

Eastern New Mexico University

Department of Athletics

Student-Athlete Handbook

2015

Introduction

The ENMU Student Athlete Handbook is a supplemental policy manual prepared by the Department of Athletics for student athletes. Policies in this manual do not supersede policies contained in other University publications, such as the General Catalog, the Student Handbook and the policies of the University's colleges, schools and departments, or those policies contained in the NCAA Manual. Applicable provisions of the latter publications supersede this Handbook in the event of a conflict.

In order to have the necessary flexibility in the administration of policies and procedures, the Athletics Department reserves the right to change, revise, eliminate or supplement any of the policies and/or procedures described in this Handbook. The determination of the Athletics Department with respect to any provisions of this Handbook will be final.

If there are any questions, concerns or suggestions related to this Handbook, please contact the Athletics Director, Senior Woman Administrator (SWA) or a Student Athlete Advisory Committee member. Suggestions for revisions to this Handbook are encouraged to ensure that the student athlete experience at ENMU will be the most rewarding possible.

Philosophy of Eastern New Mexico University Department of Athletics

The intercollegiate athletics program for men and women at Eastern New Mexico University exists to complement the mission and goals of the University. Since athletic activities aid in the intellectual, physical and social development of students, there is an important role for intercollegiate athletics to play at the University.

The intercollegiate athletics program is an integral part of a total program of instruction and recreation while providing opportunities for highly-skilled students to compete against challenging collegiate opponents. In addition, the Athletic Department promotes the physical, emotional, social welfare and intellectual development of student-athletes without regard to differences in gender, ethnicity and sexual orientation. Opportunities for the development of student leadership are afforded through structures which govern the program. The Department of Athletics supports equitable opportunity (as defined under Title IX and the Office of Civil Rights) for all student-athletes and staff including women and minorities.

It is important to recognize that a strong athletic program can make a significant contribution to University recognition by the public, students, faculty, staff and alumni. Yet the program must place emphasis on the quality of the experience gained by each participant. Pressure to win without regard to the academic and physical well being of the student athlete must be avoided.

Sportsmanship and attitude are important elements in the total athletic program. Athletes should show respect for fellow participants, opponents, coaches and officials. The University has a responsibility to ensure that staff members of the athletic program and fans of the teams know and exhibit good sportsmanship at events in which University teams are participating.

Participants and staff members are to consider their involvement in the athletic program as an opportunity worthy of their best efforts. The participants' and coaches' actions exhibit their commitment to the team and program objectives. Individuals, teams, and coaches involved in the program must recognize that their actions reflect upon the University intercollegiate program, the University and themselves as individuals.

The program is to be conducted under procedures and actions that exhibit sound educational practice. The program is to be administered in accordance with the policies of conferences and other state, regional and national organizations in which the University holds membership.

The University is a member of the National Collegiate Athletic Association (NCAA) and offers 14 intercollegiate sports at the Division II level (seven men's sports: baseball, basketball, cross country, football, soccer, indoor/outdoor track and field; and seven women's sports: basketball, cross country, soccer, softball, indoor/outdoor track and field, volleyball). On a regional basis, the University competes in the Lone Star Conference (LSC). In addition, the University offers men's and women's rodeo teams, which compete in the National Intercollegiate Rodeo Association (NIRA). The Department of Intercollegiate Athletics will abide by all rules and regulations of the NCAA, LSC, NIRA, and the University.

In summary, athletics will provide a wholesome atmosphere for sportsmanship, competition, entertainment, academic achievement and a campus spirit for the development of tradition.

Formally Reviewed and Adopted by ENMU Board of Regents May 15, 2015

Department of Athletics Mission

The Mission of the Eastern New Mexico University Department of Athletics is to graduate student-athletes who demonstrate good citizenship while fielding competitive teams. The Department is committed to the ultimate development of all student/athletes. Through the intentional use of its resources the Department promotes individual and team development intellectually, athletically, and spiritually. The Department is steadfast in the attainment of success in the athletic environment. The competitive societies in which we live require the Department to prepare student/athletes to be successful by helping them learn to compete and win both in and outside the athletic domain.

Department of Athletics Vision

“Athletic Excellence on the High Plains”

ENMU Athletic Department Affiliations

National Collegiate Athletic Association (NCAA) Division II

Lone Star Athletic Conference (LSC)

National Intercollegiate Rodeo Association (NIRA)

Academic Expectations

The expectation of the Athletics program is that student athletes will graduate with an undergraduate degree from ENMU. Student athletes are expected to meet all requirements of their individual academic programs and make satisfactory progress each year as required by NCAA DII legislation.

In order to meet those expectations, each student athlete **is expected to:**

- attend every class meeting unless competition, injury, illness or family emergencies prevent attending;
- maintain an academic load of at least twelve hours per semester and make "satisfactory progress" toward a degree while maintaining 2.0 Grade Point Average;
- maintain academic eligibility as defined by NCAA regulations;
- be honest and truthful in all academic work, contacts with faculty and staff, and interactions with students.

Code of Ethics Introduction

A code of ethics may be described as unwritten rules or standards of behavior. It covers any situation or circumstance expecting student-athletes to act as adults who are responsible for the consequences of their actions. A code of ethics is very simple and can take the place of a point by point discipline policy, one that lays out the misbehavior and penalty. This code of ethics is the backbone of the ENMU discipline policy and vital to our success. Coaches are encouraged to implement the code in their programs, reviewing it on an annual basis and making it available to their student-athletes and coaches. This code is also available on our website at www.goeasternathletics.com.

The Code of Ethics of Eastern New Mexico University Athletics

The success of any organization is directly related to its code of ethics. The Code of Ethics of the Eastern New Mexico Department of Athletics states that every student-athlete and staff member is responsible for both the integrity and the consequences of his/her own actions. The highest standards of honesty, integrity, and fairness must be followed by each and every student-athlete and staff member when engaging in any activity concerning Eastern New Mexico University, particularly in relationships with students, faculty, the public, our competitors, and other team members. We expect that no team or staff member will partake in any activity that is, or gives the appearance of being, improper, illegal, immoral, or that could in any way harm or embarrass Eastern New Mexico University and the Department of Athletics.

Requirements Prior to Practice or Competition/Preseason Meeting

The preseason meeting is a MANDATORY meeting required by NCAA regulations. The meeting is conducted by the Athletics Department administration and is scheduled prior to each season of competition. Failure to attend will mean that student/athletes are NOT allowed to practice or compete. The following will be accomplished at this meeting.

1. The Compliance Officer will describe the Department of Athletics and NCAA requirements, the eligibility process, and how to avoid possible problem areas.
2. A summary of NCAA regulations will be presented, and the student athlete will sign the NCAA Student Athlete Statement, the Drug Testing Consent form, Athletics Policies form and the Disciplinary form. Failure to sign these forms on an annual basis will result in ineligibility to participate in intercollegiate athletics and a loss of grants-in-aid.
3. All forms must be completed and returned to the Department of Athletics before practice or competition. Once the student athlete has been declared eligible by the Compliance Officer and cleared by the Head Athletic Trainer (after appropriate training room rules and regulations have been explained and paperwork signed and returned to Head Trainer), he/she is allowed to practice and compete.

Student Athlete Responsibility

It is a privilege, not a right, to participate in the athletics program at ENMU. Due to the visibility of athletics, student athletes have a unique opportunity to be a role model, mentor and spokesperson. The University, the Athletics Department and the student athlete may all benefit from this exposure. Student athletes shall conduct themselves with honesty and will compete with integrity at all times. Their behavior shall at all times reflect the high standards of honor and dignity that characterize participation in competitive sports at ENMU.

Required Activities

1. Student athletes are subject to team rules and regulations, NCAA D II rules and regulations, and Lone Star Conference rules and regulations pertaining to her/his sport, as well as University policies and procedures.
2. Student athletes are expected to participate in all practices and competition, unless released from doing so by academic obligations, medical conditions identified by the ENMU athletic trainer or ENMU team physician, circumstances identified by ENMU compliance coordinator or other appropriate university officials.
3. Student athletes must abide by the decisions of the head coach regarding behavior during away contests, including dress policies. The conduct of all team members is the responsibility of the accompanying coaching staff.
4. Athletes should always show respect for and good sportsmanship toward participants, opponents, coaches, faculty, staff and officials.
5. Student athletes are expected to travel to and from athletic contests with their teammates and coaches. If they will be returning from athletic events with a family member or other person, they must secure prior approval from their coach.
6. Student athletes play an important, positive role in representing the team, the Athletics Department, and the University. The Department strives to provide an atmosphere in which problems can be discussed and solved internally. Student athletes must take advantage of problem-solving resources within the department, such as assistant coaches, head coaches and athletics staff personnel. If a problem is not resolved, the procedures set forth in this Handbook must be followed.
7. Student athletes must comply with all applicable University policies, including the Student Code of Conduct, academic requirements, Athletics Department policies, and with local, state and federal law.

Sanctions

The implementation and enforcement of team rules, Department of Athletics policies, Lone Star Conference rules and NCAA guidelines are the domain of the Department of Athletics. Student-athletes who are found in violation of these may be disciplined. Examples of disciplinary action include but are not limited to:

- Verbal reprimand
- Verbal and written warning
- Recommendation for counseling and/or treatment
- Suspension from practice and/or competition
- Dismissal from team
- Suspension from all athletic privileges
- Athletic Grant-in-aid reduction or cancellation
- Action through the student discipline process.

This code of conduct is meant to protect the integrity of the sport, the Athletics Department, the University, LSC and the NCAA. It is also for the protection of the student-athlete. Since student-athletes are governed by the ENMU Student Code of Conduct, they have a right to appeal any sanctions or decisions in the process outlined by the Code.

Student Athlete Rights

The intercollegiate athletics program at ENMU shall be conducted in a manner designed to protect and enhance the academic, physical and social development of student athletes. Each student athlete has the right to be treated as a student, an individual of worth, with both dignity and respect in all aspects of her/his athletic experience. A student athlete has the right to:

1. Select, pursue and meet the requirements of her/his academic program of study.
2. Be informed of termination from a program for reasons other than academic performance, and be offered the opportunity to participate in a timely and impartial grievance or appeal process.
3. Be afforded privacy and confidentiality in accordance with applicable laws and university policies that protect individual educational and medical records.
4. Have peer representation on appropriate university decision-making committees regarding intercollegiate athletics. Such committees include the Student Athlete Advisory Committee.
5. Be fully advised of all medical recommendations made by that department's athletic trainers or team physicians concerning sport-related illness or injury. The student-athlete will be given the opportunity to accept or decline the prescribed treatment. Each student athlete has the right to ask for additional options on injury or illness. The final decision for medical clearance to participate will remain with the team physician or athletic trainer.
6. Be free to participate in campus organizations and campus activities whose events do not conflict with practice or competition schedules, provided such activities do not violate University, NCAA, Lone Star Conference or team rules.
7. Be informed of team/program training, rules, guidelines and expectations by the coaching staff at the beginning of each season.

The Department of Athletics is committed to addressing complaints of discrimination or harassment based on race, gender, color, creed, national origin or ancestry, age, marital status, disability, sexual orientation or veteran status. If a student athlete believes that an action by a coach or Athletics Department staff member is discriminatory or harassing, she/he should report the behavior immediately. Reports can be made to the ENMU Athletics Director, Affirmative Action Officer or Human Relations Office.

Student Code of Conduct 70-2

Eastern New Mexico University Athletics takes the position that student-athletes are students first, and as such, should be treated fairly and without prejudice, just like any other student at this university. Having the title “Student-athlete” does not give said student any privilege or entitlement. Therefore, a student-athlete must adhere to team discipline policies, department of athletics policy and the ENMU Student Code of Conduct. This code is detailed in section 70-2 of the Student Handbook. It is advised that coaches and student-athletes review all parts of this code as it pertains to:

- Purpose
- Policy
- Rules of conduct for students
- Administration
- Definitions
- Judicial authority
- Jurisdiction of the university
- Violation of law and university discipline
- Charges and hearings procedure
- Sanctions
- Interim suspension
- Appeals
- Interpretation and revision.

Disciplinary Procedures

The Student Code of Conduct 70-2 outlines the right of the University to impose disciplinary action upon any student charged with

- a violation of federal, state or local law (whether on- or off-campus), or
- violations of any University policies, including the Student Code of Conduct and academic requirements.

In addition to the processes outlined in the Student Code of Conduct policy, student- athletes are also subject to disciplinary actions that address violations of team rules and regulations, NCAA DII rules and regulations, Lone Star Conference rules and regulations, and Athletics Department policies.

All students have the right to due process, clearly defined charges, and hearings (as outlined in the Student Code of Conduct, 70-2-9).

Given the nature of certain violations and the nature of athletic competition, some forms of short-term disciplinary action (such as termination of the right to practice or compete with the team) may be imposed before formal hearings can be scheduled. In these cases, such as disciplinary action that suspends a student from practice or play, a student athlete is entitled to have any of his/her concerns about the disciplinary actions addressed in an efficient and timely manner by the director of Athletics. The director of Athletics will review the disciplinary action based upon information received from the student athlete, head coach and any other pertinent person after being requested to do so, either verbally or in written form, by the student athlete. The decision of the director of Athletics shall be final until formal review of the appeal process can be scheduled.

Formal Process

As outlined in the student handbook, all students have the right to request a hearing from either the University Adjudication Officer (the vice president for Student Affairs or his/her designee) or the Student Discipline Committee regarding the disciplinary action imposed.

A decision reached by the Student Discipline Committee or a sanction imposed by the University Adjudication Officer may be appealed to the president within five (5) school days of the decision. The president's determination of the appeal shall be in writing and shall be delivered to the VPSA or his/her executive secretary.

Goals of Disciplinary Procedure

ENMU shall promote an atmosphere of respect for and sensitivity to the dignity of every person. Discrimination with respect to policies, educational programs, medical care, activities and employment policies will not be tolerated.

Student-Athlete Advisory Committee (SAAC)

The NCAA requires all member institutions to establish a “Student-Athlete Advisory Committee” (SAAC). Specifically, NCAA Bylaw 6.1.4 states:

Each institution shall establish a student-athlete advisory committee for its student-athletes. The composition and duties of the committee shall be determined by the institution.

In addition, the NCAA Division II SAAC created a best practice manual, stating that a campus SAAC should be:

- made up of student-athletes,
- led by a SAAC Executive Committee with all positions held by student-athletes (e.g., chair, chair-elect, secretary/treasurer), and
- governed by a campus SAAC Constitution and Bylaws.

At Eastern New Mexico University, the Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations, and policies that affect student-athletes’ lives on the ENMU campus.

MISSION STATEMENT

The mission of the SAAC is dedicated to promoting and maintaining student-athlete well-being, academic excellence, personal development and community involvement.

CONSTITUTION

I. Name

This organization shall be called the Student-Athlete Advisory Committee (SAAC).

II. Purpose

- To generate a student-athlete voice within the institution.
- To solicit student-athlete response to proposed NCAA legislation.
- To suggest potential NCAA legislation.
- To organize community service efforts.
- To create a vehicle for student-athlete representation on campus, conference-wide, and nationally.

III. Membership

Any student-athlete, scholarship or non-scholarship, that is attending Eastern New Mexico University and is academically eligible, without regard to handicap, race, creed, sex, or national origin, can be a member on the committee. Two athletes per sport will be appointed members. The head coaches of each respective sport will appoint their designees on a year-to-year basis but multiple-year appointments are preferred to promote continuity. All members appointed will remain open-minded and respectful of each other’s opinions and accept responsibility for representing approximately 350 student-athletes.

IV. Executive Officers

The Executive Officer Branch shall be composed of a President, Vice President, and Secretary.

Election of Officers

- The officers shall be elected by a plurality vote at the first meeting of each academic year, and they shall serve for one full year.

Duties and Powers of Officers

- The President shall preside over meetings, initiate committees, and appoint committee

- chairmen. The President shall have the power to fill any vacancies that may occur;
- The Vice President shall assume the duties of the President in his/her absence or if he/she is incapable of performing said duties; and
 - The Secretary shall record the minutes of all meetings of the organization and handle the distribution of same when appropriate.
 - The officers as a group and the Advisor will also have the authority to dismiss committee members with valid reason.
 - An Executive Officer or their designee will attend Lone Star Conference meetings in the summer and fall.

V. Advisor(s)

The Senior Woman Administrator and/or the Compliance Coordinator shall serve as the advocates for the organization and ensure that all business conducted by the organization meets University standards. The organization will nominate and thereafter appoint a university faculty member to serve as an additional advocate.

VI. Meetings

The organization shall hold two business meetings per month, with a minimum of one. Members will also engage in one community service act per month.

VII. Attendance

Members may not be absent from meetings except in cases of emergency or a prior excuse from the Advisor(s) or the SAAC President. Class, practice or competition constitute prior excused absence and illness, accidents, or family deaths constitute emergencies. Members missing two consecutive meetings without excuse will be placed on probation and their head coach will be notified. The probationary period will be for the remainder of the semester.

VIII. Expulsion

The Executive Officers and Advisors will meet regarding an expulsion from this committee. Members can be expelled for excessive absences, lack of participation at fundraising or community service events, failing to meet grade requirements in two consecutive semesters, or being disrespectful to fellow SAAC members and the advisors, etc. If the officers show valid reason for expulsion to the advisors, the President will inform the member of their dismissal. This decision must be unanimous between the Officers and Advisors.

IX. Financial Obligation

For any member who has an unexcused absence to a community service event, including Make-A-Wish events, must pay \$10 to the organization per event missed.

X. Amendments

Amendments to this Constitution may be proposed by any member of the organization and approved by a two-thirds ($\frac{2}{3}$) vote of the members present at any designated meeting. Members should be notified one meeting in advance that an amendment is in question. If an amendment passes, it shall be written into the Constitution and followed immediately.

Evaluation of Coaches

Evaluation of respective head coaches by student-athletes is an important process.

- Evaluations are intended to provide head coaches and the Director of Athletics with objective information to facilitate improvement.
- All student-athletes will be requested to complete an evaluation of their respective head coach.
- The Department Administrative Assistant will coordinate evaluations. At no time should the any member of the coaching staff be in attendance while evaluations are being completed.
- Student-athlete evaluations are confidential and the student can choose to remain anonymous.
- The Department Administrative Assistant will compile the data and type written comments.
- Coaches will receive a summary of the ratings by category and typewritten listing of specific comments. These, in addition to an evaluation conducted by the Director of Athletics, will be reviewed and discussed during a subsequent conference between the Head Coach and the Director of Athletics.
- Evaluations of head coaches are reviewed by the University President.

NCAA Compliance

Academic Policies and Procedures

Student athletes follow the same academic policies and procedures as established for the general student body.

Classification of Students

Student classification is based upon the following standard of credit hours earned:

- 1) Freshman – 0-29 hours
- 2) Sophomore – 30-59 hours
- 3) Junior – 60-89 hours
- 4) Senior – 90 + hours

Good Academic Standing and Satisfactory Progress

Students are expected to maintain a good academic standing. An institutional grade point average of 2.00 or above is required to graduate. Academic standings are listed below:

Academic Warning

Applies to first-time freshman students who, at the end of their first enrollment at ENMU (summer semester or fall semester), have an earned grade point average of less than 2.00. Students placed on academic warning must successfully participate in an academic intervention program to assist in improving academic progress. Students who do not raise their cumulative and semester grade point average above 2.00 in the next term will be placed on academic probation. Academic warning applies only to students with fewer than 17 earned credit hours. Academic warning does not affect athletic eligibility.

Academic Probation

Applies to students with 17–29 earned credit hours with a semester grade point average of 2.00 or higher but an ENMU institutional grade point average below 2.00. Students placed on probation must successfully participate in an academic intervention program to assist them in preventing suspension. Students who do not raise their cumulative and semester grade point average above 2.00 in the next spring, fall or summer session will be placed on academic suspension. Students placed on probation will remain on probation until they achieve cumulative and semester grade point average of at least 2.00 or they are suspended. Academic probation does not affect athletic eligibility.

Academic Suspension

Applies to students with 30 or more earned credit hours who have a semester grade point average below 2.00 and have been on academic probation for one semester. Academic suspension will always be immediately preceded by at least one semester of academic probation. For transfer students admitted on probation, the first semester of attendance will be the probationary semester. Academic suspension results in athletic ineligibility.

How academic standings affect athletic eligibility are listed below.

- 1) The Assistant Registrar/Eligibility Coordinator certifies all student-athletes' grade point average prior to the beginning of each regular semester. It is based on the same method used by the institution for all students and includes all coursework normally counted by the institution in calculating the grade point average. The Registrar reviews and verifies the Assistant Registrar/Eligibility Officer's evaluation.

- 2) The Compliance Coordinator notifies the Head Coach that the student-athlete is ineligible if the minimum grade point average requirement has not been met.
- 3) It is the Head Coach's responsibility to notify the student-athlete if the minimum grade point average requirement has not been met.
- 4) The Head Coach must make certain that the student-athlete does not compete if the standard has not been met.

Monitoring Academics

- 1) The Head Coach has access to student-athletes' schedules and midterm grades.
- 2) Tutoring sections in many courses are available for students.
- 3) Based on midterm grades, head coaches meet with those student-athletes who they determine are "at risk" to develop strategies for academic success.
- 4) Attendance is expected at all sessions of each course for which the student-athlete is enrolled; the responsibility of attendance is placed on the student-athlete. Faculty members will establish and state in the syllabus the attendance, grading and make-up policies for their courses. Faculty members are not responsible for withdrawing student-athletes who do not attend. Non-attendance does not imply withdrawal from a course. Absences due to participation in sanctioned University activities are considered to be authorized absences. Sanctioned activities are those which have been approved in advance by the dean of the college or the director of the unit sponsoring the activity. The sponsor of sanctioned activities will submit to the Office of Student Affairs the names of student-athlete participants and the dates of their absences. This information will be published in the Monday Memo. Participation in sanctioned activities does not relieve the student of the obligation to meet the stated requirements of the course. It is the responsibility of the student-athlete to make arrangements with the instructor for any make-up work. Arrangements for make-up work must be made in advance of the absence.

Designation of Degree Program

During the first two (2) years of enrollment, a student-athlete can use credits acceptable toward ANY degree program. After a student-athlete's third semester of full-time enrollment, he/she must have declared a specific degree program (major).

- 1) ENMU has a Declaration of Major form which is used to declare/add additional areas, or change a major/minor. The same form will allow students to change their catalog of record. A student-athlete may view the requirements for his/her declared major(s) by accessing the academic catalog.
- 2) The Advising Center/Transfer Center meets with student-athletes to review the Declaration of Major Form and discuss degree requirements.
- 3) The Advising Center will provide access to a declared major status report via the Argos reporting system that can be accessed by the Coaches and Compliance Coordinator at any time.
- 4) Students who have not declared their major before or during their third semester will have a Degree Plan hold placed on their student record. The student will not be able to register for future semesters until a Declaration of Major has been processed.

Progress Toward Degree

- 1) The Assistant Registrar/Eligibility Coordinator will confirm full time semesters used by student-athletes.

- 2) The Assistant Registrar/Eligibility Coordinator audits each aforementioned student-athletes to verify that each student-athlete's progress towards degree. The Compliance Coordinator and Faculty Athletic Representative will review the audit.
- 3) The Compliance Coordinator will notify the Head Coach that the student-athlete needs to enroll in summer classes in order to be eligible for fall or that the student-athlete is ineligible for fall if summer classes will not help them achieve eligibility.

Exceptions

The responsibility to determine if a student-athlete meets any of the exceptions listed below, resides with the Compliance Coordinator and Assistant Registrar/Eligibility Coordinator. Exceptions may include:

- 1) Missed-Term Exception
- 2) Mid-Year Enrollee Exception
- 3) Non-recruited, Nonparticipant Exception
- 4) Graduate Student Exception
- 5) 2-Year Nonparticipation Exception
- 6) Medical Absence Waiver
- 7) International Competition

Continuing Eligibility Certification

The Compliance Coordinator and Assistant Registrar/Eligibility Coordinator are responsible for certifying continuing eligibility. They collaborate regularly throughout the academic year in order to ensure compliance with NCAA rules when certifying continuing eligibility for all returning student-athletes.

Full-Time Enrollment

Student-athletes are required to be enrolled in a minimum of 12 semester hours (Portales Campus) in order to practice or compete. At no time can a student-athlete be enrolled in less than 12 semester hours and practice or compete (unless they meet a legislated exception).

- 1) The Compliance Coordinator provides official rosters to the Office of the Registrar for the fall semester beginning June 1. The official roster is updated accordingly with changes being reported to the Office of the Registrar immediately.
- 2) The Office of the Registrar is responsible for ensuring each student-athlete is "flagged" in the institutional database so that full-time enrollment can be monitored.
- 3) When a student-athlete wishes to drop or withdraw from a course the student-athlete is encouraged to speak with either their Head Coach, Compliance Coordinator or Athletic Academic Counselor. A student-athlete may change his/her registration by adding and/or dropping courses within the deadlines set in the University class schedule. A course dropped during the appropriate time period will not appear on the student's transcript. A student-athlete may change his/her registration by withdrawing from a course within the deadlines set in the University class schedule. A course withdrawn from will appear on the student's transcript with a grade of "W." If requested by the student-athlete or the head coach, the Compliance Coordinator or Athletic Academic Counselor will discuss with the student-athlete how dropping a class affects current and future eligibility and will inform all parties of any potential eligibility consequences.
- 4) If a student-athlete is approved to drop below full-time status the Compliance Coordinator immediately notifies the Head Coach and the student-athlete that the student-athlete has been declared ineligible and must cease participating in practice, competition, and all benefits

incidental to participation (e.g. travel with team) unless the student meets a full-time enrollment exception.

5) It is the responsibility of the Head Coach to make certain the student-athlete does not practice or compete until notified by email by the Compliance Coordinator that the student-athlete has re-enrolled as a full-time student.

Six Hour Rule

All student-athletes, including transfers, are required to earn a minimum of six (6) semester credit hours in the previous full-time term of attendance to be eligible for competition in the next semester. This rule does not apply to graduate students and students seeking a second bachelor's degree. If a student is in the final year of his/her degree program, the six hours may be acceptable toward any of the institution's degree programs as long as the student is carrying out the necessary hours to complete the degree at the end of the next two semesters. The procedure for certifying the six semester hour requirement is as follows:

- 1) The Assistant Registrar/Eligibility Coordinator evaluates and prepares a list of hours earned for all student-athletes at the end of the academic year and at the end of the fall semester for student-athletes entering school second semester and for those ineligible in the fall. The Office of the Registrar will provide access to a hours report via the Argos reporting system that can be accessed/reviewed by the Compliance Coordinator at any time.
- 2) For those who are ineligible the Compliance Coordinator notifies the Head Coach and the student-athlete that he/she is not allowed to compete in intercollegiate athletics.
- 3) It is the Head Coach's responsibility to make certain that the student-athlete does not compete if the standard has not been met.

24-Hour Rule

At least 24 hours must be earned before the start of the next academic year. For a student who first enters for the second semester the 24 hours is based on the last two terms of attendance. A student-athlete will be certified, either by passing 24 semester hours in the last two (2) semesters or by averaging of 12 semester hours per term of full time attendance at the certifying institution. Beginning the junior year or fifth semester of full-time enrollment the student-athlete must have declared a major. At that point the 24 semester credits must count toward the student-athlete's designated degree.

- 1) The Assistant Registrar/Eligibility Coordinator evaluates and prepares a list of hours earned for all student-athletes at the end of the academic year and at the end of the fall semester for student-athletes entering school second semester and for those ineligible in the fall. The Office of the Registrar will provide access to a hours report via the Argos reporting system that can be accessed/reviewed by the Compliance Coordinator at any time.
- 2) The Compliance Coordinator notifies the Head Coach and the student-athlete that the student-athlete is not eligible for competition if the 24-Hour Rule has not been satisfied.
- 3) It is the responsibility of the Head Coach to make certain that the student-athlete does not compete if the standard has not been met.

75/25 Rule

At least 75 percent, or 18 semester credit hours, earned for eligibility certification must be earned within the regular Academic year (Fall-Spring). Therefore, a maximum of six (6) semester credit hours (25 percent) can be taken in the summer and applied for eligibility purposes. However, there is a "banking" of the 25% that can be utilized for student-athletes who have not previously utilized summer hours.

- 1) The Assistant Registrar/Eligibility Coordinator evaluates and prepares a list of hours earned for all student-athletes at the end of the academic year and at the end of the fall semester for student-athletes entering school second semester and for those ineligible in the fall. The Office of the Registrar will provide access to a hours report via the Argos reporting system that can be accessed/reviewed by the Compliance Coordinator at any time.
- 2) The Compliance Coordinator notifies the Head Coach and the student-athlete that the student-athlete is not eligible for competition if the 75/25 Rule has not been satisfied.
- 3) It is the responsibility of the Head Coach to make certain that the student-athlete does not compete. It is the responsibility of the Head Coach to make certain that the student-athlete understands his/her at-risk status.

Summer Session Procedures

As a general rule, student-athletes may NOT use more than six (6) semester hours of summer session course work toward the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. Student-athletes may utilize credits beyond the six (6) for eligibility if the student-athlete needs the additional credits to fulfill the degree or grade point average requirements.

Courses Taken Outside ENMU

Any student-athlete at ENMU who wishes to take courses at another institution should review "Transfer Courses to ENMU" which is located on ENMU's website. If the course the student-athlete wishes to take is not listed, they are encouraged to speak with their academic advisor who can help assess whether or not the course will transfer back to our institution. Transfer coursework is entered on the student-athletes ENMU transcript, articulated to ENMU's standards and ENMU's grading scale. The acceptance of transfer coursework by the University does not guarantee these hours will satisfy requirements in a specific major or minor. Grades of "D" cannot be used to meet requirements for a major or minor.

For a prompt progress toward degree review, student-athletes need to have their official transcript from the other institution sent as soon as their grade is posted. All official transcripts need to be sent to the Office of Enrollment Services. Transcripts that are sent to other departments will not be considered official unless in the original sealed envelope. The Office of Enrollment Services will have all documents scanned into the students' permanent academic file.

Missed Class Time Policy

- 1) It is the Head Coach's responsibility to ensure that practice is scheduled at times that will not conflict with student-athletes' scheduled classes. If schedules conflict with a student-athlete's class, the student-athlete cannot miss the class for practice.
- 2) It is the Compliance Coordinator's responsibility to ensure student-athletes know NCAA regulations regarding missed class time for practice and non-championship segment competition.
- 3) It is the Head Coach's responsibility to ensure that scheduled athletic events are minimally disruptive to academic pursuits.
- 4) It is the student-athlete's responsibility to contact her/his instructors for missed class work/assignments prior to an absence. Classes should only be missed for competition or travel directly related to competition.
- 5) Student-athletes should not miss a class that has not been discussed with the instructor.

6) If an instructor will not make arrangements for missing class or associated assignment(s) (e.g. presentation, test) the student-athlete should contact the Faculty Athletic Representative who will determine whether or not it is appropriate to intervene on behalf of the student-athlete. Coaches should never intervene in these instances.

Outside/Unattached Competition

Participation on any outside teams, while a member of an intercollegiate team, may jeopardize a student-athlete's eligibility. Student-athletes must have written permission from their Head Coaches and the Compliance Coordinator prior to participation on any outside teams or in outside competition at any time of the year, including summer. Regulations are sport specific.

All Sports Other Than Basketball

After enrollment, a student-athlete becomes ineligible if the student-athlete competes as a member of any outside team during the University's intercollegiate season in his/her sport. If there are separate fall and spring playing seasons, it is permissible to participate during the period in between seasons without effecting eligibility (approval is still required). With approval, it is also permissible for a student-athlete to participate in outside competition as an individual during the academic year, as long as the student-athlete represents him/herself in the competition and does not receive expenses from an outside team.

Basketball

In the sport of basketball, student-athletes are not permitted to compete on any outside teams in the sport at any time while a member of the University's intercollegiate team. Summer league participation is the only competition permitted, but prior approval is still required.

Procedure for approving outside competition

The student-athlete will inform the head coach of his/her desire to participate in outside competition.

- 1) The student-athlete will obtain and fill out the Outside Competition Approval Form and present it to their head coach for approval.
- 2) If approved, the student-athlete must present the form to the compliance office for review and approval.
- 3) A copy of the form provided will remain on file in the Compliance Office.

Transferring Out

As a general rule, ENMU honors a student-athlete's request to transfer to another institution provided the student-athlete is in good financial standing. A Head Coach may recommend to the Athletics Director that the release request be denied. The Athletics Director will confer with the Compliance Coordinator concerning this request. The Athletics Director then will make the final decision.

Transfer Request Process

A student-athlete who wishes to discuss the possibility of transferring to another institution must contact the Head Coach.

- 1) If the Head Coach approves the request to transfer to another the student-athlete must complete a Release Request Form.
- 2) The Compliance Coordinator will send out a release form to those schools the student-athlete indicated and keep a copy on file in the Compliance Office.

Transfer Out Appeal Process

The process associated with a student-athlete transferring from ENMU to another four-year institution requires written permission to contact or release to transfer.

Requesting Permission to Contact

If a student-athlete decides to pursue an interest in transferring, these are the required steps:

- 1) The student-athlete must first contact his/her head coach about this decision.
- 2) Once this meeting has taken place, the student-athlete must have the compliance officer at the institution to which they wish to transfer send a "Permission to Contact" form to the coordinator of Compliance at ENMU.

Transferring Within the Lone Star Conference

ENMU will not approve the use of the one-time transfer exception to the residency requirement for transfer to any of the member schools of the Lone Star Conference.

An exception may be made for documented extenuating circumstances that include, but are not limited to, medical or financial hardships and/or students who have not athletically participated at ENMU.

Appeal Process for Denied Permission to Contact and/or Transfer Release

Student-athletes who have been denied permission to contact and/or a transfer release within the Lone Star Conference and who have documented extenuating circumstances may request an additional request in writing to appeal the decision of the Athletic Department. The written request must be received by the athletic director by the deadline outlined in the written notification of denial. If the additional request is denied, please refer to the section titled: Athletics Hearing Process for Denied Permission to Contact and/or Transfer Release.

Transferring Outside the Lone Star Conference

ENMU reserves the right to deny an institution's request for permission to contact and/or deny a transfer release.

Denied Permission to Contact and/or Transfer Release

If ENMU denies permission to contact and/or transfer release in response to an institution's request, the student-athlete may submit an additional written request for permission to contact and/or transfer release to the athletic director. The letter must contain:

- 1) Specific reason(s) for leaving Eastern New Mexico University
- 2) Name of the institution(s) where the student-athlete would like to transfer

If the student-athlete's additional written request is denied, he/she will be notified by the athletic director (or designee) electronically and provided a hard-copy within 14 consecutive calendar days from the receipt of the additional request. Included with any denial, will be the process of the right to an appeal hearing by a committee outside the Athletic Department.

Appeal Process for Denied Permission to Contact and/or Transfer Release

Student-athletes who have been denied permission to contact and/or a transfer release may request in writing a hearing opportunity to appeal the decision of the Athletic Department. The written request must be received by the athletic director by the deadline outlined in the written notification of denial. The hearing will be conducted within 30 consecutive calendar days of receiving a student-athlete's request for the hearing. The Athletic Department will comply with the decision of the hearing committee. The decision of the committee is final.

Releasing a Student-Athlete

The procedures listed above will be followed for all permission to speak and/or release requested received by the Athletic Compliance Office. The head coach of the sport listed on the request will be consulted upon receipt of any permission to speak and/or release request.

General Permission to Speak and/or Release

If student-athlete requests general permission to contact or release, the Athletic Compliance Office will generate a general permission to speak and/or release to a student-athlete upon request from the head coach of the respective sport and approval of the athletic director. The head coach will be required to sign the letter. The original will be provided to the student-athlete and a copy will be placed in the student-athletes file.

Please remember that a general release will allow the student-athlete to transfer to any institution, including those institutions that are members of the Lone Star Conference, if the one-time transfer exception applies.

A student-athlete must be in good academic standing and academically eligible to be provided a release. A student-athlete who tested positive for a banned substance on an NCAA drug test may have penalties. Those penalties will follow that student-athlete if they transfer to another NCAA institution. In addition, upon receipt of a transfer request, drug test results and penalties (if applicable) will be documented and provided.

Athletic Hearing for Denied Permission to Contact and/or Transfer Release

The athletic director shall respond to a written request for a hearing to appeal the decision of a denied permission to contact and/or transfer release within 14 consecutive calendar days from the time the request to appeal is received. All attempts will be made to furnish the request within 24 hours to the Athletic Compliance Committee chair.

The Athletic Compliance Committee chair (person outside of athletics) will head a committee that is comprised of three additional individuals. All members of the committee including the facilitator shall not be employed by the Athletic Department. ENMU's committee is comprised of one institutional faculty staff, one professional staff and one support staff.

The athletic director, coordinator of Compliance and the head coach of the involved sport shall provide copies of all correspondence and other relevant notes to the facilitator.

The facilitator will contact the student-athlete involved and set up a time and place for the hearing. The hearing must occur within 30 days from the receipt of the written request. If applicable, the head coach's response, athletic director's response and compliance coordinator's response to the appeal request by the student-athlete should be provided to the committee as early as possible.

The student-athlete may appear at the hearing in person. The facilitator will outline the hearing agenda to the committee and the student-athlete. The student-athlete will be allowed to make a brief statement. The committee will ask any questions members feel are relevant to the situation. The student-athlete may have a representative present; however, if the student-athlete is 18 or older, he/she will be the person expected to respond to the questions of the committee. Should the committee believe external information is necessary, the facilitator may allow the representative to make a brief statement to the committee. At the end of the student-athlete's presentation and

response to the committee, the committee may request the athletic director, head coach, or compliance coordinator to provide additional information. The committee may ask the student-athlete to return to the hearing room or contact them again by phone if additional questions arise. At the conclusion of the fact-gathering opportunity, the committee will discuss the facts and render its decision. If a decision cannot be made following the hearing, a deadline will be provided for final notification of committee decision.

The facilitator is responsible for conducting the hearing, establishing ground rules, and taking notes. The facilitator's notes will be considered the official record of the hearing. These notes shall include but are not limited to:

- 1) individuals in attendance
- 2) major points of emphasis
- 3) decision of the committee

The facilitator will inform the student-athlete and the Athletic Department of the committee's decision. The Athletic Department will comply with the decision of the committee. The decision of the committee is final. A copy of the notes, including the final decision, will be provided by the facilitator to the compliance office and kept in student-athletes file.

Financial Aid

Monitoring individual and team financial aid limits is the responsibility of the Athletics Director, Director of Financial Aid or Financial Aid Liaison, the Head Coach, and the Compliance Coordinator. Student-athletes at ENMU may not receive athletically related financial aid in excess of a full grant-in-aid as defined by NCAA Division II which includes tuition, room, board, books, and required fees. A student-athlete may receive other non-countable financial aid unrelated to athletic ability (i.e. academic or Honors Scholarships) up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations, up to the cost-of-attendance. Federal entitlement grants, loans and work study are not countable in financial aid limits under NCAA regulations.

Responsibilities for Grant-in-Aid

The responsibilities are as follows:

- 1) The Head Coach of each sport is responsible for monitoring individual/team limits and verifying with the Athletics Director (or designee) and the Compliance Coordinator that sufficient funds are available for athletic awards.
- 2) The Head Coach in concert with the Compliance Coordinator is responsible for monitoring the permissible number of equivalencies in his or her sport prior to making a commitment to a prospective student-athlete.
- 3) The Compliance Coordinator in concert with the Financial Aid Liaison will project the funding for all student-athletes on each team for the year (renewal and initial offers) in order to confirm and verify with the team equivalency is not exceeding the maximum under NCAA and Lone Star Conference regulations.
- 4) The Compliance Coordinator will monitor financial aid limits offered based on team budgets with weekly reports (compliance Assistant).

Process for Grant-in-Aid for Returning Students

- 1) All returning student athletes who will receive Athletic Aid will be sent a LSC Grant-In-Aid Form for the subsequent year on or before July 1. (The deadline for semester only grant-in-aid awards is Wednesday following the end of the fall term.)
- 2) The Head Coach will recommend renewals for the following academic year and will submit to the Compliance Coordinator for review.
- 3) Once approved, the Compliance Coordinator will forward completed LSC Grant-In-Aid Form to the Athletic Director and Financial Aid Liaison for approval.
- 4) The student-athlete and parents (if the prospective student-athlete is under 18) must sign the LSC Grant-In-Aid Form and return one copy to the Compliance Coordinator by the date indicated on the renewal letter.
- 5) Once received by the Compliance Coordinator, the signed renewal letter and the LSC Grant-In-Aid Form will be kept on file with the Compliance Office. Copies will be sent to the Office of Financial Aid and the Head Coach.
- 6) The Financial Aid Liaison will input the student-athlete's financial aid awards into the ENMU system accessible by the Compliance Office.
- 7) Any financial aid offered to a student-athlete based on athletic ability may not be awarded in excess of one academic year.
- 8) All grant-in-aid funds will be posted and disbursed to the student's account by the Financial Aid Liaison prior to the beginning of each semester or at a point in time consistent with all other financial aid awards. Funds will not be released to the student account until eligibility has been confirmed.

Process for Non-Renewal/Reduction of Grant-in-Aid for Returning Students

The following steps must be followed for reduction or non-renewal of a returning student-athletes grant-in-aid to be considered:

- 1) The Head Coach will recommend reductions or non-renewals for the following academic year by completing a Scholarship Reduction/Non-Renewal Form with documentation clearly explaining the reason for non-renewal or reduction. The Head Coaches will submit the forms to the Compliance Coordinator for review. The schedule for completing this process by sport is as follows:
 - a. Fall sports: football, men's and women's soccer, volleyball, and men's and women's cross country renewal reduction/non-renewal forms are due from Head Coaches no later than first Friday in May.
 - b. Winter sports: men's and women's basketball, men's and women's indoor track reduction/non-renewal forms are due from Head Coaches no later than first Friday in May.
 - c. Spring sports: baseball, softball, men's and women's outdoor track reduction/non-renewal forms are due from Head Coaches no later than first Friday in June.
- 2) The Athletics Director and Compliance Coordinator will review the Head Coach's recommendation. The Athletics Director will decide whether to approve or deny the coach's recommendation. Additional data may be requested from the Head Coach to make a final decision. If a non-renewal request is denied, the aid will be renewed at the same rate as the prior academic year. The Head Coach will be notified by the Compliance Coordinator of the decision and the form will be updated and submitted to the Financial Aid Liaison. If the recommendation (to reduce or not renew) is approved, the Compliance Coordinator will

complete the Scholarship Reduction/Non-Renewal Form and forward it to the Financial Aid Liaison.

3) In cases of approval, the Compliance Coordinator will notify the Head Coach of this decision, directing the Head Coach to meet with the student-athlete to inform him/her of the scholarship reduction/non-renewal decision. The Head Coach is responsible to verbally advise the student-athlete of the appeal process (See Process for Athletic Scholarship Appeals Hearings).

4) The Financial Aid Liaison is responsible for sending letters to student-athletes receiving a scholarship reduction/non-renewal by July 1. The written notification to the student-athlete includes information regarding the opportunity for an appeal, and steps to request an appeal.

Regulations for Increasing, Decreasing or Not Renewing Grants-in-Aid

Increases: Once an award period begins, institutional financial aid may only be increased if the institution can demonstrate an increase is unrelated in any manner to an athletics reason. Institutional financial aid may be increased prior to commencement of the period of the award for any reason.

The procedure for requesting an increase of award is as follows:

- 1) The Head Coach emails the copies to the Compliance Coordinator and Financial Aid Liaison. The Head Coach is to specify the reason for increase and the amount by which the award needs to be increased.
- 2) The Compliance Coordinator, will determine whether the increase is warranted. If allowed, the Compliance Coordinator will notify the Head Coach and Financial Aid Liaison.
- 3) The Financial Aid Liaison will input the student-athlete's financial aid awards into the ENMU system accessible by the Compliance Office so that the funds are considered spent.

Once an award period begins, institutional financial aid may not be reduced/cancelled based in any degree on athletic ability such as:

- 1) On the basis of a student's athletic ability, performance or contribution to the team;
- 2) Because of an injury, illness, physical or mental medical condition;
- 3) For any other athletics reason.

Process for Non-Renewal/Reduction during Period of Award

Institutional athletic aid may be reduced or cancelled during the period of award if the recipient:

- 1) Renders himself or herself ineligible for intercollegiate competition.
- 2) Fraudulently misrepresents any information on an application, letter of intent or financial agreement.
- 3) Engages in serious misconduct warranting substantial disciplinary penalty.
- 4) Voluntarily withdraws from a sport or the institution at any time.
- 5) Violates any other conditions in the Letter of Intent.

The following steps must be followed for reduction/non-renewal during the period of the award to be considered:

- 1) The Head Coach submits the Scholarship Reduction/Non-Renewal Form to the Compliance Coordinator with documentation clearly explaining the reason for the reduction/non-renewal.
- 2) The Compliance Coordinator and Athletics Director will review the Head Coach's recommendation. The decision to approve or deny the coach's recommendation based on the written documentation provided by the coach will be based upon whether the request complies with NCAA regulations. If the recommendation for reduction/non-renewal is denied, the student-athlete's athletic financial aid will not be changed.

- 3) If the recommendation is approved, the Compliance Coordinator will complete the Scholarship Reduction/Non-Renewal Form and forward it on to the Financial Aid Liaison to make changes to the student's scholarship.
- 4) In cases of approval, the Compliance Coordinator will notify the Head Coach of this decision, directing the Head Coach to meet with the student-athlete to inform him/her of the scholarship reduction/non-renewal decision. The Head Coach is responsible to verbally advise the student-athlete of the appeal process (See procedure for Athletic Scholarship Appeals Hearing).
- 5) If the cancellation of aid is due to a student-athlete quitting the team, the Head Coach and the Compliance Coordinator are both responsible for contacting the student-athlete.
- 6) Within fourteen (14) consecutive calendar days of written notification by the Compliance Coordinator, the Financial Aid Liaison shall send written notification to the student-athlete by mail regarding the opportunity for an appeal.

Process for Athletic Scholarship Appeals Hearings

Student-athletes whose athletically-related aid is reduced, cancelled or not renewed have a right to appeal. The procedure is as follows:

- 1) Student-athletes who have received such notification and wish to use the appeal procedure shall send notice to the Office of Financial Aid to request a hearing. Written notice of appeal and supporting evidence and documentation must be received from the student within thirty (30) days of the date noted on the Athletic Aid Hearing Opportunity letter.
- 2) A Financial Aid Liaison shall promptly schedule the hearing within thirty (30) business days after receiving written notice of appeal, and shall send the Athletics Director, the Compliance Coordinator, the Head Coach, the NCAA Representative, and the student-athlete notice of the same. Such notice shall include the date, time and location of the hearing.
- 3) The Athletics Director and the Head Coach may submit to the Office of Financial Aid in writing any information they would like reviewed by the Committee during the student-athlete's hearing. This documentation should be received at least five (5) business days prior to the hearing date.
- 4) The Committee shall convene to review written appeals relative to the reduction and cancellation of athletically related financial aid.
 - a. The ENMU Scholarship and Financial Aid Committee is comprised of appointed faculty, professional staff and student members. Any committee members from the Athletic Department would be excluded from reviewing Athletic Appeals Hearings.
- 5) The hearing shall be conducted as follows:
 - a. The Financial Aid Representative will provide and review standard documentation with the members of the Committee
 - i. Grant in Aid Agreement
 - ii. NCAA Division II Manual excerpts concerning reduction or cancellation of financial aid
 1. 15.3.2.4 Hearing Opportunity
 2. 15.3.5.1 Institutional Obligation
 3. 15.5.1.2 Aid Not Renewed, Successful Appeal
 - b. The Committee will review the documentation in this order:
 - i. Student-athlete's Athletic Aid Hearing Opportunity letter
 - ii. Student-athletes Grant In Aid Agreement
 - iii. Student-athlete's Reduction Notice
 - iv. Student-athlete's letter, supporting evidence and documentation

- v. Department of Athletics documentation
- c. The Compliance Coordinator and Faculty Athletic Representative will be present at the hearing to answer any general questions of the Committee concerning policy.
- d. Once the Committee has completed its review the Financial Aid Liaison will ask members for their response to the appeal request
- e. The Financial Aid Liaison shall have the right to exclude evidence if determined to be irrelevant to the issue at hand.

The Financial Aid Director or Financial Aid Liaison shall render the decision of the Committee and this decision shall be final. An attempt to verbally notify the student-athlete will be made immediately following the hearing. Written notification of the decision will be sent to the student-athlete, the Head Coach, the Compliance Coordinator, and the Athletics Director within seven (7) business days of the hearing.

Non-Institutional Outside Financial Aid

- 1) All student-athletes must report any outside financial aid to the Office of Financial Aid per NCAA Bylaws.
- 2) The Financial Aid Liaison will notify the Compliance Coordinator of the outside award and vice versa.
- 3) The Financial Aid Liaison and the Compliance Coordinator will determine if the award is permissible and/or countable.

Grant-in-Aid Contributions by Donors

It is permissible for an individual to contribute funds to the University through the ENMU Foundation to finance a scholarship or grant-in-aid for a particular sport. However, the decision as to how those funds are allocated within the sport rests exclusively with the ENMU Foundation. It is not permissible for an individual to contribute funds to finance a scholarship or grant-in-aid for a particular student-athlete.

Aid to Professional Athletes

An institution may not award financial aid to a student-athlete who is under contract to or is currently receiving compensation from a professional sports organization. Institutions must be aware of the eligibility requirements for students participating in outside competitions and receiving any winnings from those competitions. Each year, new student-athletes at ENMU must provide information to the NCAA Eligibility Center upon initial enrollment at ENMU. This is particularly important for international student-athletes.

Student-Athlete Well-Being

ENMU is committed to the welfare and fairness of treatment of all student-athletes. We believe that student-athletes should have access to the same range of support services available to all students, leading to an environment for academic success and graduation.

Procedures

The Department of Athletics will use the following procedures to monitor and evaluate the welfare and fairness of treatment of student-athletes.

- 1) The process begins with the coach/athlete relationship. Coaches will be encouraged to communicate with student-athletes concerning welfare and fairness in all university relationships. Pre-season interviews and exit meetings are excellent opportunities.
- 2) Student-athletes will be encouraged to use their Student Athlete Advisory Committee representatives. Student Athlete Advisory Committee provides an excellent platform for allowing student-athletes to communicate about social welfare issues and problems.
- 3) The end of the year evaluation process will provide student-athletes the opportunity to assess how the sport program in which they participate treats them in regards to welfare and fairness.

Gambling

In accordance with NCAA rules, staff members of the Department of Athletics and student-athletes shall not knowingly:

- 1) Provide information concerning intercollegiate athletics competition to individuals involved in organized gambling activities.
- 2) Solicit a non-monetary (e.g. shirt, dinner) or monetary bet on any intercollegiate or professional team
- 3) Accept a bet on any team representing the institution or any professional team in a sport sponsored by the University.
- 4) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

Use of Tobacco Products

The NCAA prohibits the use of tobacco products by all game personnel (e.g. student-athletes, coaches, trainers, managers, and game officials) in all sports during practice and competition.

- 1) The Head Coach will appoint a designee to monitor potential violations.
- 2) Potential violations will be reported to the Head Coach who will send this information to the Athletics Director.
- 3) The Athletics Director in concert with the Head Coach will decide if penalties or warnings are in order.
- 4) The officer from campus security will monitor potential violations among coaches and their staff. Potential violations will be reported to the Athletics Director to decide if penalties or warnings are in order.

Alcohol/Drug Use

The Department of Athletics is committed to providing a drug-free environment in which student-athletes may safely compete. The use of alcohol, tobacco, anabolic steroids, and other drugs can cause significant health problems for student-athletes and may result in negative behavior and/or performance. State and Federal law will be regarded as the principal bodies of rules governing the use of alcohol/drugs for ENMU students. Each person will be held responsible for his/her own behavior. While laws vary from town to town and state to state, some regulations govern all American citizens. You should be aware of all federal and local laws, as well as the ENMU alcohol policy. Ignorance does not eliminate your liability:

- 1) A student-athlete of ENMU has three layers of enforcement when it comes to alcohol abuse. First of all, respective Head Coaches/teams may have a policy which, if violated, could result in sanctions by the Head Coach. The next layer is the institution which in the case of a violation, could land the student-athletes in front of the ENMU Police Department and/or the Office of Resident Life. The last, and most important layer of enforcement is, the State of New Mexico.

Simply stated, state law requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages.

- 2) It is illegal to give or sell alcohol to an individual under age 21.
- 3) It is illegal to have an open container of alcohol in any vehicle.
- 4) It is illegal to serve alcohol to an intoxicated person.
- 5) It is illegal to sell alcohol of any kind without a license or permit.
- 6) Organizations are not immune from prosecution for a legal violation. The officers of that group are usually the parties cited, but every group member is liable.
- 7) Driving while intoxicated (.08 blood alcohol content) is a criminal offense.
- 8) Being intoxicated is not a legal defense for any charge, including assault, rape, vandalism, slander, manslaughter or accident.
- 9) If an underage person is involved in a drinking/driving crash after leaving a party, the victim(s) of the crash may sue both the person at fault and those who provided the alcohol.

All student-athletes are expected to abide by these laws and any violation will result in disciplinary action put forth in the ENMU Student Handbook. Students facing legal action off campus may be held accountable through the ENMU Student Code of Conduct system. No student-athlete, manager, or trainer will be permitted to purchase, consume, possess, distribute, sell, or be under the influence of alcohol while involved with any Department of Athletics sponsored activity (e.g. practice, away trips, or hosting prospective student-athletes). Road trips are defined as the period of time starting with departure from campus to time of return or as released by the head coach.

Student-athletes that serve as hosts for prospective student-athletes are not to take the prospect into any environment where alcohol is distributed in an uncontrolled manner. Consumption of an alcoholic beverage in the presence of a prospective student-athlete during a campus visit is prohibited. Any offenses are to be reported to the Athletics Director. ENMU student-athletes are prohibited from using or being under the influence of illegal drugs or other prohibited substances. The abuse of and/or dependence upon legally permitted substances (alcohol, tobacco, prescription drugs, etc.) are also prohibited. Individuals found to be involved in the illegal possession and/or illegal distribution of drugs through any means (transfer or sale) will be subject to immediate dismissal from University housing, all athletic teams, and cancellation of all financial aid as permitted by the NCAA Bylaws and Constitution. Student-athletes are encouraged to seek confidential help from counseling services available through ENMU before violations of this policy occur. Student-athletes will not be penalized for seeking this assistance in drug and alcohol evaluation, intervention, treatment, and aftercare. However, disciplinary action is required in cases where the athlete has a positive test result. Violations of the aforementioned rules may result in sanctions from ENMU.

Drug Testing Policy and Procedures

The Athletic Department recognizes that drug abuse among student-athletes cannot be permitted. Substance abuse poses a danger, not only to the student-athlete, but also the health and safety of other student-athletes. Furthermore, substance abuse damages the reputation, dignity and integrity of all administrators, faculty members, student-athletes and the Athletic Department. Therefore, it is the purpose of this policy to deter any student-athlete from substance abuse and to educate the student-athlete in regards to the illegal use of drugs. It is the intent of the Athletic Department to protect the health and safety of all student-athletes within intercollegiate athletics at ENMU. All participants in intercollegiate athletics ("student-athletes") are subject to random drug tests and to drug testing when there is reasonable suspicion that the athlete is using a banned substance.

Individuals Subject to this Policy

All student-athletes, whether or not they receive athletic financial assistance, are subject to this policy and are required to consent to drug testing.

Each student-athlete must read and sign the drug testing consent statement. In the event a student-athlete is a minor (under the age of 18), his or her parents or legal guardians will also be notified regarding the drug testing procedures and sent a copy of the drug testing policy and procedures. They must read and sign a drug testing consent statement giving the Athletic Department permission to drug test their son/daughter. The statement must be mailed back to the head athletic trainer before testing is performed. Failure of a student-athlete or, if required, the parent or guardian of a student-athlete, to return the form shall result in a denial or forfeiture of the student-athletes participation in intercollegiate athletics.

Prohibited Drugs

The Athletic Department regulations prohibit the use of the following drugs as banned by the NCAA:

- 1) Stimulants
- 2) Anabolic Agents
- 3) Alcohol and Beta Blockers (banned for rifle only)
- 4) Diuretics and Other Masking Agents
- 5) Street Drugs
- 6) Peptide Hormones and Analogues
- 7) Anti-estrogens
- 8) Beta-2 Agonists

In the event that a student-athlete is prescribed any drug by a physician, the athlete must notify the head athletic trainer immediately.

The unlawful manufacture, distribution, dispensation, possession or use, of a controlled substance is prohibited on the premises of ENMU. Also, it is prohibited to use any mind or mood altering controlled substances that may affect athletic performance.

Drug Testing Procedure

Student-athletes will be chosen for drug testing on a random basis, or will be tested if there is reasonable suspicion that he or she is using banned drugs. The athletic director, head coach, and head athletic trainer will determine that date, time and circumstances for student-athlete to be tested. The testing is unannounced to the student-athlete except at the precise moment of testing.

The ENMU department of intercollegiate athletics may request screening for specific individual student-athletes on a reasonable suspicion basis. Reasonable suspicion means that the facts together with all rational inferences that can be drawn suggest a student-athlete improperly used a prohibited substance. Reasonable suspicion may also include the following:

- 1) Any arrest for a drug related offense
- 2) Observation of drug paraphernalia
- 3) Physical or emotional symptoms suggestive of drug or alcohol abuse as determined by trained medical or law enforcement personnel
- 4) Information received in good faith from a reliable source or sources given to a coach or staff member regarding a student-athletes use of a banned substance.

In addition, student-athletes will be selected at random for testing by the head athletic trainer, based upon the selection of the student-athlete's identification code.

Refusal to be tested: All student-athletes participating in athletics at ENMU will be required to submit to a urinalysis in order to detect the presence of prohibited drugs. Any student-athlete refusing to submit to drug testing will be in violation of this policy and will be denied, or forfeit, his or her participation in intercollegiate athletics for ENMU. The denial or forfeiture will also include the termination of any athletic financial assistance provided to the student-athlete by the University.

Procedure: Students-athletes being drug tested must read and sign the verification form provided at the time of testing. The verification form identifies that student-athlete with their urine specimen. At that time, the student-athlete must notify the head athletic trainer of any prescribed medication by a physician they are presently using.

Drug testing shall consist of a collection of a urine specimen under the direct supervision of an Athletic Department staff member. The student-athlete submits a urine specimen and seals that container with a lid. Each sealed container will have the signature of the athlete being tested. The student-athlete will complete the entire procedure without assistance. Direct supervision by an Athletic Department staff member is in an observed manner, to deter any urine specimen tampering. A witness (staff member) will be present in the same room with the student-athlete during the urine specimen collection. Individuals of the same sex as the student-athlete will be available to serve as a witness. Under no circumstances will more than one student-athlete be tested at the same time.

Next, the student-athlete will put a testing strip in the sample and wait for approximately two to five minutes for the testing strip to react to the urine sample. After that time, the student-athlete and the Athletic Department staff member will observe the testing strip for the results. If a result is positive, the student-athlete will pick another test kit and pour half of the urine sample into the second container. If the second test displays a positive result, the student-athlete will be informed by the Athletic Department staff member of the repercussions as outlined below.

A student-athlete who has tested positive will be notified in private. At that time, the athlete will be given the opportunity to openly discuss their results. If the athlete disputes the results, he/she is able to be tested by the local hospital laboratory for a definitive test. This test shall be paid for by the student-athlete at the time of testing. If the hospital testing does not result in a positive test, then the athletic training department will reimburse the student-athlete for the cost of the hospital test. Every effort will be made to assure confidentiality of all drug-testing results.

Sanctions

The following sanctions will be imposed on student-athletes as the result of a positive drug test under this policy. If a student-athlete chooses to withdraw from any future participation in intercollegiate athletics, no sanctions shall be imposed.

A positive drug test will not, in itself, be referred for discipline under the Student Code of Conduct. However, other drug-related violations of the Student Code of Conduct will be reported.

First Positive Test

A student-athlete who has tested positive for the first time shall have the following sanction imposed.

- 1) The student-athlete can be tested for drug usage by the head coach, athletic director, or head athletic trainer at any time in the future.
- 2) The student-athlete is required to attend professional counseling selected by the athletic director, head coach or head athletic trainer.
- 3) Any other sanctions imposed by the head coach or athletic director.

Any student-athlete who fails to attend a mandatory counseling session will be subject to suspension from team practice or competition. The athletic director and head coach will determine the suspension period.

Second Positive Test

A student-athlete who has tested positive for a second time shall have the following sanctions imposed.

- 1) The student-athlete shall lose all remaining regular season and post-season eligibility to participate in all their sport at ENMU.
- 2) Any other actions imposed by the athletic director and head coach.

Third Positive Test

A student-athlete who has tested positive for the third time shall have the following sanctions imposed.

- 1) The student-athlete will be suspended from the intercollegiate athletic program for a full calendar year.
- 2) It will be recommended that any financial aid and/or grant-in-aid should be suspended for the calendar year during which the student-athlete is suspended.
- 3) The recommendation for suspension of financial aid and/or grant-in-aid will be made to the Director of Financial Aid, who will process the suspension in accordance with the procedures and rules of his or her office.

Hazing

The Department of Athletics has a zero tolerance policy for hazing activities and those violating this policy will be dealt with severely. Organizational activities, including pledge and initiations, should be done in good taste and in a manner consistent with the student code of conduct of the University. The Department of Athletics supports only those activities which are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students.

ENMU defines hazing as any activity or situation intentionally or unintentionally created, with or without consent, whether on or off campus, which endangers the mental or physical health of the participants; produces physical discomfort; subjects the individual to embarrassment, harassment, or ridicule; causes excess fatigue or physical or psychological shocks in the individual; involves quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities; involves late or early work sessions; or any activity which is not consistent with the laws, rituals, and/or other policies of the organization or the regulations and policies of the University. Actions and activities that are prohibited include, but are not limited to:

- 1) Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
- 2) Consumption of any food, drink, drug, or other substance.
- 3) Participation in physical activities, such as calisthenics, exercises, or so-called games.

- 4) Exposure to weather.
- 5) Fatigue resulting from sleep deprivation, physical activities through late night or early morning programs, physical activities, or exercises.
- 6) Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual.
- 7) Physical brutality, including paddling; striking with fists, open hands, or objects; and branding.
- 8) Kidnapping, transportation or stranding of individuals (road trips).
- 9) Verbal abuse, including "Line-ups" and berating of individuals.
- 10) Conduct that could adversely affect the dignity of the individual, including wearing of apparel that is conspicuous or extraordinary, carrying items such as paddles, canes, etc., and the performance of public stunts and activities.
- 11) Tasks of servitude, including errands and clean-up activities for active members, alumni, or any other student.
- 12) Denial of sufficient time to study.
- 13) Nudity or lewd behavior.
- 14) Late or early activities that interfere with academic activities or requirements.
- 15) Any activity not consistent with the policies and mission of the University.

ENMU Athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. In the event that a member of the campus community becomes aware of any potential hazing incident, he/she has the responsibility to immediately notify a university administrator. Failure to comply with this policy may result in disciplinary action as well as the loss of financial aid and/or eligibility for practice and competition.

Social Networking

ENMU supports and encourages an individual's expression of free speech. This includes social networking websites such as Twitter and Facebook. That being said, the Department of Athletics encourages student-athletes adhere to the following guidelines:

- 1) Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of the individual's control the moment it is placed online – even if the student-athlete limits access to his/her site.
- 2) Student-athletes shall not post information, photos, or other items online that could embarrass the student-athlete, his/her team, or Eastern New Mexico University. This includes inappropriate or offensive photographs or comments; acts violating any local, state, or federal law; or acts violating the student-athlete/ENMU Student Conduct code.
- 3) Do not use home or school address, phone number(s), date of birth or other personal information online.
- 4) Exercise caution as to what information is posted on a website regarding whereabouts or plans.
- 5) Be aware of who has been added as a friend to any site – many people are looking to take advantage of student-athletes, while others want to get close to student-athletes to give them a sense of membership in the team.

The Department of Athletics has the right to monitor these websites. Failure to comply with these standards may result in disciplinary action as well as the loss of financial aid and/or eligibility for practice and competition.

Media Relations

Student-athletes may be called upon to give interviews with various members of the media, to pose for photos for media, or to give background information or quotes for feature stories, press releases, or the Internet. All such interviews and information and any media requests must be coordinated through the Athletic Communication Department whether conducted in person, over the phone, or via the Internet. For any questions regarding such requests or regarding actual interviews, contact the Director of Athletic Communications. ENMU makes every effort to provide positive exposure for its student-athletes and athletic programs. Do not schedule an interview or other media activity that conflicts with your classes, practices, or games. Some interviewing tips:

- 1) Always give proper credit to teammates and coaches.
- 2) Never discuss ENMU, teammates, coaches, or officials in a negative or critical manner.
- 3) Always say complimentary things about your opponents, both before and after events.
- 4) Ask an interviewer to repeat or rephrase any question you are unsure about.
- 5) Do not be afraid of silence. Take time to think before answering any questions
- 6) Make direct eye contact with the interviewer or camera lens. Be confident.
- 7) Speak in short, clear sentences to avoid being misquoted or having answers distorted.
- 8) Avoid slang and technical terms.
- 9) Avoid "um," "like," "you know," etc.
- 10) Smile and have fun.

Awards and Benefits

An extra benefit is any special arrangement by an institutional employee, booster or anyone that the student-athlete is not legally dependent upon, that provides the student-athlete, or the student-athlete's relatives or friends, a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible. Refer to Section 16 in the Division II NCAA Manual for regulations governing awards and benefits.

Student-athletes are permitted to receive expenses from the institution that are directly related to travel and competition while representing the institution, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of the Department of Athletics is not permitted. A student-athlete may not receive "discounts," free or reduced-cost services, use of credit cards, or the following from an institutional employee or representative of athletics' interest:

- 1) Loan
- 2) Guarantee bond
- 3) Use of an automobile
- 4) Transportation
- 5) Signing or cosigning a note

A student-athlete may receive benefits generally provided to the student body (such as local retail discounts advertised as available to all students) and it is not considered an "extra benefit."

Complimentary Athletic Pass(es)

All complimentary passes to the institution's home athletic events shall be monitored by the Senior Woman Administrator, Events Coordinator and Compliance Coordinator. The procedures for securing complimentary passes for student-athletes, prospective student-athletes, and high school, preparatory school and two-year college coaches are detailed below.

Student-Athletes

The procedures for securing a complimentary pass for enrolled student-athletes are the following:

- 1) Each enrolled student-athlete, in sports that charge admission, is eligible for a maximum of four (4) complimentary passes to an institution's home or away (if applicable) athletics events through a pass list.
- 2) The Head Coach is responsible for submitting the Pass List to the Compliance Coordinator's office 24 hours prior to the athletic event.
- 3) The Compliance Coordinator is responsible for passing on the completed pass list to the Senior Women's Administrator and/or Events Coordinator two hours prior to the beginning of the home contest.
- 4) The Events Coordinator is responsible for giving the gate worker the Pass List.
- 5) Individuals receiving a complimentary passes are required to produce photo identification and sign the Pass List in order to receive admission to the event.
- 6) The Events Coordinator is responsible for submitting the Pass List to the Senior Woman Administrator's office within 24 hour after the completion of the event.

Occasional Meals

A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals. A student-athlete or the entire team in a sport may also receive an occasional meal from a Representative of Athletics Interests provided that:

- 1) The meal must be provided in the individual's home (as opposed to a restaurant) and may be catered, and;
- 2) The representative of athletics interests or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

The procedures are the following:

- 1) Upon request of the student-athlete, booster or at the discretion of the Head Coach, a student-athlete may receive an occasional meal from an Athletic Department staff member, non-athletic department staff member or a booster.

Equipment and Apparel

Equipment and apparel are the property of the institution and must be returned to inventory at the conclusion of each academic year or conclusion of the playing season.

- 1) Student-athletes must be on the squad list in order to be issued equipment and/or apparel.
- 2) The Head Coach or designee is responsible for the inventory of their team's equipment and apparel.
- 3) If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the academic year or conclusion of the playing season, the student-athlete shall be held financially responsible and will be charged the replacement cost.

- 4) A student-athlete may be allowed to retain apparel (e.g., warm-ups, shoes or uniform) subsequent to an academic year and prior to the end of the individual's collegiate participation if it is determined the items are not reusable (e.g., they must have received normal usage through practice and competition) by other team members in subsequent seasons.
- 5) A student-athlete may be allowed to retain athletics apparel, not equipment, at the end of the individual's collegiate career, with the approval of the Athletics Director.
- 6) A team may donate or sell apparel and/or equipment with the approval of the Athletics Director.

Outside Employment and Promotional Activities

Outside employment and promotional activities are defined as any employment or promotional opportunities not initiated by, or associated with Eastern New Mexico University. It is the responsibility of all staff members and student-athletes to understand and follow the following legislation.

Student-Athletes Employment

- 1) Earnings from a student-athletes on or off campus employment that occurs at any time is exempt and is not included when determining a student-athlete's full grant-in-aid or the institution's financial aid limitations, provided.
- 2) Student-athletes may not receive compensation for the value the student-athlete may have for ENMU because of publicity, reputation, fame or personal following.
- 3) Student-athletes must be compensated only for work actually performed.
- 4) Student-athletes must be compensated at the r