Dear Jayhawk Student-Athlete,

Welcome to the 2015-16 academic year at the University of Kansas.

As Jayhawks, we take pride in recognizing the history and upholding the traditions of our university. They are a unique part of the overall Kansas experience that I hope stay with you, for years to come.

Being a KU student-athlete comes with true responsibility – you must know the rules and policies that are in place to ensure your athletics eligibility is not jeopardized. Your eligibility is ultimately your responsibility but we are here to help guide you through this process. Helpful information about eligibility and financial aid issues are included in this handbook. Understanding this information will help you navigate the NCAA, Big 12 Conference and institutional requirements. It will also help you represent the university, your team and Kansas Athletics.

Should you have questions regarding the contents of this handbook, please do not hesitate to stop by our Compliance Office. In addition, I encourage you to communicate with your coaches, support staff and members of our Kansas Athletics administrative staff; we are all here to support you on your journey as a Kansas Jayhawk.

Rock Chalk!

Sheahon Zenger
Director of Athletics
University of Kansas

STUDENT-ATHLETES: CODE OF CONDUCT

I. INTRODUCTION

Student athletic programs are a longstanding and integral part of the University of Kansas (KU). Membership on an athletic team at the University of Kansas is considered a privilege. In order to maintain that membership, student-athletes are expected to demonstrate good sportsmanship, honesty, integrity, and respect for others, as well as abide by all University and Kansas Athletics policies, team rules, the rules and policies of the National Collegiate Athletic Association (NCAA) and the Big 12 Conference, in addition to state and federal laws. Student-athletes at the University of Kansas at all times are expected to be:

ASSIGNMENT CORRECT, FUNDAMENTALLY SOUND
AND MENTALLY TOUGH

II. GOVERNING AUTHORITIES

Standards of ethical conduct for student-athletes are established and enforced by:

1. THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)
   Student-athletes are subject to the rules and regulations of the NCAA. All such rules and regulations are found in the NCAA Manual, available online at www.ncaa.org.

2. BIG 12 CONFERENCE
   The University and Kansas Athletics fully endorse the policies of the Big 12 Conference as they relate to student-athlete conduct, conference championship play and the intraconference transfer of student-athletes. Big 12 rules may be found online at www.big12sports.com.

3. THE UNIVERSITY OF KANSAS
   Student-athletes are subject to University regulations, as published in the University of Kansas Student Handbook. This can be found online at http://www.ku.edu.
Violations of the University’s Student Code of Conduct are under the jurisdiction of the Vice Provost for Student Affairs. Sanctions that may be imposed for University violations include the following: warning, restitution, fine, disciplinary probation, campus/community service, suspension, or expulsion. When appropriate, more than one sanction may be imposed.

Any student-athlete in violation of University rules or knowing of violations should notify his/her Head Coach who will report the matter to the Sport Supervisor and the Director of Athletics.

4. KANSAS ATHLETICS

Student-athletes must abide by all rules and guidelines set forth by Kansas Athletics, team rules established by each individual sport’s Head Coach, as well as the Jayhawk Honor Code which will summarize key provisions of this Student-Athlete Code of Conduct.

Student-athletes are encouraged to obtain clarification regarding any Kansas Athletics, University, Conference or NCAA rules from a member of their coaching staff or the Compliance Office. In addition to the rules above, general Kansas Athletics conduct policies are set forth below.

III. STUDENT-ATHLETE CODE OF CONDUCT: PERSONAL CONDUCT AND RESPONSIBILITIES

Student-athletes accepted into the University of Kansas athletics program are extended the privilege of participating in intercollegiate athletics. This privilege in no way constitutes a right to participate. In return for the privilege of participating in the intercollegiate athletics program, student-athletes must be willing to accept personal responsibility for their behavior. Accordingly, student-athletes are expected to:

• Abide by all government laws, University regulations, team rules and Kansas Athletics’ rules as set forth in this Student-Athlete Code of Conduct;
• Immediately report to the Associate Athletics Director/Compliance, the Director of Athletics, or the Faculty Athletic Representative any violations of NCAA rules;
• Immediately report to the Head Coach any violations of local, state or federal laws or university regulations;
• Obey all residence hall policies and regulations;
• Refrain from and be intolerant of physical abuse, harassment, and intimidation; and
• Demonstrate responsible citizenship and good sportsmanship.

1. ACADEMIC RESPONSIBILITIES

Each student-athlete is expected to:

• Attend all classes, be prepared, participate at the level expected of all students, and complete all academic assignments.
• Communicate to the appropriate parties (e.g., instructors) in a timely manner when an academic/athletic conflict occurs.
• Consult with athletic academic counselors and attend study halls and tutoring sessions, as directed.
• Accept personal responsibility for maintaining academic eligibility by carrying the academic load necessary to make satisfactory progress toward a degree.
• Adhere to the University’s policies regarding academic integrity and honesty.

2. ATHLETIC RESPONSIBILITIES

Student-athletes are expected to:

• Attend all organized practices, unless officially excused.
• Take proper care of equipment.
• Treat your teammates, officials, and your opponents with dignity, respect, and good sportsmanship.
• Follow all training programs prescribed by medical and coaching staffs.
• Participate in Kansas Athletics’ sponsored educational programs, which may include but are not limited to counseling, drug testing, drug education, nutrition and alcohol education.

3. SPORTSMANLIKE CONDUCT

Pursuant to Big 12 rules, unacceptable student-athlete behavior includes, but is not limited to, the following:

• Physically or verbally abusing officials, coaches, opponents or spectators;
• Engaging in any comment, whether critical or not, of game officials or the officiating of any contest.
• Negative comments about Conference personnel, another institution, its student-athletes or its personnel;
• Using obscene or otherwise inappropriate language or gestures;
• Making public statements which are derogatory, controversial, or outside Kansas Athletics’ media policy.

The University and Kansas Athletics investigate all incidents of unsportsmanlike conduct and may discipline the student-athlete accordingly.

4. ALCOHOL

Student-athletes are responsible for following all federal, state, local, University, and Kansas Athletics’ laws and guidelines pertaining to alcohol use. In addition, student-athletes are prohibited from:
• Possessing alcohol in University housing.
• Driving under the influence of alcohol.
• Purchasing alcohol while under the age (21 years) required by the Kansas state law.
• Drinking alcoholic beverages when officially representing the University for athletic competition (including travel time), community and public service events, and appearances.
• Drinking alcohol at events sponsored by Kansas Athletics, whether on or off campus.
• Providing alcohol to anyone under the age of 21, including prospective student-athletes making official and/or unofficial visits to the University.

5. TOBACCO

In accordance with NCAA bylaws, the use of tobacco products is prohibited by all game personnel (e.g. student-athletes, coaches, trainers, managers, and game officials) in all sports during practice and competition. In addition, smoking and chewing tobacco are not permitted in athletics facilities.

6. POSSESSION AND USE OF FAKE IDENTIFICATION CARDS

Knowingly using or furnishing false information to others in the form of a false or fake ID card violates University policies as well as state and local laws.

7. ILLEGAL DRUGS AND DRUG TESTING

The use of illegal and/or “performance enhancing” drugs is totally inconsistent with the purpose of intercollegiate athletics and creates a danger to the health and safety of student-athletes and their teammates. Kansas Athletics will not tolerate the use of these products.

Kansas Athletics has a Drug Awareness and Testing Policy available in this Handbook. All student-athletes are required to participate in the drug testing program and shall be subject to the sanctions outlined in the policy and in team rules for any violations.

8. COUNSELING AND PSYCHOLOGICAL SERVICES

Individual and group counseling are readily available at Kansas Athletics through its Sports Medicine Department-Sport Psychologist. In addition, the following agencies are available on the Lawrence campus:
Counseling and Psychological Services (CAPS), Watkins Health Center 864-2277
Psychological Clinic, 315 Fraser Hall, 864-4121
Emily Taylor Women’s Resource Center, 400 Kansas Union, 864-3552

9. SEXUAL HARASSMENT INCLUDING SEXUAL VIOLENCE

The University of Kansas is committed to providing an environment that will foster respect among all members of the University community. Sexual harassment violates the trust and respect that is essential for providing a positive educational environment.

a. Sexual harassment is defined by the University as:
“behavior, including physical contact, advances, and comments in person, through an intermediary, and/or via phone, text message, email, social media, or other electronic medium, that is unwelcome; based on sex or gender stereotypes; and is so severe, pervasive and objectively offensive that it has the purpose or effect of substantially interfering with a person’s academic performance, employment or equal opportunity to participate in or benefit from University programs or activities or by creating an intimidating, hostile or offensive working or educational environment. Sexual Harassment may include but is not limited to:
unwelcome efforts to develop a romantic or sexual relationship;

(2) unwelcome commentary about an individual’s body or sexual activities;

(3) threatening to engage in the commission of an unwelcome sexual act with another person;

(4) stalking or cyber-stalking;

(5) engaging in indecent exposure; voyeurism, or other invasion of personal privacy;

(6) unwelcome physical touching or closeness;

(7) unwelcome jokes or teasing of a sexual nature or based upon gender or sex stereotypes; and

(8) sexual violence, as defined below.

Title IX and University Policy prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature."

In addition, sexual harassment may occur when there is a power difference between the persons involved, as when a faculty member or coach exploits his or her relationship with students or subordinates.

Should a student-athlete feel that he/she has been sexually harassed or has witnessed sexual harassment, the student athlete should immediately notify his/her Head Coach or Kansas Athletics’ Senior Woman Administrator or may initiate a complaint of harassment with the University’s Office of Institutional Opportunity and Access (IOA) at http://ioa.ku.edu/file-complaint, by calling IOA at (785) 864-6414, or by mailing a complaint form to IOA at Room 153 A Carruth-O’Leary, 1246 West Campus Road, Lawrence, Kansas, 66045.

b. Sexual violence is defined by the University as “any physical act which is sexual in nature that is committed by force or without the full and informed consent of all persons involved. Sexual violence may include but is not limited to rape, sexual assault, sexual battery, and sexual exploitation. Sexual violence can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual violence can be committed by men or by women, and it can occur between people of the same or different sex.” Sexual violence is a form of harassment and student-athletes who have witnessed or been a victim of sexual violence should follow the reporting requirements listed in the paragraph above.

c. Assistance Related to Sexual Harassment

Student-athletes may initiate a complaint of sexual harassment by contacting the University’s Office of Institutional Opportunity and Access (IOA) at http://ioa.ku.edu/file-complaint, by calling IOA at (785) 864-6414, or by mailing a complaint form to IOA at Room 153 A Carruth-O’Leary, 1246 West Campus Road, Lawrence, Kansas, 66045. Complaints may also be filed with the KU Title IX Coordinator at (785) 864-3650 or with the Office of Civil Rights (Region VII in the Department of Education at (816) 426-7277 or http://www.hhs.gov/ocr/civilrights/complaints/index.html.

Complainants are encouraged to file their complaints within one calendar year of the most recent occurrence. All incidents should be carefully documented, including dates, specific behaviors, and their effects.

Retaliation against persons who file sexual harassment complaints is prohibited. Complainants who seek assistance should not be subjected to retaliation of any kind. Retaliation can result in disciplinary action.

Any student-athlete who may need assistance with issues related to rape, sexual assault, sexual harassment or any other form of sexual violence should contact the Senior Woman Administrator. She will assist the student-athlete in obtaining necessary care and follow up treatments to any incidents.

The following agencies also are available for all University students:

Sexual Assault Services Coordinators
(Emily Taylor Women’s Resource Center) ................................................................. 864-3552

Counseling and Psychological Services
(Watkins Student Health Center) ................................................................. 864-2277

Ga Da Gi Safe Center
Rape Victim Survivor Service ................................................................. 843-8985

24 hour hotline ............................................................................................. 841-2345

KU Public Safety Office ................................................................................. 911 or 864-5900

KU IOA ........................................................................................................... 864-6414

Lawrence Police Department ........................................................................... 911
d. **Lewd or Lascivious Behavior**

Lewd or lascivious behavior is defined by Kansas Athletics as the touching of the genitals, buttocks, or female breasts with the intent of achieving sexual arousal or gratification, or the intentional exposing of one’s private parts in public in such a manner that the act is seen or likely to be seen by casual observers. This behavior can include posing for photographs, calendars or magazines, or public dancing. Behavior of this type is a violation of this policy.

**10. HARASSMENT AND DISCRIMINATION**

The University of Kansas does not condone harassment or discrimination directed toward any person or group within its community. Harassment may include sexual (as described above), racial, or ethnic harassment. Harassment includes actions that intimidate, humiliate or deme an a person or groups or that may undermine their sense of security or self-esteem. Harassment may encompass a wide variety of verbal, physical, and visual behaviors and may be sexual or non-sexual in nature. Discrimination or retaliation on the basis of race, sex, color, national origin, religion, ancestry, sexual orientation, disability, age, or status as a veteran is also prohibited. Persons who experience harassment or discrimination are encouraged to carefully document all incidents, noting dates, specific conduct or behavior, and any witnesses. If the behavior constitutes a threat of bodily injury, a complaint of criminal conduct should be made to the police or campus public safety officers.

Student-athletes who believe they have been subjected to or witness to harassment or discrimination should contact the Director of Athletics or the Senior Woman Administrator. Alternatively, they may contact the University’s Office of Institutional Opportunity and Access (IOA) at [http://ioa.ku.edu/file-complaint](http://ioa.ku.edu/file-complaint), by calling IOA at (785) 864-6414, or by mailing a complaint form to IOA at Room 153 A Carruth-O’Leary, 1246 West Campus Road, Lawrence, Kansas, 66045.

Retaliation against persons who file harassment or discrimination complaints is a violation of the law and University and Kansas Athletics’ policies. Complainants who seek assistance should not be subjected to retaliation of any kind. Retaliation can result in disciplinary action.

**11. PHYSICAL ASSAULT/ABUSE**

Kansas Athletics will not tolerate any physical assault/abuse, such as fights started by or involving student-athletes. These acts degrade Kansas Athletics, the campus community, and society in general. While Kansas Athletics and the University cannot control all factors in society that lead to physical assault/abuse, Kansas Athletics and the University strive to create an environment that is free of violence.

**12. HAZING**

Hazing is defined in the University Code of Student Rights and Responsibilities, as “An offense against a person …when a student “Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. Apathy or acquiescence in the presence of hazing is not neutral; both are violations of this rule.”

(The term “hazing” does not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning or completion of curricular activity.)

Penalties in cases of individual violators are outlined in the *KU Student Handbook*. Organizations found to be encouraging or authorizing hazing may be subject to suspension or termination of activities, as well as any penalties pursuant to the penal law.

The University has established a hazing reporting form that can be found at the following link: [https://www2.ku.edu/~vpssdata/cgi-bin/forms/hazingreport/index.shtml](https://www2.ku.edu/~vpssdata/cgi-bin/forms/hazingreport/index.shtml)

**13. PROPERTY THEFT OR DAMAGE**

Kansas Athletics will not tolerate theft or damage to any property, including the property of Kansas Athletics, the University or to the property of any of its members or visitors. Further, Kansas Athletics will not tolerate those who know of stolen property and fail to disclose it to the proper authorities.

**14. CONSENTING RELATIONSHIPS**

Kansas Athletics policies on consenting relationships address situations in which two persons have an apparently
voluntary romantic, intimate, or sexual relationship, but where a power difference exists because of their roles. Examples can include relationships between student-athletes and Kansas Athletics staff or between student-athletes and student employees. A student-athlete must notify his/her coach of any relationship between the student-athlete and a staff member.

A voluntary, intimate, romantic or sexual relationship between a student employee of Kansas Athletics and a student-athlete is not prohibited. However, any student employee of Kansas Athletics must report any consenting relationship he or she may have with a student-athlete to the employee’s immediate supervisor to ensure that the student employee is not in a position where a conflict of interest may exist.

15. SOCIAL MEDIA PLATFORMS

Kansas Athletics recognizes that student-athletes are using social media platforms in positive ways to connect with and interact with other individuals. Student-athletes are expected to use social media platforms in an appropriate manner, as determined by each head coach. Examples of inappropriate uses include:

- using KU symbols or logos;
- releasing information about team injuries;
- photos or discussion of alcohol or drug use; or
- inappropriate or profane language.

Any information placed on any social media platform is a reflection of the student-athlete and his/her team, Kansas Athletics and the University of Kansas. Please post responsibly.

16. GAMBLING AND BRIBERY

The NCAA and Kansas Athletics have established specific guidelines concerning involvement in gambling and bribery at the intercollegiate sports level. Examples of prohibited activities include the following:

- No wagers on any professional or college sports event, even those that don’t involve your college (i.e., March Madness or Super Bowl).
- No sports “pools,” even those run by friends.
- No internet gambling on sports events (i.e., social media, Fantasy League, or on-line sports books).
- No sports wagering using toll-free or 900 numbers.
- No exchange of information about your team with anyone who gambles. Do not disclose information about injuries, new plays, team morale, discipline problems, or any other personal, sensitive, or competitive team information related to athletics at the University of Kansas to anyone.

In addition, student-athletes are responsible for the following:

- Reporting to the Head Coach or the Compliance Office any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest (i.e. point shaving);
- Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions; and
- Contacting a coach or other Kansas Athletics personnel when questions occur concerning appropriate release of team information.

Disciplinary action for violations of NCAA regulations concerning gambling can include ineligibility for further intercollegiate competition and/or non-renewal of athletic grants-in-aid.

17. AGENTS

Student-athletes are required to disclose any contacts with any athlete agents to the Compliance Office. Kansas Athletics has an athlete agent policy, available at [www.kuathletics.com](http://www.kuathletics.com).

Prior to any meeting or contact with an athlete agent, the student-athlete must have the permission of his or her head coach and the approval of the Compliance Office. The Compliance Office shall determine if the agent is properly registered with Kansas Athletics and with the state of Kansas. The head coach, at his/her discretion, may determine contact times.

18. DRESS CODE

Head Coaches will set dress code standards and may also specify what constitutes appropriate dress while the student-athletes are representing the University.

19. OTHER VIOLATIONS
Situations may occasionally arise in which a student-athlete has engaged in an action that, while not resulting in a charged violation of local, state or federal laws or has not been addressed in Team Rules or this Code of Conduct policy, is nevertheless sufficiently serious to make disciplinary action by Kansas Athletics appropriate.

IV. STUDENT-ATHLETE CODE OF CONDUCT: SANCTIONS AND APPEALS PROCESS

1. SANCTIONS
Sanctions for a student-athlete violating the Student-Athlete Code of Conduct can include, but are not limited, to the following:

- warning;
- probation;
- suspension, as determined by the Head Coach;*
- required participation in counseling or assistance programs; or
- non-renewal of athletic grant-in-aid. **

*Suspension can include all benefits incidental to athletics participation, such as use of the weight room, academic support services, and/or complimentary admissions.

** Failure to abide by the Student-Athlete Code of Conduct or team rules and regulations may be grounds for non-renewal, reduction, or cancellation of athletic financial aid. Sanctions involving reduction or termination of athletically related financial aid during the period of the award will be imposed pursuant to the relevant NCAA procedure. Student-athletes will be given written notice of the proposed decision. Any appeal of the cancellation or termination of an athletic grant-in-aid will be handled pursuant to the University financial aid appeals process.

Sanctions for team violations can include, but are not limited to, the following:

- team probation;
- cancellation of contests; and/or
- cancellation of season.

When appropriate, more than one sanction may be imposed.

The level of discipline is at the discretion of the Head Coach in consultation with the Sport Supervisor. The sanction may be imposed as soon as the Head Coach notifies the student-athlete of the violation, gives the student-athlete a chance to explain what happened, and determines that a sanction is justified after consideration of the student-athlete’s statement.

Failure to abide by the Student-Athlete Code of Conduct or team rules and regulations may be grounds for non-renewal, reduction, or cancellation of athletic financial aid. Sanctions involving reduction or termination of athletically related financial aid during the period of the award will be imposed pursuant to the relevant NCAA procedure. Student-athletes will be given written notice of the proposed decision. Any appeal of the cancellation or termination of an athletic grant-in-aid will be handled pursuant to the University financial aid appeals process.

2. APPELLATE PROCESS
A student-athlete who is subject to season-long suspension, dismissal from the team, or whose athletic grant-in-aid would be affected may request an appeal from these sanctions. Student-athletes have five business days after receipt of written notification of a disciplinary sanction listed above in which to notify the Athletics Director, in writing, of their request to appeal the decision. Any appeal of the cancellation or termination of an athletics grant-in-aid will be handled pursuant to the University financial aid appeals process.

Appeals of any disciplinary actions subject to this section will be conducted within 30 days of receipt of the student-athlete’s written request to appeal. The appeal will be heard by a three-person committee (Athletic Appeals Panel) appointed by the Athletics Director and consisting of two senior Athletics administrators and a faculty member currently serving on the Athletics’ Advisory Committee On Intercollegiate Athletics (not the Faculty Athletics Representative). The senior Administrators must not be a Sport Supervisor for the student-athlete’s team. The process will not be adversarial. Student-athletes may appeal in person and be accompanied by an advisor. Such advisor may only advise the student-athlete and will not be allowed to otherwise participate in the appeal hearing. If the student-athlete wants to submit materials in support of the appeal, such materials must be submitted to the Athletic Appeals Panel at least 24 hours before the appeal hearing. Alternatively, in lieu of a personal appearance, a student-athlete may present matters in writing for consideration on appeal. In the event the student-athlete requests, in writing, a more expedited appeal, the Athletic Appeals Panel is authorized to take such action as is reasonable to accommodate such a request.

The Athletics Appeals Panel, in consultation with the Athletics Director, shall render a decision on the appeal. Decisions of this Panel shall be deemed final and not subject to further appeals.
3. **REPEAT VIOLATIONS**

Repeated or continued violations of this Student-Athlete Code of Conduct may result in more substantial penalties. This policy recognizes that repeat violations may reflect adversely on the student-athlete’s sport, Kansas Athletics, and the University.

**STUDENT-ATHLETE: ELIGIBILITY**

Academic performance and progress, as well as conduct and participation in outside competitions or activities, can affect a student-athlete’s athletic eligibility. Adherence to all University, Conference and NCAA rules governing athletic and academic eligibility is mandatory for all Kansas Athletics staff members and student-athletes.

The Head Coach, with the support of the Director of Athletics, the University’s Faculty Athletics Representative, the Compliance Office, and the Associate Athletics Director/Senior Woman Administrator, the Sport Supervisor, the Student-Athlete Support Services Office, and the University Registrar, ensures compliance with rules and regulations regarding student-athlete eligibility.

The Registrar’s Office certifies the eligibility of all student-athletes, with the assistance of the Faculty Athletics Representative, the Associate Athletic Director for Compliance, the Director of Eligibility, and the Senior Associate Athletics Director/Student-Athlete Support Services. Incoming freshman must be certified by the NCAA -Eligibility Center. The Director of Eligibility and the Registrar’s Office coordinates the receipt of information from the Eligibility Center. New transfer students must forward their transcripts to Admissions for evaluation. The Registrar’s Office makes the final review of a transfer student’s eligibility after receiving information from Admissions and Student-Athlete Support Services on transferable credits.

The eligibility of continuing student-athletes is reviewed by the Registrar’s Office, the Compliance Office, and the Student-Athlete Support Services Office. Final certification authority rests with the Registrar’s office. Student-athletes are certified as eligible to receive athletics financial aid, to participate in practice and competition or as eligible only to participate in practice.

Copies of all Big 12 Eligibility forms are maintained on file by the Faculty Athletics Representative (or designee), the Registrar’s Office, the Compliance Office, and the respective sport office.

In general, to be considered eligible for participation in intercollegiate athletics, a student-athlete must:

- Be accepted for enrollment under the rules of the University;
- Be eligible to practice and compete according to Big 12 Conference and NCAA eligibility rules and regulations; and
- Be registered for at least 12 credit hours each regular term in courses that may be applied toward a baccalaureate or post-baccalaureate degree.

Student-athletes may compete for four years, provided their final year of competition occurs within five calendar years of the initial date of full-time enrollment in any post-secondary institution. An additional year of competition may be granted if a student-athlete meets the requirements for a hardship waiver, as defined in Bylaw 14.2.4 in the *NCAA Manual*. The five year period may be extended for the following reasons: time spent in the armed services; official church missions; pregnancy; deprived of more than one season of competition for reasons beyond a student-athlete’s control; and specified athletics activities.

Coaches requiring the transcripts of student-athletes currently enrolled at the University are to request them through the Associate Athletics Director/Student Support Services or the Registrar’s Office. All staff members having access to student-athlete transcripts and personal data are reminded that these documents are confidential and protected as such under the Family Educational Rights and Privacy Act (“FERPA”).

**INITIAL ELIGIBILITY REQUIREMENTS**

Student-athletes enter the University initially as high school graduates or as transfer students from another two-year or four-year college. NCAA initial eligibility requirements differ according to the type of entrance into the University, as outlined below.

**HIGH SCHOOL GRADUATES**

Prospective student-athletes must meet the criteria outlined in NCAA Bylaw 14.3 in order to satisfy NCAA requirements for initial eligibility and to be considered a “qualifier” for intercollegiate athletics participation. For detailed information visit [https://web1.ncaa.org/eligibilitycenter/common/](https://web1.ncaa.org/eligibilitycenter/common/) or contact the Compliance Office.

**TRANSFER STUDENT-ATHLETES**

The Office of Admissions evaluates the academic record of all students who are interested in transferring to the University of Kansas. Athletic eligibility requirements are imposed by the Conference for intra-conference transfers and by the NCAA. For more information visit [www.ncaa.org](http://www.ncaa.org) or contact the Compliance Office.
RESIDENCY
Compliance must be notified of any prospects residing in the local community prior to their full-time enrollment at the University. It is the responsibility of the head coach (or designee) to provide specific information regarding a prospect’s local residence to the Compliance Office.

All prospective student-athletes must be approved by the Sport Supervisor and the Compliance Office prior to arriving on campus.

Kansas Athletics cannot permit any high school graduate to begin his/her full-time residency for the academic year at the University of Kansas until the prospect has been fully admitted to KU and been certified as a Final Qualifier by the NCAA Eligibility Center. Until such time, the prospect is considered a non-qualifier. A Junior College transfer must have his/her credits and progress toward degree certified by the University Registrar.

Once certification is complete and documented in the Compliance Office, an incoming student-athlete may join the team for practices (if such practice begins prior to the beginning of the fall term) or for the new academic year (if practice does not begin until after the first day of KU classes).

If an incoming student-athlete has been on campus and enrolled in courses through the summer Bridge program (see 503B Summer School) and if he/she is not yet certified by the NCAA by July 31st, the incoming student-athlete must remove all personal belongings from campus housing or off-campus housing that is provided by Kansas Athletics and return to the prospect’s home by this date. The student must remain at his/her home until the certification process is complete. Any exceptions to this policy must be made by the Athletics Director in consultation with the Faculty Athletics Representative.

MID YEAR ENROLLMENT
If a high school graduate plans to enroll in courses during the mid-year period, he/she must be admitted to the University and must be certified as a qualifier and/or deemed eligible for practice, competition and/or financial aid. A junior college transfer must have his/her credits and progress toward degree certified by the University Registrar. All incoming student-athletes must be approved by the Sport Supervisor and the Compliance Office prior to arriving on campus.

CONTINUING ACADEMIC ELIGIBILITY REQUIREMENTS
In order to maintain academic eligibility for athletic participation after the initial year, NCAA regulations require student-athletes to make “progress towards a degree”.

For more information visit www.ncaa.org or contact the Compliance Office.

CONDUCT & SPORTS PARTICIPATION ELIGIBILITY REQUIREMENTS
Student-athletes are expected to uphold ethical standards of conduct and demonstrate ethical behavior, especially in matters related to gambling and bribery and unsportsmanlike conduct, as discussed in Policy 501, Student Athletes: Conduct and Ethics, in this Manual. In addition, a student-athlete’s eligibility is jeopardized if he/she takes any of the following actions:

• Arranges for fraudulent credit or false transcripts;
• Violates relevant Conference or NCAA rules and regulations; or
• Furnishes the NCAA or other regulatory bodies with false or misleading information about other individuals.

MAINTAINING AMATEUR STATUS
NCAA regulations regarding amateurism and permissible awards, benefits and expenses should be carefully reviewed in order to avoid violations. In general, student-athletes cannot do any of the following:

• Agree to make an appearance or have their pictures or names used to promote a commercial product;
• Accept benefits such as gifts, meals and loans of cars or money, as offered by athletic interest groups (e.g. alumni or booster organizations) or anyone within the athletics program of the University;
• Be represented by an agent or organization in order to market their athletic skills or reputation;
• Receive any benefit that is not available to other students at the University;
• Participate in a summer sports league not approved by the NCAA;
• Accept payment, or a promise of payment (e.g. in cash prizes, gifts or travel) for intercollegiate athletics participation;
• Enter into an agreement of any kind to compete in professional athletics or negotiate a professional contract;
• Request to be put on a professional sport’s draft list or try out with a professional sports organization (basketball exception see NCAA Bylaw 12.2.4.2.3)
• Participate on any professional athletics team;
• Have athletically related financial aid determined by anyone other than the Student Financial Aid Office at the University of Kansas; or

• Participate on teams other than those of the University of Kansas during the season. (This includes exhibition, all-star team, or tournament games.)

A student-athlete or his/her legal guardian(s) may negotiate with a professional sports organization on behalf of a student-athlete without the loss of the individual's amateur status. If the student-athlete retains an agent, however, he/she loses amateur status.

OUTSIDE COMPETITION INVOLVING STUDENT-ATHLETES

In sports other than basketball, NCAA rules permit a student-athlete to compete in one game a year in his/her sport involving players from his/her former high school and its alumni team provided such competition takes place during an official vacation period of the regular academic year. In addition, students may participate as individuals in events such as golf and tennis tournaments and swimming and track meets, provided such participation receives prior approval by the Compliance Office and the Head Coach of that sport and the competition is in accordance with NCAA regulations.

Organized competition exists (as specified by NCAA Bylaws) where any of the following conditions are present:

- Teams are regularly formed or have team rosters;
- The competition is scheduled and publicized in advance;
- Official score is kept;
- Individual or team standings are maintained;
- An official timer or game officials are used;
- Squad members are dressed in team uniforms;
- Admission is charged;
- The competition is privately or commercially sponsored; or
- The competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.

Several exceptions exist to the outside competition regulations; therefore, student-athletes are directed to consult their Head Coach and obtain approval from the Compliance Office prior to participating in such activities.

LEAGUE PARTICIPATION

Student-athletes interested in participating in outside league activities must receive prior approval by the Compliance Office prior to participating in any league activities. Head Coaches are responsible for informing their student-athletes of this requirement.

ELIGIBILITY CERTIFICATION PROCESS

As stated previously, the Registrar’s Office certifies the eligibility of all student-athletes, with the assistance of the Faculty Athletics Representative, the Associate Athletics Director for Compliance, the Director of Eligibility, and the Associate Athletics Director/Student-Athlete Support Services. Incoming freshman must be certified by the NCAA Eligibility Center. The Director of Eligibility and the Registrar’s Office coordinate the receipt of information from the Eligibility Center. New transfer students must forward their transcripts to Transfer Admissions for evaluation. The Registrar’s Office makes the final review of a transfer student’s eligibility after receiving information from Admissions on what credits are transferable. The Registrar also works with the transfer student’s chosen school to ensure that the transfer student meets progress towards degree requirements.

NCAA STUDENT-ATHLETE STATEMENT

The official certification process for Kansas Athletics begins with a team compliance orientation meeting, held prior to the sport’s first practice each year. During this orientation, each student-athlete is required to complete the NCAA Student-Athlete Statement, the NCAA Drug Testing Consent, the NCAA HIPAA form, the Big 12 Conference Drug Testing Consent, the Kansas Athletics Drug Testing Consent Form, and the Kansas Athletics Student-Athlete General Information Form.

The NCAA, Big 12 Conference, and Kansas Athletics forms must be signed annually by each student-athlete certifying that he/she understands and agrees to abide by the NCAA rules and regulations. (NOTE: All formal student-athlete documents must also be signed by the student-athlete’s parents if he/she is under 18.)

The six-part Student-Athlete Statement includes the following:
1. The NCAA verification of eligibility, whereby the student-athlete states to the best of his/her knowledge he/she is eligible to participate in intercollegiate athletics;
2. The Buckley Amendment Consent, whereby the student-athlete agrees to the release of private information (e.g., health records, financial aid and academic information) to appropriate authorized University personnel in order to verify eligibility;
3. An affirmation of status as an amateur athlete, whereby the student-athlete affirms he/she read and understands NCAA amateurism rules and that he/she has not violated those rules or provided false or misleading information concerning his/her amateurism status since requesting final amateurism from the NCAA Eligibility Center.
4. Non-NCAA Drug Testing Statement: The student-athlete affirms that he/she has not tested positive for banned substances by a non-NCAA athletics organization. If he/she has tested positive, he/she will be subject to an NCAA drug test;
5. Previous Involvement in NCAA Rules Violations statement; and
6. Verification of Valid Test Score: This part is for incoming freshman only. The student-athlete affirms that he/she has received a valid ACT or SAT score, and in the event that he/she is notified of the possibility of an invalid score, he/she agrees to immediately notify the Director of Athletics.

The NCAA Drug Testing Consent form, must be signed at the time which an intercollegiate team first reports to practice or prior to Monday of the Fourth week of classes, which ever date occurs first, for all sports. By signing the consent, the student-athlete agrees to participate in the NCAA Drug Testing Program.

Each student-athlete is responsible for reporting any changes in information provided (e.g., address, financial aid status, etc.) to the Associate Athletic Director for Compliance.

**NCAA SQUAD LIST**

The NCAA Squad List is prepared by the Compliance Office prior to a team’s first contest each academic year. This form is completed by the Director of Eligibility in conjunction with the Registrar’s Office, the Office of Financial Aid and Head Coach. It is approved by the University’s Financial Aid Director, the Director of Athletics, and the Head Coach.

Student-athletes may not participate in competition until they have been listed on the NCAA Squad List and on the Big 12 Eligibility Report that is signed by the Registrar, Faculty Athletics Representative, the Director of Athletics, and the Head Coach. A copy of each sport’s Squad List is kept on file in the Compliance Office, the Director of Athletic Financial Aid, and the Office of Student Financial Aid. Upon certification, student-athletes are eligible for practice unless they are non-qualifiers.

Squad Lists are prepared using information from team rosters, Student-Athlete Statements and the Student-Athlete Report forms (as described above). Changes to the Squad Lists are to be reported to the Compliance Office. The Roster Deletion form should be completed for student-athletes who have quit or are cut from the team. New student-athletes wishing to participate in intercollegiate athletics may not practice until they have been cleared by the Compliance Office and may not compete until they have been certified as eligible by the Registrar’s Office. It is the responsibility of the Head Coach to communicate all roster changes to the Compliance Office in a timely fashion. All roster changes must be documented on the Addition/Deletion/Revision Form.

If coaches have not received verification of their rosters before their first competition, they are expected to contact the Associate Athletic Director for Compliance to ensure that all eligibility certification requirements have been completed for those student-athletes appearing on their Squad List. The Head Coach is required to sign the NCAA Squad List and Big 12 Conference Eligibility Report acknowledging the eligibility status of each student-athlete.

**TEMPORARY CERTIFICATION**

A student-athlete entering the University as a freshman may practice, but not compete, for a period not to exceed 45 days prior to the University receiving a final academic and amateurism certification decision from the Eligibility Center. After this period, the student-athlete must be deemed a qualifier and have his/her amateurism certified by the Eligibility Center in order to continue to practice and compete.

The eligibility certification process for the above student-athletes follows the same process as for all other student-athletes. It includes the completion of the following forms:

- NCAA Student-Athlete Statement;
- NCAA Drug Testing Consent;
- NCAA HIPAA Form;
- Kansas Athletics’ Drug Testing Policy Form;
- Big 12 Conference Drug Testing Consent form;
• Kansas Athletics’ Student-Athlete General Information Form;

EXIT INTERVIEWS

Pursuant to NCAA Bylaw 6.3.2, exit interviews are to be conducted in all sports with a sample (as determined by the Director of Athletics or his designee) of student-athletes whose eligibility has expired. “Interviews shall include questions regarding the value of the students’ athletics experiences, the extent of the athletics time demands encountered by the student-athletes, proposed changes in intercollegiate athletics and concerns related to the administration of the student-athletes’ specific sports.” (Bylaw 6.3.2) The sport supervisor shall be the designated representative to conduct the interview and complete an Exit Interview Form for each student-athlete. All student-athletes whose eligibility has expired shall be encouraged to complete an on-line survey form of their experiences at Kansas Athletics. This survey will be monitored by the Associate Athletics Director/Student-Athlete Development, who will provide the information to the Sport Supervisors and the Director of Athletics.

STUDENT-ATHLETE: ACADEMIC POLICY

Academic standards and requirements for student-athletes at the University of Kansas are no less stringent than for the general student population. Both the University and Kansas Athletics are aware that participation in varsity athletics makes exceptional demands upon a student-athlete’s time and energy. Therefore, the University, in concert with Kansas Athletics, has established the Student-Athlete Support Services program to help student-athletes achieve their full academic potential.

Although supported and encouraged by their coaches and Student-Athlete Support Services, student-athletes are ultimately responsible for their own academic endeavors while attending the University and for adhering to the “Student-Athlete Code of Conduct” as it relates to academic responsibilities. To ensure that they understand their responsibilities, each student-athlete receives a copy of the Student-Athlete Handbook, which provides detailed information on academic requirements, as well as academic support services that are available to all student-athletes.

PHILOSOPHY AND OBJECTIVES

The University believes in the development of a well-rounded individual, sound in mind and body. To achieve this, the University and Kansas Athletics strive to offer a balanced academic and athletics program that encourages students to develop characteristics that will make them better citizens and assist them in their life endeavors. Furthermore, the University and Kansas Athletics are committed to helping each student-athlete graduate and receive a quality education. In fulfilling this commitment, Kansas Athletics strives to do the following:

• Recruit only student-athletes with the potential to succeed academically, as well as athletically;
• Graduate all student-athletes who remain at the University for four years;
• Protect the academic integrity of the University;
• Comply with all rules, regulations and procedures of the University, Conference and the NCAA; and
• Maintain the athletics eligibility of every student-athlete.

STUDENT-ATHLETE SUPPORT SERVICES

Student-Athlete Support Services has numerous full-time counselors assigned to specific sports. They monitor and promote the academic progress and eligibility status of each student-athlete within those sports. The primary goal of the academic support program is to provide student-athletes with the educational resources that will enhance their chances of academic success. To accomplish this goal, the Student-Athlete Support Services program provides the following services:

• Coordination of new student-athlete orientation, to review University rules and procedures;
• Comprehensive academic advising and counseling to student-athletes regarding class schedules and University procedures (e.g. drop/add, pass/fail, etc.), including time management and study strategies;
• Diagnostic assessment and academic profile evaluation, with appropriate interventions for student-athletes who may potentially have academic problems;
• Referrals to appropriate University resources when problems arise outside the scope of Student-Athlete Support Services expertise;
• Supervision and monitoring of academic progress, with timely reporting to coaches and athletics administrators;
• Providing a proactive tutorial program targeting “at-risk” student-athletes, as well as providing support and study skills assistance to all student-athletes;
• Referral to appropriate professional resources for assessment of learning disabilities;
• Life Skills course for freshman student-athletes;
Contact with professors or University officials, as appropriate, to enhance the academic development of student-athletes; and
Travel with teams to serve as test proctors and/or monitors for academic enhancement programs (as needed).
In addition to its primary goal of academic support for student-athletes, the program also strives to maintain effective communication between the University and Kansas Athletics, by providing these communication services:
- Timely reporting of all pertinent athletic and academic information to the student-athlete;
- Collection of information regarding the in-class performance of student-athletes; and
- Dissemination of relevant information concerning the progress of student-athletes to all appropriate University offices and to the coaches.

COACHES’ RESPONSIBILITY
Student-athletes are educated to the policies and procedures of the Student Athlete Support Services by their Academic Counselors. Although Student Athlete Support Services’ goal is to create an academic support environment, it is the student-athlete’s responsibility to work within the parameters of this environment. Coaches are asked to support the efforts of their assigned Counselors and to impose reasonable consequences for those student-athletes who are not fulfilling their academic obligations. It is important for all Head Coaches to meet with their respective counselor for an overview of services offered. Listed below are helpful guidelines regarding the Student Support Services program:
- Encourage students to utilize Student Athlete Support Services at the very beginning of the semester rather than waiting for a crisis.
- Provide your Student-Athlete Support Services counselor with practice & travel schedules; students should request travel letters from counselors for professors who request them.
- Share all academic bulletins with students.
- Use your Student Athlete Support Services counselor during the recruiting process to provide prospective students with accurate information.
- Familiarize yourself with the academic programs & university resources for recruiting purposes.
- Promote a positive academic environment within your team; acknowledge any academic achievements by individual student-athletes.
- Use Student-Athlete Support Services counselors as your liaison; do not contact professors in order to monitor your students’ progress or arrange to proctor exams.
- Do not give academic advice to students or encourage teammates to offer advice: let academic advisors and Student-Athlete Support Services counselors do their jobs.
- Do not disclose confidential information or students’ grades to parents or other teammates unless a student-athlete has provided you with written permission.

Student-Athlete Support Services Counselors request that coaches not only support the program with encouragement as well as sanctions, but also be supportive of the program’s requirements and allow flexibility with student-athletes who may be on occasion late to practices due to academic counseling or related responsibilities.

In an attempt to advise coaches of scheduled workshops and tutorials, regular reports are sent from the Counselors addressing student-athletes’ participation, performance and attitude related to Student-Athlete Support Services activities.

STUDENT-ATHLETES’ RESPONSIBILITIES
As stated previously, the student-athlete is ultimately responsible for his/her academic progress at the University of Kansas. General academic requirements and responsibilities for each student-athlete are contained within this policy with specific requirements available to the student-athlete in the “Student-Athlete Code of Conduct” (which each student-athlete is required to sign) and the Student-Athlete Handbook.

PRE-ADMISSION COUNSELING
Initial contact with prospective student-athletes by Student-Athlete Support Services Academic Counselors is essential to establish a positive rapport between incoming student-athletes and their counselors. Therefore, Academic Counselors are available to meet with prospective freshman and transfer students, during their official visits. During this session, the Counselor provides the prospects with information on admissions procedures, pre-registration, degree selection and course availability. This initial contact also grants the Counselors an opportunity to provide the following information:
- A realistic assessment of the prospect’s ability to succeed academically;
• General information concerning University programs;
• An overview of available departmental services;
• Insights into the rigors of being a Division I intercollegiate student-athlete; and
• Answers to questions and concerns recruits may have concerning university life in general and the University of Kansas in particular.

Head Coaches and their recruiting staff are responsible for scheduling appointments with Student-Athlete Support Services Counselors as far in advance of the official visit as possible. When possible, meetings should be arranged during regular working hours; however, weekend sessions are available on a limited basis. Coaches may also request, through Student-Athlete Support Services, the scheduling of meetings with faculty members within the recruit’s anticipated academic discipline. The staff will make every effort to schedule faculty members as requested.

ORIENTATION
Prior to initial enrollment, freshmen and transfer student-athletes are encouraged to attend the general pre-registration and orientation sessions for all students. The primary purpose of these sessions is to familiarize students with the academic demands of the University.

In addition, the Student-Athlete Support Services staff offers mini-orientations addressing needs specific to the student-athletes and are also available to meet individually with student-athletes as requested.

ACADEMIC PLANNING AND COUNSELING
The Academic Counselors maintain daily contact with the coaches and student-athletes as needed. Specifically, each counselor is assigned to specific sports and is responsible for the full scope of that sport’s academic support needs.

To comply with the NCAA’s Progress Toward Degree rules, each student-athlete (including transfers) must designate a program of studies leading toward a specific baccalaureate degree by the beginning of the third year of enrollment (e.g., the fifth semester.) The Student-Athlete Support Services staff confirms that each “fifth semester” student-athlete has met this requirement, and then works with the student-athlete to ensure that satisfactory progress toward the specified degree is being made.

CLASS ATTENDANCE
A direct correlation exists between classroom attendance and academic success. Therefore, all coaches and Kansas Athletics administrators must reinforce the mandatory class attendance policy established by Kansas Athletics: “It is the responsibility of the student-athletes to attend every class session held when they are not ill, involved with a personal emergency or traveling with their team.”

Student-athletes are informed of this attendance policy and are expected to attend all sessions of each class in which they are enrolled. Furthermore, specific attendance policies may be established by each course instructor and/or Head Coach, and are to be adhered to by the student-athlete. University of Kansas faculty members have the discretion to require strict adherence to their attendance policy at all times and may give failing grades for excessive absences.

It is the student-athlete’s responsibility to present a copy of his/her sports’ schedule to his/her instructors at the beginning of each semester. Furthermore, arrangements for taking any examinations or completing work assignments affected by team travel or competition are the responsibility of each student-athlete.

Most instructors are sensitive to the problems involved in scheduling athletic competitions and are generally willing to assist student-athletes when they request special consideration in advance. Should a problem with missed classes due to athletic participation arise, the student-athlete’s Academic Counselor may be contacted to assist in resolving the situation.

Student-athletes with excessive absences are counseled regarding the consequences of continued absenteeism and are warned that they will be subject to ineligibility for practice or competition if this pattern continues.

EXAMS
University of Kansas professors are under no obligation to offer a make-up exam or to reschedule an exam. However, most professors are willing to assist student-athletes with making-up or rescheduling the exam, provided they are given sufficient notice. Therefore, when a student-athlete learns that an exam is scheduled during the time he/she will be participating in the intercollegiate athletics program, the student-athlete is responsible for notifying the instructor and making arrangements to make up the exam.

○ Exam Proctoring

With the professor’s approval, Student-Athlete Support Services staff members are available to serve as exam proctors while a team is traveling. Requests for the scheduling and coordination of “on the road” exams must be submitted as early in the semester as possible.
FINAL EXAMINATIONS
Pursuant to Article 1, Section 3.7 of the University Senate Rules and Regulations, the following University policy governs the scheduling of intercollegiate athletic events during final examination periods:

“No university organization shall schedule events or meetings that require student participation … during the final examination period, including Stop Day. Exceptions are allowed for local events or meetings that are scheduled on Saturday and 6:00 p.m. on Sunday. A committee that must meet during the final examination period to resolve an academic issue may meet only at a time mutually convenient to all members. No other exceptions are allowed unless by explicit direction of the Chancellor.”

RELIGIOUS OBSERVANCES AND EXAMINATIONS
Pursuant to Article 1, Section 4.3 of the University Senate Rules and Regulations, the following University policy governs the conflict of religious observances and scheduling of examinations:

“Examinations and tests other than final examinations should not be scheduled in conflict with mandated religious observances. In order to ascertain in a given class if a scheduled examination conflicts with a mandated religious observance, at the beginning of the semester the instructor shall ask students who may be affected to identify themselves privately so that a make-up examination may be scheduled at a mutually acceptable time.” (University Senate Rules & Regulations 1.4.3)

MISSUED CLASS POLICY
Kansas Athletics intends that schedules of all intercollegiate athletics teams be consistent with the educational needs of the student-athletes.

No team schedule for any season shall be approved by the Athletics Director if it:

a) Violates any of the University Senate Rules and Regulation regarding final examination periods and “stop day” and/or

b) Provides that team members will miss more than the equivalent of ten (10) full days of classes in any semester as a result of such schedule. The Athletics Director, upon recommendation of the Sport Supervisor, has discretion to make exceptions to this policy. The Senior Associate Athletics Director/Senior Woman Administrator shall monitor team scheduling to ensure that this policy is followed.

Classes missed due to NCAA and Conference post-season championship events will not be subject to the “ten day” rule.

One-half day will be considered missed when a competition or travel is scheduled to commence after noon, unless no squad member misses any classes; when a competition or travel is scheduled to commence prior to noon, a full day will be considered missed. Similarly, when the return travel from a competition is scheduled to terminate prior to noon, one-half day will be considered missed; when the scheduled termination is after noon, one full day will be considered missed.

REPORTING AND HANDLING OF ACADEMIC ISSUES
The Student-Athlete Support Services staff compiles and maintains a file on each student-athlete. The file contains all materials documenting the academic profile of the student-athlete (e.g. academic transcripts, SAT and/or ACT scores, grade point averages, plan and/or program of study, etc.), as well as various forms verifying the eligibility status of the student-athlete.

Although all student-athletes are eligible for Student-Athlete Support Services services, student-athletes who are targeted as “at risk” receive the highest priority for supplemental support from Academic Counselors. Once a student-athlete is determined to be “at risk,” the Academic Counselor is responsible for determining which academic support measures should be instituted. Academic problems may be addressed through tutoring (see Tutorial Program) or by additional support measures.

ACADEMIC REPORTS
Counselors report to the coaches as often as necessary addressing specific academic concerns. Additionally, the Counselors contact faculty members and assigned tutors to receive routine reports on student-athletes identified as “at risk.”

Regular reporting has been implemented to achieve “identification” of student-athletes’ academic problems and to provide an opportunity to institute corrective measures in a timely and effective manner. It is each coach’s responsibility to follow through with the counselor’s recommendations regarding a student-athlete. However, when academic problems occur, coaches are not to intercede with the faculty or University administration on the student-athlete’s behalf.

DROPPING OR ADDING A CLASS
In order to remain academically eligible to participate in intercollegiate athletics, a student-athlete’s course load must not drop below 12 hours. A student-athlete who needs to drop or add a class must have the written approval of his/her University Academic Advisor and should also inform is/her Student-Athlete Support Services Counselor.

If dropping a class results in a student-athlete being registered for less than 12 hours, Student-Athlete Support Services
immediately informs the Compliance Office and the individual’s Head Coach of the potential eligibility problem prior to granting approval.

INCOMPLETE GRADES
Student-athletes are required to complete all course assignments by the last day of classes for the semester. However, under extenuating circumstances, student-athletes may receive an “Incomplete” grade. Procedures for removing an incomplete grade vary from professor to professor. It is the responsibility of the student-athlete to understand the procedure in each case, and to follow it.

The Student-Athlete Support Services Counselors monitor all student-athlete records and contact any student-athlete receiving an “Incomplete” grade. The Head Coach is also notified if the incomplete grade may affect the student-athlete’s academic eligibility.

REFERRALS
Student-Athlete Support Services works in close communication with members of other University student assistance programs. When indicated, staff members may refer the student-athlete to such offices as the Alcohol Education Programs, Career Services Programs, Mental Health Services, Speech and Hearing Clinic, Women’s Center, Writing Resource Center, etc.

STUDY HALL
Coaches interested in having their student-athletes participate in a mandatory Study Hall should contact their respective counselor.

TUTORIAL PROGRAM
Student-Athlete Support Services offers a comprehensive tutorial program to provide student-athletes with the necessary support mechanisms to promote their chances for academic success. Tutorial services are available on an individual or workshop basis to student-athletes upon the recommendations of the Student-Athlete Support Services counselors, as well as upon the request of the coach or the student-athlete.

The Tutorial Program has the following policies that each student-athlete must follow:

1. Each student-athlete must meet with his/her Student-Athlete Support Services Counselor before initial tutorial assignments.
2. Tutors will not complete student-athletes’ assignments for the student-athletes; therefore, student-athletes must come to the tutorial sessions having already completed or at least attempted the reading/homework.
3. Regular class attendance is required for all students who request tutorial assistance. Tutorial services may be withheld from any student who does not regularly attend class.
4. Student-athletes should come to each tutorial session with prepared questions and be ready to discuss lectures, texts and other assignments.
5. If a student-athlete misses two individual or group tutorial sessions, sessions for that particular subject may be terminated.
6. A missed appointment is defined as:
   A) BEING 10 MINUTES LATE TO AN APPOINTMENT.
   B) NOT SHOWING UP AT ALL FOR AN APPOINTMENT.
7. Student athletes’ coaches will be notified by their Counselor when two or more tutorial sessions have been missed.
8. If a student-athlete has to cancel a tutorial appointment, it is his/her responsibility to contact the tutor at least a day before the appointment. If the student-athlete is unable to contact the tutor, the student-athlete must contact the Tutorial Coordinator or Counselor immediately.
9. If the tutor misses an appointment, the student-athlete should contact the Tutorial Coordinator or Counselor immediately.
10. After each tutorial session, the student-athlete is required to sign the tutor’s time card.
11. The Counselors will provide student-athletes with the final exam review schedules. If the times of these sessions are not convenient or if the student-athlete needs additional help, the student-athlete should contact his/her Counselor.

Tutors are students who have distinguished themselves in their major and may be recommended to Student-Athlete Support Services by department chairs, faculty members or college deans. All new tutors are given a probationary period in which their academic knowledge and teaching skills are assessed. If the tutor does not meet the standards or requirements of the
tutorial program, he/she is released.

TRANSCRIPT REQUESTS
Transcript information is protected by FERPA and must be kept confidential. Therefore, unofficial transcripts may only be released to Head Coaches and administrators who require the transcript data to complete their administrative duties.

STUDENT-ATHLETE: SUMMER SCHOOL
Kansas Athletics strives to provide funds, as available, for student-athletes to attend summer school. If awarded, a grant-in-aid will be based on the recommendation of the student-athlete’s academic counselor, sports supervisor and coach, as approved by the Athletics Director. Summer school financial aid shall be in compliance with NCAA rules.

PROCEDURE
1. Packets of summer school information are provided to all student-athletes by the Office of Student Support Services in March. Information includes summer session dates, registration deadlines and the summer school aid request form. Copies of the information are also provided to the head coaches and academic counselors.
2. Student-athletes are responsible for completing the summer school aid request form and returning it by March 31 to the Assoc. Athletic Director/Student-Athlete Support Services.
3. The academic counselor, sports supervisor and coach will review the summer school aid request and make a recommendation regarding summer school aid.
4. Student-athletes failing to meet the established deadline or not recommended for summer school aid will be notified and can appeal to a committee made up of the Senior Woman Administrator, the Assoc. Athletics Director/Student-Athlete Support Services, and the appropriate sports supervisor.

APPROVAL CRITERIA
Recommendations for awarding summer school aid will be based on an evaluation of the following criteria, including, but not limited to:
○ Individual sports’ budgetary constraints;
○ Class standing (e.g. freshman, sophomore);
○ Availability of necessary classes (e.g. only offered during summer);
○ Continuing eligibility requirements (e.g. the need for 18/24 hours of classes per academic year);
○ Grades achieved in previous course work;
○ Course(s) enrolled in previously and dropped (e.g. reasons for dropping);
○ Course completion necessary for graduation following summer session;
○ Course required for post graduate study;
○ Increased likelihood of graduating in less than five (5) years with attendance during summer sessions; or
○ Previous history of following summer school policy.

REGISTRATION
In early April, student-athletes wishing to attend summer school will enroll, using priority enrollment for summer term. Student-athletes will be responsible for enrolling themselves. If aid is not approved, students must de-enroll by May 10th in order not to be charged a $100.00 late payment fee by the Bursar’s Office.

FINANCIAL AID INFORMATION
If approved for summer school financial aid, students-athletes on head count scholarships must enroll in and complete a minimum of three (3) credit hours for the summer term.
If approved for summer school financial aid, student-athletes on equivalency scholarships must enroll in and complete a minimum of three (3) credit hours for the summer term. These student-athletes may be awarded financial aid for the summer only in proportion to the amount of aid scheduled to be received in the following academic year. The amount of aid awarded will be based upon the number of credit hours in which the student-athlete is enrolled as of the first day of classes for the summer term.
Kansas Athletics will not provide financial assistance for summer school to walk-on student-athletes prior to their first fall semester.
Student-athletes who receive financial aid for the summer term and who, subsequent to the first day of classes for the
summer term, drop below their approved credit hours will be charged for the amount of tuition which Kansas Athletics is not able to recoup. This charge will go directly to the student-athlete’s account at KU. Additionally, any room & board payments to which that student-athlete would not be entitled will also be charged thru the KU Bursar’s Office to the student-athlete’s account.

Student-athletes are only eligible to receive a maximum of five (5) summer terms of financial aid.

Student-athletes seeking any exceptions to this summer aid policy may appeal to a committee made up of the Senior Woman Administrator, the Associate Athletics Director/Student Athlete Support Services, and the appropriate sports supervisor.

SUMMER BRIDGE PROGRAM

The NCAA permits the awarding of athletically related financial aid to a prospective student-athlete (including a prospective student-athlete not yet certified as a Qualifier by the NCAA Eligibility Center) to attend an institution in the summer prior to the prospective student-athlete’s initial full-time enrollment when the following conditions are met: the recipient shall be admitted to the university in accordance with regular, published entrance requirements; the recipient is enrolled in a minimum of 6 hours of academic course work; the recipient is subject to NCAA transfer provisions (if applicable); the recipient shall not engage in any countable athletically related activities except for those permitted by NCAA Bylaw 17; summer coursework is not used for the purpose of completing initial eligibility or continuing eligibility requirements. [NCAA Bylaw 15.2.8.1.4]

Summer school “Bridge” program requests will be reviewed by the academic counselor, sports supervisor and head coach and they will make a recommendation regarding summer Bridge assistance. Only those incoming students who have registered with the NCAA Eligibility Center will be eligible to receive Summer Bridge funding. These students may be awarded financial aid for the summer only in proportion to that amount to be received in the upcoming academic year. Walk-ons will not be considered for financial assistance for summer school.

All prospective student-athletes must be approved by the Sport Supervisor and the Compliance Office prior to arriving on campus.

If an incoming summer Bridge student has not yet been certified by the NCAA Eligibility Center by July 31st, the student must remove all personal belonging from campus housing or off-campus housing that is provided by Kansas Athletics and return to the prospect’s home by this date. The student must remain there until Final Certification is complete. Any exceptions to this policy must be made by the Athletics Director in consultation with the Faculty Athletics Representative.

STUDENT-ATHLETES: TRAVEL

PURPOSE

The purpose of the Student-Athlete Travel policy is to provide a framework for the safe and efficient travel of the intercollegiate athletic teams at the University of Kansas.

RESPONSIBILITY FOR ADMINISTRATION

The Director of Athletics shall be responsible for the overall administration of this policy. The Director has designated the Sport Supervisors to be responsible for the compliance, oversight, and any required record keeping. Sport Supervisors shall provide a copy of this policy to every head coach. Any head coach or athletic staff member knowingly violating this policy shall be subject to disciplinary actions, up to and including termination.

TRAVEL EXPECTATIONS

Conduct

As a representative of the university, Kansas Athletics, and a team, student-athletes are expected to conduct themselves in a professional manner. Misconduct could lead to disciplinary actions, including suspension or even removal from the team and loss of athletic grants in aid. Use of any drugs, including alcohol, while traveling is strictly prohibited. To ensure that each student-athlete knows what constitutes acceptable behavior, Head Coaches are responsible for setting standards of team conduct through their team rules. Specific conduct standards may include dress code, individual conduct, curfews and free time activities.

Attire

Since attire reflects directly upon the student-athlete and his/her team, student athletes should take a special interest in their personal appearance, especially when traveling with their team. Head Coaches will set dress code standards when traveling and may also specify what constitutes appropriate dress while the student-athletes are representing the University at other times.

Confidentiality
To protect team security and ensure the confidentiality of travel routes, practice plans, meal arrangements, hotel room assignments, etc., student-athletes should not share travel details on their own social networks.

**ACADEMIC EXPECTATIONS**

**Missed Classes for Team Travel**

It is the responsibility of each student-athlete to inform his/her professors at the beginning of each semester of the class dates to be missed due to team travel. Arrangements for taking any examinations or completing work assignments affected by team travel or competition are the responsibility of each student-athlete. Should a problem with missed classes due to team travel arise, the student-athlete’s Academic Counselor should be contacted to assist in resolving the situation.

**Exams**

University of Kansas professors are under no obligation to offer a make-up exam or to reschedule an exam. However, most professors are willing to assist student-athletes with making-up or rescheduling the exam, provided they are given sufficient notice. Therefore, when a student-athlete learns that an exam is scheduled during the time he/she will be participating in the intercollegiate athletics program, the student-athlete is responsible for notifying the instructor and making arrangements to make up the exam.

- **Exam Proctoring**
  
  With the professor’s approval, Student-Athlete Support Services staff members are available to serve as exam proctors while a team is traveling. Or, with the professor’s approval, Student-Athlete Support Services staff members may coordinate with appropriate faculty or staff members at the host site to serve as exam proctors. Requests for the scheduling and coordination of “on the road” exams must be submitted as early in the semester as possible.

**TRANSPORTATION/LODGING/MEALS**

**Student-athletes are not permitted to drive Kansas Athletics vehicles.**

1. All student-athletes must travel to and from an away event with their teammates. Any exception is at the discretion of the Head Coach with the approval of the Director of Athletics, or the Sport Supervisor. A student-athlete 18 years of age or younger may not travel apart from the team without written parental approval. A Travel Release must be completed by the student-athlete prior to the team travel should he/she be given permission to travel separately from the team. This form releases Kansas Athletics from any liability or risk involved in the alternate travel plans. The student-athlete will only be permitted to travel separately with a parent or legal guardian and will not be permitted to travel in his/her personal vehicle.

2. All Lodging accommodations are arranged by the Travel Coordinator in consultation with the Head Coach and approval of the Sport Supervisor. All teams are required to assign two (2) players to a room. **Under no circumstance may more than one student-athlete be assigned to a bed.** Single room accommodations are used to accommodate an odd number of student-athletes. Student-athletes must stay with their teammates at the assigned lodging unless a prior exception has been approved by the Head Coach. Per NCAA policy, student-athletes are not permitted to use any in-room telephones and must pay at check out for any in-room charges. Missing or damaged items from hotel rooms will be charged to the room occupants.

3. Student-athletes may be fed as a team or given a per diem meal allowance. Higher per diem rates may be granted based on the away site’s locale. Coaches are encouraged to arrange team meals so that the student-athletes receive a balanced diet and are not tempted to skip meals. Each student-athlete receiving a per diem must acknowledge receipt of the money by signing the Travel List/Meal Money Disbursement sheet. A Travel List/Meal Disbursement Sheet must account for each day of travel, and must specify each meal’s cash allotment in the bottom section. It must also be signed and dated. As allowed by NCAA rules, a fourth meal may be permitted on game day.

**STUDENT-ATHLETE: FINANCIAL AID/GRANT-IN-AID**

* This policy is under revision as of the printing of 2015/16 Student-Athlete Handbook. To access this policy once it is available, please see [www.kuathletics.com](http://www.kuathletics.com).

**STUDENT-ATHLETE: STUDENT ASSISTANCE FUNDS**

**GENERAL POLICY STATEMENT**

In accordance with NCAA Bylaw 15.01.6, student-athletes may receive financial assistance that is not countable against their cost of attendance (COA). U.S. Department of Education (DOE) rules state that all financial resources received by a student must be reported to the Office of Financial Aid and Scholarships (FAS) and documented in the student’s award package. In order to comply with DOE rules, the FAS financial administrator must document when student-athletes receive
aid from the Student Assistance Fund.

Federal rules governing student aid prohibit institutions from adjusting a student’s Federal Pell Grant. Pursuant to Bylaw 15.1.1, student-athletes who receive Athletic Grant-in-aid (GIA) are allowed to exceed the COA when they qualify for a Federal Pell Grant. As per NCAA Bylaw 15.01.6, it is permissible for student-athletes to receive an SAF grant as additional outside financial resources without affecting their COA.

Federal rules applying to student-athletes receiving an athletic equivalency award and additional institutional, state, or federal aid are governed by the COA and need-based aid limits. Adjustments to the COA may be made through the FAS financial aid administrator (FAA) for review and consideration based on the student’s documented specific situation or needs.

PROCEDURES FOR DISTRIBUTION OF FUNDS

a. Student-athletes may apply for SAF assistance following NCAA and Big 12 Conference guidelines, which are incorporated as part of Kansas Athletics’ policy for use of the SAF. Additionally, Kansas Athletics may provide further guidance for the use of the SAF based on the needs of student-athletes and availability of funding. All requests for expenditures and/or reimbursements from the SAF must be submitted on an application form available from the Associate Athletics Director/Senior Woman Administrator (SWA) or designee (SAF coordinator);
b. After determining the eligibility of the expenditure/reimbursement request for the SAF, the SAF coordinator will document the requests. This information is forwarded to the FAS weekly.
c. The FAS financial aid administrator will document expenditure/reimbursement requests from the SAF in the university’s financial aid monitoring system (PeopleSoft) and the designated Compliance Software system.
d. The SWA will review, approve (if appropriate), and submit the request to the Compliance Office for processing.
e. The Compliance Office will review, approve (if appropriate), and submit the request to the Business Office.
f. If the request is not approved by the SWA or the Compliance Office, the SAF coordinator will notify FAS to delete posted awards.
g. The Business Office will process the request for disbursement to the student-athlete or vendor, as appropriate.

NOTE: Student-athletes are encouraged to seek assistance/guidance from the SWA office prior to purchasing items or making financial commitments that may not be eligible for reimbursement.

STUDENT ASSISTANCE FUND (SAF)

The Big 12 Conference provides guidelines for permissible uses of the SAF; however, this is not meant to be an exhaustive list. Institutional discretion will determine approved uses of the SAF in order to meet the needs of student-athletes and maximize the available funding.

Permissible uses of the fund may include the following:

EDUCATIONAL EXPENSES AND FEES

- summer school
- fifth or sixth year aid
- tutoring
- international student fees and taxes
- graduate or professional school or program exam fees, application fees, and test preparation courses
- expendable supplies (pens, pencils, notebooks, highlighters)
- educational supplies (computers, cameras, calculators, USB drives, headsets for special learning program)
- placement exams
- intellectual disabilities testing
- orientation fees for enrolled student-athletes. Only permissible if the fees are not considered part of an institutional grant-in-aid: tuition, room and board, books and fees
- CPR course
- internet service fees

HEALTH AND SAFETY EXPENSES

- insurance premiums
• supplemental insurance
• medical, dental and vision expenses
• medical expenses for student-athletes’ spouses/dependents
• medical insurance for international student-athletes
• accidental death and dismemberment insurance during team travel
• surgery expenses
• medical testing
• nutritional shakes
• multi-vitamins
• psychological therapy sessions
• psychological screening

PERSONAL OR FAMILY EXPENSE
• per diem expenses to student-athletes who remain in the locale of the institution for reasons other than practice and competition, as long as the per diem is provided consistent with institutional policy for providing per diem to institutional staff members, and it is provided consistent with the process for providing per diem when NCAA rules permit such arrangements
• clothing
• additional student-athlete travel home
• emergency travel for student-athletes, spouse, and/or dependents
• travel expenses for family members to be present when a student-athlete is honored
• travel expenses for team members being honored by governmental body
• travel expense for birth of child
• team travel for funeral of teammate’s family member
• replacement of lost items in a natural disaster
• gas
• parking passes
• vacation period expenses
• formal/semi-formal attire for awards ceremony
• suite for conference media day
• passport and student visa

INSTITUTIONAL ACADEMIC OR PROGRAMMING ENHANCEMENTS
• academic achievement or graduation awards
• academic support services
• supplies for staff and tutors working with specialized learning students
• chairs for computer center
• mall glass for tutoring center
• expenses associated with recruiting guideline and host training
• health and wellness and social awareness education
• career counseling sessions
• spring fling event
• enhancement of tutoring budget
• career employment service resume posting fees
• recording assistance for student support services

Under Big 12 guidelines, all student-athletes are eligible to receive SAF benefits. In addition, student-athletes are eligible to receive SAF benefits up to five years after exhausting eligibility.
Prohibited uses for the fund are listed in NCAA Bylaw 15.01.6.1 and 16.11.1.8. Additionally, the Director of Athletics may opt to limit or deny any funding request not meeting the intent of the previously referenced guiding principles.

**STUDENT-ATHLETE: TEXTBOOKS**

Prior to the beginning of each semester, the Director of Athletic Financial Aid submits a list of names and student identification numbers to the University Bookstore designating the student-athletes who are approved to receive required textbooks as part of their athletically related financial aid. Lists are submitted in August for first semester, January for second semester, and May for summer school.

Student-athletes appearing on the Textbook List are approved to receive only books which are designated as required texts. Student-athletes may be required to present an authorization note from their instructor or copy of their class syllabus to establish that a specific book is part of the required course materials. Optional course materials may not be purchased with Kansas Athletics scholarship funds.

At the end of each semester, the Director of Athletic Financial Aid establishes time frames whereby student-athletes shall return to Kansas Athletics those textbooks which were purchased as part of their athletically related financial aid. If student-athletes desire to keep a textbook(s) for their personal library, they must complete the required form and follow the procedures established by the Director of Financial Aid.

The Bursar’s Office will charge student-athlete accounts a $25.00 “no return book” fee for each lost and/or unreturned textbook. Student-athletes with unreturned textbooks will be notified by the Director of Athletic Financial Aid of the charges that will be placed on their account. Failure to pay these charges will result in a “hold” being placed on the student-athlete’s account.

Student-athletes seeking exceptions to this policy may appeal their circumstances to the Senior Woman Administrator.

**STUDENT-ATHLETE: HOUSING**

The University of Kansas strives to provide quality housing for students and to ensure that all rooms reserved for the use of student-athletes are within the guidelines of Kansas Athletics, the Conference and the NCAA. Student-athletes may not receive any special services or material amenities that are not provided to all students on an equitable basis. Moreover, student-athletes who live on campus are subject to the same residence hall rules and regulations as the rest of the student body. The University does not provide dormitories for the exclusive use of student-athletes; however, limited spaces may be reserved within specific residence halls for the use of Kansas Athletics.

The Department of Student Housing oversees all University housing and is committed to providing all students with a community living environment. In so doing, the Department seeks to help students enhance their social and personal values, as well as accept individual responsibility within the community. The Director of the Department of Student Housing has overall responsibility for the program and its three major components: Residence Life and assignments, facility operations, and administration. The Senior Associate Athletics Director/Senior Woman Administrator is the liaison with the Department of Student Housing. All issues concerning the housing of student-athletes should be referred to the Senior Associate Athletic Director/Senior Woman Administrator or designee.

The Head Coach or designee of each sport is responsible for approving the living arrangements for his/her student-athletes and for providing the Senior Associate Athletics Director/Senior Woman Administrator with accurate and timely information regarding those arrangements.

**ON CAMPUS HOUSING ASSIGNMENTS**

**Incoming Freshmen and Transfers**

Room assignments for incoming freshmen and transfers are requested by the Head Coach and coordinated by the Senior Associate Athletics Director/Senior Woman Administrator with the Department of Student Housing.

By January 15th of each year, coaches are responsible for reserving the estimated number of spaces and room types for the upcoming academic year through the Senior Associate Athletics Director/Senior Woman Administrator or designee. By March 1st of each year, coaches are responsible for submitting an initial list of all incoming freshmen and transfers for whom they are requesting housing.

Incoming freshmen and transfers will be advised by their coach to complete the on-line housing contract available on the myKU portal (https://my.ku.edu/uPortal/Login). Housing assignments will be made under the direction of the Senior Associate Athletics Director/Senior Woman Administrator or designee following timetables established with the Department of Student Housing. (Deposit no longer required.)

**Continuing Students**
Continuing students are, in most cases, permitted to retain their rooms from semester to semester. During the fall enrollment process, continuing students who are planning to live on campus during the summer and/or the following academic year will complete the on-line housing contract available on the myKU portal ([https://my.ku.edu/uPortal/Login](https://my.ku.edu/uPortal/Login)). Any changes in housing assignments for continuing students will be made under the direction of the Senior Associate Athletics Director/Senior Woman Administrator or designee.

Once the contracts are completed, they can only be cancelled through the Department of Student Housing. Since cancellations or changes of contracts may involve financial penalties, student-athletes should be encouraged to find out all the facts before requesting changes.

**ROOM CHANGE PROCESS**

Once a semester has begun, head coaches must submit any room change request to the Associate Athletics Director/Senior Woman Administrator. The Associate Athletics Director/Senior Woman Administrator will give the request to Housing for final approval based on room availability and subject to the Department of Student Housing procedures and policies.

**OFF-CAMPUS HOUSING**

Head Coaches retain the right to approve or deny the request of their student-athletes to live off campus. Student-athletes, if they have the approval of their Head Coach to live off campus, are responsible for selecting suitable housing. Student-athletes living off-campus are responsible for all housing costs.

In May, coaches are requested to provide a list of all student-athletes planning to live off-campus to the Associate Athletic Director/Senior Woman Administrator.

Student-athletes who receive permission to live off-campus must submit a signed copy of their lease to the Associate Athletic Director/Senior Woman Administrator. This list will be forwarded to the Compliance Office.

**PRESEASON HOUSING**

Coaches must obtain the approval of the Director of Athletics to schedule practice or competitive events when school is not in session. Approval is only granted if such a schedule is within the guidelines of the NCAA and there are sufficient funds in the sport’s budget to cover related expenses.

In June, coaches are contacted via a memo from the Associate Athletic Director/Senior Woman Administrator requesting their preseason housing needs. These numbers are then forwarded to the Department of Student Housing to reserve space. In July, the Associate Athletic Director/Senior Woman Administrator works with the Department of Student Housing to make the housing assignments.

**SEMESTER BREAK HOUSING**

All housing needs for semester break periods must be part of the regular budget and receive prior approval. All break housing requests are handled by the Associate Athletic Director/Senior Woman Administrator.

**SUMMER SCHOOL HOUSING**

The NCAA permits the awarding of athletically related financial aid to a prospective student-athlete (including a prospective student-athlete not yet certified as a Qualifier by the NCAA Eligibility Center) to attend an institution in the summer prior to the prospective student-athlete’s initial full-time enrollment when the following conditions are met: the recipient shall be admitted to the university in accordance with regular, published entrance requirements; the recipient is enrolled in a minimum of 6 hours of academic course work; the recipient is subject to NCAA transfer provisions (if applicable); the recipient shall not engage in any countable athletically related activities except for those permitted by NCAA Bylaw 17; summer coursework is not used for the purpose of completing initial eligibility or continuing eligibility requirements.

NCAA Bylaw 15.2.8.1.4

Kansas Athletics will only offer the “Bridge” summer school opportunities, including summer school housing to those incoming student-athletes who have registered with the NCAA Eligibility Center. Summer school “Bridge” program requests will be reviewed by the academic counselor, sports supervisor and coach who will make a recommendation regarding summer Bridge assistance.

If an incoming summer Bridge student has not yet been certified by the NCAA Eligibility Center by July 31st, the student must remove all personal belonging from campus housing and return home by this date. The student must remain there until Final Certification is complete. Any exceptions to this policy must be made by the Athletics Director in consultation with the Faculty Athletics Representative.

**PROSPECTS**

Compliance must be notified of any prospects residing in the local community prior to their full-time enrollment at the
University.

STUDENT-ATHLETE: FOOD SERVICE

Kansas Athletics adheres to all University, Big 12 Conference and NCAA rules and regulations related to providing food service to student-athletes. Each Head Coach determines which student-athletes are to receive “board” as part of their athletic scholarship. The Associate Athletic Director/Senior Woman Administrator serves as the Kansas Athletics liaison to the Department of Student Success and KU Dining Services. Student-athletes designated to receive board allotments as part of their athletically related financial aid may receive a University meal plan or a “cash-in-lieu” monthly payment, depending upon their living arrangements.

The University’s Department of Student Success administers the food service program for all residence halls through the Department of Food Services.

KU DINING SERVICES

The University provides dining services seven days per week for all undergraduate students while residence halls are open. For all rules and regulations concerning University Housing and Dining Plans (including meal plan options, prices, and hours of operation) please see [www.housing.ku.edu](http://www.housing.ku.edu).

OFF-CAMPUS

In compliance with NCAA regulations, student-athletes living off campus who are eligible for board, receive a stipend equal to the established on-campus board award. A final listing of student-athletes approved to receive off-campus room and board stipends is completed in August by each coach. Additions and/or deletions for the second semester must be submitted in December. Monthly board checks are distributed through the Athletics Business Office. Student-athletes must present a photo I.D. to receive their checks.

Married student-athletes receive the same board amount as any other student-athlete living off campus. Further information regarding stipend disbursements can be found in Policy 502D, Student-Athletes: Financial Aid.

VACATION AND BREAK MEAL SERVICE

Coaches requiring meal service for their teams during vacation or break periods when the dining halls are closed (e.g. Thanksgiving, spring recess, etc.) are to request per-diem allowances through the Athletic Business Office a minimum of two (2) weeks in advance of the vacation or break period. All per-diem allowances must not exceed the per diem provided to institutional staff members.

GUEST MEALS

Student-athletes are personally responsible for paying for all meals eaten by guests in the University Dining Halls.

OCCASIONAL MEALS

Student-athletes are eligible to receive an occasional meal in the locale of the institution from an institutional staff member on infrequent and special occasions. Kansas Athletics defines “occasional” as no more than one time per month. Additional consideration to exceed one time per month can be approved for an occasional meal that is provided in conjunction with a special event. All occasional meals are required to be pre-approved by the Compliance Office.

STUDENT-ATHLETES: EMPLOYMENT

Student-athletes are permitted to earn legitimate on- and off-campus employment income during the regular academic year as well as during the university’s official vacation periods and the summer. NCAA Bylaw 15.2.7 notes student-athlete earnings from on or off campus employment is not counted in the student-athlete’s financial aid limitations provided that:

- The student-athlete may not receive any remuneration for the value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following he or she has obtained because of athletics ability;
- The student-athlete is to be compensated only for work actually performed; and
- The student-athlete is to be compensated at a rate commensurate with the going rate in that locality for similar services.

Any student-athlete who wishes to work must receive prior approval from the Compliance Office. For all student-athletes, the overall financial benefits of employment during the academic year must be weighed against the difficulties encountered in trying to fulfill academic, athletic and work responsibilities.

EMPLOYMENT GUIDELINES

The following rules apply to all types of student-athlete employment:

1. The student-athlete must perform actual work.
2. The student-athlete must be paid by check.
3. The rate of pay must be commensurate with that received by similarly situated employees (e.g., seasonal, part-time) performing the same or similar work.

4. Hours paid must be equal to actual hours worked.

5. Payment in advance of hours worked is not permitted.

6. Commission based employment must be reviewed and approved by Compliance prior to acceptance of the position.

7. Transportation to the job site may only be provided if such transportation is made available to all employees.

8. Student-athletes are responsible for complying with employment rules and are to report any irregularities in employment compensation or benefits to their Head Coach or the Compliance Office.

OUTSIDE EMPLOYMENT

All contacts with prospective employers and final job placement must comply with the guidelines established by the University and the NCAA. Annually, the Kansas Athletics Compliance Office meets with booster groups to discuss NCAA rules related to student-athletes. In addition, all student-athlete employers are sent a letter detailing NCAA rules as they relate to student-athlete employment.

INTERNAL EMPLOYMENT

Student-athletes interested in internships, both paid and unpaid, or graduate assistant positions must contact the Director of Human Resources to determine the availability and assignment of positions within Kansas Athletics. Department Heads and Supervisors must communicate their needs to the Director of Human Resources. Priority for internship and graduate assistant positions within Kansas Athletics shall be as follows: current student-athletes (including 5th year student-athletes) at KU; former KU student-athletes; former student-athletes from other institutions; non-student-athletes.

CAMP/CLINIC EMPLOYMENT

In accordance with NCAA Bylaw 13.12.2 guidelines, a student-athlete employed by a camp/clinic, including an institutional camp/clinic, must be pre-approved to do so by the Compliance Office.

A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his/her appearance at the camp/clinic.

A student-athlete with remaining eligibility may not conduct his/her own camp/clinic but may conduct fee-for-lesson instruction.

FEE FOR LESSON EMPLOYMENT

In accordance with NCAA Bylaw 12.4.2.1 guidelines, 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:

- Institutional facilities are not used;
- Playing lessons shall not be permitted;
- 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;
- The compensation is paid by the lesson recipient (or the recipient’s family) and not another individual or entity;
- 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; and
- The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

Student-athletes seeking fee-for-lessons must meet with the Compliance Office prior to conducting lessons.

STUDENT-ATHLETES: PROMOTIONAL ACTIVITIES

Kansas Athletics adheres to all NCAA, University, Conference rules and regulations related to student-athletes’ participation in promotional activities. NCAA rules specifically state when and under what conditions such activities are permissible, and they must be strictly followed when evaluating potential promotional activities for University of Kansas student-athletes.

The Director of Student-Athlete Development should be notified of all requests for student-athlete participation in promotional activities. A required Promotional Activity Form is forwarded to the individual or organization conducting the activity. Completed forms bearing the signature of the individual or organization representative are returned to the Director of Student-Athlete Development. Along with a completed form, the requesting agency must include a description of the request. The Compliance Office reviews the request to ensure the request is permissible within NCAA guidelines. The Compliance Office approves all requests for promotional activities by signing the Promotional Activity Form (on behalf of
NCAA Bylaw 12.5.1.1 states that a member institution or recognized entity thereof (e.g., fraternity, student government organization, etc.), member conference, non-institutional charitable, educational or nonprofit agency may use the 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. As a prerequisite to the approval, the authorized representative of the entity must sign a release statement ensuring that the student-athlete’s name, image or appearance is used in a manner consistent with the following requirements:

- 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 regular trademark or logo printed on materials such as pictures, posters or calendars. Personal names, messages and slogans (other than an officially registered trademark) are prohibited. (Specifically, student-athletes may not appear as commercial spokesmen or representatives for companies. Furthermore, no monetary compensation (except actual and necessary expenses) may be made to the student-athlete.);
- The name or picture of a student-athlete with remaining eligibility may not appear on an institution’s printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity’s officially registered trademark or logo also appears on the item.
- The student-athlete does not miss a class to participate in the activity; and
- All monies derived from the activity or project goes directly to the member institution, charitable organization, or educational agency.

The student-athlete is permitted, however, to receive actual and necessary expenses from the University, charitable organization or educational agency related to participation in the activity.

The Director of Student-Athlete Development is responsible for evaluating requests by University, charitable, or educational entities desiring to use student-athletes to promote their causes or requesting a student-athlete for a community service event. Each organization requesting participation of student-athletes in promotional activities must complete a Promotional Activity Request Form. If the submitted form meets institutional requirements, it is forwarded to the Compliance Office designee, for signatory approval of NCAA requirements.

SUMMER SPORTS CAMPS PROMOTIONS
Student-athletes involved in the promotion of any sports camps (institutional or private) must receive the approval of the Compliance Office. Any promotional material bearing the name, image, or likeness of a student-athlete with eligibility remaining must be approved by the Compliance Office prior to usage.

An institutional staff member who conducts a camp independent of the institution may not use the names or pictures of student-athletes with remaining eligibility if the student-athletes will not be employed as counselors at the camp. Camp materials may include the name, picture and the institutional affiliation of any student-athlete who will be a counselor at the camp only to identify the student-athlete as a staff member in a designated camp counselor’s section and may not use the student-athlete’s name or picture in any other way to directly advertise or promote the camp.

STUDENT-ATHLETE: MEDICAL POLICY
The Kansas Athletics Sports Medicine Program’s goal is to deliver the highest quality health care to its student-athletes by providing injury/illness prevention, evaluation, diagnosis, treatment, and rehabilitation services while maximizing athletic performance. Through this health care and preventative education, the Kansas Athletics’ Sports Medicine Program strives to become a leader for sports medical services in Kansas, the Big 12 Conference, and the NCAA.

GUIDING PRINCIPLES
- Provide comprehensive and state-of-the-art health care and wellness services
- Provide professional leadership and counseling to student-athletes
- Promote character development, leadership and sportsmanship
- Create a trusting environment through good communication, dependability and professionalism
- Develop interactive partnerships with the campus and community allied health professionals to allow optimum access and service for student-athletes
- Consistently provide high-level professionalism and patient satisfaction
- Maintain fiscal and operational integrity through sound management practices
• Function at high levels of accountability and productivity in all initiatives, programs and operations
• Cooperate and work together as a team to attain recognized excellence
• Conduct interpersonal and group relationships with honesty and integrity
• Value each individual’s contributions, knowledge and expertise
• Strive for excellence in all facets of the department
• Commit to continuous improvement
• Provide an educational opportunity for undergraduate athletic training students
• Support the mission, goals, and objectives of the Department of Intercollegiate Athletics and the University as a whole

SPORTS MEDICINE PHILOSOPHY AND OBJECTIVES
Kansas Athletics’ Sports Medicine Program embodies a commitment to patient care and education of the student-athlete.

• The health of the student-athlete shall always be our first consideration. By allowing student-athletes timely access to our sports medicine services and by placing a high value on health and wellness, we will reduce the risk of athletic injury while assisting injured student-athletes to a medically safe return to competition in a timely manner.
• We will continually evaluate our Sports Medicine program to ensure our student-athletes have the highest quality sports medicine care.
• We will address problems and concerns regarding the Sports Medicine Department in a timely manner to ensure the needs of our student-athletes and employees are continually met.

Kansas Athletics’ Sports Medicine Program delivers comprehensive Allied Health services performed by providers licensed and/or certified by the Kansas State Board of Healing Arts to the student-athletes at the University of Kansas. Below is a list of providers that make up the Sports Medicine Department:

• Full-time Head Team Physician
• Full-time Team Physician’s Assistant
• Primary Care Sports Medicine Physician(s)
• Orthopedic Surgeon Team Physician(s)
• Consulting Medical Specialist(s)
• Full-time Athletic Trainers (10)
• Part-time Athletic Trainers (4)
• Full-time Sports Nutritionist
• Full-time Sports Psychologist
• Physical Therapy services
• Massage Therapy services
• Full-time Administrative Specialist

We are committed to using scientifically based and safe technologies currently available and affordable in the delivery of these services. We will remain committed to the continuous upgrading of the education and clinical skill development of our staff as well as our equipment so that our student-athletes will be assured of the most modern and progressive care available in the country.

The Head Team Physician oversees the Sports Medicine Program, which consists of the Director of Sports Medicine, the Physician’s Assistant, the Athletic Training staff, a Sports Nutritionist, and a Sport Psychologist.

PRIVACY POLICY
Written authorizations are required for disclosure of any health related information for student-athletes. Authorizations must be on Kansas Athletics Sports Medicine approved forms with the student-athlete’s signature. If a student-athlete is a minor (under age 18) the student-athlete’s parent’s signature will be required. A student-athlete may revoke an authorization at any time, provided the revocation is in writing.

MEDICAL CARE
Kansas Athletics offers an extensive sports medicine program. The program’s goals are to prevent injuries whenever possible and to offer a treatment rehabilitation program when necessary. The Sports Medicine staff has a personal interest in each student-athlete and his/her well-being. In order to best serve student-athletes, it is vital that all injuries and illnesses are reported, whether athletically related or not, to the staff as soon as possible. This must be done in person at the Athletic Training Room in Nesmith Student-Athlete Center or Anderson Family Football Complex.

PHYSICAL EXAMINATIONS
Kansas Athletics requires all incoming freshmen and transfer students to undergo a physical evaluation and examination performed by a Kansas Athletics Sports Medicine team physician before participating in the intercollegiate sports program.
In addition, all upperclassmen undergo a yearly check-up and review any previous injury or medical diagnosis. A completed record of the physical shall be on file in the Athletic Training Room.

**DOCUMENTATION OF PREVIOUS INJURY**

All student-athletes are required to complete the Sports Medicine Health History form describing previous injuries and past medical history. If a student-athlete has sustained injuries to his/her head, neck, back, shoulder, knee, ankle or internal organs, or has had fractures, dislocations, severe sprains, surgery or any other major health-related problem prior to enrollment at the University of Kansas, he/she is required to note this on the information card. Kansas Athletics will not take responsibility for any pre-existing injury which has not been properly rehabilitated or documented.

Previous injuries not fully rehabilitated may disqualify a student-athlete from participation until approval is received from the Kansas Athletics Head Team Physician. If a student-athlete is under the care of a physician not associated with the University of Kansas, written permission from that physician must be received by the Sports Medicine staff indicating when the student-athlete may resume activity and if any limitations exist. However, the final determination regarding athletics participation rests with the Head Team Physician.

**TREATMENT OF ATHLETICALLY RELATED INJURIES AND ILLNESSES**

Student-athletes must report all injuries or illnesses (including those NOT athletically related) that might interfere with their ability to practice or participate in their sport to the Kansas Athletics athletic training staff, Director of Sports Medicine, or team physician. If the injury occurred during practice or competition, the student-athlete should see the team’s Athletic Trainer as soon as possible. At that time, an evaluation is performed to determine the extent of his/her injury and his/her ability to practice or compete that day. If necessary, referral to a team physician may be made at this time. Kansas Athletics is not responsible for the medical consequences and/or financial liability incurred by students who obtain treatment that has not been preauthorized by the Head Team Physician or the Director of Sports Medicine.

While the sports medicine program is responsible for the treatment of only *athletically related injuries and illnesses*, it is important that the staff be notified of any injury or illness that might affect sports participation.

Injuries sustained during summer league play are not covered by Kansas Athletics.

Should a student-athlete become injured or ill while traveling with the team and the student-athlete is not able to return with the team due to this injury or illness, the team athletic trainer or other designed Kansas Athletics representative, shall remain with the student-athlete until the student-athlete is able to safely return to campus. At the determination of the Head Team Physician and taking in consideration the health of the student-athlete, alternate transportation for the return of the student-athlete may be arranged. The athletic trainer or representative may return to campus if the student-athlete is released to the care of a parent or guardian.

**ROUTINE HEALTH CARE**

Treatment for non-athletically related illnesses and injuries is obtained through the Watkins Health Center. For services including urgent care, radiology, physical therapy, pharmacy, counseling, call Watkins Health Care Center at 785-864-9500.

**EMERGENCY TREATMENT**

If a life-threatening injury or emergency situation occurs during practice or competition, the coach or athletic trainer will see that the student-athlete is transported quickly to the nearest appropriate treatment facility.

For all other emergencies, dial 911.

**REHABILITATION CARE**

Rehabilitation is available to all student-athletes currently enrolled at KU.

**PREVENTATIVE TAPEING, WRAPPING OR BRACING**

Preventative measures such as taping, wrapping or bracing are prescribed at the discretion of the coach and/or athletic trainer. Student-athletes will be informed at the beginning of the season whether they need to follow these preventative measures, which methods to use, and what procedures to follow.

**ATHLETIC TRAINING ROOMS**

The Athletic Training Room facility available to student-athletes is located on the ground floor of Wagnon Student Athlete Center or basement level at Anderson Family Football Complex.

The Athletic Training Room is generally open Monday through Friday from 8am to 6pm, and may be open as early as 5:45 a.m. and as late as midnight depending on sport needs. Coverage on weekends, summer, and holidays is based on sport needs. Hours for the remaining facilities are arranged according to the availability of Athletic Training staff and the needs of the student-athletes. If the student-athlete is unable to keep a doctor’s or athletic trainer’s appointment, the student-athlete
must call and cancel the appointment.

TEAM PHYSICIANS ATHLETIC TRAINING ROOM SCHEDULE
Training Room schedules for Team Physicians may vary each semester based on physician availability. Appointments to see the physicians may be made by speaking with an athletic trainer. Physicians see athletes on a first-come first-served basis unless a class examination/conflict exists and prior notification is given. If the student-athlete is unable to keep a doctor’s or athletic trainer’s appointment, the student-athlete must call and cancel the appointment.

TRAINING ROOM RULES
The following is a list of rules that must be adhered to if the Athletic Training Room is to be effective in its role of prevention, treatment and rehabilitation of athletic injuries. Student-athletes are expected to abide by these rules. Disciplinary action will be taken when violations occur.

1. No horseplay is allowed.
2. The Training Room operates on a first-come, first-served basis. Student-athletes are encouraged to come early if they want to avoid a rush. Student-athletes are never late for practice because they were detained in the Athletic Training Room; they simply didn’t get to the Athletic Training Room early enough.
3. Report all injuries as soon as possible to your team certified athletic trainer. New injuries or illnesses must be reported immediately to allow the Athletic Trainers to report the student-athlete’s prognosis to the coaching staff.
4. Student-athletes are responsible for getting taping or treatments done in time for all meetings and practices.
5. All treatments given after practice are only administered after showers.
6. Injured players are expected to report to each practice session. There is no excuse for missing a meeting or practice unless it is an emergency. Injuries requiring missed practice time must be excused by the team physician, Director of Sports Medicine, staff Athletic Trainer, or an Assistant Athletic Trainer.
7. Student-athletes shall continue all treatment until they are medically released. Do not stop treatments just because the injury feels better.
8. Do not handle any of the treatment modalities. All treatments are administered by the Athletic Training Room staff.
9. Student-athletes are to use the Athletic Training Room for treatment only. No team meetings or study halls are allowed. The Athletic Training Room is not a club. The only reason to be in the in the Athletic Training Room is if the student-athlete has business with an Athletic Trainer.
10. No interviews are permitted in the Athletic Training Room.
11. No cell phones are permitted in the Athletic Training Room.
12. Abusive behavior or language is not tolerated.
13. The Athletic Training Room is the medical center of Kansas Athletics. Help keep this area clean and orderly. No food or drinks are allowed in the treatment or rehabilitation area of the Athletic Training Room.
14. The Training Rooms are co-ed. Student-athletes must wear appropriate clothing.
15. No football or multi-cleated shoes of any kind are to be worn in the Athletic Training Room.
16. No supplies should be removed from the Athletic Training Room without an Athletic Trainer’s permission.
17. The Athletic Training Room phones and computers are for business use only.
18. Student Athletic Trainers should be treated with the same respect due to any regular staff member.
19. Injuries not sustained during team functions are not the responsibility of Kansas Athletics.

TRAINING ROOM ACCESS
Outside of current student-athletes competing, there are others that have access to the Training Room:

- Student-Athlete completed eligibility but still in school:
  - Injury sustained when eligible: Kansas Athletics will provide first aid and pay costs associated with treatment.
  - New, post-eligibility injury, non-Kansas Athletics: Kansas Athletics will provide first aid only and pay no costs associated with injury.
  - Illness: Kansas Athletics will provide first aid only and pay no costs associated with illness.
- Student-Athlete completing eligibility in Fall Semester will still have access to Training Room during Spring Semester of same academic year for ongoing treatment of injury sustained when eligible or ongoing medical treatment for illnesses diagnosed during eligibility.

- Completed eligibility, out of school – No access to training room.

- Medically disqualified, still in school:
  - Ongoing treatment for injury sustained when eligible: Kansas Athletics will provide first aid and pay costs associated with treatment of that injury.
  - New, post-disqualification injury: Kansas Athletics shall provide first aid only and shall not cover any costs associated with injury.
  - Illness: Kansas Athletics will provide first aid only and pay no costs associated with illness.

- Former KU athlete on campus for camps or off-season training: Kansas Athletics will provide first aid only and pay no costs associated with injury.

- Kansas Athletics athletes turned professional, but still in school: Kansas Athletics will provide first aid only and pay no costs associated with injury.

- Non-Kansas Athletics athlete (NCAA eligible or not) working out at invitation of coach: No access to Training Room.

- Coaches/Staff: At discretion of trainers/physicians (short-term only)

**MEDICAL EXPENSES**

Student-athletes must report any athletically related illness or injury to their team’s Athletic Trainer or the Director of Sports Medicine before Kansas Athletics can assist with any associated medical expenses.

Coverage provided by Kansas Athletics must be in compliance with Big 12 and NCAA regulations.

Unless the Director of Sports Medicine recommends otherwise, the Athletic Training Room is to be utilized for all athletically related treatments. All related medical bills and prescription expenses must be approved for payment by the Director of Sports Medicine in accordance with Kansas Athletics, Big 12, and NCAA regulations.

**PERMISSIBLE MEDICAL EXPENSES**

Identified medical expense benefits incidental to a student’s participation in intercollegiate athletics that may be financed by the institution are:

- Athletics’ medical insurance;
- Death and dismemberment insurance for travel connected with intercollegiate athletics competition and practice;
- Outpatient drug-rehabilitation expenses;
- Outpatient counseling expenses related to the treatment of eating disorders;
- Special individual expenses resulting from a permanent disability that precludes further athletics participation. The illness or injury producing the disability must involve a former student-athlete or have occurred while the student-athlete was enrolled at the institution, or while the prospective student-athlete was on an official paid visit to the institution’s campus. An institution or outside agency, or both, may raise money through donations, benefits or like activities to assist the student-athlete or a prospective student-athlete. All funds secured shall be controlled by the institution, and the money shall be used exclusively to meet these expenses;
- Glasses, contact lenses or protective eye wear (e.g., goggles) for student-athletes who require visual correction in order to participate in intercollegiate athletics;
- All approved medical examinations for student-athletes incurred as a result of an athletically related injury/illness;
- Expenses for medical treatment incurred by a student-athlete as a result of an athletically related injury. Medical documentation shall be available to support the necessity of the treatment;
- Surgical expenses to a student-athlete who is injured during the academic year while participating in voluntary physical activities that will prepare the student-athlete for competition;
- Medication and physical therapy utilized by a student-athlete to enable the individual to participate in intercollegiate athletics.

Kansas Athletics does not assume any financial responsibility for medical treatment obtained without a referral from a Team Physician. If a second opinion is requested, preauthorization by the Director of Sports Medicine is required if it is to be paid for by Kansas Athletics.
DENTAL CARE
Kansas Athletics will pay for dental injuries received or aggravated during formal practice or competition. All dental injuries should be reported to the Athletic Training Room staff as soon as possible. Kansas Athletics will not pay for routine dental care such as cavities, cleanings, etc.

CORRECTIVE LENSES
Corrective lenses are not routinely furnished by Kansas Athletics. However, contact lenses or sports goggles may be provided if it is determined by the Director of Sports Medicine that they are necessary for intercollegiate athletics participation. Kansas Athletics will not be responsible for glasses or frames used for everyday activities.

INSURANCE COVERAGE
Kansas Athletics strongly recommends that student-athletes carry their own primary health insurance to cover injuries and illness not covered by Kansas Athletics. Walk-on student-athletes must have primary insurance coverage in order to participate in intercollegiate athletics at the University of Kansas.

Kansas Athletics has secondary insurance to cover athletically related injuries. This policy requires that, if injured, the student-athlete first file a claim with his/her primary medical insurance carrier. Any expenses not covered may then be paid under the Kansas Athletics policy, subject to its limitations and conditions. All documents from the primary carrier which denies coverage (denial documents) must be forwarded by the student-athlete or his/her parents as soon as possible to the Sports Medicine Staff.

Prior to the beginning of each new academic year, a cover letter, insurance questionnaire and a summary statement of Kansas Athletics insurance coverage are sent to the parents of all student-athletes. The questionnaire requests information regarding health insurance coverage, along with a copy of the student-athlete’s insurance card and a signed, current claim form, and must be on file in the Athletic Training Room prior to athletic participation in order for the student-athlete to be covered by Kansas Athletics.

Coverage is available only for injuries that occur during participation in the student-athlete’s intercollegiate sport or in supervised practice or training sessions for that sport.

FILING A CLAIM
When a student-athlete is referred to a physician or other “provider of service” (e.g. hospital, or other health care provider) outside the Sports Medicine Program and the Student Health Service for a condition which is covered by Kansas Athletics, the student-athlete must take his/her primary insurance information.

Once the primary insurance company responds to the claim with either a denial or payment of the bill, the student-athlete or his/her parents must forward the following to the Sports Medicine Staff:

1. The itemized bill from each provider of service indicating services provided and the current balance.
2. The insurance company’s Explanation of the Benefit (EOB), which details the amount of its payment for the claim.

Upon receipt of these forms, the Sports Medicine staff will promptly submit them along with a claim form to the secondary insurance company.

The potential involvement of two separate insurers can make the entire process of filing and tracking a claim from origination to completion a long, time-consuming process. Kansas Athletics will be more than happy to help in this process, but the student-athlete and his/her family must remain aware that it is their responsibility to initiate the claim with their primary insurer and to promptly forward records to Kansas Athletics. If a claim is denied by either the primary or secondary insurer because of delays by the student-athlete or his/her family, Kansas Athletics will not be responsible for the balance.

POST-ELIGIBILITY INSURANCE COVERAGE
Kansas Athletics realizes that certain injuries which are the result of intercollegiate athletics participation may require additional medical attention after a student-athlete has exhausted his or her eligibility. Therefore, secondary insurance coverage is provided for up to 104 weeks from the onset of a student-athlete’s injury. This coverage is dependent upon documentation of the injury, reasonable adherence to medical advice during rehabilitation, and no further evidence of post-competition re-injury. Each case will be individually reviewed for strict adherence to these guidelines.

NUTRITIONAL SUPPLEMENTS USE BY ATHLETES
Kansas Athletics believes that optimizing a student-athlete’s performance depends on many factors, one of the most important of which is maintaining proper nutrition. To that end, the monitoring of nutritional supplements is an important component of proper nutrition.
A growing number of nutritional supplements are marketed to athletes. The NCAA has banned certain ingredients found in many of these nutritional supplements. Minimal regulation of these supplements by the federal government greatly increases the risk of contamination. In order to provide the safest possible care and in order to monitor potential drug/supplement interactions, the sports medicine staff must be informed of all nutritional supplements taken by the student-athlete. To that end, all student-athletes will be required to submit a Nutritional Supplement Waiver form to the Sports Nutritionist or Team Physician. On this form, the student-athlete will declare that any supplement(s) they take is at their own risk and it is the responsibility of that student athlete to have any supplement(s), other than those provided by Kansas Athletics, reviewed by the Sports Nutritionist or Team Physician to determine if the supplement(s) are safe to consume and free of any NCAA banned ingredients.

Coaches are not permitted to suggest or provide any nutritional supplements. Any supplement provided for athletes by Kansas Athletics must be approved by the Team Physician or the Sports Nutritionist. The Sports Medicine and Strength & Conditioning staff will be informed of all supplements being used by student-athletes.

NCAA Guidelines for providing supplements to athletes:

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<td>Amino acids</td>
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<td>Energy bars</td>
<td>Chrysin</td>
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<td>Calorie-replacement drinks</td>
<td>Creatine/products containing creatine</td>
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<td>Electrolyte-replacement drinks</td>
<td>Ginseng</td>
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<td>HMB</td>
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WEIGHT MANAGEMENT

One of the goals of sports medicine is to provide the finest health care necessary for optimal athletic performance. In order to do this, there must be a science-based approach to weight management which emphasizes healthy, performance-enhancing eating and de-emphasizes body image. This is done with a performance team consisting of team physicians, sports nutritionist, certified athletic trainers, strength and conditioning coaches, and a sports psychologist as needed.

Body Composition / Weight

1. Body weight information will be available to the athlete, sports medicine staff, strength and conditioning staff, and coaching staff. This information is confidential. (Exception: Initial preseason weight may be released for media guide in some sports such as football and basketball, providing the student-athlete has signed a valid consent for the release of such information.) The athlete may share this information with anyone he/she chooses.

2. Body composition information will be available only to the athlete, sports medicine staff, and strength and conditioning staff. The athlete may share this information with anyone he/she chooses.

3. Body composition information may be shared with coaches only in conjunction with and guidance from Head Team Physician

4. Weight will only be measured under the following situations:
   a. Annual physicals
   b. Appointments with Team Physicians
   c. Appointments with Sports Nutritionist
   d. Monitoring hydration status
   e. Monitoring improvements by Strength and Conditioning staff

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f. Otherwise prescribed by Sports Medicine staff

5. All body composition measurements will be performed by the Sports Nutritionist and/or strength and conditioning personnel.

Coaches
1. Any coach who has a concern about an athlete’s nutritional status, body composition, or weight should discuss these concerns with the Team Physician, Sports Nutritionist, or staff Athletic Trainer assigned to that sport.
2. Coaches may not discuss weight or body composition with a student-athlete.
3. Coaches may not discipline athletes based on changes in weight or body composition.
4. Coaches may not require mandatory or optional/voluntary weigh-in sessions.
5. Coaches should de-emphasize weight and should focus on performance.
6. Coaches may not refer any student athlete to any medical facility or personnel outside of the athletics department.
7. Non-compliance with the above policies by coaches is grounds for disciplinary action by the athletics director.

EATING DISORDERS
Eating disorders, most commonly anorexia nervosa and bulimia nervosa, are relatively common health problems for students on college campuses. Collegiate athletes are at the same risk for these disorders. It is a goal of the Sports Medicine Department at Kansas Athletics to work to identify, evaluate, and treat these disorders in such a way as to maximize the health and performance of those individuals affected.

Although the precise cause of eating disorders has not been agreed upon, the development of an eating disorder probably is related to a combination of psychological, geological, family, genetic, environmental and social factors. We will minimize environmental factors by a science-based approach to weight management which emphasizes healthy, performance-enhancing eating and de-emphasizes body image (see Kansas Athletics Weight Management Policy above).

Sports medicine personnel will be familiar with the signs and symptoms of eating disorders. If there is concern about an eating disorder in an athlete, either from a coach, teammate or staff person, that athlete will be referred to a team physician for evaluation.

CONCUSSION MANAGEMENT PLAN
Kansas Athletics is committed to the prevention, identification, evaluation and management of concussions. To ensure that the health and safety of our student-athletes are protected, the following guidelines will be followed.

1. Athletics healthcare providers shall review concussion evaluation and management annually.
2. Coaches, student-athletes, team physicians, trainers, and the Director of Athletics shall receive the NCAA concussion fact sheet or other applicable materials discussion concussion in athletic environments annually and shall sign an acknowledgement that they have read and understand the material.
3. Kansas Athletics shall require student-athletes to sign a statement in which student-athletes accept the responsibility for reporting their injuries and illnesses to the institutional medical, staff, including signs and symptoms for concussions.
4. Athletics healthcare providers should record a baseline evaluation for all incoming and transfer student-athletes prior to the first practice in all sports.
5. Any student-athlete that exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by an athletics healthcare provider with experience in the evaluation and management of concussions.
6. Any student-athlete given the diagnosis of concussion shall not return to activity the remainder of that day and should be referred for neurocognitive testing and evaluation by the Head Team Physician within 24 hours of the injury.
7. Student-athletes diagnosed with a concussion shall receive serial monitoring for deterioration and concussion evaluation tools can be compared to the student-athlete’s baseline assessment.
8. Student-athletes diagnosed with a concussion shall be provided with oral and written instructions, preferably with a roommate, guardian or someone who can follow the instructions.
9. All student-athletes with a concussion shall be evaluated by a team physician prior to return to activity, both academic and athletic. Final clearance for any type of participation shall be by a team physician.
10. Once asymptomatic and post-exertion assessments are within normal baseline limits, return to play and return to academics shall follow a medically supervised stepwise process.
SICKLE CELL TRAIT PROCEDURES

Kansas Athletics is committed to the identification, evaluation and management of sickle cell trait in student-athletes. Sickle cell trait is not a disease. It is the inheritance of one gene for normal hemoglobin (A) and one gene for sickle hemoglobin (S), giving the genotype AS. Sickle cell trait (AS) is not sickle cell anemia (SS), in which two sickle hemoglobin genes are inherited. Sickle cell anemia causes major anemia and many clinical problems, whereas sickle cell trait causes no anemia and few clinical problems. Sickle cell trait will not turn into the disease. Sickle cell trait is a life-long condition that will not change over time. However, it is possible to have symptoms of the disease under extreme conditions of physical stress or low oxygen levels. In some cases, athletes with the trait have expressed significant distress and even died during rigorous exercise.

- During intense exercises, red blood cells containing the sickle hemoglobin can change shape from round to quarter-moon, or “sickle.”
- Sickled red cells may accumulate in the bloodstream during intense exercise, blocking normal blood flow to the tissues and muscles.
- Heat, dehydration, altitude and asthma can increase the risk factor for and worsen complications associated with sickle cell trait, even when exercise is not intense.

Sickling can begin in only two to three minutes of sprinting, or in any other all-out exertion of sustained effort, thus quickly increasing the risk of collapse. A sickling collapse is a medical emergency. Even the most fit athletes can experience a sickling collapse, that may include ischemic pain and muscle weakness rather than muscle cramping or “locking up.” The student-athlete who slumps to the ground can still talk, but will also experience major lactic acidosis, impending shock, and sudden rhabdomyolysis that can be life-threatening.

Screening for sickle cell trait will be a part of pre-participation physical medical examination, and will be required for any potential student-athlete trying-out for any of the teams at the University of Kansas, including Spirit Squad and “practice players”. The sickle cell trait test is done through a simple blood test. If a test is positive, the student-athlete, Spirit Squad member, or practice player will be notified and offered counseling on the implication of sickle cell trait, including health and athletics.

Precautions

Precautions can enable student-athletes with sickle cell trait to thrive in their respective sport. The precautions are outlined below and in the 2007 NATA Consensus Statement on Sickle Cell Trait and the Athlete. A student-athlete with sickle cell trait will be knowledgeable of these precautions along with head team physician, certified athletic trainer, strength and condition staff, and head coach. Kansas Athletics will provide the environment in which these precautions may be activated. The precautions suggest the student-athletes with sickle cell trait should:

Set their own pace
Engage in a slow gradual preseason conditioning regimen to be prepared for sport-specific performance testing and rigors of competitive intercollegiate athletics.
Build up slowly while training (e.g., paced progressions)
Use adequate rest and recovery between repetitions, especially during “gasses” and intense station drills
Not to be urged to perform all-out exertion of any kind beyond two to three minutes without a breather
Stay well hydrated at all times, especially in hot and humid conditions
Maintain proper asthma management
Refrain from extreme exercise during acute illness, if feeling ill, or while experiencing a fever
Beware when adjusting to a change in altitude, (e.g., rise in altitude of as little as 2000 feet). Modify your training
Stop activity immediately upon struggling or experiencing symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness; and
Seek prompt medical care when experiencing unusual distress
Student-athletes experiencing these symptoms will be removed from activity and treated as a medical emergency. EMS will be activated as per the Emergency Action Plan and supplemental oxygen will be used.

**MEDICAL HARDSHIP OR DISQUALIFICATION**

When a student-athlete suffers an injury or illness that will limit or prevent his/her athletic participation for a competitive season or for the remainder of his/her athletic career, the status of medical hardship or disqualification is determined. The NCAA has specific rules governing these medical situations.

A medical hardship waiver (“medical redshirt”) can be requested if the student-athlete meets several NCAA requirements, including the fact that the student-athlete must not have participated in more than three contests or 30% of the scheduled contests (whichever is greater).

A medical disqualification or medical non-counter is a different situation. This involves a medical condition in which the student-athlete is advised not to ever participate again in intercollegiate athletics. If this situation is determined by the Head Team Physician, the student-athlete may retain his/her athletics grant-in-aid at the discretion of Kansas Athletics until the completion of the necessary credits for an undergraduate degree or through the student-athlete’s fifth year, whichever comes first.

Contingent to retaining the grant-in-aid, is the requirement that the student-athlete work for the below mentioned hours per week during the student-athlete’s team’s practice and competitive seasons, based upon amount of aid student-athlete is on:

- 1-25% - 5 hours/week
- 26-50% - 10 hours/week
- 51-75% - 15 hours/week
- 76-100% - 20 hours/week

Work assignments will be distributed by the Senior Woman Administrator.

Determinations of medical hardships are granted by the Big 12 Conference or for medical disqualification by the Head Team Physician.

**EXTRA CONDITIONING SESSIONS**

Extra conditioning sessions should only be used by coaches after consultation with the team Athletic Trainer. The Trainer will discuss each student-athlete’s medical history and any pre-existing conditions or other factors which might affect the health or safety of the student-athlete with the coach. It is the expectation that ongoing dialog will occur should any concerns arise throughout the season.

**STUDENT-ATHLETE: DRUG AWARENESS AND TESTING POLICY**

Kansas Athletics strongly believes that the use and abuse of illegal and/or banned drugs:

A. Is detrimental to the health (physical & psychological) of a student-athlete;
B. Interferes negatively with the academic performance of a student-athlete;
C. Is dangerous to the life and health of the student-athlete and his/her teammates during athletic competition and practice; and
D. Compromises the integrity and spirit of intercollegiate athletics competition.

Thus, Kansas Athletics has made it a policy that the use and abuse of illegal and/or banned drugs will not be tolerated. Kansas Athletics recognizes the addictive results of illicit drug use and as provided in this policy will encourage treatment and rehabilitation for any student-athlete involved in the drug testing program. The health and performance of our athletes are among our primary concerns.

**I. PURPOSE OF THE POLICY AND PROGRAM**

A. Education - To educate University of Kansas student-athletes about the problems associated with drug use and abuse.
B. Promote Health and Safety of Student-Athlete Participation - To provide reasonable safeguards assuring that every student-athlete is able to safely and fully participate in athletics competition unimpaired by the use of illegal or banned drugs.
C. Discourage and Deter Drug Use - To discourage and deter the use of drugs by imposing sanctions on offenders.
D. Detection of Abuse - To detect student-athletes who may be involved in substance abuse and to insure that athletic competition is unimpaired by illegal or banned drugs.
E. Treatment and Rehabilitation - To assist in the treatment and rehabilitation of a student-athlete who tests positive
for drug use as part of this program, so that the student-athlete may safely and fully participate in academics and athletics and to reduce personal, family and social disruption.

II. EDUCATION AND PREVENTION PROGRAM

A. Objective - To provide educational guidance to the student-athlete regarding the physical, mental, and legal consequences of illegal drug use.

B. Program – Educational programs shall be arranged throughout the academic year. In drug education programs, student-athletes are educated about the consequences and problems associated with alcohol, legal, and illegal drug use. These programs will be announced to student-athletes as they are scheduled, and attendance of student-athletes shall be mandatory.

C. Compliance—The Compliance Office and the Department of Sports Medicine shall meet with each team at the beginning of the academic year and at the end of the year to discuss the drug testing program, requirements, penalties, and expectations. In addition, Compliance sends out an online newsletter with compliance tips and updates, including information relating to substance abuse.

III. GENERAL POLICIES

A. Student-athletes shall be subject to this Drug Awareness and Testing Policy when the student-athlete reports to the university academic/athletic program and continues for the remainder of his/her athletic career. In the event a student-athlete no longer participates in athletically related activities (i.e., practice, competition or other team functions) but continues to receive athletically related financial aid from Kansas Athletics, the student-athlete may continue to be subject to this policy as long as he/she receives the financial aid.

B. If a student-athlete fails to report for drug testing within the allotted time after notification, the failure to appear shall be considered a positive test. A physician’s note is required if the student-athlete is too ill to report for testing.

C. If a student-athlete reports to the testing site and subsequently leaves the site without permission from the drug testing administrator, he/she shall be considered to have a positive test.

D. If a student-athlete is observed altering or tampering with a specimen, substituting another urine sample, or otherwise affecting the validity of the test, it will be considered a positive test.

E. All tests results ordered, received, and opened by the Director of Sports Medicine or the Head Team Physician, even those not conducted as part of the regular Kansas Athletics Drug Awareness and Testing Policy, shall be considered a test under this policy. Any positive results from any tests ordered, received and opened pursuant to this paragraph, except under the Voluntary Disclosure Program as set forth below, shall be counted as a positive result under this policy.

F. A student-athlete who is required to receive counseling will receive notification of the counseling appointment. The first counseling session, whenever possible, should occur no later than 3 weeks after notification of the positive test, unless prohibited by a break in the academic calendar. Failure to report for counseling could result in the student–athlete being charged for the cost of the counseling session. [Note: Once an appointment has been scheduled, non-Athletics department counseling personnel will charge Kansas Athletics for the session even if the student-athlete fails to appear]. Should a student-athlete miss counseling sessions, he/she may be subject to sanctions for violating team rules, in addition to being charged for the cost of the missed session, if applicable.

G. Conviction of a student-athlete for sale, purchase, transfer or possession of drug charges shall result in automatic dismissal from his/her team and the recommendation of loss of all athletically related financial aid.

H. A student-athlete testing positive shall be subject to testing to determine continued use or non-use. A drug(s) metabolite level that is the same or increased from the most recent test indicates usage and therefore a subsequent positive offense will be imposed. A decrease in drug(s) metabolite from the most recent test will not be considered a positive test.

I. The Drug Testing Appeals Committee shall be chaired by the Senior Associate Athletics Director/SWA. The Committee shall be appointed at the discretion of the Director of Athletics and shall consist of the Director of Sports Medicine, the Special Assistant to the Athletics Director, the Associate Athletics Director/Administration, the Head Team Physician, a KU (Lawrence campus) faculty member, (e.g., the Faculty Athletics Representative), the Senior Associate Athletics Director/SWA, and a University Administrator. The Senior Associate Athletics Director/SWA shall ensure that any appeals to this Committee are conducted pursuant to this policy.

J. All drug testing results will be returned to the Director of Sports Medicine or the Head Team Physician. The Director of Sports Medicine shall serve as the Kansas Athletics drug testing site coordinator.

K. The Director of Athletics may be apprised of all aspects of this Drug Awareness and Testing Program.

L. This policy and its administration/operation are subject to change or modification at any time. However, any
change or modification will be implemented only by action of the Athletics Director (or designee) and will not be applied retroactively if it would adversely affect a student-athlete’s rights.

IV. DRUG TESTING PROGRAM

The Head Coach, the Compliance Office, the Assistant Athletics Director/Student Athlete Development and Leadership Training, and the Sports Medicine Department shall inform and educate the student-athletes about the drug testing program. Information concerning the program and a consent form associated with the program shall be provided to every student-athlete prior to his/her first drug test. Student-athlete is defined as any student-athlete who is certified eligible to participate in practice and/or competition in intercollegiate athletics and student-athletes who are receiving financial aid from Kansas Athletics, whether or not they have exhausted eligibility.

Each student-athlete at Kansas Athletics shall be subject to testing as described in this policy. The drug testing program shall be conducted by a medical laboratory agency and the Director of Sports Medicine shall be the primary contact.

A. Mandatory Drug Testing Program

1. All new (freshmen and transfer) student athletes will be tested (within a reasonable amount of time) upon arrival on campus. All teams qualifying for post-season competition are eligible for testing prior to that competition.

2. All student-athletes shall be subject to unannounced, random tests during the course of a year. The Head Team Physician shall determine a number of student-athletes on selected teams that shall be subject to testing. The Director of Sports Medicine shall provide the Compliance Office with the names of the student-athletes that are randomly selected for testing. The Head Team Physician shall determine the number of random tests that occur.

3. All student-athletes shall be tested twice (including testing required by Kansas Athletics, NCAA, and/or Big 12) during their career at KU.

B. Testing Program Based on Reasonable Suspicion

Information provided to the Sports Medicine Department indicating a “reasonable suspicion” of drug use by student-athletes shall prompt the Head Team Physician to require student-athletes to submit to drug-testing. Reasonable suspicion shall not mean a mere “hunch” or “intuition,” but shall instead be based upon a specific event or occurrence which has led to the belief that a student-athlete has used drugs banned by this policy. Any of the following criteria shall be sufficient on its own to constitute “reasonable suspicion:”

1. Direct observation of drug use by a reliable informant;

2. Direct observation by coaches, athletic trainers, or team physicians of physical and mental deficiency, medical symptoms of drug use, aberrant conduct or unexplained absenteeism;

3. Common sense conclusions about observed or reliably described human behavior upon which practical people ordinarily rely (e.g., significant changes in behavioral patterns, athletic or academic performance; with regards to anabolic steroids, significant weight gain and/or unusually aggressive behavior);

4. Police or court determination that the student-athlete has used or possessed prohibited drugs;

5. A demonstrated history of use of prohibited drugs, which can include either prior legal convictions or prior positive tests for prohibited drugs through Kansas Athletics, Big 12 Conference’s, and/or NCAA’s, or any other reliable testing program.

C. Voluntary Disclosure Drug Testing Program

To assist in the treatment and rehabilitation of a student-athlete so that they may safely and fully participate in academics and athletics, Kansas Athletics encourages voluntary admission of prohibited drug use. As such, Kansas Athletics has a Voluntary Disclosure Drug Testing Program through which a student-athlete may volunteer for evaluation, testing, and counseling. To enter the Voluntary Disclosure Program, a student-athlete must disclose use of a prohibited substance to the Head Team Physician. A student-athlete shall not be eligible for the Voluntary Disclosure Program in the following instances:

• After the student-athlete is notified of his/her selection for drug testing; or

• Thirty (30) days prior to any NCAA or Big 12 Conference postseason competition; or

• If a student-athlete has previously entered him/herself into the Voluntary Disclosure Program; or

• If a student-athlete has previously tested positive under this Kansas Athletics drug testing policy.

The Head Team Physician shall refer the student-athlete for counseling and/or rehabilitation and develop a treatment plan. The treatment plan will include drug testing. If the initial test upon entering this Voluntary Disclosure Program
is positive for banned drug(s), the positive test shall not result in any administrative sanction except under this section. The Head Team Physician may suspend the student-athlete from competition or practice if medically necessary as part of the treatment plan. The student-athlete will be permitted to remain in the voluntary disclosure program for a reasonable period of time, as determined by the treatment plan, not to exceed forty (40) days. While in compliance with the treatment plan, the student-athlete shall not be tested under the Kansas Athletics Drug Testing Program. However, the student-athlete may be selected by the NCAA and/or Big 12 for drug testing and if the student-athlete tests positive he/she shall be subject to any NCAA or Big 12 sanctions, if applicable.

Failure to comply with the Voluntary Disclosure Program treatment plan or evidence of new substance abuse (as determined by follow-up testing) shall result in a positive test result and the student-athlete shall be subject to sanctions for a positive test result. After completion of the treatment plan, the student-athlete may be subject to increased frequency of testing for one (1) calendar year. Any positive test result will result in the student-athlete being assessed a positive test result and he/she shall then be subject to the actions/sanctions indicated in this program.

If there are no positive test results within the calendar year, the student-athlete will be removed from the increased frequency testing list, and will be returned to the general student-athlete testing pool. This option is available to a student-athlete on a one time basis during his/her academic/athletic career.

V. KANSAS ATHLETICS BANNED DRUGS

Drugs banned by Kansas Athletics and the NCAA (Appendix I) include the following:

a. Stimulants
b. Anabolic Agents
c. Alcohol and Beta Blockers (banned for rifle only)
d. Diuretics and Other Masking Agents
e. Street Drugs
f. Peptide Hormones and Analogues
g. Anti-estrogens
h. Beta-2 Agonists

This list may change during the academic year and student-athletes will be informed of any updates by the Sports Medicine Department. In addition, updates may be found on the NCAA website (www.nCAA.org).

VI. CONSENT FORMS

All student-athletes shall read and complete the form entitled, Consent and Authorization Agreement. This form must be completed before a student-athlete is allowed to practice.

Failure to sign the consent form prior to practice and competition shall result in the student-athlete’s ineligibility for practice or competition. Additionally, student-athletes who receive financial aid from Kansas Athletics must sign the consent form as a condition of receipt of such aid.

VII. METHODOLOGY

A. Notification of Testing

The Compliance Office shall prepare and distribute the notification of drug testing form(s) to the appropriate head coaches. Student-athletes selected for testing shall be contacted by their head coach or his/her designee using the notification form provided by Compliance which designates the time and the site location of the testing. The notification shall occur no more than 24 hours in advance of the testing.

B. Collection and Coding

1. In order to enforce this drug policy, it shall be necessary to acquire a urine specimen from the student-athlete.
2. Urine voiding shall be monitored by a member of the medical laboratory agency or a designated allied health professional.
3. Chain of custody in specimen collection, preparation and handling shall be followed as prescribed by the testing agency to ensure accurate and confidential results. A document that explains the urine collection procedure will be provided to each student-athlete prior to testing (Appendix II). Prior to testing, each student-athlete will be given an opportunity to provide information concerning any medication being taken or other circumstances that might attribute to a positive test. This information will not qualify as part of the “Voluntary Disclosure Program” in section III.C.
4. All student-athletes’ samples will be tested on site for specific gravity. Any student-athlete who cannot produce a concentrated specimen (i.e., specific gravity of 1.006 or above) will be allowed to leave the lab for tutoring or class, but must return that day as soon as possible and produce a concentrated specimen.

5. Any deviation from the above testing protocol must be approved and documented by the Director of Sports Medicine or the Head Team Physician prior to the deviation.

C. Testing Techniques

The medical laboratory agency shall screen each urine sample with the enzyme multiplied immunoassay technique and then perform gas chromatography/mass spectrometry for confirmation. The screen and confirmation shall be based on levels to be determined by the drug testing program committee in consultation with the medical laboratory.

D. Results

Test results shall be returned to the Director of Sports Medicine or the Head Team Physician. Documentation indicating confirmation for drug use shall be dated by the Director of Sports Medicine or the Head Team Physician so subsequent tests can proceed after forty (40) days.

E. Positive Test

A positive test, from mandatory testing, Kansas Athletics directed testing, or the voluntary disclosure program, will be defined as one that indicates concentration levels consistent with those established by the medical laboratory agency. The positive concentration level for THC (marijuana) is greater than 15 nanograms/ml. Kansas Athletics will not be informed by the testing laboratory if the concentration level for THC is 15 nanograms/ml or less. Student-athletes with positive test results shall be notified as soon as possible by the Head Team Physician.

1. Confidentiality

Positive test results shall be reported to the following individuals: the student-athlete, Sport Supervisor, Head Coach, Director of Sports Medicine, Associate Athletics Director for Compliance, Head Team Physician, Kansas Athletics trainer assigned to that sport, Senior Associate Athletics Director/SWA, Associate Athletics Director/Administration, Assistant Athletics Director/Student Athlete Development and Leadership Training and counseling or rehabilitation program personnel. The Head Coach has the option to notify the student-athlete’s parent(s), legal guardian(s), and/or spouse. If the student-athlete submits a written appeal, the Kansas Athletics Drug Testing Committee and Corporate Counsel shall be informed.

VIII. NCAA AND BIG 12 TESTING AND SANCTIONS

The NCAA conducts drug testing year round on student-athletes. Should a student-athlete test positive on an NCAA test for a banned substance on the list of NCAA banned drugs found in Bylaw 31.2.3.1, the student-athlete shall be declared ineligible for postseason and regular-season competition for “one calendar year after the collection of the student-athlete’s positive drug-test specimen.” Beginning August 1, 2013, the positive concentration level for THC (marijuana) for NCAA testing is 5 nanograms/ml or greater. The Big 12 also conducts drug testing. Should a student-athlete test positive on a Big 12 test for performance enhancing drug use, the student-athlete will lose “eligibility … for one (1) calendar year from the date of the first positive test and the student-athlete will be charged with the loss of a season of competition in all sports.” Should a student-athlete test positive on a Big 12 test for recreational drug use, the student-athlete shall be subject to the Kansas Athletics’ drug testing sanctions as described below. A positive test result for either performance enhancing or recreational drug use on either an NCAA test or a Big 12 test will count as a positive drug test for purposes of Kansas Athletics’ drug testing sanctions, unless otherwise provided in the Voluntary Disclosure Program section of this Policy.

IX. KANSAS ATHLETICS ACTIONS/SANCTIONS

The following actions/sanctions represent the sanctions established by Kansas Athletics for a Positive Drug Test. If a student-athlete tests positive on a drug test administered by Kansas Athletics, the Big 12 Conference or the NCAA, he/she shall be subject to the actions/sanctions specified in this policy unless the Big 12 or NCAA test occurred within 40 days of a positive drug test administered by Kansas Athletics, in which case the rules of the NCAA or Big 12 shall control the application of the results. The Head Team Physician and the Assistant Athletics Director/Student Athlete Development and Leadership Training along with the Associate Athletics Director for Compliance shall track and monitor this sanctions portion of the Drug Testing Program. Failure to successfully complete the sanctions listed below may result in further penalties up to and including dismissal and a recommendation that the student-athlete’s athletic grant-in-aid be non-renewed.

FIRST-TIME POSITIVE
1. Student-athlete enters a prescribed education, counseling and rehabilitation program, including service hours, as determined by the Kansas Athletics Sports Psychologist and the Assistant Athletics Director/Student Athlete Development and Leadership Training in consultation with the Head Team Physician.

2. Forty (40) days after a positive test, the student-athlete is subject to increased frequency of testing for one (1) calendar year. If there are no positive tests within the next twelve months, the student athlete will be removed from the increased frequency testing list, and will be returned to the general student-athlete testing pool.

3. Based on team rules, the Head Coach, in consultation with the Sports Supervisor, has the discretion of adding further actions/sanctions.

SECOND-TIME POSITIVE

1. Student-athlete enters a prescribed education, counseling and rehabilitation program, including service hours, as determined by the Kansas Athletics Sports Psychologist and the Assistant Athletics Director/Student-Athlete Development and Leadership Training in consultation with the Head Team Physician.

2. Forty (40) days after a positive test, the student-athlete is subject to increased frequency of testing for one (1) calendar year. If there are no positive tests within the next twelve months, the student athlete will be removed from the increased frequency testing list, and will be returned to the general student athlete testing pool.

3. Based on team rules, the Head Coach, in consultation with the Sports Supervisor, has the discretion of adding further actions/sanctions.

THIRD-TIME POSITIVE

1. If the positive test occurs during the competitive season, the student-athlete is suspended from 10% of the contests scheduled or two (2) contests, whichever is less, beginning with the first available outside competition contest after the Head Team Physician receives the results. Should the student-athlete submit an appeal and the appeal is unsuccessful, the student-athlete shall be suspended from the first available outside competition contests after the appeal is denied. If the positive test occurs outside the competitive season, the student-athlete is suspended from the initial 10% of future outside competition contests scheduled or two (2) contests whichever is less.

2. Student-athlete enters a prescribed counseling and rehabilitation program, determined by the Kansas Athletics Sports Psychologist and the Assistant Athletics Director/Student-Athlete Development and Leadership Training in consultation with the Head Team Physician.

3. Forty (40) days after a positive test, the student-athlete is subject to regular and frequent testing as determined by the Head Team Physician for one (1) calendar year. This testing could be more frequent than monthly. If there are no positive tests within the next twelve months, the student athlete will be removed from the increased frequency testing list, and will be returned to the general student athlete testing pool.

4. Based on team rules, the head coach, in consultation with the Sports Supervisor, has the discretion of adding further actions/sanctions.

FOURTH-TIME POSITIVE

1. If the positive test occurs during the competitive season, the student-athlete is suspended from 25% of the contests scheduled or six (6) contests, whichever is less, beginning with the first available outside competition contest after the Head Team Physician receives the results. Should the student-athlete submit an appeal and the appeal is unsuccessful, the student-athlete shall be suspended from the first available outside competition contests after the appeal is denied. If the positive test occurs outside the competitive season, the student-athlete is suspended from the initial 25% of future outside competition contests scheduled or six (6) contests, whichever is less.

2. Student-athlete must successfully complete a rehabilitation program as determined by the Head Team Physician. Unsuccessful rehabilitation may include, but is not limited to, another positive test result during the remaining period of his/her athletic eligibility, failure to complete the rehabilitation program or meaningfully participate in the program, or uncooperative conduct during the rehabilitation process. An unsuccessful rehabilitation shall result in dismissal from the athletics program and a recommendation that the student-athlete’s athletic grant-in-aid be non-renewed.

3. Forty (40) days after a positive test, the student-athlete is subject to regular and frequent testing as determined by the Head Team Physician for the rest of his/her athletic eligibility. This testing could be more frequent than monthly.

4. Based on team rules, the head coach, in consultation with the Sports Supervisor, has the discretion of adding further actions/sanctions.

X. APPELLATE PROCESS
A. Student-athletes may appeal the validity of the test results. A student-athlete must notify the Director of Sports Medicine within 48 hours of his/her notification of the positive test result if he/she requests that a second sample be tested. All costs of conducting the second test shall be charged to the student-athlete.

B. Only student-athletes who are subject to sanctions imposed by this policy for a third or fourth positive test result may request an appeal of the sanctions. Appeals to avoid the sanctions of this policy will be given consideration by the Drug Testing Committee, in its sole discretion, only if there is a basis for the appeal or for unique circumstances.

C. Student-athletes have three (3) business days after receipt of written notification of a positive test result in which to notify the Director of Sports Medicine, in writing, of their request to appeal the imposition of the sanctions.

D. Any suspensions from competition for a third or fourth positive test result shall be stayed until the conclusion of the appeals process, unless at discretion of the Head Coach a determination is made that the suspensions would be in the best interests of the program.

E. An appeals hearing shall be conducted within 14 calendar days of receipt of the student-athlete’s written request to appeal. The appeal will be heard by the Drug Testing Committee, chaired by the Senior Associate Athletics Director/SWA. Should any member of the Drug Testing Committee be unavailable to serve for any reason, such as a conflict of interest or schedule conflict, the Athletics Director may appoint a replacement for that person for that particular appeal only.

F. The appeals process will not be adversarial. Student-athletes will receive written notice of the hearing at least forty-eight (48) hours prior to the hearing and they may appear in person and be accompanied by an advisor. Such advisor may only advise the student-athlete and will not be allowed to otherwise participate in the appeal hearing. If the student-athlete wants to submit materials in support of the appeal, such materials must be submitted to the Drug Testing Committee at least twenty-four (24) hours before the appeal hearing. Alternatively, in lieu of a personal appearance, a student athlete may present matters in writing for consideration on appeal. In the event the student-athlete requests, in writing, a more expedited appeal, the Drug Testing Committee is authorized to take such action as is reasonable to accommodate such a request. The Drug Testing Committee shall consider all written records, including the test results, notices, and the student-athlete’s written appeal and all relevant evidence presented to it, including all mitigating and aggravating circumstances. The Drug Testing Committee shall have the authority to modify any sanction based on its evaluation of the evidence and/or to hold any sanction in abeyance.

G. The Drug Testing Committee shall render a decision on the appeal. This decision shall be deemed final and not subject to appeal by any party.

H. Should the student-athlete appeal successfully a first, second, or third positive test result and his/her tests are negative for the next calendar year, further testing shall be considered at the discretion of the Drug Testing Committee. Should the appeal be unsuccessful, the sanctions imposed by this policy for a third positive shall be applied immediately upon written notification to the student-athlete.

**APPENDIX I**

**NCAA BANNED DRUGS**

*It is the student-athlete’s responsibility to check with his/her Kansas Athletics Trainer, the Sport Nutritionist, or the Head Team Physician before using any substance*

The NCAA bans the following classes of drugs:

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

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

The student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.
Drugs and Procedures Subject to Restrictions:

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

Note: THIS IS NOT A COMPLETE LIST. Any substance chemically related to the class, even if it is not listed as an example, is also banned. Before consuming any nutritional or dietary supplement or product, it is the responsibility of each student-athlete to check with his/her Kansas Athletics Trainer, the Sport Nutritionist, or the Head Team Physician to review the label of any product, medication, or nutritional/dietary supplement before it is consumed.

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

Some Examples of NCAA Banned Substances in Each Drug Class

**Stimulants:** amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, “bath salts” (mephedrone) etc. Exceptions: phenylephrine and pseudoephedrine are not banned.

**Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenedione):** boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

**Alcohol and Beta Blockers (banned for rifle only):** alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

**Diuretics (water pills) and Other Masking Agents:** bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

**Street Drugs:** heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

**Peptide Hormones and Analogues:** growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

**Anti-Estrogens:** anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

**Beta-2 Agonists:** bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

**STUDENT-ATHLETE: OUTSIDE SERVICES & REFERRALS**

All student-athletes are subject to the following policy regarding any medical care beyond that provided by the certified athletic trainers, physical therapists or team physicians that are members of the Kansas Athletics sports medicine team.

If a student-athlete desires a referral for outside medical services, he/she must first consult with the Team Physician or the Director of Sports Medicine, who will determine if the illness or injury can be treated in the sports medicine clinic or if it requires referral to another facility, physician or service. If the Team Physician or the Director of Sports Medicine refers an injured student-athlete to a health care provider, hospital or clinic other than those available at Kansas Athletics, referral must be expressly authorized in writing by the Team Physician or the Director of Sports Medicine prior to care or services being rendered. If immediate treatment is required and is ordinarily available at a University facility or the Sports Medicine Center (the “training room”) but the facilities are closed, the athlete shall first notify a full-time member of the training room staff prior to seeking medical attention of any sort.

In emergency or other unusual circumstances not permitting written permission in advance, the Team Physician, Director of Sports Medicine or the team Athletic Trainer must be notified by the student-athlete as soon as reasonably possible, and the Team Physician retains all discretion, subject to applicable NCAA rules, state law and University policy as to whether treatment rendered may be covered under this policy. In no event should a student athlete with an emergency medical
condition delay or defer treatment; instead treatment should be sought and the Team Physician, Director of Sports Medicine or Team Trainer notified as soon as reasonably possible.

When the Team Physician or the Director of Sports Medicine determines that a student-athlete should be referred to a specialist, the Sports Medicine staff will make the necessary arrangements for appointments and transportation, if necessary. Should a student-athlete take it upon himself or herself to see another physician or to obtain a second opinion without a recommendation from the Team Physician, the student-athlete is financially responsible for any fees incurred. In addition, the student-athlete will be asked to sign a waiver stating that Kansas Athletics is not responsible for the treatment, its expenses, or the outcome of the treatment.

If a student-athlete would like a referral for a second opinion, the student-athlete must first obtain a Physician Referral Form from the Team Physician or the Director of Sports Medicine prior to the visit. This form must be updated by the “second opinion” physician and returned to the Sports Medicine staff.

A coach may not refer a student-athlete to an Outside Specialist. If a coach wishes to have an athlete see an Outside Specialist, the coach should discuss the matter with the Team Physician and/or Athletic Trainer. Should the physician or trainer concur with the coach’s assessment, the Athletic Trainer or physician will arrange for the proper authorization and set up a specific appointment time for the student-athlete. If a student-athlete cannot provide his/her own transportation, the Sports Medicine staff will make the necessary arrangements, within Conference and NCAA guidelines.

A consultation between the student-athlete’s parents and the attending physician will be arranged upon the student-athlete’s request for those student-athletes over the age of eighteen (18) or at the parent’s request should the student-athlete be under the age of eighteen (18). All final decisions regarding medical approval for participation in athletics, including the resumption of practices or participation in athletic contests, however, rest with the Team Physician, even if an outside health care provider recommends clearance or restrictions. Decisions on participation in athletics are separate and distinct from decisions on medical treatment, and remain the authority of the Team Physician.

Additional advance written authorization from the Team Physician must be obtained if medical care is to extend beyond the earliest of (1) the close of the season in which an injury or illness occurred, (2) the end of the spring of the academic year in which the injury or illness occurred, or (3) graduation or termination of student status with the University.

The Team Physician authorization must estimate the probable treatment duration. Kansas Athletics will not be financially responsible for expenses arising beyond the Team Physician’s estimate, unless the Team Physician renders a revised estimate in writing. In no event, however, shall Kansas Athletics responsibility for treatment or expenses for athletically related injuries or illness covered by this Policy extend beyond one year from completion of athletic participation at the University or beyond the student coverage time limits contained in the University’s athletic insurance policy in effect at the time of the injury (104 weeks after the onset of injury), whichever is longer.

**SPORTS PERFORMANCE MASSAGE**

If a student-athlete of a Kansas Athletics-sponsored varsity team would like a referral for a “performance massage,” the student-athlete or his/her team must obtain prior approval from the Team Physician or the Director of Sports Medicine. Prior to the initial visit for each student-athlete, a Kansas Athletics referral form must be filled out and a copy given to the Massage Therapist. A Coach cannot refer a student-athlete to a Message Therapist. The Certified Athletic Trainer overseeing that sport will arrange all appointments for Sports Performance Massages.

Payment for massage services will be processed by the Sports Medicine Department and will be billed directly to the student-athlete’s sport. Kansas Athletics Sports Medicine will not pay for any Massage Therapy without an established medical necessity and a written prescription from a Kansas Athletics Team Physician or the Director of Sports Medicine. In addition, Kansas Athletics Sports Medicine will not provide transportation for student-athletes for appointments for “Sports Performance Massage.”

Massage Therapists must meet the following criteria to be approved by Kansas Athletics Sports Medicine for “Sports Performance Massage”:

1. Licensed or Certified with the Kansas State Board of Healing Arts or Certified with the National Board for Therapeutic Massage and Bodywork (copy of current license or certification must be filed with the Director of Sports Medicine).
2. Current Resume and reference list filed with Director of Sports Medicine.
4. Display professional conduct at all times.
5. Sign a Confidentiality statement and observe all aspects of the Kansas Athletics privacy policy and HIPPA regulations.
6. Agree to limit services to massage and to not attempt treatment for any injuries.
7. Agree to immediately report any possible injuries discovered during the massage to the Director of Sports Medicine or his/her designee.

8. Create an itemized bill for services and submit the service record and bill to Kansas Athletics in a timely manner.

9. If massage is performed on Kansas Athletics property or at a practice or event in which University of Kansas athletes participate, the Massage Therapist will be required to sign an agreement/waiver concerning liability.

10. Provide proof of professional liability insurance in the amount of two million for each occurrence and six million for the aggregate.

TRAVEL TO MEDICAL APPOINTMENTS
Kansas Athletics will reimburse student athletes for travel to medical appointments that were arranged through the Sports Medicine Department with a documented referral from a Kansas Athletics Team Physician.

Whenever possible make arrangements for a staff/assistant/or athletic trainer to transport the student-athlete to the appointment. If it is not possible to accompany the student-athlete, keep in mind the following guidelines for reimbursement:
- No reimbursement for local (Lawrence) travel;
- If student-athlete drives and pays tolls and parking, then he/she should submit receipts for reimbursement;
- No staff should be submitting any receipts in his/her name on behalf of the student and then passing the funds to the student.

Any travel beyond Kansas City needs further approval by Head Team Physician and the Senior Associate Athletics Director.

STUDENT-ATHLETES: PREGNANCY
In the interest of maintaining the good health of female student-athletes participating in athletics at the University of Kansas, the following recommendations are made in the event of pregnancy.

What to do if You Become Pregnant:
A student-athlete who suspects she is pregnant should have this verified as soon as possible by a physician of her choice. The student-athlete should notify her Head Coach, Athletic Trainer or Head Team Physician as soon as possible in order to protect her health. She should avoid all medications, x-rays, as well as alcohol consumption until she is certain she is not pregnant.

Can You Continue to Train and Compete?
Continued participation in athletic activities, including competition, must be evaluated by the student-athlete’s physician and the Head Team Physician. Athletic participation will depend upon the demands of the student-athlete’s particular sport, the physician’s recommendation, and the recommendation of the Head Team Physician.

If the student-athlete miscarry or chooses to terminate her pregnancy, she may not return to athletic participation until such participation is approved by her physician and the Head Team Physician. In addition, after delivery, she may not return to athletic participation until participation is approved by her physician and the Head Team Physician.

What happens to Your Scholarship?
Per NCAA regulations, all grants in aid are renewed in accordance with NCAA rules. As such, Kansas Athletics will not revoke or reduce an athletics grant-in-aid due to pregnancy. NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.

Who pays for your Medical Expenses?
All medical expenses that are a result of pregnancy are the responsibility of the student-athlete.

Where can you go for Support?
Contact the Sports Medicine Department for counseling services and physician referrals.

STUDENT ATHLETE: TRANSFER RELEASE
If a University of Kansas student-athlete is interested in transferring to another four year school, he/she must first be granted permission from the Kansas Athletics Compliance Office to have contact with the institution. Any student-athlete who has been denied a release to speak to other four-year institutions (Permission to Contact) about the possibility of a transfer or has been denied Permission to utilize the One-Time Transfer Exception to another institution is permitted a hearing opportunity per NCAA Bylaw 13.1.1.3.1 or 14.5.5.2.10.1. The hearing shall be conducted by an institutional entity or committee outside of the Athletic Department, the Student-Athlete Appeals Board.
**STUDENT-ATHLETE APPEALS BOARD**

The Student-Athlete Appeals Board (SAAB) shall conduct hearings on cases involving student-athletes that have not been resolved utilizing other existing decision making channels. It shall only consider those cases that have been previously reviewed by the Director of Athletics as being appropriate to forward to the SAAB.

Transfer Release. The SAAB shall act on student-athletes’ appeals related to their request to have permission to contact other institutions or to utilize the one-time transfer exception when transferring to another institution.

**APPEAL PROCESS:**

A. If a student-athlete appeals the denial of a permission to contact request or of a one-time transfer release request, the University of Kansas Student-Athlete Appeals Board (“SAAB”) is charged with determining whether the denial was fair under the attending circumstances and whether procedural rules were followed.

B. The SAAB is comprised of three individuals appointed by the Provost’s Office (or Designee, currently the Vice Provost for Student Affairs). Typically, membership is for three-year terms, with the option for reappointment. One of the three must be a faculty member.

C. The Senior Associate Athletics Director/Senior Woman Administrator (“AD/SWA”) and the Associate Athletics Director for Compliance will attend the appeal hearing as non-voting members to provide resource/regulatory guidance.

D. A student-athlete who wishes to appeal a denial of a permission to contact request or a one-time transfer release request must provide notice of his/her appeal, in writing, within 3 business days of the denial to the AD/SWA. The written notice of appeal, the student-athlete will provide a brief statement as to the reasons why the student-athlete believes the denial of the permission to contact or the one-time transfer request is unfair. The SAAB Hearing must occur within fifteen (15) business days of receipt of the student-athlete’s written request for a hearing.

E. On receipt of the student-athlete’s notice of appeal, the Senior Associate AD/SWA will contact all SAAB members to determine a minimum of two date/time options for the Student-Athlete Appeals Board hearing that are mutually convenient to all parties involved in the appeal. The Senior Associate AD/SWA will provide these two available dates/times to the student-athlete to determine which date/time is most convenient. The Senior Associate AD/SWA will communicate the final date/time/location to the SAAB representatives as well as the Athletics’ staff members involved. At least three days prior to the hearing, the Senior Associate AD/SWA will also send the student-athlete a letter detailing the time and date for the hearing. The Senior Associate AD/SWA will copy all parties involved.

F. Those present for the hearing shall include the following: student-athlete, head coach, Senior Associate AD/SWA, the Student-Athlete Appeal Board members, and the Associate AD for Compliance for NCAA, Big 12, and KU rules clarification. If the head coach is unable to appear at the hearing, he/she may send a representative to present on behalf of the coach. Other participants may include, but are not limited to, the sport supervisor and/or faculty athletics representative.

G. The student-athlete may have one advisor in attendance at the hearing. Such advisor may only advise the student-athlete and will not be permitted to otherwise participate in the appeal hearing. The student-athlete must notify the Senior Associate AD/SWA at least 24 hours prior to the hearing of the name of the advisor and whether the advisor is an attorney.

H. If the student-athlete fails to appear for the hearing, the SAAB will determine whether he/she received timely notification of the hearing date/time and if so, the SAAB hearing may proceed in the absence of the student-athlete.

I. The SAAB members and those listed in sections F and G above shall be the only individuals in attendance during the hearing. The hearing is otherwise closed.

J. The SAAB will conduct the hearing. The process shall not be adversarial and will not be recorded by either party. At the beginning of the hearing, the Chair shall introduce all parties present.

K. The student-athlete will present his/her information and arguments first, followed by the information and arguments presented by the coach.

L. The student-athlete and/or the coach may ask third-party witnesses to explain/describe their first-hand experience with a given situation and respond to SAAB questions. Third-party witnesses will only be allowed in the hearing for their individual testimony. Names of any proposed witnesses must be provided to the Senior Associate AD/SWA at least 24 hours prior to the hearing. One witness at a time may be called into the hearing by either party. If necessary, provision will be made for witnesses to wait in a nearby location until called.

M. During the hearing the student-athlete and the athletics department will present their arguments concerning the fairness of the decision to deny permission to contact and/or a transfer request.

N. The Senior Associate AD/SWA will provide a copy of documentation for distribution to the SAAB and to the student-
athlete at the hearing.

O. Once each party has presented his/her information and arguments, the committee may ask questions of either party, or ask for clarification of any rules or other information referenced in the course of the hearing. At the conclusion of the presentation of the parties’ arguments, everyone will be excused and the SAAB will deliberate.

P. The SAAB Chair will call the student-athlete and inform him/her of the SAAB’s decision and advise the student-athlete that a written decision letter will be mailed shortly to him/her. This written notification must be provided to the student-athlete within fifteen (15) business days of receipt of the student-athlete’s written request for a hearing. All SAAB representatives and staff members involved with the SAAB Hearing as well as the Athletics Director will be copied on this letter.

Q. The SAAB decision is final and non-appealable.

STUDENT-ATHLETE: STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)
The Student Athlete Advisory Committee’s (SAAC) mission is to encourage unity, common purpose, and camaraderie among teams and all student-athletes; to promote positive student-athlete images on and off campus; to provide an accessible way to be involved with the athletic and university communities; to give back to the community through outreach programs; to give all student-athletes the opportunity to enhance leadership skills, and to enhance the quality of life of student-athletes.

I. POLICIES
1. The activities of SAAC should enhance and promote the interests of the University of Kansas and Kansas Athletics.
2. SAAC, as an advisory committee, may recommend policy to the Athletics’ administration when appropriate but may not seek to direct it.
3. SAAC may cooperate with other community or educational organizations, provided that SAAC representatives make no commitments binding SAAC, the University of Kansas, or Kansas Athletics.
4. SAAC shall work closely with the Big 12 SAAC and shall adhere to Big 12 and National SAAC rules and policies. The Big 12 SAAC’s primary purpose is to provide a perspective on issues that impact student-athlete welfare within the Conference and the NCAA. The Big 12 SAAC reports directly to the Big 12 Conference Joint Council. Is
5. SAAC shall be under the guidance of, and report to, the Director of Student-Athlete Development.

II. MEMBERSHIP
1. Membership in SAAC is open to all student-athletes in good standing at Kansas Athletics. For the purposes of this policy, members of the University cheer and dance squads qualify for membership in SAAC.
2. In order to be considered to be in “good standing” a student-athlete must be eligible to participate on an intercollegiate sports team and must be on the team’s roster. Fifth-year student-athletes, redshirt student-athletes and medical hardship disqualifiers are eligible for SAAC membership if they would meet team requirements but for the eligibility status. Student-athletes who are suspended, who apply to transfer to another institution, or who in any manner are not able to participate in the team’s activities are not considered to be in “good standing” and are therefore not eligible for SAAC membership.

III. DUTIES OF MEMBERS
1. SAAC members are encouraged to attend meetings and participate in activities as endorsed and supported by SAAC. Meetings occur on alternate weeks throughout the academic year.
2. Members are encouraged to convey information to their teammates as needed or requested by SAAC.
3. SAAC members are encouraged to seek internal and external activities in order to create camaraderie and cohesion among teams and to create a positive image within the community. Examples of such activities can include the following: community food drives; community service activities; participation in Jay Rock; Jayhawks Supporting Jayhawks; and personal development opportunities.
4. Members are encouraged to promote a positive student-athlete image on the University of Kansas campus.

IV. EXECUTIVE BOARD
1. Each athletics team shall be permitted at least one, with a maximum of three, representatives to the Executive Board. Representation numbers depend on the team’s roster size. For example, teams with less than twenty members (20) on their rosters will be eligible for one representative. Teams with 21-40 on their rosters shall have two representatives. Teams with 41 or more members shall be eligible for three representatives. Cross country (men’s and women’s) shall count as one team. Indoor and outdoor track and field (men’s and women’s) shall count as one
2. The selection process for the Executive Board shall consist of an interview with the current Executive Board Members and the Director of Student-Athlete Development. They shall make the selection for board membership in consultation with the Associate Athletics Director/Senior Woman Administrator. Additional selection criteria may be determined at the discretion of the Director of Student-Athlete Development. Executive Board members must be members in good standing of SAAC; however, fifth-year student athletes and medical hardship disqualifiers are not eligible for Executive Board membership.

3. Executive Board members must uphold and follow all team rules and requirements and follow all rules and guidelines set forth in the Kansas Athletics Student-Athlete Code of Conduct. Failure to follow these requirements may result in removal from the Executive Board. The Director of Student-Athlete Development, in consultation with the Associate Athletics Director/Senior Woman Administrator and the Sport Supervisor for the student-athlete’s sport, shall determine if removal from the SAAC Executive Board is an appropriate sanction. Their decision to remove Executive Board membership is final and not appealable.

4. The SAAC Representative to the Student Senate, selected by the Executive Board, shall be a fifth-year student-athlete or a medical hardship qualifier. The Representative shall be an ex-officio member of the Executive Board, and is expected to attend Executive Board meetings but shall not be permitted to vote on Board matters.

5. The Executive Board shall meet during weeks that the SAAC general meetings are not held.

6. The Executive Board, in conjunction with the Director of Student-Athlete Development, shall have the following responsibilities: select two representatives to the Big 12 SAAC; select three representatives to the Chancellor’s Advisory Committee on Intercollegiate Athletics; select a representative to the Student Senate, propose legislation to the Big 12 SAAC; annually review and comment on proposed legislation prior to the NCAA national convention; participate in Big 12 SAAC conference calls and webinars; make recommendations for events and programs for SAAC participation; decide the format, hospitality, and activities of general SAAC meetings, and other actions and activities as requested by Athletics leadership or SAAC members.

7. When votes are required, the vote must take place at a regularly scheduled Executive Board meeting. A quorum must be present in order for a vote to be conducted. A quorum is defined as one-half of the current Executive Board members. Each Executive Board member has an equal vote. Voting is determined by a simple majority of those Executive Board members present at the meeting. In the case of a tie, the Director of Student-Athlete Development will cast the deciding vote. There are no officers. Meetings are run by the Director of Student-Athlete Development and the members of the SAAC Executive Board.

**K CLUB: FORMER STUDENT-ATHLETES**

*K Club’s mission is to help PRESERVE the history and traditions of Kansas Athletics.*

*SUPPORT current student-athletes, and CONNECT former participants, coaches, trainers and managers of varsity sports at the University of Kansas.*