



**University of Louisiana
at Lafayette
Student Athlete Handbook
2014/2015**

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Department of Athletics

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University of Louisiana

Dear Ragin' Cajun Athlete,

Welcome to the University of Louisiana at Lafayette! You have been selected to join our athletic program as a result of your past commitment to excellence. We know that you will continue this pursuit toward excellence and maintain a healthy balance between your athletic and academic obligations. As a student-athlete, you will assume many responsibilities both on and off the competition site. Please keep in mind that you are always a role model for your fellow teammates, classmates, and the community. As a member of our Ragin' Cajun family, you now represent all of us.

It is my desire that you reach your personal, athletic, and academic goals as both a student and as an athlete at UL Lafayette. Every member of our staff is here to assist you in accomplishing these goals. We want your college experience to be both gratifying and memorable.

With many demands placed on every student-athlete, I encourage you to make a personal commitment to integrity and self-governance. You must take responsibility for your actions and utilize all available resources to accomplish your objectives. In doing so, you will be on your way to success at UL Lafayette.

This handbook is intended to serve as a reference in which your questions regarding rules, policies, and regulations can be found. The primary purpose of this guide is to provide you with the requirements necessary to remain eligible as both a student and an athlete. A staff directory has also been provided. Please feel free to contact any staff members when you are in need of more detailed explanations than those provided. This handbook is also organized to assist you in your personal planning and organization. I encourage you to review all material covered and keep this handbook as a resource for your future questions.

If I, or any member of the University of Louisiana at Lafayette Athletics Staff, can be of assistance to you, please feel free to contact us. Good luck to you during the upcoming year!

Geaux Cajuns!
Sincerely,

Scott Farmer
Athletic Director



UNIVERSITY
LOUISIANA

A Member of the University of Louisiana System

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UNIVERSITY OF LOUISIANA AT LAFAYETTE MISSION STATEMENT

The University of Louisiana at Lafayette, the largest member of the University of Louisiana System, is a public institution of higher education offering bachelor's, master's, and doctoral degrees.

Within the Carnegie classification, UL Lafayette is designated as a Research University with high research activity. The University's academic programs are administered by the Colleges of the Arts, Education, Engineering, General Studies, Liberal Arts, Nursing & Allied Health Professions, B. I. Moody III College of Business Administration, Sciences, and the Graduate School. The University is dedicated to achieving excellence in undergraduate and graduate education, in research, and in public service.

For undergraduate education, this commitment implies a fundamental subscription to general education, rooted in the primacy of the traditional liberal arts and sciences as the core around which all curricula are developed. The graduate programs seek to develop scholars who will variously advance knowledge, cultivate aesthetic sensibility, and improve the material conditions of humankind.

The University reaffirms its historic commitment to diversity and integration. Thus, through instruction, research, and service, the University promotes regional economic and cultural development, explores solutions to national and world issues, and advances its reputation among its peers.

ATHLETIC DEPARTMENT MISSION STATEMENT

As an integral part of a comprehensive, coeducational public institution of higher learning, the stated philosophy of the UL Lafayette Athletic Department is to subscribe to high standards of academic quality, as well as breadth of academic opportunities; and to provide athletic competition at the highest level of intercollegiate athletics.

The Athletic Department is committed to the promotion of social mobility, integration and equality of opportunity. In accordance with the state philosophy, the following goals have been established for UL Lafayette Athletics:

- a. Provide the tools and resources necessary to achieve high retention and graduation rates for student-athletes;
- b. Provide the tools and resources necessary for coaches and student-athletes to be successful at the highest feasible level of competition;
- c. Provide the tools and resources necessary to support equitable opportunity for all student-athletes and staff, regardless of race and sex;
- d. Maintain NCAA Division I-A classification;
- e. Maximize opportunities for athletic competition within the framework of currently sponsored sports; and,
- f. Maintain responsible fiscal control in accord with University, conference and NCAA rules and regulations.

STUDENT-ATHLETE CODE OF CONDUCT

Student-athletes are representatives of the Institution and shall conduct themselves accordingly. They are often the most prominent individuals the general public associates with the institution. The student-athlete shall:

- (a) Project a positive image of him/herself, his/her teammates, and the Athletics Department at all times.
- (b) Be a role model for others in the Institution and community to follow and emulate.
- (c) Exhibit the highest ideals of sportsmanship on and off the courts and fields of play.
- (d) Abide by all applicable NCAA, conference, and Institutional rules and regulations.
- (e) Maintain good academic standing.

- (f) Avoid any involvement with non-therapeutic drugs and aggressively assert a wholesome influence in combating the use of drugs.
- (g) Refrain from the use of or possession of alcoholic beverages at the site of an athletics competition, a formal team function, or while traveling with an athletics squad.
- (h) Not participate in the use of tobacco, per NCAA bylaws.
- (i) Be cognizant of and avoid all contacts with individuals representing gambling interests. The student-athlete should provide no information of any kind to these individuals and should report all attempts of contact to your coach. The student-athlete should not gamble on sporting events.
- (j) Have no dealings with an agent or an agent's representative until discussing the situation with a senior Athletics Department official.
- (k) Maintain a positive attitude, be a productive team member, and be punctual for all practices, contests and other team functions.
- (l) Be responsible for all equipment and supplies issued.
- (m) Treat visiting teams and officials as guests.
- (n) Maintain a positive rapport with fans and supporters.
- (o) Remember, it is a privilege with considerable responsibility, to represent this Institution through its athletics program.

MISCONDUCT POLICY

As the University's most visible ambassadors, student-athletes at the University of Louisiana at Lafayette are expected to uphold, at all times, high standards of integrity and behavior which will reflect well upon themselves, their families, coaches, teammates, the Athletics Department and the University. Student-athletes are expected to act with propriety, to respect the rights of others, and to abide by all rules and regulations of the University, the Sun Belt Conference, and the NCAA. Failure to do so may result in suspension from the team or even the University.

The intent of this misconduct policy is not to supersede any other NCAA or University policy. It is meant to set high standards relating to the Department's expectations of how student-athletes represent the University of Louisiana at Lafayette.

The Head Coach of each sport has team conduct rules. The Athletics Administration will fully support appropriate disciplinary action taken by a coach.

In the case of behavioral problems which involve formal criminal charges by a law enforcement agency, the involved student-athlete will be placed on suspension by the Department of Athletics until the facts of the incident are reviewed.

In the event the student-athlete is charged with a felony, absent extraordinary circumstances as determined by the administration, he/she will not be permitted to represent the University in game competition until such time as the charge is resolved and all court, University and Athletics Department conditions for reinstatement have been met.

Misdemeanor charges and the subsequent discipline will be handled by the head coach after review by the Director of Athletics, relative to circumstances, background, as well as current and past department of the student-athlete involved.

Indefinite suspensions can be instituted in any case which an individual's actions represent the University and its Athletics program in a manner inconsistent with this misconduct policy. The Director of Athletics and the Head C-oach will review each case, independent from any other case, taking into account that no two cases are identical in nature and that each must be assessed based on facts presented.

SCHOLARSHIP STUDENT-ATHLETES RISK HAVING ALL OR PART OF THEIR FINANCIAL AID REVOKED FOR VIOLATION OF THIS CODE

GRIEVANCE PROCEDURES

It is the position of the Athletics Department that grievances should be heard in a forum open to all involved parties. This will always be accomplished within State of Louisiana, NCAA, and Institutional procedures.

A student-athlete who has a grievance shall first meet with an Associate Director of Athletics to determine the nature of the complaint. If this effort to obtain redress is unsuccessful, the student-athlete may request a meeting with the Director of Athletics. If the grievance concerns a coach or an athletics staff member, this person shall have the right to attend this meeting. Depending on the severity of the complaint, the grievance may be handled through established institutional procedures.

Grievances related to sexual harassment will be addressed through the University's Sexual Harassment Policy.

UNIVERSITY'S SEXUAL HARASSMENT POLICY

At the University of Louisiana at Lafayette, sexual harassment, whether verbal, physical, written, or visual, is unacceptable and will not be tolerated. Harassment is unlawful and hurts all members of the educational community. Each incident of harassment contributes to a general atmosphere in which the entire community suffers the consequences and in which all students and employees may feel that their safety and equality are compromised.

Any member of the university community who believes that he/she has been the victim of sexual harassment as defined above may bring the matter to the attention of the Associate Dean of Students, Room 211, Martin Hall (482-6272), the Title IX Coordinator, Room 230, Martin Hall (482-6306), or one of the professional counselors in the Counseling Center, Olivier Hall (482-6480).

The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.

The initial discussion between the complainant and the university officer will be kept confidential with no written records. In many cases a satisfactory resolution of the complaint can be worked out at this point and no further action is required.

If a satisfactory solution to a complaint cannot be reached and the individual (grievant) decides to proceed, a written statement describing the alleged harassment should be submitted to the grievance officer designated by the president. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information related to the case should be limited in order that the privacy of all individuals involved is safeguarded as fully as possible.

The grievance officer shall inform the alleged offender of the allegation and the identity of the grievant. A written statement of the complaint shall be given to both parties. Every effort shall be made to protect the grievant from retaliatory action by those named in the grievance.

Promptly after the grievance is submitted, the grievance officer should initiate appropriate steps to affect an informal resolution of the grievance acceptable to both parties.

The grievant, if unsatisfied with the informal resolution proposed above, shall have access to the formal grievance procedures of the university upon prompt submission of a written request.

Review of a grievance against a faculty and/or staff member is conducted by a committee of peers. Members of a peer review committee should meet with the grievance officer to discuss the grievance. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and to confront any adverse witnesses. The committee, with assistance from staff, may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it should be communicated in writing to both parties.

If the review committee's findings do not lead to a mutually acceptable resolution, and if the committee believes that a reasonable cause exists for seeking sanctions against the faculty and/or staff offender, the grievance officer will forward the recommendations immediately to the President and/or designee. The President and/or designee shall then proceed in the manner set forth in the applicable grievance procedure.

This information is made available to all students in the University of Louisiana Student Handbook.

UNIVERSITY'S HAZING POLICY

Hazing, as defined by the Board of Supervisors is "any action taken or situation created, whether on or off college or university property, which is life threatening to the individual, and kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life threatening to the individual or are intended to hurt or to humiliate physically or mentally." Hazing in any form is strictly forbidden by the University through the Code of Student Conduct. Actions and activities which are explicitly prohibited include, but are not limited to the following:

- All forms of physical activity not part of an organized, voluntary athletic contest or not specifically directed toward constructive work.
- Paddling, beating, or otherwise permitting members or alumni members to hit associates, new, or potential members.
- Any activity that might reasonably bring physical harm to the individual.
- Morally degrading or humiliating games or activities that make an individual the object of amusement, ridicule, or intimidation, or any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury.
- Kidnap, road trips, etc., which are conducted in a manner that endangers the health or safety of an associate or active.
- Requiring associates to consume large amounts of alcohol and/or drinking games.
- Activities that interfere in any way with any individual's academic efforts, e.g. causing exhaustion, loss of sleep, or loss of reasonable study time.
- Activities that interfere with an individual's employment or family obligations.
- Forcing, coercing, or permitting students to eat or drink foreign or unusual substances such as raw meat, raw eggs, salt water, onions, etc.
- The use of obscenities and vulgarities in dress or requiring associates to wear any degrading or uncomfortable garments.
- Preventing associates from wearing any required garments or accessories.
- Having substances such as eggs, paint, honey, etc., thrown at, poured on, or otherwise applied to the bodies of associates.
- Subjecting an individual to cruel and unusual psychological conditions, any form of verbal harassment.
- Any requirement which compels an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine morals and/or beliefs, e.g. public profanity, indecent or lewd conduct, or sexual gestures in public.
- Pledge members being solely responsible for chapter obligations.
- Any action which is in violation of the University's Code of Student Conduct.

NCAA COMPLIANCE

The purpose of the NCAA is to maintain intercollegiate athletics as an important part of the educational program and the student-athlete as an integral part of the student body and to retain a clear line of difference between intercollegiate athletics and professional sports.

UL Lafayette, as an NCAA member institution, is responsible for applying and enforcing the legislation set forth by the NCAA regarding basic athletic issues such as admissions, financial aid, eligibility, and recruiting. When a staff member, student-athlete, or other individual or group representing UL Lafayette's Athletic Department fails to do so, UL Lafayette will be subject to disciplinary and corrective actions determined by the NCAA.

UL LAFAYETTE COMPLIANCE OFFICE STAFF

Cox Communications Athletic Center

(337) 482-5195 (PHONE) (337) 482-1041 (FAX)

Jessica Leger, Associate Athletic Director for Compliance and Academics/SWA

Jessica@louisiana.edu

Tom Burke, Director of Compliance

tburke@louisiana.edu

Carleigh Martin, Compliance Coordinator

cmm9209@louisiana.edu

PHILOSOPHY ON SELF-REPORTING RULES VIOLATIONS

An important aspect of NCAA Compliance is self-reporting rules violations. Self-reporting is considered to reflect a solid program of institutional control. Any self-reported violations may be reported to the Athletics Compliance Office.

FALL ORIENTATION

Before beginning practice in every sport each year, Fall Orientation is held for each team. At this time, rules and procedures are explained and any questions concerning eligibility are answered. The completion and signing of forms including the NCAA Student-Athlete Eligibility Statement, NCAA Drug Testing Consent, the Financial Aid Declaration Form, Student-Athlete Employee Statement, the Automobile Registration and Housing Form, the Outside Competition Form, the Student-Athlete Handbook Verification Form, the Medical History Form, and the Student-Athlete Information Form will take place at this time.

No student-athlete may practice, workout, or compete in intercollegiate athletics unless having participated in the team's Fall Orientation or having met individually with the Compliance Office. This must be done prior to the first practice in each sport in which the student-athlete participates.

AMATEUR STATUS

An individual loses amateur status and shall not be eligible for intercollegiate competition in a particular sport if the individual:

- Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received, except as permitted in Bylaw 12.2.5.1;
- Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- Competes on any professional athletics team per Bylaw 12.02.8, even if no pay or remuneration for expenses was received, except as permitted in Bylaw 12.2.3.2.1;
- Enters into an agreement with an agent; or

- After initial full-time collegiate enrollment, enters into a professional draft except for:
 - o Women’s Basketball – A student-athlete in women’s basketball may enter a professional draft one time during her collegiate career without jeopardizing eligibility in that sport provided the student-athlete is not drafted by any team and the student-athlete declares her intention to resume intercollegiate participation within 30 days after the draft. The student-athlete’s declaration of intent shall be in writing to UL Lafayette’s Athletic Director.
 - o Men’s Basketball – A student-athlete in men’s basketball may enter a professional league’s draft one time during his collegiate career without jeopardizing eligibility in that sport provided: the student-athlete requests that his name be removed from the draft list and declares his intent to resume intercollegiate participation not later than the end of the day before the first day of the spring National Letter of Intent signing period for the applicable year, the student-athlete’s declaration of intent is submitted in writing to the institution’s director of athletics, and the student-athlete is not drafted.
 - o Football - A student-athlete in football may enter the National Football League draft one time during his collegiate career without jeopardizing eligibility in that sport provided the student-athlete is not drafted by any team and the student-athlete declares his intention to resume intercollegiate participation within 72 hours following the National Football League draft declaration date. The student-athlete’s declaration of intent shall be in writing to UL Lafayette’s Athletic Director.
 - o All sports other than Basketball and Football – A student-athlete in any sport other than basketball or football may enter a professional league’s draft one time during his or her collegiate career without jeopardizing his or her eligibility in that sport, provided the student-athlete is not drafted and within 72 hours following the draft he or she declares his or her intention to resume participation in intercollegiate athletics. The student-athlete’s declaration of intent shall be in writing to UL Lafayette’s Athletic Director.

AGENTS

NCAA regulations (Bylaw 12.3) specifically prohibit student-athletes from entering into written or oral agreements with agents for the purpose of marketing athletics ability or reputation in that sport.

An agent is any individual who, directly or indirectly:

- Represents or attempts to represent an individual for the purpose of marketing his or her athletics ability or reputation for financial gain; or
- Seeks to obtain any type of financial gain or benefit from securing a prospective student-athlete’s enrollment at an educational institution or from a student-athlete’s potential earnings as a professional athlete.

An agent may include, but is not limited to, a certified contract advisor, financial advisor, marketing representative, brand manager, or anyone who is employed or associated with such persons.

An individual shall be ineligible if he or she enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility in the sport. The penalty for entering into an agreement with an agent is immediate ineligibility and if not reported possible forfeiture of athletic contests in which the student-athlete performed. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports and the individual shall be ineligible to participate in any sport. Additionally, an individual shall be ineligible if he or she (or his or her relatives or friends) accepts transportation or other benefits (meal, soda, etc.) from any person who represents any individual in the marketing of his or her athletics ability, or from an agent, even if the agent has indicated that he or she has no interest in and does not represent individuals in that student-athlete’s sport.

CONTACT PROCEDURE

No student-athlete should enter into extended conversation or contact with a person representing him/herself as an agent until reporting the name of the individual to the Director of Athletics or the Associate Athletic Director for Compliance and Academics/SWA. The extent of a student-athlete's initial contact with an agent should be to request a business card and a list of other athletes whom the agent represents. The student-athlete should ask the agent if he/she has been in contact with the Director of Athletics or the Associate Athletic Director for Compliance and Academics/SWA (not the coach). Regardless of the answer, the student-athlete should tell the agent, "I have to report this contact to my Director of Athletics. I appreciate your interest and will get back in touch with you." Under no circumstances should a student-athlete sign anything or accept anything else from the agent (even a meal, soda, etc.). The contact should be reported immediately (at home, if at night, or on a weekend) to the Director of Athletics or the Associate Athletic Director for Compliance and Academics/SWA. Contacting the Coach alone about the agent contact does not fulfill the requirement of this section. The Director of Athletics or Associate Athletic Director for Compliance and Academics/SWA must be contacted.

PROMOTIONAL ACTIVITIES

A member institution or recognized entity thereof (e.g. fraternity, sorority or student government organization), a member conference or a non-institutional charitable, educational or nonprofit agency may use a student-athlete's name, picture, or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

- a. The student-athlete receives written approval to participate from the director of athletics;
- b. The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters, or calendars;
- c. The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item;
- d. The student-athlete does not miss class;
- e. All moneys derived from the activity or project go directly to UL Lafayette, the Sun Belt Conference or the charitable, educational or nonprofit agency;
- f. The student-athlete may accept legitimate and normal expenses from UL Lafayette, the Sun Belt Conference or the charitable, educational or nonprofit agency related to participation in such activity;
- g. The student-athlete's name, picture or appearance is not utilized to promote the commercial ventures of any nonprofit agency;
- h. Any commercial items with names or pictures of student-athletes (other than highlight films or media guides) may be sold only at UL Lafayette, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization. Items that include an **individual student-athlete's** name, picture, or likeness, other than informational items, **may not be sold**;
- i. The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of this section.

APPEARANCE/DONATION REQUEST

NCAA regulations permit, under certain circumstances, student-athlete involvement in campus and community charitable projects and/or appearances in educational projects. Any such participation requires prior approval by the Director of Athletics and the signed release statement of the student-athlete and/or project promoter(s) that the project or event is within the guideline of NCAA regulations. The intent of the NCAA regulation is to avoid using the student-athlete to promote a commercial entity.

Any student-athlete who is approached, or a coach approached on behalf of a student-athlete, should immediately contact the Compliance Office. While most of these events or projects are permissible, it is important to have a clear understanding of exactly what will be taking place and how the student-athlete will be involved. The forms for the necessary compliance statements are available in the Compliance Office. Failure to comply with these regulations could result in the loss of eligibility and/or financial aid for the student-athlete. Student-athletes who have completed their eligibility (e.g. senior football players in subsequent terms), but are still receiving financial aid, continue to be subject to this regulation.

SPORTING BEHAVIOR AND ETHICAL CONDUCT

Sportsmanship

Pursuant to the integrity of higher education, the Sun Belt Conference holds all individuals associated with an institution's athletic department and events to the highest ideals of sporting behavior. All athletic administrators, coaches, student-athletes, spirit groups, and fans shall act with respect, fairness, civility, and honesty in an effort to create an appropriate environment for athletic competition as well as a positive image for their universities. Taunting, baiting, and fighting are unacceptable behaviors.

NCAA Constitution 2.4

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to:

- (a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and
- (b) Educate, on a continuing basis, all constituencies about the policies in Constitution 2.4-(a).

GAMBLING ACTIVITIES

Student-athletes shall not knowingly:

- a. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- b. Solicit a bet on any intercollegiate team.
- c. Accept a bet on any team representing the institution; or
- d. 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.

You are required by the NCAA and the Director of Athletics to report any individual who offers gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest. Such individuals should be reported to your coach, sport administrator, and/or the Compliance Office. The rules prohibiting gambling as described above also apply to your coaches and all other staff members in Athletics (i.e., President, faculty athletics representative, managers, athletic trainers, equipment room staff, academic tutors).

Eligibility Consequences:

The NCAA has adopted a two-tiered penalty structure for student-athletes who violate the gambling rules.

Penalty A: Permanent Loss of All Remaining Eligibility in All Sports

If you:

- Engage in any activity designed to influence the outcome of a contest;
- Engage in any activity designed to affect win-loss margins (i.e. "point shaving");
- Solicit or accept a bet on your institution; or
- Participate in any gambling activities through a bookmaker, a parlay card or any other method employed by organized gambling that involves your institution.

Penalty B: Ineligible for All Competition for Minimum One Year and Loss of One Season of Competition

If you:

- Solicit or accept a bet on intercollegiate or professional athletics; or
- Participate in any gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

Under this level, if a student-athlete involved in a subsequent violation of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

OCCASIONAL MEALS

Student-Athletes may be provided occasional meals by institutional staff members or boosters within the restrictions and provisions of NCAA Bylaw 16. Below is a summary of applicable occasional meal information.

Staff - 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.

Boosters - A student-athlete may receive an occasional meal from a representative of athletics interests ("booster") on infrequent and special occasions under the following conditions:

- 1) The meal must be provided in an individual's home, on campus, or at a facility that is regularly used for home competition and may be catered; and
- 2) A representative of the institution's athletics interests may provide reasonable local transportation to student-athletes to attend the meal only if the meal occurs at the home of that representative.

ALL OCCASIONAL MEALS, REGARDLESS OF WHO HOSTS THE MEAL, MUST RECEIVE PRIOR APPROVAL FROM THE COMPLIANCE OFFICE.

SOCIAL NETWORKING WEB SITES

Student-athletes are permitted to have profiles on social networking web sites provided that no offensive or inappropriate pictures or comments are posted.

Student-athletes should remember that they are ambassadors of UL Lafayette and always in the public eye. Content posted by student-athletes at other institutions or even other students on campus may not be acceptable on your profile. Questions regarding acceptable content should be directed to your head coach, the Compliance Office, your sport administrator or the Director of Athletics.

Content posted on social networking web sites is no longer considered private material. Any text or photo placed online is completely out of your control the moment it is placed online, even if access to your site is limited. Be aware of who you add as a friend to your site as 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 on the team. Exercise caution regarding the information you post on your web site about your whereabouts or plans. Potential employers and internship supervisors also use these sites to screen candidates.

FINANCIAL AID

It is the policy of the UL Lafayette Department of Athletics to make Athletics Financial Aid available to student-athletes in all sports governed by the Department. All Athletics Financial Aid will be awarded in accordance with NCAA, Conference, and UL Lafayette rules and regulations.

Eligibility for athletically related institutional financial aid shall be contingent on the student-athlete being enrolled as a full-time student. Should a student-athlete reduce his/her course load below full-time status during any term, his/her eligibility for financial aid for that term will be lost. However, student-athletes enrolled in their final term prior to receiving their baccalaureate degree will be required to take only those courses necessary to complete the degree as certified by the records office.

A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that violates NCAA limitations on financial aid. Per NCAA rules, UL Lafayette cannot award financial aid to a student-athlete that exceeds the cost of attendance that normally is incurred by students enrolled in a comparable program at UL Lafayette. FULL GRANT-IN-AID consists of tuition and fees, room and board and required course-related books. It is the duty of the Director of Financial Aid to determine whether a student-athlete's financial aid exceeds the limitations set forth by the NCAA.

OUTSIDE SCHOLARSHIPS

Student-athletes are expected to report all financial aid, outside scholarships, and employment to the financial aid office and the Associate Athletic Director for Compliance and Academics/SWA.

Student-athletes who do not report this information are subject to such disciplinary and corrective actions as may be determined by UL Lafayette, the Sun Belt Conference, and the NCAA.

SCHOLARSHIPS

The renewal of institutional financial aid based in any degree on athletics ability shall be made in writing to the student-athlete on or before July 1 prior to the academic year in which it is to be effective. Notification of financial aid renewal and non-renewals must come from UL Lafayette's regular financial aid authority, and not from UL Lafayette's Athletics Department.

UL Lafayette may reduce or cancel any financial aid that is based in any degree on athletics ability during the period of award if a student-athlete:

- a. Renders himself/herself ineligible for intercollegiate competition;
- b. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
- c. Engages in serious misconduct warranting substantial disciplinary penalty by the university's regular disciplinary authority even if the loss-of-aid requirement does not apply to the student body in general;
- d. Voluntarily withdraws from a sport at any time for personal reasons; or
- e. Fails to comply with team rules or policies.

Dropping and/or failing a course at any time may result in a reduction/cancellation of athletic aid. A student-athlete in this situation may be responsible for repayment of his/her athletic aid.

FIFTH YEAR EXHAUSTED ELIGIBILITY GRANT-IN-AID

If a student-athlete has exhausted his/her athletic eligibility and has not received his/her degree within four years after initial full-time collegiate enrollment, he/she may request a fifth year of athletic grant-in-aid.

Fifth-year athletic aid is not guaranteed by the Department of Athletics. Each student-athlete will be reviewed on an individual basis after completing the "Fifth Year Scholarship Application" form, obtaining the appropriate signatures, and submitting the form to the Compliance Office. Application forms are available in the Compliance Office and must be submitted no later than June 1.

STUDENT-ATHLETE FINANCIAL AID APPEALS

1. **Request for Hearing:** A student-athlete desiring a hearing after receiving notification of a reduction, cancellation, or non-renewal of his or her athletic financial aid, must submit a written request (via email or handwritten request) to the Financial Aid Director/member of the Hearing Panel (Cindy Perez – 482-6497/cperez@louisiana.edu) within seven working days after the student-athlete receives written notification of the reduction or cancellation. A student-athlete failing to request a hearing within this time waives the right to appeal.
2. **Hearing Panel:** NCAA rules require that the Hearing Panel consist exclusively of individuals who are employed outside of the Athletics Department. Therefore, the panel shall include three faculty/staff members, chaired by the Vice President for Enrollment Management. The Associate Athletic Director for Compliance and Academics/SWA or the Athletic Director will be a nonvoting participant.

3. **Hearing Schedule:** After the student-athlete submits the written request for a hearing, the Chairperson of the Hearing Panel will contact the student-athlete with the date and time of the hearing. The institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days. The student-athlete and representatives of the athletics department will attend the hearing.
4. **Hearing Format:** The Chairperson will open the hearing by introducing the parties and Hearing Panel members. The Chairperson will then summarize the format of the hearing and any rules of procedure. Thereafter, the Chairperson shall invite the student-athlete to present his/her position and describe the reasons why the student-athlete believes the athletically related financial aid reduction, cancellation, or non-renewal should be modified or overturned. The Athletic Department's representative shall then have the opportunity to state the position of the Athletic Department. The Committee may ask questions of any individual present at the hearing.
5. **Committee Decision:** The Committee will make a final decision in executive session and inform both parties, in writing, within three (3) working days of the close of the hearing. This decision is final and there is no further appeal process.

SUMMER SCHOOL

Summer school financial aid is limited, and the final decision for awarding Athletics Department financial aid will be made by the Director of Athletics. The aid will be limited to student-athletes with the full recommendation and academic justification of the sport Head Coach.

STUDENT-ATHLETE PER-DIEM POLICY

For all sports, per-diem may be provided for student-athletes during official team travel and/or vacation periods for teams that are in-season. Per-diem may be paid directly to the student-athlete. Per-diem allowances shall begin with the first meal that is missed due to travel arrangements. Each sport shall have the discretion to pay the per-diem to the student-athlete on a daily basis or otherwise. Student-athletes **MUST** sign for their per-diem at the time it is handed out.

If a meal is missed due to a home game competition, then a per-diem allowance shall be distributed. The amount will coincide with the meal that is missed. In the event that an athlete is required to remain on campus by the head coach for practice or competition when the University is closed, then a per-diem allowance will be paid to the student-athlete.

STUDENT ASSISTANCE FUND (SAF)

The NCAA now allows all student-athletes to receive approved funds from the Student Assistance Fund. In an effort to continue providing SAF money, UL Lafayette has instituted the following policy:

1. Pell grant-eligible student-athletes receiving countable athletically related financial aid will be eligible to receive \$150/semester.
2. Student-athletes receiving countable athletically related financial aid, who are not Pell grant-eligible, will be eligible to receive \$100/semester.
3. In order to be eligible to receive money from the student assistance fund, a student-athlete must be academically eligible and return his/her textbooks prior to the designated due date each semester (if the student-athlete is on a book scholarship).
4. Money received by an individual student-athlete from the SAF cannot cause a student-athlete to exceed his/her cost of attendance (determined by the Director of Financial Aid).

The stipend that all student-athletes receiving countable athletically related financial aid are eligible to receive may be used for the following purposes:

1. Cost of clothing and other essential expenses up to \$150/semester for Pell grant-eligible student athletes and \$100/semester for non-Pell grant-eligible student athletes.
2. Cost of expendable academic course supplies (e.g., notebook and pens) and rental of nonexpendable supplies that are required for all students enrolled in the course.

Student-athletes may also request SAF money if available for the following:

1. Medical and dental costs not covered by another insurance program.
2. Costs associated with student-athlete or family emergencies.

For more information on eligibility, covered expenses, appropriate forms, or other questions, please contact the Compliance Office at 482-5195.

TRANSFER REGULATIONS

1. **Requesting Permission:** If a student-athlete wishes to receive permission to contact another institution or use the one-time transfer exception, the student-athlete shall make the request of his/her Head Coach and the compliance office. This request should be submitted in writing (via email or handwritten request) to the compliance office. The compliance office will explain all possible options for the student-athlete so that he/she may not jeopardize his/her eligibility.
2. **Notification of Decision and Right to Hearing:** The compliance office will contact the Head Coach for approval.

If the Head Coach approves the request, the compliance office will send a letter to the other institution granting permission for that institution to contact the student-athlete.

If the Head Coach does not approve the request, the compliance office will then notify the Athletic Director to review the reasons for denial. If the Athletic Director supports the denial the student-athlete will be notified of the decision within seven business days if the request was originally made in writing by the student-athlete. In addition, the student-athlete will be notified of a hearing opportunity.

It is the general practice of the Athletics Department to deny permission to contact and/or the one-time transfer exception to institutions within the state of Louisiana, the Sun Belt Conference, and to those institutions appearing on a specific team's current or upcoming competition schedule. However, it is the practice of the Athletics Department to review all detailed facts of the request and to make a case by case determination.

3. **Request for Hearing:** A student-athlete desiring a hearing after receiving notification of denial of permission to contact another institution or the one-time transfer exception, must submit a written request (via email or handwritten request) to the Financial Aid Director/member of the Hearing Panel (Cindy Perez – 482-6497/cperez@louisiana.edu) within seven working days after the student-athlete receives notification of the denial. A student-athlete failing to request a hearing within this time waives the right to appeal.
4. **Hearing Panel:** NCAA rules require that the Hearing Panel consist exclusively of individuals who are employed outside of the Athletics Department. Therefore, the panel shall include three faculty/staff members, chaired by the Vice President for Enrollment Management. The Associate Athletic Director for Compliance and Academics/SWA or the Athletic Director will be a nonvoting participant.
5. **Hearing Schedule:** After the student-athlete submits the written request for a hearing, the Chairperson of the Hearing Panel will contact the student-athlete with the date and time of the hearing. The institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days. The student-athlete and representatives of the athletics department will attend the hearing.
6. **Hearing Format:** The Chairperson will open the hearing by introducing the parties and Hearing Panel members. The Chairperson will then summarize the format of the hearing and any rules of procedure. Thereafter, the Chairperson shall invite the student-athlete to present his/her position and describe the reasons why the student-athlete believes the decision to deny permission to contact and/or the one-time transfer exception should be modified or overturned. The Athletic Department's representative shall then have the opportunity to present the rationale for denying permission. The Committee may ask questions of any individual present at the hearing.
7. **Committee Decision:** The Committee will make a final decision in executive session and inform both parties, in writing, within three (3) working days of the close of the hearing. This decision is final and there is no further appeal process.

INTRA-CONFERENCE TRANSFERS

A student-athlete transferring from one Sun Belt Conference institution to another Sun Belt Conference member is ineligible for participation and competition in that Sun Belt Conference sport for two years from the date of transfer.

Exceptions: A student-athlete transferring within the Conference is immediately eligible for participation, competition and athletic financial aid only if one of the following conditions occurs:

- The first institution is placed on probation in the student-athlete's sport; or
- The first institution discontinues the student-athlete's sport from varsity status.
- The student-athlete was not involved in any violations, which resulted in his/her previous institution being placed on probation.

EXIT INTERVIEWS

A sample of student-athletes who have exhausted their eligibility will conduct an exit interview with the Faculty Athletic Representative or member of the University Athletic Committee at the time of separation. The exit interview will be conducted in an electronic survey format for anonymity.

VOLUNTARY WITHDRAWAL

If a scholarship student-athlete voluntarily withdraws from the athletics program, all applicable national governing body rules and regulations must be followed. The student-athlete shall sign a "Voluntary Withdrawal Form" and is encouraged to contact the Faculty Athletic Representative for an Exit Interview.

SWITCHING SPORTS

No scholarship student-athlete, or student-athlete who has given up a scholarship in one sport, will be permitted to leave one sport and participate in another sport without the written consent of the coach who was previously responsible for the student-athlete's scholarship. This applies to student-athletes switching from one sport to another or who are adding a second sport.

PRACTICE HOUR RESTRICTIONS

In-Season

During your playing and practice season, practice activities are limited to:

- Not more than 4 hours each day
- Not more than 20 hours each week
- There must be at least 1 day off each week when no practice activities are required. During preseason (before your first competition) and during academic year vacation periods (e.g., Spring Break), these limitations do not apply.

Out of Season

Practice activities are limited to:

- Not more than 8 hours each week
- There must be at least 2 days off each week when no practice activities are required
- In football, up to 2 of the 8 hours may be used for watching and reviewing films.
- In all other sports, up to 2 of the 8 hours may be used for skill-related instruction.

Below are partial lists of common activities that count and do not count against daily and weekly time limits:

Countable Athletically Related Activities	Noncountable Athletically Related Activities
Practices (not more than four hours per day)	Compliance meetings
Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings)	Meetings with a coach initiated by the student-athlete (as long as no countable activities occur)
Competition (and associated activities, regardless of their length, count as three hours).	Drug/alcohol educational meetings or Student-Athlete Affairs presentations
Field, floor or on-court activity	Study hall, tutoring or academic meetings
Setting up offensive and defensive alignment	Student-Athlete Advisory Committee meetings
On-court or on-field activities called by any member of the team and confined primarily to members of that team	Voluntary weight training not conducted by a coach or staff member
Required weight-training and conditioning activities	Voluntary sport-related activities (e.g., initiated by the student-athlete, no attendance taken, no coach present)
Required participation in camps/clinics	Traveling to and from the site of competition (as long as no countable activities occur)
Visiting the competition site in the sports of cross country and golf	Training room activities (e.g., treatment, taping), rehabilitation activities, and medical examinations
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff	Recruiting activities (e.g., student host)
Discussion or review of game films	Training table meals
Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff (e.g., coach)	Attending banquets (e.g., awards or post-season banquets)
	Fundraising activities or public relations/promotional activities and community service projects

The University has a Dean-on-call 24 hours a day every day of the year. A Dean from Student Personnel, Greek Affairs or a Counselor from the Counseling and Testing Center may be contacted 24 hours a day to assist students in emergency situations. **Should an emergency occur outside of the playing season, student-athletes should contact the University's 24 hour on-call emergency line at (337) 482-6447.**

VOLUNTARY WORKOUTS

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

- Request must be made by the student-athlete
- No coach can be present
- No reporting of information back to Department of Athletics staff members
- No penalty for choosing not to participate in the activity
- No reward for choosing to participate in the activity

REDSHIRT AND MEDICAL HARDSHIP

A redshirt season is defined as one during which a student-athlete does not participate in any outside competition for an institution. Student-athletes are charged with a season of competition when the student-athlete:

- Represents the institution in any contest against outside competition, regardless of how the competition is classified (e.g. scrimmage or exhibition).
- Competes in the uniform of the institution, or during the academic year, utilizes any apparel or equipment received from the institution for the competition.
- Competes and receives expenses (e.g., transportation, meals, room, or entry fees) from the institution for the competition.

Should a student-athlete become injured and should the injury result in incapacity to compete for the remainder of the season, the institution may apply for a medical hardship provided the following conditions are met:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition;
- The injury or illness occurs prior to the first competition of the second half of the playing season in that sport and results in an incapacity to compete for the remainder of that playing season; and
- The injury and illness occurs before the student-athlete has participated in more than three contests or dates of competition or 30 percent (whichever number is greater) of the institution's completed events in his or her sport.

If you believe that you have a situation that meets these criteria, please see the Athletic Training staff.

RECRUITING

Off-campus, in-person recruiting contacts that are unavoidable incidental contacts between enrolled student-athletes (or other enrolled students) and a prospect are permissible if such contacts do not occur at the direction of a coaching staff member.

It is permissible for an enrolled student-athlete to receive telephone calls made at the expense of a prospect. Telephone calls made by enrolled students (excluding student-athletes) pursuant to an institution's regular admissions program directed at all prospective students shall be permissible.

It is permissible for an enrolled student-athlete to engage in written correspondence, provided it is not done at the direction and/or expense of the member institution. If unavoidable incidental contact occurs between a student-athlete and a prospect (even at the prospect's high school), such contact is permissible, provided the institution had no prior knowledge of the occurrence of the contact.

Other activities that are prohibited include:

- UL Lafayette may not provide an enrolled student-athlete with transportation or expenses to recruit a prospect except those expenses listed as permissible when a student-athlete serves as a student host.
- Enrolled student-athletes or other enrolled students shall not make or participate in telephone calls to prospects at the direction of a coaching staff member or financed by UL Lafayette or a representative of its athletics interest for use by the host or the prospect during the prospect's official visit to UL Lafayette.
- The student host must be enrolled at UL Lafayette. A non-qualifier may not serve as a student host during his or her first academic year in residence.

On an official visit, UL Lafayette may provide the following to a student host entertaining a prospect:

1. A maximum of \$40 for each day of the visit to cover all actual costs of entertaining the prospect, excluding the cost of meals and admission to campus athletics events. These funds may not be used for the purchase of souvenirs such as T-shirts or UL Lafayette mementos. It is permissible to provide the student host with an additional \$20 per day for each additional prospect the host entertains. **Any unused host money must be returned to the head coach.**
2. A complimentary meal, provided the student host is accompanying the prospect during the prospect's official visit; and
3. A complimentary admission to a campus athletics event provided the ticket is utilized to accompany a prospect to that event during the prospect's official visit.

According to institutional policy, student hosts have the following responsibilities:

- Underage drinking (below 21) is illegal in the state of Louisiana. Prospects are not permitted to indulge in this activity. It is the student host's responsibility to discourage and report transgressions of this law. If a prospect is of legal age (21) and may enter a local bar, it is the student host's responsibility to ensure that the prospect is aware that alcohol abuse will NOT be tolerated.
- Curfew for PSAs is left to the discretion of the head coach not to exceed 2:00am.
- UL Lafayette will not tolerate sexual harassment by anyone associated with its athletic teams. Student hosts must be aware of UL Lafayette's prohibition of this type of activity and work to ensure that PSAs conduct themselves appropriately.
- Student hosts may NOT utilize any illicit or illegal activities as a recruiting device. Specifically, the use of drugs, sex or strippers/gentlemen's clubs as a means of recruiting a prospect is PROHIBITED.
- A prospect may not have contact with representatives of the UL Lafayette's athletics interests (boosters). It is the student host's responsibility to ensure that such contact does not take place when entertaining a prospect. If an unplanned meeting occurs, only an exchange of greeting is permissible.
- All entertainment of a prospect shall be within a 30-mile radius of UL Lafayette. There shall be no entertainment in regard to gambling/gaming activities.
- It is the responsibility of UL Lafayette to ensure the safety and well being of prospects visiting our campus. At the same time, it is incumbent upon the prospect and the student host to avoid any situations or activities that would jeopardize their safety or would be against NCAA, University or local laws, rules, and regulations.

Failure to adhere to these guidelines will result in the following:

Violation by Host:

- 1st – SA will be ineligible to host a prospect for one calendar year.
- 2nd – SA will be ineligible to host a prospect indefinitely.

Violation by Prospect:

- Parents/legal guardians are contacted by the Athletic Director.

EXTRA BENEFITS

An extra benefit is any special arrangement by a UL Lafayette employee or a representative of UL Lafayette's athletics interests to provide a student-athlete or the student athlete's relative or friend a benefit not authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to UL Lafayette students or their relatives or friends or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability.

Examples of extra benefits include, but are not limited to, the following:

- Cash or loan of money, including signing/cosigning for a loan;
- Birthday, graduation, or holiday gifts;
- Special discounts, payment arrangements or credit on purchases or services (e.g., airline tickets, clothing);
- Arrangement for employment of relatives or friends of an enrolled student-athlete;
- Free or reduced rates for services (e.g., auto repair, dry cleaning, haircuts)
- Free or reduced rent or housing;
- Use of a telephone without charge for long distance phone calls;
- Guarantee of bail or bond;
- Use of an automobile;
- Use of personal properties (e.g., boats, summer homes, cars, stereos);
- Tickets to an athletic or community event; and
- Selling any equipment, apparel, award or anything of value that you received through your athletics participation at UL Lafayette.

DO NOT ACCEPT ANY MONEY OR GIFT FROM ANYONE RELATED TO RAGIN' CAJUNS ATHLETICS. THIS MAY COST YOU YOUR ELIGIBILITY!!

BOOSTERS

A booster is anyone who:

- Is or ever has been a member of a booster organization that supports UL Lafayette athletics
- Made any financial contributions to UL Lafayette
- Is or was a season ticket holder
- Has provided or arranged employment for student-athletes
- Has made any annual or lifetime membership commitment to a booster organization
- Has been involved in the recruitment of a prospect
- Has provided benefits to an enrolled student-athletes or his/her friends or relatives
- Has been involved in promoting UL Lafayette athletics programs.

REMEMBER...ONCE A BOOSTER, ALWAYS A BOOSTER!

Even if someone does not meet the definition of a booster, it does not mean that you can accept extra benefits from them. Receiving benefits from boosters would render you ineligible.

You cannot receive benefits if the relationship:

- Between you or your parents and the individual providing the benefits started because of your participation in athletics or your reputation as an athlete;
- Began after you became a prospect;
- Began after you earned a reputation for being an athlete; or
- The pattern of giving increased after you earned a reputation for being an athlete.

OUTSIDE COMPETITION

A student-athlete that is interested in participating in outside competition must complete the "Outside Competition Permission Request Form" before participating in outside competition. Several exceptions exist to the outside competition legislation; therefore, a student-athlete should consult with his/her Head Coach or the Associate Athletic Director for Compliance and Academics/SWA prior to participating in such activities.

OUTSIDE TEAM LIMITS

A student-athlete may participate as a member of an outside team in any noncollegiate, amateur competition during any official vacation period published in the institution's academic calendar. The number of student-athletes from any one institution shall not exceed the following limits:

- Baseball – 4
- Basketball – 2
- Cross Country – 2
- Football – 5
- Golf – 2
- Soccer – 5
- Softball – 4
- Tennis – 2
- Track and Field – 7
- Volleyball – 2

PRIZE MONEY

An individual loses amateur status and shall not be eligible for intercollegiate competition in a particular sport if the individual uses his/her athletics skill for pay in any form in that sport. However, there are several exceptions to accepting prize money. It is the student-athlete's responsibility to contact the Associate Athletic Director for Compliance and Academics/SWA should he/she have the opportunity to accept prize money.

STUDENT-ATHLETE EMPLOYMENT

Permission to work must be obtained from the head coach and the Associate Athletic Director for Compliance and Academics/SWA prior to beginning work. There are no limits to the amount of money a student-athlete can earn. However, the student-athlete must be paid a reasonable "going rate" and must complete the "Student-Athlete Employment Information Form" through the student-athlete's personal account on ACS Athletics. Student-athletes who anticipate employment during the year must contact the Compliance Office to update his/her Employment Form on ACS Athletics. The following NCAA Bylaws govern compensation received through employment, including private lessons.

12.4.1 Criteria Governing Compensation to Student-Athletes.

Compensation may be paid to a student-athlete:

- a. Only for work actually performed; and
- b. At a rate commensurate with the going rate in that locality for similar services.

12.4.1.1 Athletics Reputation.

Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.

12.4.2.1 Fee-for-Lesson Instruction.

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

- a. Institutional facilities are not used;
- b. Playing lessons shall not be permitted;
- c. The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year; and
- d. The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.
- e. Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time.
- f. The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

Employment rules and regulations are the same for both the regular academic year and the summer semester. Essentially, a student-athlete may be employed as long as he/she notifies the Compliance Office. A student-athlete cannot be hired based on his/her athletic abilities or reputation in any way.

When giving private lessons, a student-athlete must make sure the lessons are documented. Keep a record of when and where the lessons take place and with whom. Lessons may not be given at UL Lafayette facilities. Make sure that payments received from lessons are paid by the recipient's family. A student-athlete cannot use his/her name or picture to promote private lessons.

EMPLOYMENT AT CAMPS/CLINICS

You are permitted to work at camps/clinics, regardless of whether they are institutional or operated by an outside organization, provided the following requirements are met:

- You are paid for work actually performed;
- Your pay is commensurate with the going rate for camp/clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that you may have for the employer because of the athletics reputation or fame you have achieved or on your level of athletics skill; and
- Your responsibilities at the camp/clinic are more than lecturing or demonstrating.

WALK-ONS/NEW STUDENT-ATHLETE

A "New Student-Athlete/Walk-On Certification Form" must be completed by each individual who desires to join an athletic team and who was absent from the pre-practice meeting. This form is found in the Compliance Office and must be completed before the student-athlete practices or receives equipment.

Before participation, walk-ons or new student-athletes must receive a medical examination and must show proof of primary insurance. Exceptions can be made only by the Director of Athletics.

International Student-athletes not on scholarship are expected to provide proof of primary insurance, which covers athletically related injuries. The Institution's internal student insurance policy does not fulfill this requirement. Coaches should explain to PSAs that it will be necessary to purchase an insurance policy in order to compete. The Athletics Training Room will arrange for such a policy to be available each year in the event the international student-athlete cannot arrange his/her own insurance.

STUDENT-ATHLETE COMPLIMENTARY PASS LIST

In accordance with NCAA Player Complimentary Ticket Policy, UL Lafayette cannot provide either the student-athlete or the designated recipient with a hard ticket. A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value. All such admissions are handled via a "Pass List". For football, this list will be available at Gate A-1 on the west side of the stadium.

Players may assign a maximum of four complimentary admissions. The maximum number available will be determined by the Director of Athletics. The Player Pass List begins with each player completing the Player Pass List Form or by requesting complimentary tickets for guests on ACS Athletics. These forms may differ from sport to sport, but they require the same basic information: name of student-athlete providing the admission, and first and last name of person receiving admission. Violation of NCAA regulations on pass list and complimentary tickets can result in loss of eligibility and/or loss of complimentary tickets for future contests.

Each person named on the list must show proof of identification (driver's license, etc.) and will have to sign the list to be admitted. No substitutions at the gate will be permitted. The Compliance Office will be responsible for monitoring the Player Pass Lists and Pass List Procedures for violations of NCAA regulations.

MONCLA INDOOR PRACTICE FACILITY GUIDELINES

- This facility is primarily used as an inclement weather site for regularly scheduled practices. All practices and activities must be under the direction and supervision of a coach or trainer.
- The indoor facility is a closed facility (not open to the public). No outside team or individual can use the facility without written permission. Parents and spectators are not allowed in the facility at anytime due to liability reasons. The only time spectators are allowed is when the event is open to the public and there is no practices taking place in the facility. Examples of this type of open events are the National Signing Day Party or a last day of camp showcase.
- All regular practice schedules must be turned into the equipment room at least a week in advance. In the event of inclement weather that prevents a team from conducting practice on their regular field, in-season teams have priority over out-of season teams. The facility is to be shared by those teams that need it at that time. Specifics shall be worked out between the coaches of each individual team. Head coaches are encouraged to share the facility when possible.
- Coaches shall make a request by e-mail to JohnDugas@louisiana.edu to conduct any activity other than a regular practice in this facility. This includes camps, clinics, and anything that is not a regular practice. A request for a camp to use the facility as an inclement weather site does not guarantee use of the facility. Camps fall last on the priority list for usage after in-season, conditioning, and out of season workouts.
- Men's Basketball is the only team that should use the main front entrance to the facility. All other teams enter the facility through the red double doors to the right of the main front entrance.
- When using the restrooms, please ask your student athletes to remove spikes or cleats, as this can damage the tile flooring in the hallway.
- Pick-up games and recreational activities are not allowed by student-athletes at any time in the facility.
- It is the responsibility of all coaches, trainers, managers, and staff members to insure the facility is locked after that particular team or group uses the facility. Doors are not to be propped open or left unlocked for any reason. Keys must remain in the possession of the individual who initially received permission for the key request.
- It is also the responsibility of all coaches, trainers, managers, and staff to insure the facility is kept clean and free of trash. Please ask your student-athletes to assist this endeavor by picking up all cups, tape, etc. and placing it in a receptacle.
- Student athletes need to be reminded that there is NO parking around the indoor facility or the athletic complex. The road to the right of the complex is an emergency access road. This road must remain clear at all times.

STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee is a primary avenue of communication between student-athletes, the University, and Athletics Administration. The Student-Athlete Advisory Committee provides a forum in which student-athletes and the Athletics Department leadership can discuss openly issues relevant to intercollegiate athletics and the student-athletes involved. The Committee is made up of a minimum of 14 members and a maximum of 20 members. At least one representative will be selected to represent each team in baseball, men's basketball, women's basketball, football, golf, soccer, softball, men's tennis, women's tennis, men's track and cross country, women's track and cross country, volleyball, equipment managers and athletic trainers. Not more than six additional student-athletes will be selected as at-large member of the committee. Members of the student-athlete advisory committee must have attended UL Lafayette for one full semester prior to serving on the committee. Members of the committee shall be chosen to serve one-year terms unless reelected and will be selected at the end of the spring semester. Nominees will be given to the SAAC advisor by the head coach or head of the particular area. The SAAC advisor will have the ability to nominate any student-athlete for an at-large position should they see fit. Selections for the committee will then be made from the list of nominees by the current officers, along with the SAAC advisor.

The group meets bi-monthly with the Associate Athletic Director for Compliance and Academics/SWA to provide information, insight and communication involving student-athlete welfare at UL Lafayette. These discussions and topics may include academic performance and advising, student-athlete academic attendance policies, study hall, nutrition, living conditions and any other department policies affecting student-athlete welfare. The committee may also request a meeting each month with the Athletic Director to discuss these issues.

STUDENT-ATHLETE AFFAIRS (FORMERLY CHAMPS/LIFE SKILLS)

In 1991, the NCAA Foundation initiated efforts to create a total development program for student-athletes. Through the collaborative efforts of the NCAA Foundation and the Division 1A Athletic Directors' Association, the CHAMPS/Life Skills Program (Challenging Athletes' Minds for Personal Success) was created. In 1994, the CHAMPS/Life Skills Program was launched to the NCAA membership. That summer 46 NCAA institutions participated in the first orientation. Since then, approximately 40 member institutions have joined the CHAMPS/Life Skills Program each year. In 2009, the NCAA changed the name of the program to Student-Athlete Affairs.

In the process of achieving this mission, the Student-Athlete Affairs Program will:

- Promote student-athletes' ownership of their academic, athletic, career, personal and community responsibilities.
- Meet the changing needs of student-athletes.
- Promote respect for diversity and inclusion among student-athletes.
- Assist student-athletes in identifying and applying transferable skills.
- Enhance partnerships between the NCAA, member institutions and their communities for the purpose of education.
- Foster an environment that encourages student-athletes to effectively access campus resources.
- Encourage the development of character, integrity and leadership skills.

PAST STUDENT-ATHLETE AFFAIRS EVENTS HAVE INCLUDED:

Habitat for Humanity – Student athletes helped build houses for Habitat for Humanity.

Greater Acadiana Heart Walk – The student-athletes participated in the Lafayette heart association heart walk as team captains.

National Student-Athlete Day – Over the past few years the student-athletes have competed against each other in a game of kickball, attended Gattitown for pizza and games, and hosted a Crawfish Boil for all student-athletes, athletics administration and the University Athletics Committee.

Reading in Red – Student-athletes traveled to local elementary schools with the reading in red program to promote literacy and the importance of academics.

Boys and Girls Club of Acadiana – Student-athletes went and spent time with the local youth at the boys and girls club after school program.

FoodNet Food Drive – Student-athletes collected canned goods throughout their locker rooms to contribute to the annual Food Net Food Drive at the CajunDome

Adopt-A-Family Christmas Fundraiser – Student-Athletes raised over \$2,500 to provide Christmas presents to a local family

Hospital Visits – Student-athletes continued to visit the local Children's wards for special occasions

Samaritan's Feet – Continued to raise funds to put the student-athletes closer to their goal of a shoe distribution in the near future

Ronald McDonald House Pop Tab Collection – Individual sports teams collected pop tabs to benefit the Ronald McDonald house in New Orleans through a conference wide initiative.

The Big Event – Under the direction of the SAAC Community Service Liaison, a “Student-Athlete” team was made to participate in the University wide BIG event project

Nutrition/Etiquette Presentation – A registered dietician spoke to student-athletes on the importance of nutrition and provided tips for preparing nutritious meals on a college budget as well as making healthy choices in the cafeteria. A representative from Career Services lead students through an active etiquette demonstration as a nutritious meal was enjoyed by all.

Motivational Speakers – Hollis Conway, former UL graduate and Olympic medalist gave a positive message to student-athletes along with his book, *Yes I Can*. Dave Stevens, former NCAA student-athlete and congenital amputee spoke about “*Overcoming Obstacles*.”

Mental Skills & Toughness Training – Spencer Wood spoke to student-athletes about the power of mental toughness and working as a unit.

Cajun Fingerprints – Student-athletes partnered with the Lafayette Parish Sheriff’s Department to provide free fingerprinting for children. Sports specific stations along with a fire truck were also provided for children’s entertainment and in attempt to promote safety awareness.

Financial Literacy Camp – A representative from the EKS Group spoke to student-athletes about budgeting, saving, credit, and promoted healthy financial habits.

CHAMPS CUP AWARD

In 2007, UL Lafayette implemented the CHAMPS Cup Award to honor the team earning the most points through participation in all CHAMPS/Life Skills events. Teams earn points for participation in community service projects, academic success, athletic performance, and for supporting fellow student-athletes by attending sporting events outside of one’s own sport. Annually, the winning team is honored at the Welcome Back Banquet where they are treated as VIP participants, receive individual awards, and place their team’s name on the CHAMPS Cup, which is displayed in the Athletic Department’s Trophy Case.

SPORTS INFORMATION

The Sports Information Office at UL is the liaison between the University and both local and national media outlets. The Sports Information Director (SID) and SID staff coordinates all media for the Athletics Department.

The SID office responds to requests for commentary and information made by media sources including print, radio, television and Internet. In order to fulfill its commitment to developing the visibility of our Athletic programs, the SID office must have the full support of coaches, student-athletes and administration in our Athletics Department. Participation by everyone is vital to the flow of accurate information.

The Sports Information Office is responsible for all publications, releases, photography and press conferences, as well as other duties related to publicizing the events surrounding our department. Cooperation regarding requests made by SID staff is crucial in insuring that the Department, University and each individual sport is reflected to the public in the most credible and positive image possible.

Just as in our individual sports, the SID office operates under NCAA guidelines. The SID office cannot provide student-athletes with items or information that is not available to other students. Photographs cannot be given to student-athletes.

Please feel free to contact a member of the Sports Information Department with any questions regarding the publicity of our University’s Athletics Department. The Sports Information office is located in room 140 of the Cox Communications Athletic Center.

Brian McCann, *Sports Information Director* 337-482-6331

bjm5269@louisiana.edu

Matt Sullivan, *Assistant Sports Information Director* 337-482-6330

rms7319@louisiana.edu

MEDIA APPEARANCES/CLASS ABSENCES

The following NCAA Bylaw states that no class time may be missed for media appearances.

12.5.3 Media Activities.

- a. **During the Playing Season.** During the playing season, a student-athlete may appear on radio and television programs (e.g., coaches' shows) or engage in writing projects when the student-athlete's appearance or participation is related in any way to athletics ability or prestige, provided the student-athlete does not receive any remuneration for the appearance or participation in the activity. The student-athlete shall not make any endorsement, expressed or implied, of any commercial product or service. The student-athlete may, however, receive actual and necessary expenses directly related to the appearance or participation in the activity. A student-athlete participating in media activities during the playing season may not miss class, except for class time missed in conjunction with away-from-home competition or to participate in a conference-sponsored media day.
- b. **Outside the Playing Season.** Outside the playing season, a student-athlete may participate in media activities (e.g., appearance on radio, television, in films or stage productions or participation in writing projects) when such appearance or participation is related in any way to athletics ability or prestige, provided the student-athlete is eligible academically to represent the institution and does not receive any remuneration for such appearance or participation. The student-athlete may not make any endorsement, expressed or implied, of any commercial product or service. The student-athlete may, however, receive legitimate and normal expenses directly related to such appearance or participation, provided the source of the expenses is the entity sponsoring the activity.

WORKING WITH THE MEDIA

***NOBODY** in athletics should agree to an interview unless it has been scheduled through Sports Information.*

Cooperate – The NCAA Communications Committee has explicitly stated that administrators, coaches and student-athletes have a responsibility to their institution, teammates and themselves to cooperate with the media.

Learn – Through communicating with the media, student-athletes will develop skills that will last a lifetime. This is a learning experience. As with any life experience, one will take with them only what one is willing to put in.

Be Punctual – Just as it is necessary to be on time for class or practice, it is necessary to be on time for all media activities. If a conflict arises with a scheduled interview, it is imperative that the SID office be notified immediately. "I forgot" is not acceptable for missing practice and it's not acceptable for missing scheduled media activities.

Use Caution – You do not have to answer all questions. An appropriate response to such a question is, "**I would rather not discuss the topic.**"

Always Ask – If you are uncomfortable with questions, answers or the general tone of a media member or interview session, suspend the interview and seek the counsel of an SID staff member.

You're On the Record – Please remember that NOTHING is confidential, off the record, or "just between us." **PLEASE BE CAREFUL!**

Make a Positive Impression – Remember that you are a representative of your teammates, coaches, athletic staff and UL. **THE MEDIA IS NOT THE ENEMY.** They are important in developing fan support for today and generations to come. Remember, making a positive impression **STARTS WITH YOU!**

Where do I look? – The answer is simple, just look at the person who asked you the question (there is never a need to stare into a television camera lens).

Social Networking Websites – It is advised that all student-athletes review the privacy settings on social networking websites to make your profile only visible by those approved as a "friend". Please remember that members of the media will check your accounts on MySpace/Facebook/

Twitter. Be very cautious about approving “Friend” requests from media members or people you do not know. Any comments or pictures posted on these sites might be made public by the media. Simply put, if your grandma would be embarrassed to see it – DON’T POST IT!

BASIC TIPS FOR INTERVIEWING

Things you should do:

1. Practice (Someone once said it makes perfect).
2. Remember, **YOU ARE THE EXPERT.**
3. **RELAX!** Think ahead and take your time before answering questions.
4. Be positive – don’t trash opponents or teammates.
5. Maintain eye contact and stay focused.
6. Speak in short, complete sentences.
7. Look presentable and be on time for scheduled interviews.
8. Have a game plan ready. Identify two or three main points you want to get across.
9. Remain in control. Ask for clarification if you do not understand the question. You are not obligated to respond to any question that you are not comfortable answering.
10. Remember, your behavior after a loss is often more telling than the way you react to a win. A loss is not the end of the world. **Win or Lose – you must still talk to the media.**
11. **ALWAYS** end interviews or any other media contact with two simple words – **“THANK YOU”.**

Things you should not do:

1. Think of the media as the enemy.
2. Look down.
3. Worry about the pauses between questions. Media often use this time to write and/or record notes.
4. Play favorites, speak to all media equally.
5. Speak for others.
6. Swear or use slang.
7. Respond with words or stops such as, “well”, “you know”, “uhhh...” and “um”.
8. Speak “off the record”.

HELPFUL HINTS:

Television

Television is looking for short concise answers in the 10-15 second range. Don’t ramble. Remove your hat, sunglasses, jewelry and anything else that may be distracting. Speak clearly and distinctly.

Radio

Radio is usually a more relaxed, informal medium. Radio interviewers are looking for more in-depth answers, but don’t ramble! Take your time. Speak clearly and distinctly.

Print Media

Be prepared to spend more time on your answers. Print media often transcribes your spoken words. Be **careful** and **clear** so that your wording is not misconstrued. It is okay to restate your point in order to be sure that the interviewer understands exactly what you mean.

Press Conferences

Press conferences are designed to provide information and perspective to a variety of media outlets. Be sure to speak loudly enough so the entire audience can hear your answer/comments. Ask for a clarification if you do not understand a question being posed. Relax – be positive and **KEEP YOUR COOL!**

REMEMBER: Professional teams notice your poise under pressure on the court or field. **Scouts will also note your attitude and demeanor in working with the media.**

STUDENT-ATHLETE ACADEMIC CENTER

The Student-Athlete Academic Center (SAAC) provides the resources necessary for student-athletes to attain the highest level of academic and athletic achievement. The role of the SAAC is to provide the support structure necessary to aid student-athletes in obtaining a college degree through effective tutoring, monitoring, advisement/registration, and mentoring. The SAAC staff is committed to empowering student-athletes to cultivate independence, educational and personal values, and leadership skills to reach their full potential while maintaining the highest level of integrity.

The Student-Athlete Academic Center is housed in the Conference Center room 160M. The following individuals comprise the Student-Athlete Academic Center staff:

Jessica Leger	Associate Athletic Director for Compliance and Academics/SWA
Christy Alford	Assistant Director
Tambria Neal	Academic Counselor
Phil Pinkston	Academic Counselor
Terry Latiolais	Administrative Assistant

ACADEMIC PHILOSOPHY STATEMENT

It is the policy of the Athletics Department that each Head Coach is directly responsible for overseeing the academic progress of each student-athlete involved in the program. The SAAC is responsible for providing the coaches with information, in a timely manner, to enable the coaches to track student-athlete satisfactory progress.

ADVISEMENT DUTIES

Student-athletes are directly responsible for selecting appropriate academic courses for eligibility and graduation with assistance provided by their SAAC academic counselor. All student-athletes are expected to develop a graduation plan that details, in a term-by-term fashion, all courses needed to remain eligible and graduate in a timely manner. Coaches are expected to be familiar with their student-athletes' academic goals and progress in order to contribute to the process. All student-athletes are assigned a faculty advisor from the department of his/her major (with undeclared students being assigned to the Academic Success Center).

Student-athletes receive priority registration, and, as such, they have the opportunity to register earlier than the general student population. The SAAC staff in an advising capacity will assist all student-athletes in creating a schedule that is consistent with his/her academic major and in the best interest for the student-athlete to coincide with his/her team's athletic expectations. The schedule is then presented to his/her faculty advisor for final approval. Approved schedules will be officially inputted into the student information system by the SAAC staff.

All student-athletes are encouraged to take advantage of priority registration. Priority registration offers the student-athlete the opportunity to be selective in choosing classes and the times in which those classes are taken. Priority registration will enable the student-athlete to meet the various academic requirements placed on him/her along with the demands of the sport in regard to practice time, conditioning, travel time and competition.

ENROLLMENT REQUIREMENT

Each student-athlete must be enrolled in a minimum of 12 hours per semester. A student-athlete who drops below 12 hours will be immediately declared ineligible for practice, competition and financial aid for the remainder of the term.

DECLARATION OF MAJOR

Prior to the fifth semester of attendance, each student-athlete must declare an intended major. Once a student-athlete declares a major, all hours applicable to eligibility must apply to that chosen major.

CHANGE OF MAJOR

Student-athletes must meet with their SAAC Academic Counselor and obtain approval if they intend to change majors. Failure to do so may result in loss of eligibility. Prior to changing one's major, the student-athlete must have his/her transcript evaluated by the Dean's office of his/her intended major to determine the total number of degree applicable credit hours in the new major. This information is critical in ensuring the student-athlete will meet NCAA progress towards degree requirements.

ACADEMIC AT-RISK STUDENT-ATHLETES

It is critical that at-risk student-athletes receive advisement that represents a coordinated effort between the SAAC Academic Counselor and the Athletics Department. Any student meeting one or more of the following conditions is considered "At-Risk":

- (a) Cumulative or semester GPA less than 2.3
- (b) Enrolled in one or more remedial classes
- (c) On probation or returning from a suspension
- (d) Admitted by the University's Admission by Exception Committee (excluding those who are ADMC only due to not having core curriculum requirements)
- (e) NCAA academically ineligible
- (f) Registered with the Office of Disability Services
- (g) Academic Counselor recommended

STUDY HALL/TUTORIAL LAB

Study Hall is located in the Conference Center on the Mezzanine Level, Rooms 171-174

Hours of operation are:

Sunday: 6:00 p.m. to 8:00 p.m.

Monday-Thursday: 8:00 a.m. to 9:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m.

Study hall monitors are on hand throughout the day to record the checking in and checking out of student-athletes. Should a monitor not be present in study hall, student-athletes may check in with the Administrative Assistant in the Student-Athlete Academic Center (Conference Center Room M-160). Student-athletes are encouraged to utilize study hall during the day between classes to maintain academic progress and optimize time management to allow for adequate rest and access to dining hall facilities following practices in the evening.

GradesFirst is a web-based program used by the SAAC to monitor the student-athletes' real-time study hall attendance. When a student-athlete enters the study hall facility, he/she will swipe his/her student ID card (Cajun Card) at the monitor's desk to "sign in." Upon leaving the facility, the student-athlete will swipe his/her card again to "sign out." In the rare occurrence that a study hall monitor is not present at the monitor's desk, student-athletes should report to room M-160 (Main Office) to sign in and out at the front desk. At that time, the program can provide the student-athlete with the exact total time spent in study hall for that particular week. The student-athlete can also determine the amount of time needed to complete assigned mandatory hours for that week. Student-athletes can check their study hall time from any computer with internet access by logging into louisiana.gradesfirst.com. Initial set-up of a user name and password must be completed in the SAAC before access is available.

NOTE: Student-athletes must follow the proper procedures listed above to sign in and out of study hall. Failure to do so will result in the student-athlete losing all time completed for that day. For instance, if a student-athlete signs into study hall, but does not sign out, the system will automatically delete any time that was completed on that day. Additionally, the SAAC staff will periodically check attendance in study hall using the list of student-athletes signed in on GradesFirst. Should a student-athlete be on the list, but cannot be located in the study hall facility, the student-athlete will be signed out, and all time completed that day will be deleted. Head coaches will be notified when a student-athlete's study hall time has been removed.

STUDY HALL IN DUPRE LIBRARY

A satellite location of study hall for student-athletes is offered in Dupre Library on campus. Student-athletes may sign in and sign out through GradesFirst at the Circulation Desk in the library. Please note that use of study hall in Dupre Library is up to the discretion of each Head Coach.

TUTORING

Tutors are provided for student-athletes in core subject areas. Tutors are available on a one-on-one basis and in small group sessions. SAAC staff may recommend tutors, or student-athletes may request tutors. All tutor requests are processed on GradesFirst.

HOW TO REQUEST A TUTOR

1. Log in to your **Grades First** account. The address is **“louisiana.gradesfirst.com”**
2. On your home page, select the course for which you would like to schedule an individual tutoring appointment. Click on **“Request Tutor Appt.”**

The screenshot shows the GradesFirst home page. At the top, there are navigation links for Home, Calendar, and Conversations, along with a search bar. Below the navigation, there are tabs for Class Information, Reports, and Calendar. A section titled 'CLASSES THIS TERM' includes a 'Send Message to Professor' button and a table of classes. The table has columns for ALL, CLASS NAME, PROFESSOR, DAYSTIMES, MID, FINAL, and TUTOR. The 'Request Tutor Appt.' link in the TUTOR column for the first class is circled in red. On the right side, there are sections for Options (My Conversations, School Information), Study Hall Information (a pie chart), and Study Hall Stats (Today: 1hr 0min, This Week: 1hr 0min).

ALL	CLASS NAME	PROFESSOR	DAYSTIMES	MID	FINAL	TUTOR
<input type="checkbox"/>	ACCT 202-1 Intro to Managerial Accounting	Pamela Meyer	MWF 8:00a-8:50a Moody Annex			Request Tutor Appt.
<input type="checkbox"/>	ENGL 365-9 Technical Writing	Sheri Lazare	TR 8:00a-9:15a Griffin Hall			Request Tutor Appt.
<input type="checkbox"/>	GEOL 106-1 Earth History	Catherine Bishop	MWF 10:00a-10:50a Hamilton Hall			Request Tutor Appt.
<input type="checkbox"/>	KNEA 167-1 Fitness Weight, Intermed/Adv I	Jason Manikowski	MTWTF 5:50a-6:20a Athletic Office Building			Request Tutor Appt.
<input type="checkbox"/>	MUS 105-2 Mus App: Survey of Styles	Benjamin Thiele	MWF 9:00a-9:50a Angelle Hall			Request Tutor Appt.
<input type="checkbox"/>	UNIV 200-40 Information Literacy	Melanie Meche	R 3:30p-4:20p Conference Center			Request Tutor Appt.

3. Enter the times that you are available to receive tutoring. Click on **“Send Tutor Request.”**

The screenshot shows the 'SEND TUTOR REQUEST' form overlaid on the GradesFirst home page. The form has a title bar 'SEND TUTOR REQUEST' and a close button 'X'. Below the title, there is a text input field with the placeholder 'I'm available on...' and the text 'Monday April 14 at 6pm or 7pm'. A red circle highlights this text, and a red arrow points to it with the text 'Include AM or PM'. Below the input field is a dropdown menu showing 'Conference Center Athlete Study Hall'. A 'Message Preview' section contains the following information: SUBJECT: New Tutor Appointment Request; STUDENT: Melody Williams; COURSE: ACCT 202-1 Intro to Managerial Accounting; AVAILABILITY: Monday April 14 at 6pm or 7pm; LOCATION: Conference Center Athlete Study Hall. At the bottom right of the form are 'Cancel' and 'Send' buttons. The background shows the same GradesFirst home page as the previous screenshot.

4. Verify tutor request has been sent.

5. Check your “louisiana.edu” account to receive verification of appointment.

CANCELLED & MISSED TUTORING APPOINTMENTS

1. Please give as much notice as possible.
2. To cancel a scheduled tutoring appointment during office hours, call the SAAC at (337) 482-6830.
3. Office hours are Monday-Thursday, 7:30 a.m.-5:00 p.m. and Friday, 7:30 a.m.-12:30 p.m.
4. To cancel an appointment after office hours, please email Ms. Terry at tml7688@louisiana.edu to notify her that you would like to cancel.

CONSEQUENCES OF MISSING SCHEDULED TUTORING APPOINTMENTS

1. If a tutoring session is missed without proper cancellation, the session will be treated as a missed class. Your head coach will be notified and will determine what disciplinary actions need to take place.
2. After 3 missed tutoring sessions without proper cancellation, individual tutoring privileges will be suspended until further notice.

TUTORING TIPS

1. Make sure you show up on time, with your materials, and ready to study.
2. Get tutoring assistance EARLY in the semester! Plan ahead and schedule appointments well in advance of exams.
3. Make follow up appointments as needed.

Student-athletes are also encouraged to take advantage of tutoring services provided to the general student population, such as the Academic Success Center in Lee Hall, the Writing Center in HL Griffin Hall Room 107, and the Math Lab in M.D. Doucet Room 111. Student-athletes must obtain a study hall voucher in the SAAC and have it signed by the tutor in the location where tutoring takes place. The voucher must be returned to the SAAC (M-160) no later than noon on Friday during the week in which the tutoring appointment takes place.

PROGRESS REPORTS

Progress reports (grade checks) are conducted a minimum of three (3) times each semester for all student-athletes. More frequent reports may be necessary for student-athletes considered academically at-risk.

Progress reports are submitted electronically to instructors. Instructors complete the report and that information is forwarded to the SAAC. The progress report solicits from the instructor a grade, number of absences, as well as a comment about the student-athlete's overall performance.

The SAAC compiles a report of the data collected and provides a copy of the report to all coaches for his/her respective sport.

The progress report is designed to alert the SAAC staff, student-athlete and the coach to potential and/or real problems that a student-athlete may be experiencing. The progress report often provides the staff with the information needed to make recommendations and adjustments in a student-athlete's activities during the course of the semester.

Student-athletes can check their progress reports by logging into louisiana.gradesfirst.com.

REPEATING ACADEMIC COURSES

Occasionally, it is necessary or desirable for a student-athlete to repeat a course already taken. When it is in the best interest of the student-athlete to repeat a course, he/she is encouraged to do so. The student-athlete should be cognizant of the impact that repeating a course will have on his/her eligibility. A higher grade may improve the student-athlete's GPA. Repeating (and passing) a course previously taken and failed, adds the course hours to the student-athlete's eligibility record. However, a course previously taken, passed, and counted, cannot be counted again for eligibility purposes regardless of the grade earned or if the course was required to be repeated. No student-athlete should register for a repeated course without discussing the situation with his/her SAAC Academic Counselor.

WITHDRAWING FROM A CLASS

No student-athlete should have an academic future endangered by being forced to remain in a potentially high-risk academic situation for athletic considerations. In this regard, student-athletes are free to drop a class at anytime, even if such action jeopardizes their immediate or future athletics eligibility. However, no student-athlete should take such action without being fully aware of the consequences. Additionally, the student-athlete should be aware that dropping below full-time status could affect eligibility and financial aid.

The following procedure should be followed by student-athletes desiring to drop a class:

- (a) The student-athlete meets with their Academic Counselor in the SAAC at which time the counselor will explain the consequences of dropping the class. At this time, the student-athlete receives information about his/her eligibility status and degree progression.
- (b) If necessary, the counselor will contact the instructor about the student-athlete's class performance and status.
- (c) The student-athlete submits a completed Drop Form to the counselor signed by the Head Coach. The counselor then completes the necessary institutional paperwork, or if the student-athlete is in Upper Division, sends the student-athlete to their Academic Dean's Office to complete the official drop.
- (d) The SAAC follows Institutional procedures for dropping a class.

Course drops should be considered carefully. The student-athlete must be cautioned about the dangers of dropping courses (ramifications to the 24 hours and 40-60-80% regulations). However, the final decision should always be made considering the student-athlete's best academic interests.

UNIVERSITY'S DROP POLICY

- Withdrawals in courses taken at UL Lafayette cannot exceed the numbers allowed in the following table without the student incurring a fee for excessive withdrawal.
- Withdrawal allowances cannot be "banked" or carried forward.
- There is no appeal process for Drop fees.
- Withdrawals resulting from resignation from the University will not count toward the limit, nor will course withdrawals resulting from military activation ("WM" grades).
- Withdrawals earned at other institutions will not count toward the limit.
- Schedule adjustments made during the "drop/add" period at the beginning of each term are not recorded as "W" grades and thus do not impact the limits on withdrawals.
- Any withdrawal that exceeds the limit stated in the table will incur a fee of \$50 per course. (The NCAA does not allow an institution to cover this fee with athletic aid.)
- Late resignations will incur a fee of \$150.

<u>Hours Earned</u>	<u>Withdrawals Allowed Without Fee</u>
0-29	1 or 2 (no more than 3 in first 59 hours)
30-59	1 or 2 (no more than 3 in first 59 hours)
60-89	1
90-119	1
119	1

TRANSIENT COURSE AUTHORIZATION POLICY

The procedures listed below must be followed in order for any Distance Learning course taken and passed to be used in determining a student-athlete's NCAA eligibility.

1. Student-athlete must meet with his/her SAAC academic counselor to discuss his/her desire to take a Distance Learning course not offered by UL Lafayette.
2. The SAAC academic counselor will provide the student-athlete with the "Request for Approval of Transfer of Credits" form.
3. The student-athlete will take the completed form along with the course description and/or course syllabus to his/her respective Dean for approval. The Dean for a specific college will determine whether or not the course will transfer back into the student-athlete's degree program at UL Lafayette.
4. It is the student-athlete's responsibility to notify his/her SAAC academic counselor if the transient course will be conducted as a distance learning course.

5. The student-athlete must request admission into the class and produce payment. Please note the student-athlete is solely responsible for payment of any course taken outside of UL Lafayette.
6. Upon completion of the course, the student-athlete must request the transcript be sent to the UL Lafayette Admissions Office.
7. Any Distance Learning course not in compliance with steps 1 – 6 above will NOT be used to determine a student-athlete's NCAA eligibility.

SUGGESTIONS FOR DEALING WITH MISSED CLASS DAYS DUE TO ATHLETICS COMPETITION

On the first or second day of class, the student-athlete should:

1. Inform each professor of his/her student-athlete status and identify the potential missed class days due to competition. Ask each professor what his/her policy is regarding missed classes.
2. Present each professor with written notification from the Head Coach of expected days of absence due to competition. Give a copy of the schedule to the professor.

One or two days BEFORE each expected absence, the student-athlete should:

3. Remind professors of his/her upcoming absence. Inform the professor that an official travel excuse will be emailed to him/her by the SAAC. Should the professor request a hard copy of the excuse, a SAAC staff member can provide the student-athlete with a copy to give to his/her professor.
4. Ask professors for information regarding material to be covered and assignments to be made up as a result of the absence.

CLASS ABSENCE/TRAVEL POLICY

No student-athlete shall miss more than a total of seven MWF and five TR classes in a semester as a result of team travel for competition. Exceptions to this policy must be approved by the Athletic Director in consultation with the University Athletics Committee. This policy excludes conference tournaments and NCAA post-season competitions.

EXAMINATIONS ON ROAD TRIPS

Coaches (or other non-faculty persons) are not permitted to administer examinations for any course on road trips, and no request to instructors by coaches or student-athletes to do such is permissible. If needed, the SAAC would contact the faculty member regarding the proctoring of a test. At no point is a Coach to contact professors.

PLAGIARISM

Cheating may result in being expelled from the University. Everyone knows cheating on an exam is dishonest; however, students have, on occasion, turned in papers which they thought were acceptable, only to find they were accused of plagiarism. If a student-athlete uses another person's ideas or expressions in their writing without acknowledging the source, they are guilty of plagiarism. Failing to give proper credit for ideas, research conclusions, etc., is the same thing. A good rule of thumb is to quote the unique or witty and paraphrase the rest. Plagiarism also results when a student-athlete provides another student access to his/her work. This access could be a hard copy or an electronic version. Please keep in mind that shared usage of electronic data can be tracked. Student-athletes need to check with his/her SAAC academic counselor if he/she is in doubt.

STUDENT-ATHLETE ELIGIBILITY

GENERAL ELIGIBILITY REQUIREMENTS

In order to ensure a system of checks and balances, the Athletics Department works closely with the offices of Admissions, Registrar, Financial Aid, SAAC and the FAR in determining eligibility. UL Lafayette student-athletes will meet applicable NCAA, Conference, and Institutional eligibility requirements before being permitted to practice, compete, or receive athletically related aid.

FRESHMAN FINANCIAL AID AND PRACTICE ELIGIBILITY

Student-athletes enrolling as freshmen with no previous full-time college attendance shall be certified by the NCAA Eligibility Center for academic qualifications and amateurism status. Once certified, these student-athletes remain eligible for athletically related institutional financial aid during their first year of enrollment for any term in which they are enrolled as a full-time student. The Compliance Office has the responsibility for verifying initial eligibility.

RETURNING ATHLETES FINANCIAL AID & PRACTICE ELIGIBILITY

Student-athletes who have spent one year in residence or utilized at least one season of eligibility shall be eligible to receive athletically related institutional financial aid for any term in which they are enrolled as a full-time student.

FRESHMEN ELIGIBILITY

Entering freshmen must achieve national test scores relative to the prospect's minimum core course grade point average (GPA) as set forth in the NCAA Initial Eligibility Index. Refer to the NCAA Manual, Bylaw 14.3 for specific initial eligibility requirements.

TRANSFER ELIGIBILITY

Transfer student-athletes must be in compliance with all applicable NCAA Transfer requirements per NCAA Bylaw 14.5 including required releases from previously attended institutions.

TRANSFER RELEASES

The Compliance Office will contact previously attended institutions to obtain the necessary releases for four-year transfers.

TRANSFER CREDIT EVALUATIONS

The SAAC coordinates the evaluation of transcripts for transfer student-athletes to ascertain the number of transferable hours, GPA, and degree earned, if any. If it is necessary to evaluate a transfer student-athlete's high school record, the evaluation will be requested through the NCAA Eligibility Center.

CONTINUING ELIGIBILITY

The SAAC verifies that each returning student-athlete is in good academic standing and is meeting the requirements for satisfactory progress per NCAA Bylaw 14.4. The SAAC has the responsibility for certifying the academic standing and satisfactory progress of each student-athlete. The student-athlete must be enrolled in a minimum of 12 hours to be eligible for participation (practice or competition) and financial aid.

ANNUAL REQUIREMENT

Each student-athlete is required to pass a minimum of 24-semester hours during the initial year of college enrollment. Of those 24 hours, 18 must be passed during the academic year and of those 18 hours, 6 must be passed each semester. Hours earned during the summer may not be used to fulfill the 18-hour requirement. Following completion of the initial year of enrollment, each student-athlete must adhere to the 6/18 hour rules for each year thereafter.

REQUIRED MAJOR (FOR ALL STUDENT-ATHLETES)

Prior to the start of the student-athlete's fifth semester, an academic major must be declared. Once a major is declared, the hours required annually must apply to the student-athlete's chosen major. The Athletics Department should not place undue pressure on student-athletes in choosing a specific academic major.

COMPLETION OF MAJOR

Student-athletes must complete 40% of the hours required for his/her degree by the beginning of his/her third year (fifth semester), 60% of the hours by the beginning of his/her fourth year (seventh semester), and 80% of the hours by the beginning of his/her fifth year (ninth semester).

MINIMUM GRADE POINT AVERAGE REQUIREMENT

Student-athletes must have a GPA equivalent to at least 90% of that required for graduation by the beginning of their second year, and 95% of that required by the beginning of their third year and 100% of that required by the beginning of their fourth and subsequent years.

Semester	Percentage Required	UL & Overall GPA Required
After 2	-	1.8
After 4	40%	1.9
After 6	60%	2.0
After 8	80%	2.0

ACADEMIC PROBATION

A student will be placed on academic probation whenever the cumulative GPA is 10 or more quality points below a 2.0 average; that is, the total number of grade point hours, multiplied by two, exceeds quality points earned by 10 or more.

LENGTH OF ACADEMIC PROBATION

Once on academic probation, a student will remain on probation until the cumulative grade point average of 2.0 or higher is achieved. When a student on academic probation earns a cumulative GPA of 2.0 or better, the student will be removed from academic probation.

ACADEMIC SUSPENSION

A student on academic probation will be suspended from the University at the conclusion of any semester or summer session in which s/he fails to earn a semester grade point average of 2.0. First-time freshmen will not be suspended until they have enrolled for two regular semesters.

For the academic first suspension, the period of suspension is one regular semester; for subsequent suspensions, it is one calendar year.

ACADEMIC SUSPENSION APPEALS

1. In the case of a first, second, or third suspension, an appeal for waiver of the suspension period may be made to the student's academic dean. Such an appeal must be based on a claim of extenuating circumstances that have had an adverse impact on the student's academic performance (such as prolonged medical problems, serious accidents, or death in the immediate family); the student must provide appropriate documentation in support of the claim. Students may appeal to the Committee on Academic Affairs and Standards through their academic dean if not satisfied with the dean's original decision.
2. Students may appeal to the Committee on Academic Affairs and Standards through their academic for fourth and subsequent suspensions.
3. If the dean or the committee grants an appeal, special requirements may be imposed. These requirements include, but are not limited to, conditions related to program of study, academic load, specific courses to be scheduled, participation in tutoring or other academic assistance programs, or limited extracurricular activities. Should a student who is registered subject to such conditions not satisfy them, then the student's registration will be cancelled and the suspension period will be reinstated.
4. If an appeal for waiver of a suspension is granted, the effect is that the student is permitted to enter on probation. However, the notation "Suspension" remains on the student's record and is counted when computing the total number of suspensions discussed in VII.I above.
5. Transfer students who have been suspended from other college or university systems may appeal to enroll at the University of Louisiana at Lafayette during the academic suspension period only if they have a 2.0 cumulative average.

ELIGIBILITY AND SQUAD LIST FORMS

The Compliance Office will generate the Eligibility and Squad List using the information provided by Admissions, Registrar, Financial Aid and the SAAC. The Athletics Department verifies the seasons of competition for each student-athlete.

INTERNATIONAL STUDENT-ATHLETE CERTIFICATION

The recruitment and participation of international students on intercollegiate athletics teams is encouraged. International student-athletes are generally subject to the same eligibility requirements as American students. Initial Eligibility will be determined by the NCAA Eligibility Center. Transfer eligibility will be processed by the institution.

UNIV 100

UNIV 100 is a two (2) credit course designed to familiarize new students with the college experience and offer knowledge and skills that improve academic success and facilitate lifelong achievement. A special section of this course, taught by SAAC staff, has been created for incoming student-athletes to address issues unique to this population, such as managing academic and athletic commitments, study habits, and NCAA eligibility rules.

This course is mandatory for the majority of degree programs. Enrollment in this special section of UNIV 100 will occur at freshman orientation during the registration process for student-athletes in the SAAC.

BOOKS/LAPTOPS/CALCULATORS

The Athletics Department utilizes the University Bookstore to allow those individuals receiving “loan of textbooks” as part of an athletic Grant-in-Aid to receive books. The basic principle is simple: the individual will receive the books needed for each class for the duration of the term. The individual must return the books at the conclusion of final examinations. The procurement of books through this channel is a privilege, and not a right. It must be treated as such.

In order to receive books, the individual must have a scholarship on file in the Compliance Office. At the beginning of the appropriate semester, a list of these individuals is created by the SAAC. The student-athlete will receive a book voucher from the SAAC to be taken to the Bookstore along with the syllabus from each course. He/she will then retrieve the books at the Bookstore. At the conclusion of the term, each individual is responsible for returning the books to the SAAC staff prior to the last final examination of the semester. Failure to return the books will result in the student-athlete being billed the buy back value assigned to the books not returned. This will result in a hold being placed on the student-athlete’s account. It is a privilege to receive books and those individuals who do not return or return books late may have this privilege revoked and will not be eligible to receive a special assistance check in the ensuing semester.

Laptop computers and calculators may be checked out by a student athlete for use during the semester on a first come first served basis. These items are available in the SAAC. Laptop computers and calculators must be returned to the SAAC staff prior to the last final examination of the semester. Failure to return the laptop computer and/or calculator will result in the student-athlete being billed the current value assigned to the item not returned.

ATHLETIC TRAINING ROOM

(337) 482-5402

It is our goal as Athletic Trainers at The University of Louisiana at Lafayette to ensure the best potential care can be given to all student athletes. This policy will help insure proper flow and control of treatment areas and in turn help maintain efficiency and effectiveness in the athletic training room.

Getting better is your responsibility! Come to treatments with a purpose to get better.

- o There is no reason for you to be in the athletic training room if you are not receiving treatments.
- o Come prepared to work and always come dressed appropriately for treatments.
- o Be on time—the athletic training room is no excuse for being late for practices, meetings, or missing class. If you are going to be late to a treatment please call the athletic training room.

- All student athletes must sign in and pick up their treatment sheet when coming into the athletic training room for treatment, evaluation, or consultation.
- **All injuries** must be reported to the athletic trainer the **day of the injury**, no matter how minor they may appear to be.
 - Continue all treatment until your athletic trainer releases you.
 - Do not stop treatments just because your injury feels better.
 - Injured players must attend every workout unless authorized by the head coach or staff athletic trainer.
- Student-athletes are to come to the athletic training room clean.
 - All athletes must wear shorts and shirts when entering the athletic training room.
 - You must shower after practice before receiving post practice treatments.
 - Clean shoes are to be worn in the athletic training room. No cleats, spikes, etc. Shoes are not to be worn on the treatment tables or into the whirlpool area.
- Do not eat, drink, or bring food into the athletic training room. Never chew tobacco or dip snuff in the athletic training room. (This includes the taping and rehabilitation areas)
- **Absolutely NO cell phones, iPods, or other electronics**
- You must attend morning treatments as well as afternoon treatment if you are injured. You are responsible for getting to the athletic training room on time for appointments and treatment.

MEDICAL SERVICES

NCAA rules provide that UL Lafayette may pay, or have insurance to cover medical services, only if the student-athlete was injured in a practice or game which was under the coach's supervision, with the coach or his representative present. UL Lafayette has an "excess" coverage medical policy. This means that insurance benefits are payable only after taking into consideration those amounts payable under any other medical insurance plan. UL Lafayette does not have the option of waiving this provision. UL Lafayette will pay for medical services related to an athletic injury not covered by private or excess insurance.

The term *athletic injury* applies only to those ailments that are caused by participation in practice or a game. The removal of tonsils or appendix by surgical procedure, resulting hospitalization, or lab work done for the flu or mono are examples of things for which the Athletic Department is not responsible for because participation in sports did not cause such illnesses. According to NCAA rules, we cannot pay for the preceding conditions. The student health fee does cover some of the charges you may incur if you go to the emergency room or are admitted to a hospital. Any amount over this coverage is your responsibility.

The process for securing medical aid for illness or injury is to immediately report all injuries or illnesses to a staff athletic trainer or one of the student assistant athletic trainers in the dormitory. You will then be treated appropriately. If necessary, you will be sent to a team physician or a specialist. After you have seen the doctor you will report back to the athletic training room to report the results of your visit to a staff athletic trainer.

During the hours the athletic training room is closed, if you need medical help, get in touch with one of the athletic trainers in the dorm first. If none is available, contact your head coach or call the staff trainer for your sport (at home, if necessary). If no one can be found, go to the Student Health Center. Tell them the problem and contact an athletic trainer as soon as one can be reached.

If you are sick or have a non-athletic related illness, report first to the Student Health Center on campus during regular hours. The doctor will see you and order tests or lab work (most of which is free if your health fee is paid). After seeing the doctor in the Student Health Center, then report to the trainer.

The athletic training staff is here to help you be the best student-athlete that you can be. There are numerous doctors and specialists at the disposal of the athletic training staff. If you wish to see a doctor, please contact a member of the full-time athletic training staff to arrange an appointment. If the student-athlete chooses to make his/her appointments or chooses to get a second opinion with a doctor outside of our network of providers, the student-athlete will be held responsible for **ALL** bills and payments. Please act in a prudent manner at all times and behave properly in the athletic training room. **Student-athletes must turn medical bills into a staff Athletic Trainer within 30 days of the date in which the bill was sent. Failure to do this may result in the student-athlete being responsible for outstanding medical bills.**

Concussion Policy

Management of concussion in sport can be challenging as there are no universal standards on concussion care and return to play guidelines. The following document is a concussion policy and management plan that specifically outlines the role of the UL Lafayette Athletic Training and Sports Medicine health care providers. The goal for developing this protocol is that Athletic Trainers and physicians dealing with concussions adopt a common management program to allow for the diagnosis, treatment and return to play guidelines of concussed athletes.

UL Lafayette Concussion Policy

A concussion is a brain injury that is may be caused by a blow to the head, face, neck or elsewhere on the body from an impulsive force transmitted to the head. Concussions can also result from contact with another player, hitting a hard surface such as the ground, or being hit by a piece of equipment such as a bat, basketball or softball. A concussion can range from mild to severe and may present itself differently from one athlete to another. **A concussion can happen even if the athlete DOES NOT lose consciousness.**

Education

UL Lafayette will present all student-athletes with the NCAA Concussion Fact Sheet for Student Athletes. Student-Athletes will have to acknowledge they have read and understand the NCAA Concussion Fact Sheet. Student-Athletes will have to sign a statement in which they accept the responsibility for reporting their injuries and illnesses to the sports medicine staff, including signs and symptoms of concussions.

SIGNS AND SYMPTOMS OF CONCUSSIONS

Physical Symptoms

Headache
Vision Difficulty
Nausea
Dizziness
Balance Difficulties
Light Sensitivity
Noise Sensitivity
Fatigue

Cognitive Symptoms

Memory Loss
Attention Disorders
Concentration Problems

Emotional Symptoms

Irritability
Sadness
Nervousness
Sleep Disturbances

Baseline Assessment

Upon enrollment at UL Lafayette and before the first day of practice, student-athletes participating in the following sports must have a documented baseline assessment as recommended by the NCAA: Basketball, Baseball, Softball, Football, Soccer, Track & Field, and Volleyball.

As recommended by the NCAA the baseline assessments for UL Lafayette student athletes will consist of the following areas:

- Graded Symptom Checklist
- The ImPACT Neuropsychological Test

Concussion Management

Any student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion will be removed immediately from practice or competition and evaluated by the athletic trainer or the team physician. Student-athletes suspected of having or diagnosed with a concussion **shall not return to activity for the remainder of that calendar day**, or any other physical activity until medically cleared. All student-athletes once suspected of having or diagnosed with a concussion will see a physician within 24 hours of injury. Medical clearance can only be determined by a physician or their designee.

Any student-athlete who has been diagnosed with a concussion will be given a concussion injury advice sheet listing common red flags and home care instructions.

The supervising athletic trainer will begin concussion management no later than 24 hours after the time of injury.

- Day 1 Self-Reported Symptomatic
 - o Fill out Acute Concussion Evaluation
 - o Graded Symptom Checklist
 - o Administer the ImPACT online test

The symptom checklist shall be performed daily until the athlete reports no symptoms or their symptoms return to baseline norms.

- Day 1 Self-Reported Asymptomatic
 - o Administer ImPACT online test
 - o Compare scores with baseline scores
 - o If all tests are at least 95% of baseline scores and the athlete remains asymptomatic for **1 additional day** following these tests the athlete can begin the return to play process.

5 STEP GRADUATED RETURN TO PLAY PROTOCOL

The graduated exertional return to play process is designed to allow a gradual increase in exercise volume and intensity during the return to play process.

RULES FOR PROGRESSION

- Athlete proceeds to the next level only if asymptomatic at the current level.
- If symptoms occur during activity, stop activity, rest for 24 hours and begin at the previous level that did not produce symptoms.
 1. Light Aerobic Exercise
 - a. 20 minutes stationary bike at 70% maximum heart rate
 2. Moderate Aerobic Exercise
 - a. Interval Bike Ride: 10 sets of 30s sprints/30s recovery
 - b. Bodyweight Circuit: Squats/Push-ups/Sit-ups, 3 sets of 20 each
 3. Sport Specific Exercises
 - a. 60 yard shuttle run
 - b. Plyometrics Circuit: 10 yd bounding/10 medicine ball throws/10 vertical jumps; 3x's each
 - c. 15 minutes of sports-specific non-contact drills

4. Full Contact Practice
 - a. Limited participation in full contact practice and monitoring of symptoms
5. Full Participation in Practice

No athlete will be allowed to return to full activity of competition until they are asymptomatic in limited, controlled, and full-contact activities.

PREGNANCY POLICY

The University of Louisiana at Lafayette Athletics Department has as its primary concern the health and welfare of the student-athlete and the unborn child. Therefore, the student-athlete is required to inform the Athletic Training Staff at the earliest known date of pregnancy.

MEDICAL COSTS AND ELIGIBILITY:

- Medical coverage for the costs of gynecology or obstetrics care, including pregnancy, is not covered through the UL Lafayette Athletics Department. *Student-athletes should contact the UL Lafayette Student Health Services regarding services covered through student insurance.*
- Pregnancy will not be the cause for termination of financial aid during the period of the financial award.
- NCAA rules impacting eligibility and financial aid due to pregnancy will be reviewed with the student-athlete.

RESOURCES AND CHAIN OF COMMAND:

- If a student-athlete indicates to any Athletics Department staff member that she may be pregnant, the Head Athletics Trainer is notified and the following procedures will take place:
 1. The athlete will be removed from practice/competition and immediately referred to the team physician (or OB/GYN of her choice) for physical examination.
 2. Following the OB/GYN examination and testing, the athlete will provide to the UL Lafayette Athletic Training staff copies of all doctor's notes and laboratory test results concerning her pregnancy status. Information submitted will be used by the team physician when determining the safety of continued participation in athletic competition.
- If pregnancy is confirmed through laboratory testing, the following procedures will take place:
 1. The following Athletics Department staff members will be informed that there is a change in the athlete's medical clearance status and why:
 - a. Team physician
 - b. Head Athletic Trainer
 - c. Staff Athletic Trainer(s) responsible for student-athlete's sport
 - d. Director of Athletics
 - e. Head Coach

Note: Information regarding pregnancy will not be disclosed to individuals without an *Authorization to Disclose Medical Information* form signed by the student-athlete.

2. The student-athlete must provide the Athletic Training Staff copies of all doctor's notes, office notes, etc. which indicate whether or not continued participation in athletics is advised. A letter from the OB/GYN clearly outlining safe parameters for continued participation on doctor's letterhead is also required.
 3. The team physician will review all available information and make a decision regarding the continued participation of the student-athlete in intercollegiate athletic activity. This decision is final and the student-athlete is required to abide by the physicians' recommendations.
- If it is determined that the student-athlete is permitted to continue activity, she will still be required to do the following:
 1. Attend regular follow-up examinations with OB/GYN once a month (or as often as the OB/GYN determines it is necessary) to re-assess her health status.

2. Provide the Athletic Training staff with copies of all laboratory results, doctor's notes and office notes concerning the athlete's medical fitness to continue participation. Also provide a letter from the Ob/GYN clearing the student-athlete for and outlining safe parameters for continued participation. This will be shared with the team physician working with the OB/GYN to determine the student-athlete's medical clearance status.

COUNSELING:

- It may be necessary for the pregnant student-athlete to receive appropriate emotional support or care from a counselor or psychologist as well. If the student-athlete desires or the OB/GYN and/or team physician feels it is necessary, counseling may be sought on campus through the UL Lafayette Counseling and Testing Center and/or the UL Lafayette Student Health Services.

DRUGS AND ALCOHOL

The Athletics Department believes the use of controlled substances and "performance enhancing" drugs constitute a threat to the integrity of intercollegiate athletics, represents a danger to the health and careers of student-athletes, and unduly exposes student-athletes to exploitation. The Athletics Department has adopted a program which seeks to protect student-athletes at UL Lafayette from the risks and dangers of drug and alcohol abuse through measures of testing, rehabilitation, and, when appropriate, sanctions.

The use of anabolic steroids, cocaine, amphetamines, and any other controlled substance prescribed by federal or state law, by any member of an intercollegiate athletics team of the University is expressly prohibited, whether such use occurs before, during, or after the team's season. The only exceptions are for licensed health care professional prescribed medication for the student-athlete. Such prescriptions will be reported to the Athletic Training staff. Unauthorized use of such drugs constitutes an abuse of the privilege of practicing and representing the University in intercollegiate athletic competition. Such unauthorized use may result in dismissal from the intercollegiate athletics program and may lead to further sanctions, including loss of the grant-in-aid.

See the Athletic Training section of the Student-Athlete Handbook for the complete Drug Policy.

NCAA DRUG TESTING PROGRAM

The NCAA conducts year round Drug-Testing at all Division I institutions. If a student-athlete tests positive for an NCAA banned drug, he/she will be immediately declared ineligible for the minimum of one calendar year.

The Resource Exchange Center (REC) is a service provided by the National Center for Drug Free Sport. It is required that the student-athlete contact the REC or a UL Lafayette certified athletic trainer or member of the strength and conditioning staff prior to taking any type of non-prescription medication, prescription medication, nutritional supplement, or ergogenic aid.

How to reach the REC: Phone: (816) 474-7321

Toll Free: (877) 202-0769

Internet: www.drugfreesport.com/rec

Please do not take anything for granted.

We recommend that you review the attached list of NCAA Banned Drugs with information on the REC and the NCAA statement on ergogenic aids and nutrition.

NCAA STATEMENT ON ERGOGENIC AIDS AND NUTRITION

1. Current medical information about ergogenic aids and "nutritional" supplements does not support the performance-enhancement claims of the manufacturers.
2. Many compounds obtained from specialty "nutrition" stores and from mail-order businesses may not be subject to the strict regulations set by the Food and Drug Administration. Therefore, content of many of these compounds is unknown and not represented accurately on the list of ingredients.
3. Some substances may contain small amounts of banned substance such as testosterone or other anabolic steroids or may be anabolic steroids, but not labeled as such.

4. Use of these and all substances is at the student-athlete's risk. A positive test for a banned substance, whether it be a testosterone/epitestosterone ratio greater than 6 to 1 (The NCAA cut-off) or another anabolic steroid or metabolite is still a positive test.
5. It is not possible for the NCAA Drug Testing and Drug-Education subcommittee to determine a student-athlete's intent when he or she tests positive for a banned substance. The appeal process is designed to allow student-athletes to present medical information about the presence of a banned substance.

UL LAFAYETTE DEPARTMENT OF ATHLETICS SUBSTANCE ABUSE POLICY

UL Lafayette will not condone the use of drugs for any purpose other than for medical reasons. UL Lafayette has instituted a comprehensive drug testing program to evaluate, educate and rehabilitate our student-athletes.

UL LAFAYETTE DRUG TESTING POLICY

The revised UL Lafayette drug testing policy will be provided to each student-athlete at the initial team orientation meetings at the beginning of the Fall 2014 semester. Student-athletes may request a copy of the drug testing policy from the Director of Athletic Training at any time.

NCAA BASED-DRUG CLASSES

The NCAA list of banned drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information.

(A) STIMULANTS:

amiphenazole	methylenedioxyamphetamine
amphetamine	(MDMA, ecstasy)
bemigrade	methylphenidate
benzphetamine	nikethamide
bromantan	pemoline
caffeine (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylephrine
diethylpropion	phenylpropanolamine (ppa)
dimethylamphetamine	picrotoxin
doxapram	pipradol
ephedrine	prolintane
(ephedra, ma huang)	strychnine
ethamivan	synephrine
ethylamphetamine	(citrus aurantium, zhi shi, bitter orange)
fencamfamine	
meclofenoxate	and related compounds
methamphetamine	

THE FOLLOWING STIMULANTS ARE NOT BANNED:

phenylephrine

pseudoephedrine

(B) ANABOLIC AGENTS:

anabolic steroids

androstenediol

gestrinone

androstenedione

mesterolone

boldenone

methandienone

clostebol

methyltestosterone

dehydrochloromethyl-

nandrolone

testosterone

norandrostenediol

dehydroepiandro-

norandrostenedione

sterone (DHEA)

norethandrolone

dihydrotestosterone

oxandrolone

(DHT)

oxymesterone

dromostanolone

oxymetholone

epitrenbolone

stanozolol

fluoxymesterone

testosterone2

tetrahydrogestrinone (THG)

trenbolone

and related compounds

OTHER ANABOLIC AGENTS

clenbuterol

(C) SUBSTANCES BANNED FOR SPECIFIC SPORTS:

Rifle:

alcohol

pindolol

atenolol

propranolol

metoprolol

timolol

nadolol

and related compounds

(D) DIURETICS AND OTHER URINE MANIPULATORS:

acetazolamide

hydrochlorothiazide

bendroflumethiazide

hydroflumethiazide

benzhiiazide

methyclothiazide

bumetanide

metolazone

chlorothiazide

polythiazide

chlorthalidone

quinethazone

ethacrynic acid

spironolactone

flumethiazide

triamterene

furosemide

trichlormethiazide

and related compounds

(E) STREET DRUGS:

heroin

tetrahydrocannabinol

marijuana3

(THC)3

(F) PEPTIDE HORMONES AND ANALOGUES:

corticotrophin (ACTH)

growth hormone (hGH, somatotrophin)

human chorionic gonadotrophin (hCG)

insulin like growth factor (IGF-1)

leutenizing hormone (LH)

(ALL THE RESPECTIVE RELEASING FACTORS OF THE ABOVE-MENTIONED SUBSTANCES ALSO ARE BANNED.)

erythropoietin (EPO)

sermorelin

darbypoetin

(G) ANTI-ESTROGENS

anastrozole

clomiphene

tamoxifen

and related compounds

(H) DEFINITIONS OF POSITIVE DEPENDS ON THE FOLLOWING:

1for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

2for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

3for marijuana and THC—if the concentration in the urine

NCAA Guidelines Regarding Medical Reporting for Student-Athletes with Attention Deficit Hyperactivity Disorder (ADHD) Taking Prescribed Stimulants

Student-athletes diagnosed with ADHD in childhood should provide records of the ADHD assessment and history of treatment. Student-athletes treated since childhood with ADHD stimulant medication but who do not have records of childhood ADHD assessment, or who are initiating treatment as an adult, must undergo a comprehensive evaluation to establish a diagnosis of ADHD. Student-athletes diagnosed with ADHD must complete the necessary NCAA paperwork in the Athletic Training Room.

The following must be included in supporting documentation:

- Student-athlete name.
- Student-athlete date of birth.
- Date of clinical evaluation.
- Clinical evaluation components including:
 - o Summary of comprehensive clinical evaluation (referencing DSM-IV criteria) – attach supporting documentation.
 - o ADHD Rating Scale(s) (e.g., Connors, ASRS, CAARS) scores and report summary – attach supporting documentation.
 - o Blood pressure and pulse readings and comments.
 - o Note that alternative non-banned medications have been considered, and comments.
 - o Diagnosis.
 - o Medication(s) and dosage.
 - o Follow-up orders.

Additional ADHD evaluation components if available:

- Report ADHD symptoms by other significant individual(s).
- Psychological testing results.
- Physical exam date and results.
- Laboratory/testing results.
- Summary of previous ADHD diagnosis.
- Other comments.

Documentation from prescribing physician must also include the following:

- Physician name (Printed)
- Office address and contact information.
- Specialty.
- Physician signature and date.

STRENGTH AND CONDITIONING

At UL Lafayette your strength and conditioning program is a continuous cycle designed to develop the physical capacities necessary to assist you in the process of attaining sport mastery during your collegiate career.

Your strength training program is organized based upon your level of physical preparation, your individual needs, and your state of readiness on each and every given day, the time of year relative to the training and competition calendar, and the positional requirements of your sport.

Orthopedic considerations form the fundamental criteria for selecting the exercises used in the physical preparation of all UL Lafayette athletes. A significant portion of your physical training load is dedicated to special exercises that serve to reduce the possibility of sustaining non-contact related injuries.

If you are injured during your collegiate career, all efforts will be collaborated between team doctors, athletic trainers and S&C coaches in order to ensure your safe return back to team activities.

Your attitude and effort will be a major influence on the physical gains you will make during your collegiate career.

As strength coaches, we believe our athletes are motivated through education about their S&C program. If at any time you do not know how or why we are doing something in the training program, stop and ask us to explain (preferably before or after the workout).

WEIGHT ROOM POLICIES

Each team will be scheduled certain times and days to use the facility. We do this for several reasons: 1) for your safety, 2) our ability to coach the number of athletes in that group effectively, and 3) to ensure training schedules exist harmoniously with your class and practice schedules.

As a student-athlete you are always welcome to use the facility during normal operation hours. If another team is working out, please respect that they have priority at that time and adjust your work out accordingly.

Non UL Lafayette student-athletes are prohibited from using the facility at any time.

Proper work out attire must be worn at all times (T-shirt, shorts and tennis shoes, or sweats). During team workouts, wear your team-issued gear. During personal workouts, wear UL colored gear.

Unless you are meeting with your coach, stay out of the offices.

Communicate any problems or schedule conflicts ahead of time with your strength coach. Jason or Tip 482-6319

Rusty 482-6315

EQUIPMENT ROOM

All equipment issued to a student-athlete is the property of the UL Lafayette Athletics Department. The equipment issued to you is on loan to you for the whole season. You will not be allowed to use it anywhere else. You are personally responsible for the equipment checked out in your name or your sport. There are no excuses. Do not let your equipment lie around where it can be stolen or misplaced. Take care of your equipment, and it will take care of you.

EQUIPMENT PROCEDURES

1. All equipment will be checked out and recorded. This will be the record of the equipment for which you will be held responsible. You are financially responsible for all equipment issued to you. Equipment can be exchanged if necessary, but not replaced.
2. Never cut or otherwise alter any Cox Communications Athletic Center clothing or equipment. If this happens you will be responsible for replacing the item at your cost.
3. Each athlete shall keep his/her locker secured at all times even when taking a shower or using the restroom. Never leave the locker room without making sure your locker is locked.

LAUNDRY PROCEDURE

1. All student-athletes will have the opportunity to have their laundry done. If your locker is in E. K. Long gym, laundry will be done on a daily basis. If your locker is in the athletic complex, your laundry is done by bringing it to the equipment room. Laundry will be done in the morning each day and put back into your specific locker room. We encourage each student-athlete and sport to take full advantage of this opportunity.
2. The laundry will be ready for the next day's practice. It is very important to both men's and women's sports that laundry be turned in, in a timely manner so it can be washed daily.
3. Each student-athlete will be issued a laundry bag with an identification tag on it that will correspond with the athlete's locker number. Only laundry belonging to the Cox Communications Athletic Center and issued to you may be put in the bag. Following every workout, the laundry bag will be turned in and laundry will be washed for the next day's workout. No personal laundry should be put in your laundry bag. If this happens, your bag will not be washed. Because so much laundry is washed on a daily basis, we encourage you to make sure your laundry bag is securely fastened. This helps prevent laundry bags from opening and mixing clothes.

Not every sport will have the same type of athletic clothing issued to student-athletes. Whatever equipment, laundry, shoes, or locker issued to you requires you to take pride in what you have.

EQUIPMENT STAFF

The equipment staff is responsible for ensuring that each student-athlete is outfitted in functional, safe and good equipment. The staff will do its best to make sure you are treated fairly, but no one person can track every item. It is your job to know your own equipment and inspect it daily to insure that it is in the best condition possible

RESIDENCE HALLS/APARTMENTS

APPLICATION AND CONTRACT PROCESS

Housing application and contract can be downloaded from the housing website: <http://housing.louisiana.edu>. Deadlines for the application process are June 15 for fall, November 15 for spring, and April 15 for summer semesters. Students are encouraged to apply as soon as possible. Applications and contracts should be completed and returned to the:

Student Cashier Center
P. O. Box 44444
Lafayette, LA 70504
or hand delivered to Lafayette Hall, Rm. 102

Also, applications and contracts must be submitted with the appropriate fees.

Assignments are based on the date when the application fee and the deposit are received. Assignments are made for an academic year; therefore, those students attending school for the fall semester will have the same room assignment for the spring semester. When requesting a residence hall or apartment assignment, you should consider the characteristics of each hall. If you wish to have a single room, you should indicate so on your application and submit the appropriate single room fee.

Residence hall and apartment assignments are mailed out before students arrive on campus. Applications and contracts received after the deadline may prevent such notification. In this case, students should contact the Office of University Housing to inquire about the status of their assignments.

ROOMMATES

Students who wish to room together in the residence halls/apartment should submit their housing applications together. They should also request each other as roommates by NAME and CLID. If this procedure is followed and applications are processed before the deadline and the necessary application fee and deposit have been made, then every effort will be made to honor your roommate request. You should be sure that each person meets the requirements of the requested hall if restrictions apply (see residence hall restrictions). Coaches will work with athletes on final roommate assignments and give that information to the Office of University Housing.

RENTAL RATES AND PAYMENTS

Rates and payment plan information are listed on the Room and Board rate sheet. Rates listed for residence halls/apartments are per person, per semester.

TELEPHONE AND TELEVISION

Telephone lines are provided to each room and are equipped with a voice-mail system, eliminating the need for an answering machine. You must provide your own telephone. Only touch-tone telephones can access the voice-mail system. Cable television, with over seventy entertainment channels, is provided to all residence hall rooms. You must supply your own television.

SEMESTER BREAKS

Because application/contracts are for Fall and Spring, all residence halls are open during the semester break between Fall and Spring. Students can stay in their room during this period at no extra charge.

MEAL PLANS

The athletic scholarship will cover any of the Blanc Meal Plans. Athletes are welcome to have a Vermilion Meal Plan but the athlete is responsible for the cost difference between a Vermilion Meal Plan and Blanc Meal Plan. Meals portion of any meal plan may be used in the main cafeteria Monday – Sunday.

Vermillion Plan

- 10 meals per week + \$320.00 declining balance
- 15 meals per week + \$265.00 declining balance
- 19 meals per week + \$250.00 declining balance

Blanc Plan

- 12 meals per week + \$200.00 declining balance
- 17 meals per week + \$150.00 declining balance
- 19 meals per week + \$100.00 declining balance

Silver Plan (ONLY for Legacy Park residents with more than 30 credit hours and graduate students)

- 5 meals per week + \$195.00 declining balance

Gold Plan (ONLY for Legacy Park residents with more than 60 credit hours and graduate students)

- \$605.00 declining balance only

LOUISIANA RAGIN' CAJUNS ATHLETIC NETWORK

(www.athleticnetwork.net)

The mission of the Athletic Network is to “identify, locate and communicate with current/former athletes and their support groups.” Support groups include coaches, cheerleaders, managers, dancers, athletic trainers, etc.

IDENTIFICATION OF CURRENT ATHLETES

At the start of each semester, the Athletic Department provides the Athletic Network with the names and e-mail addresses of all current student-athletes. These lists by sport are entered into the Athletic Network data base and profiles for each person are posted on www.athleticnetwork.net. Updates are processed as needed so each profile is current.

PERSONAL RESPONSIBILITY IS ESSENTIAL

Each student-athlete is asked to be responsible for their profile and to provide the Athletic Network with a current e-mail address. Once one becomes a former student-athlete, it is hoped that the athlete will continue a close association with the university and information provided by the Athletic Network will facilitate that process. Search engines in the upper left of the Athletic Network home page should help the search process.

IMPORTANCE OF CURRENT E-MAIL ADDRESSES

Current email addresses allows the Athletic Network to send news updates and announcements from the Office of Athletic Compliance and the Student Athlete Academic Center. Additionally, student-athletes are able to use the e-mail addresses in each profile to communicate with each other. The Athletic Network News contains stories from a variety of media sources, including linkage to RaginCajuns.com, the official athletic website. News is posted 24/7 and select stories are placed in profiles and also retained in the Lagniappe Link of the History of UL Athletics on the home page.

OTHER MAJOR FEATURES OF THE ATHLETIC NETWORK

Viewers may review historical information and pictures of teams going back to the 1901 Football team. The Photo Gallery has 50 menu items, one for each sport and each support group and has an extensive number of galleries within those teams and groups by year. Additionally, the Ragin' Cajuns Reunions and Special Events banner (right side of the News Box) contains information and photo galleries for each of those events.

You are encouraged to visit www.athleticnetwork.net and invite friends and family to learn of the rich athletic heritage of the athletic department. Cajun fans may e-mail the Athletic Network at athleticnetwork@louisiana.edu and receive the complimentary electronic newsletter. These are sent on an as-needed basis and keeps fans on the cutting edge of athletic information. With your assistance, the Athletic Network hopes to promote you and each sport and support group in a positive manner.

John Dugas, Coordinator

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