MD REFERRAL PROCESS

A referral document is provided EVERY TIME a Student-Athlete sees a doctor for a medical issue, outside annual and routine check-ups. This includes but is no limited to: orthopedic visit, surgical dental visit, sickness/illness visit, PT/OT/chiropractor/massage therapy appointment.

The Student-Athlete is responsible for getting the referral filled out by the treating doctor/therapist and returned to the ATR that same day.

If the Student-Athlete forgets the referral, they should ask the medical provider to write a note on his/her letter head with the following information: diagnosis, medication, testing done, testing needed, participation status, if/when follow up is needed.

Once returned, the Athletic Trainer will review the referral with the Student-Athlete to ensure they understand what the doctor has documented. They will also get a recap of the appointment from the Student-Athlete's point of view and make sure they understand the plan of care and any limitations and/or restrictions the doctor may have put in place

All MD referrals outside of Holy Name Medical Center network **MUST BE SIGNED OFF BY MATT HOEPPNER PA-C OR DR PFISTERER BEFORE THE STUDENT-ATHLETE RESUMES ACTIVITY.**

If the Student-Athlete indicates that they have already seen a doctor without following the referral protocol, then a referral must be “backed into” and the Student-Athlete is OUT of all activity until referral is returned and signed off on.

The Head Coach and Strength & Conditioning Coach will be notified of any and all status changes post-visit.

THE FDU ATHLETIC PHYSICAL PROCESS

EVERY STUDENT-ATHLETE MUST PERFORM THE ATHLETIC PHYSICAL ON AN ANNUAL BASIS IN ORDER TO BEGIN OR CONTINUE TO PARTICIPATION IN FDU ATHLETICS.

Incoming Student-Athletes must complete the following (generally through JF):

1. Incoming Medical Packet with all appropriate requested documents (sickle cell results, insurance card, clearance note if applicable, etc) :
2. Athletic Training Room Screening
3. Baseline Concussion Screening (online and in person)
4. Medical Start-up Meeting and “Injury & Concussion Acknowledgement & Disclosure Form”
5. Final Clearance from Team Doctor

Returning Student-Athletes must complete the following:

1. Spring Physical
 - a. 2nd & 4th year – must complete paperwork and get vitals taken. No MD evaluation needed, just sign-off by the team doctor
 - b. 3rd YEAR & 5th YEAR – must complete paperwork, perform full Training Room physical and see the team doctor.

**EXCEPTION AND IMPORTANT NOTE:* Any Student-Athlete, regardless of their year at FDU, who has a new or recently documented medical issue of a serious nature (e.g. diabetes, cardiac, post-concussion syndrome) and/or is coming off surgery in the last year, must see the team doctor to complete the spring physical process.

THE FDU ATHLETIC PHYSICAL VS. THE UNIVERSITY REQUIRED ENTRANCE PHYSICAL

The Athletic Physical process is separate and distinct from the University Entrance Physical.

FDU Athletic Physical

Process is outlined above. Forms are provided by Sports Medicine Staff and available on-line through the FDU knight’s website. Completed forms are returned to Athletic Training Staff and housed in the Athletic Training Room. This physical is necessary for clearance to sport. It can only be performed by the Athletic Training Staff and our Team Doctor, Dr. Borkowski.

University Physical

Forms are provided by Student Health Services and available on-line through the University website. Completed forms are returned to Student Health Services and housed there. These forms include required immunization for the University and the state of NJ. This physical can be performed by the Student-Athlete’s personal MD.

**** The Athletic Physical does not take the place of the University Physical nor does the University Physical take place of the Athletic Physical.****

The only exception is the 14-day walk on process, see “Walk-On Policy” for more info.

POLICIES OUTLINED IN THE ATHLETIC PHYSICAL PACKET (SIMPLIFIED)

1. MEDICAL CLEARANCE DOCUMENTATION FOR PRE-EXISTING CONDITIONS:

For any medical condition or surgery that has been evaluated and/or treated in the previous academic year (September-August), the Student-Athlete must provide medical documentation – including test results and diagnosis - and a clearance note from the attending physician. Surgical cases must include surgical report and PT notes if applicable. There are no exceptions to this!!

2. EPI-PEN AND INHALER POLICY AND PROCEDURE:

If a Student-Athlete was prescribed an epi-pen or inhaler, they must provide a second one to their Athletic Trainer to be used in emergency situations. If a Student-Athlete has to use an epi-pen, they will be sent to the ER for further evaluation and care and the team doctor will be consulted prior to return to sport.

3. MENTAL HEALTH SCREENING AND REFERRAL

As of 2016, the Athletic Physical Packet now contains a brief 10 question mental health screening. Should a Student-Athlete answer “YES” to any of the posed questions, a follow-up conversation will be had with their Athletic Trainer at the time of evaluation and they will be educated on University resources for mental health ailments and disorders. If the Athletic Trainer thinks they can benefit from counseling, they will communicate that to the Student-Athlete and assist in the process of referral.

4. CARDIAC SCREENING AND DOCUMENTATION

All cardiac history and testing will be documented on the cover sheet for the Athletic Physical to make the team doctor aware of the situation for him to determine if further evaluation or work-up is needed. Any cardiac testing done in the prior year to being admitted to FDU must be on file in the Athletic Training Room - even if the test is part of a standard physical. This may include EKGs, echocardiograms, stress test, halter monitor, etc.

5. CONCUSSION SCREENING AND DOCUMENTATION

All concussion history and testing will be documented on the cover sheet for the Athletic Physical to make the team doctor aware of the situation for him to determine if further evaluation or work-up is needed. Prior to the start of practices and competitions, all Student-Athletes will undergo specific concussion education, awareness training and baseline testing. They will be asked to sign documents relating to the recognition of concussion signs and symptoms and the reporting of possible concussions.

6. INSURANCE POLICY

The University Athletic Insurance Policy – BMI - is a **SECONDARY INSURER for ACUTE ATHLETIC INJURIES. Therefore, THE STUDENT-ATHLETES personal insurance is the primary.** The Student-Athlete must be injured during a supervised, sanctioned athletic event in order to utilize this medical insurance. When utilizing the Athletics Secondary/Medical Insurance, the Student-Athlete is expected to:

1. Notify the Athletic Training Staff of any athletic injury within 48 hours of the injury occurring
2. Notify his/her parent/guardian
3. Complete an accurate claim form for athletic injury
4. Submit the completed claim form to the doctor's office at the time of evaluation
5. Check your mailbox regularly for bills and Explanation of Benefits and bring to ATR immediately. ***** All forms must be received within 90 days of the original date of service.*****

Without the EXPLANATION OF BENEFITS (EOB) provided from the primary insurance, our secondary/ medical provider will not provide any benefit of coverage or payment. Student-Athletes must respond to any requests from their personal or secondary insurance promptly!

Here is a partial listing of covered and non-covered injuries provided for with the secondary insurance:

Covered: Any injury occurring during a University/Athletics supervised practice, game, conditioning

session, weight lifting (team or individual), etc. where a Coach, Athletic trainer, and/or Strength and Conditioning Coach is supervising.

NON-COVERED: Pre-existing injuries, illness, non-sport related injuries including dental and vision, non-athletic prescriptions, issues that arise out of your athletic medical clearance.

Student-Athletes and parents are told to make a copy of the Medical Insurance Policy detailed in the Incoming Student-Athlete Physical Packet and keep for their records. Both the Student-Athlete and their parent must sign the Insurance Acknowledgement Statement in the packet regardless of their age.

7. SICKLE CELL POLICY

In order to show compliance with NCAA legislation, FDU requires all new Student-Athletes (freshman and transfers) to provide documentation of their Sickle Cell Trait status in order to begin their FDU eligibility. Many children were tested at birth so the test results may be available from the pediatrician/hospital of birth. If they have not been tested, they should take the following steps:

1. Call your family physician and ask him for a script ordering the sickle cell test (hemoglobin solubility test).
2. Go to a local lab that takes your insurance and have the simple blood test done
3. Forward lab results to Athletic Training Room

8. ADD/ADHD POLICY

The majority of ADD/ADHD medications are banned as illegal performance enhancing substances per NCAA rules. Student-Athletes who have a documented case of ADD/ADHD with supporting documentation from a physician who has expertise in the area can apply for a medical exemption upon testing positive (drug test) due to the stimulant ADD/ADHD medication. Any Student-Athlete that takes ADD/ADHD medication bears the responsibility to immediately notify the Athletic Training Room and provide the appropriate documentation prior to the start (or resumption) of sport. They should refer to the ADD/ADHD Policy and Notification of Use link on the fduknights.com Sports Medicine page and submit the following forms: 1. ADD/ADHD Notification of Use, and Form 2. Physician Form for Adult ADHD/ADD Evaluation Form.

9. MANDATED FORMS THAT STUDENTS MUST SIGN ANNUALLY:

- a. Acknowledgement of Risk and Injury Statement
- b. Medical Release Form
- c. Student-Athlete Authorization/Consent for Disclosure of Protected Health Information (PHI)
- d. Student-Athlete Annual Nutritional Supplement and Medication Disclosure and Review Form
- e. Treatment Consent Form for Minors (if under 18 years old)
- f. Injury and Concussion Acknowledgement and Disclosure Form (after medical start up meeting and education)

ANNUAL SPORTS MEDICINE START-UP MEETING

Every team – Student-Athletes and coaching staff - must attend an annual Sports Medicine Start-up Meeting prior to their first sanctioned day of practice or lift/conditioning. The following topics are reviewed during this meeting:

- The Sports Medicine staff and Chain of Commands
- Athletic Training Room Rules and Regulations
- Pre-Participation Physicals and Paperwork
- The Referral Protocol and Second Opinion Protocol
- Training Room Policies and Procedures – including but not limited to: Sickle cell screening, Insurance (primary and secondary/athletic), Concussion protocol, NCAA Drug Testing Protocol

Several informational handouts are given to the Student-Athletes and the coaching staff and each and every person in attendance (coaches included) must sign the documents prior to the first sanctioned day of practice or lift/conditioning.

ATHLETIC TRAINING ROOM RULES & EXPECTATIONS

1. The Athletic Training Room is a medical facility, and should be treated as such. Proper behavior, attire, and language will be required at all times. Failure to follow these standards will result in removal from the Athletic Training Room.
2. The Athletic Training Room is a place of business, not a lounge. If you are not receiving treatment, please make room for others. **NO LOITERING.**
3. The Athletic Training Room is appointment based. You must make appointments for all treatments and rehabs.
4. All athletes will sign in for all treatment and services received in the Athletic Training Room.
5. No athletes will be allowed in the Athletic Trainers office without supervision from Athletic Trainer.
6. Modality treatments are given as part of treatment protocol or by physician orders. The Athletic Trainer will determine which treatments are appropriate, and necessary. No Student-Athlete may administer, or make adjustments to his/her own electrical treatment.
7. Use of cell phone and headphones is limited in Training Room. Headphone volume must be at a reasonable level, and use of both headphone and cellphone must not distract from the treatment/rehabilitation session.
8. No athlete is allowed to take supplies or equipment from Training Room. If a supply is not on the taping station, you must ask for assistance.
9. Athletes must sign out select Training Room supplies/equipment if prompted by Athletic Trainer. If athlete does not return the supply, they will be asked to purchase new equipment. Failure to return equipment may delay clearance.
10. There is **NO FOOD ALLOWED** in the Athletic Training Room.
11. Athletes will not place shoes on tables, chairs, or countertops. Personal belongings (book bag, purse, coats, etc.) should be kept in locker room.
12. The Following will not be accepted:
 - a. Persistent lateness/tardiness to ATR appointments
 - b. No Show or last minute cancelling of MD appointment's
 - c. Disrespectful comments, language or body language
 - d. Unprofessional communication or relationships with FDU Athletic Trainer – no dating, drinking or socializing

INJURY MANAGEMENT AND PROTOCOL

1. All injuries and ailments are evaluated by the Athletic Trainer. He/ she will make a diagnosis/prognosis and provide a plan of care. If necessary, the Athletic Trainer will refer you for additional evaluation and/or treatment.
2. Student-athletes referred for additional medical attention will be given a medical referral form. This is obtained from the Athletic Training Room. It must be returned immediately following the appointment. This must be signed off by Team Physician prior to resumption of play.
3. If an injury or illness occurs or develops after hours, you must attempt to contact your Athletic Trainer AND Head Coach as soon as possible. In the event of a Medical Emergency, seek medical attention at the hospital or urgent Care facility. Be sure to obtain all discharge documentation and test results. This will be reviewed by Team Doctor for final clearance.
4. FDU utilizes a network of local healthcare providers in addition to services provided by our Team Physician. If you desire medical attention other than that which is provided by the FDU Sports Medicine Staff, you may do so at your own expenses. The Athletic Department will not be responsible for payment of medical expenses generated "out of network" without direct referral by FDU Sports Medicine Staff. A student athlete who seeks medical care outside of the department will not be allowed to participate without written documentation for full clearance by the treating physician AND OUR TEAM PHYSICIAN.

5. Student-athletes are responsible for making sure FDU Athletics Insurance claim form gets to the doctor's office at the time of service. Student-athlete must bring in all bills and Explanation of benefits (E.O.B's) WITHIN 90 DAYS OF THE STATEMENT DATE.

**** Student-Athletes are expected to abide by all Athletic Training Room Rules, Policies and Procedure outlined in this handbook. You are expected to have open and honest communication with your Athletic Trainer – starting with your pre-participation screening and past medical history and you are to respect all medical decisions regarding clearance and sport limitations. ****

MISSED PRACTICE OR PLAY

If a student-athlete is unable to complete a practice or finish competing in a contest/competition due to an injury/illness, the student-athlete will need be assessed by an Athletic Trainer to determine the next steps in care. The Athletic Trainer may consult with a designated medical provider during this time.

REPORTING AN INJURY OR ILLNESS:

All athletic injuries must be reported within 48 hours of occurrence. It is not unusual that based on adrenaline in the midst of competition that something may seem insignificant at that time but later that night or the next day the situation becomes more bothersome and/or serious. At that time you need to report that injury/ situation to an athletic trainer. *Failure to report an athletic injury within 48hrs of occurrence can exclude the University/ Athletic policy from incurring costs associated with this injury. If this were to occur all costs for care would be the student-athletes personal insurance with no obligation to the secondary athletic policy.*

PROTOCOL FOR EMERGENCY ROOM (ER) VISIT

Injury That Occurs During Practice/Competition:

- A member of the coaching/athletic staff will accompany the student-athlete to the ER and stay through the release
- The student-athlete will be sent to the ER with insurance information and the coach will be provided with the proper steps to ensure a smooth process for communication and required documentation.
- Once back on campus the coach and student-athlete will return all paperwork from the ER to the Athletic Training Room. Required paperwork includes all discharge paperwork as well as copies of any diagnostic testing done at the ER. The ER can put all x-rays, MRI's, CT scans and US testing done on a CD. Request a copy of any blood work done as well- DO NOT LEAVE THE ER WITHOUT THIS INFORMATION; IT IS EXTREMELY DIFFICULT TO BACK INTO THE INFORMATION. Failure to provide all the necessary information will delay the review and final sign off by the Team Physician.
- Once all ER information is in – it will be reviewed by the Team Physician who will provide final clearance. Team Physician may want to see student-athlete in his office prior to doing so. THE STUDENT-ATHLETE IS NOT ALLOWED BACK TO SPORT/WEIGHT ROOM WITHOUT CLEARANCE FROM TEAM PHYSICIAN.

Injury that occurs outside of practice, competition or strength and conditioning:

- The student-athlete is responsible for notifying the Head Coach IMMEDIATELY if the student-athlete is in the Emergency Room
- A member of the coaching staff will meet the student-athlete at the emergency room ASAP.
- Prior to discharge, the student-athlete/coach must request and receive all discharge papers and any test results performed while in the ER. (see above section for required information)
- Once back on campus the coach and student-athlete will return all paperwork from the ER to the Athletic Training Room.
- Once all ER information is in – it will be reviewed by the Team Physician who will provide final clearance. Team Physician may want to see student-athlete in his office prior to doing so. THE

STUDENT-ATHLETE IS NOT ALLOWED BACK TO SPORT/WEIGHT ROOM WITHOUT CLEARANCE FROM TEAM PHYSICIAN.

- The student-athlete is also responsible for providing the Student Health Center a copy of all discharge paperwork.

ATHLETIC TRAINING END-OF-SEASON/END-OF-YEAR QUESTIONNAIRE

At the conclusion of each teams' competitive season and/or at the conclusion of the academic year, the athletic training staff will distribute an end-of-season/end-of-year questionnaire to be completed by the participating student-athletes to capture any medical concerns or an unresolved injury/illness. In the event that an issue is noted the athletic trainer will assess the situation and determine any next steps in care. This information becomes important as the Athletic Training Staff works very closely with the strength and conditioning coach to insure winter and summer conditioning programs can be performed without risk due to on-going health issues. It is imperative that you complete this form accurately.

OTHER RESOURCES AVAILABLE TO STUDENT-ATHLETES:

The Athletics Department understands there are tremendous demands you will encounter during your athletic career at the University. To help navigate this there are some additional resources available to you so you can be successful not only with athletics but academics as well. These resources include:

- Counseling Center
- Nutritional Counseling
- Sport Psych Counseling

Should you be interested in any of these services, please contact a staff ATC and they will assist you.

HEALTH CENTER

The Student Health Center is located in the Student Union Building (SUB). It should be utilized by student-athletes in cases of illness (cold, flu, etc.) and in cases of non-athletic related injuries. The Health Center typically is open from 9:00 am to 4:00 pm (closed from 1:00 pm to 2:00 pm) Monday through Friday. Therefore, it is advisable that any student-athlete who feels sick during the week should see the Health Center staff before the weekend so that the illness can be handled before the weekend begins. If a student-athlete is referred to the Student Health Center or goes on his/her own the student-athletes is expected to identify himself/herself to the Student Health Center as a student-athlete. The Student Health Center has general sickness athletic referrals in their offices and will then complete a referral for the appointment and send to the Athletic Training Staff. This referral will mandate your plan of care.

STRENGTH & CONDITIONING DEPARTMENT

The responsibility of the Strength and Conditioning Department is to design, implement and supervise strength training and conditioning programs for all 21 NCAA Division I varsity sports. This is done in conjunction with the Athletic Training Staff and each team's coaching staff. The Strength & Conditioning Department at Fairleigh Dickinson University-Metropolitan Campus strives to achieve the peak athletic potential of each student-athlete that it services. This mission is achieved by providing the most effective research and evidence-based training techniques while instilling in each student-athlete a sense of Discipline, Integrity, and Personal Accountability.

ROTHMAN CENTER ATHLETIC WEIGHT ROOM

The Rothman Center Athletic Weight Room in the George and Phyllis Rothman Center serves as the home facility of all 21 NCAA Division I athletic teams at FDU-Metro Campus. The facility provides a means for a ground-based training approach while also being versatile in satisfying the needs of any athlete that may require special attention due to musculoskeletal injury.

FITNESS CENTER

The Fairleigh Dickinson University Fitness Center, located on the Teaneck side of campus, provides the university community with a great variety of exercise and recreation opportunities. The facility offers a central court area for basketball, volleyball, and badminton. It also contains state-of-the-art fitness equipment in three separate rooms: cardiovascular exercise room, as well as free-weight and sectorized

weight rooms. In addition to an aerobics/dance studio, the Fitness Center houses a commuter lounge with internet ready USP ports, lockers, and TVs.

The Fitness Center supplements the student-athlete weight room to provide the student-athlete everything needed for year-round conditioning. The facility is also home to the university's Strength and Conditioning coach who is responsible for developing and directing conditioning programs for all student-athletes. Student-athletes are expected to follow the policies and procedures applicable to all students using the Fitness Center, including providing proper ID and signing-in, and are expected to serve as role-models for the entire university community.

Because the Fitness Center is available to the entire university community, student-athletes should limit group conditioning to four or less at one time. Larger groups must schedule conditioning sessions with the Strength and Conditioning coach and/or the Director of the Fitness Center. Any scheduled group of more than four (4) student-athletes should be accompanied by the Strength and Conditioning coach and/or at least one member of the team's coaching staff.

ATHLETIC COMMUNICATIONS

Overview

Fairleigh Dickinson University athletic teams have consistently made headlines in the local, regional and national media outlets. Whether it be a conference championship team, an NCAA Tournament bid or a human interest story on one of our exceptional student-athletes, the Office of Athletic Communications is responsible for meeting the demands of the media, as well as the demands of fans, parents, alumni, staff and other interested parties.

Knights in the Media

The Office of Athletic Communications continually strives to promote the positive aspects, both on the field of competition and off, of all 19 NCAA Division I sports. After each event, results are reported to media outlets, regardless of outcome, **via email** in a timely fashion. Throughout the year weekly notes and releases are distributed to media outlets for each team and staff members consistently stay in touch with beat writers and reporters. Several basketball games throughout the season are also broadcast live on local and regional television and radio networks. The Office of Athletic Communications serves as a liaison between the teams and these outlets. ALL interviews MUST go through the Athletic Communications department.

Publications

The Office of Athletic Communications is responsible for numerous publications that promote our teams including media guides, record books, schedule cards, game programs, posters, press releases, **social media** and videos. Media guides are produced annually for men's and women's basketball and record books for all other teams. All of Fairleigh Dickinson's publications are created using professional desktop software in house. These brochures are designed to be both informative and promotional.

Awards/Honors

Fairleigh Dickinson annually produces top-notch student-athletes who are competing for honors, not only in the league, but nationally as well. The Office of Athletic Communications works closely with the Northeast Conference, the NCAA and governing bodies of sports organizations to promote our student-athletes by featuring their accomplishments in weekly notes and press releases that are **emailed** and posted on the official athletic website – www.fduknight.com.

World Wide Web

A major responsibility of the Office of Athletic Communications is to generate content for the Fairleigh Dickinson athletic website. The staff updates the site for all 19 teams with every effort made to keep each page up to date. If you notice an error on the website, please let your coach know and have them contact the Office of Athletic Communications.

Statistics/Archives

The Office of Athletic Communications compiles event, season and career statistics for each student-athlete, along with historical records, photos, newspaper clips and video. Student-Athletes can contact the Office of Sports Communication to obtain specific statistical information.

A NOTE ON INTERVIEWS

1. All interviews with student-athletes need prior approval of the Athletic Communications office. A coach or staff member of the Athletic Communications office should be present at all interviews involving student-athletes if possible. If a student-athlete is contacted by a member of the media without pre-arrangement by the Athletic Communications office, kindly ask that person to contact us first, do not answer any questions and please contact Chris Strauch at x2204 immediately with that individual's name and the name of their media outlet.
2. Prior to any interviews with student-athletes, they will be given the opportunity to review interview techniques and etiquette. If a student-athlete does not feel comfortable with the interview process, please see a member of the Athletic Communications office.
3. Under NO circumstance should a student-athlete give out their phone number to a member of the media.

FUNDRAISING PROCEDURE

Any coach, student-athlete or program that wishes to participate in a fundraising activity must submit, to the Senior Associate AD for External Affairs, a proposal, in writing, for the fundraising activity (Proposal sheets are available in the Athletic Office). The proposal must include: a general overview of the program; a proposed budget of expenses and expected profits; any and all printed materials used in promoting the program including raffle tickets.

Before the proposed fundraising activity will be approved and acted upon, the proposal will be forwarded to the Senior Associate AD for Compliance, Deputy AD and the Business Manager for review, approval and signature.

COMPLIMENTARY TICKET POLICY

All FDU students and student-athletes are admitted to Fairleigh Dickinson University athletic events free of charge by showing a valid current Fairleigh Dickinson University identification card.

Student-athletes participating in sports that require paid admission can place a maximum of four individual's names on a complimentary ticket list. The guidelines for complimentary admissions granted to student-athletes are defined by NCAA rules. The policy allows for student-athletes to have the opportunity to permit family members, relatives, and friends free admission to the athletic events in which the student-athlete is participating.

The complimentary ticket list is handled by each respective coaching staff in conjunction with an athletics administrator. Completed complimentary ticket lists are to be turned in to the ticket office no later than one hour and fifteen minutes prior to the game time.

Any individual listed on the complimentary ticket list will be asked to provide identification at the time of appearing at the "will-call" window and sign for the admission.

NEC, NCAA or other championship competition operate under different guidelines. All students, parents, staff and faculty must pay for tickets to these events

VARSITY AWARDS & AWARDS BANQUET

Athletic awards will be granted at the end of each year upon the recommendation of the head coach of each sport and the athletics administration. The following sports are eligible for varsity awards:

Baseball	Women's Basketball
Men's Basketball	Women's Bowling
Cheerleading	Men's Cross Country
Women's Cross Country	Women's Fencing
Men's Golf	Women's Golf
Men's Indoor Track	Women's Indoor Track
Women's Lacrosse	Men's Outdoor Track
Women's Outdoor Track	Men's Soccer
Women's Soccer	Women's Softball
Men's Tennis	Women's Tennis
Men's Volleyball	Women's Volleyball

Prior to the conclusion of classes, FDU sponsors its annual Athletic Awards Banquet. This is a major event of the year and it honors the academic and athletic achievements of individual student-athletes and teams. Representatives from various campus constituencies are invited to attend as well as faculty, parents, alumni and friends of the University. All student-athletes are expected to attend this event. All-America honors and All-Conference awards are presented annually at this time. Additionally, team MVP, team Knight and senior awards are distributed along with awards for the following several major categories:

Walter Marusyn Award for the Outstanding Male Student-Athlete of the Year

Harriet McCormick Award for the Outstanding Female Student-Athlete of the Year

George Braun Leadership Award to the student-athlete who best exemplifies the spirit of competitiveness on the playing field and in the classroom.

SAAC Faculty/Staff Award to the faculty/ staff member going above and beyond their job to support SAAC

Rich Panicucci Service Award for the student-athlete who best exemplifies service to the department, university, campus or surrounding area

The Roy Danforth Award to the team with the highest grade point average

The Bob Metz Award to the senior male student-athlete with the highest grade point average

The Mary Kay Stratis Award to the senior female student-athlete with the highest grade point average

ALPHA BETA AWARDS

The Alpha-Beta Award is given to student-athletes who have achieved a 3.0 semester grade point average.

NATIONAL COLLEGE ATHLETE HONOR SOCIETY (Chi Alpha Sigma)

Inductees are juniors/seniors with a minimum of a 3.4 cumulative grade point average who display good character and citizenship standards and have lettered in a varsity intercollegiate sport.