



Butler University

Student-Athlete Handbook

2008/2009

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MESSAGE FROM THE PRESIDENT

The ancient Greeks extolled the ideal of a strong mind in a strong body. This belief that physical vitality nourishes intellectual vitality has been substantiated by modern scientific studies of mind and body. You represent the modern version of that ideal.

When I taught English literature, one of my favorite students was an athlete who approached essays like a basketball drill. I'd give out an assignment on a Monday, he would hand in a first draft Tuesday, which I would return on Wednesday, which he submitted as a revised draft on Thursday, which I would return on Friday in time for his final draft to be done the ensuing Monday. He wasn't the brightest student I ever taught, but he was the most disciplined and persistent, and he is today a trustee of his alma mater.

Play hard to win fairly, and remember that the habits of character which will serve you well as an athlete have direct benefits to your studies. This handbook and the support of your coaches and teachers are meant to assist you in realizing your potential as a scholar-athlete. I wish you the best of success this year in all your endeavors, and I'll be rooting for you.

Dr. Bobby Fong
President

MESSAGE FROM THE ATHLETIC DEPARTMENT

Welcome to Butler University! I hope you find this student-athlete handbook to be a great source of information that you might need as a student-athlete at Butler. A daily planner is also included in order to assist you in managing your busy lives that revolve around academics, athletics, and social events.

Please carefully read the Student-Athlete Code of Conduct, as you will be expected to adhere to the principles it outlines. This document and many of our policies have been developed with input from team members, particularly through such organizations as the Student-Athlete Advisory Committee, which meets periodically with the athletic department administration.

I am thrilled to start off a new academic year! Butler, for the longest time, has meant so much to me as a student and then, for a number of years, as a coach. Butler has a deep and rich tradition that reflects the true meaning of The Butler Way of demanding commitment, denying selfishness, accepting reality, yet seeking constant improvement and promoting the good of the team above self. I am certain that each of you will reflect those aspects of The Butler Way during your tenure here.

Again, welcome to Butler! We hope you have an enjoyable and successful year and are able to realize all the goals that you have set for yourself as a student-athlete. I wish the best of luck to all of our teams.

Go Dawgs!



Barry Collier
Athletic Director

BUTLER UNIVERSITY: SUCCESSFULLY COMBINING ACADEMICS AND ATHLETICS

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The Butler University Student-Athlete Handbook was compiled and edited by Assistant Athletic Director Beth Goetz. Supporting members of the athletic department and university staff originally composed specific sections. Design, editorial assistance and photography were supplied by the Butler Office of Marketing Communications. Additional information was utilized with approval from the Texas A&M student-athlete handbooks, 1991–99.

Butler University Athletic Staff Directory

Athletic Department telephone number (317) 940-9375

Athletic Department fax number (317) 940-9734/9808

ADMINISTRATION

Director of Athletics – Barry Collier	940-9940
Associate Athletic Director/Financial Aid – Don Benbow	940-9392
Associate Athletic Director/Sports Information – Jim McGrath	940-9414
Associate Athletic Director for Internal Operations – Tom Crowley	940-9523
Assistant Athletic Director for Compliance/SWA – Beth Goetz	940-9630
Director of Sports Marketing and Promotions – Joe Gentry	940-9388
Director of Sports Medicine/Athletic Training Staff – Ryan Galloy	940-9948
Assistant Athletic Director for Facilities – Carl Heck	940-9889
Assistant Sports Information Director – Chris Urban	940-9994
Coordinator of Academic Support – Sonya Hopkins	940-8378
Manager of External Operations – Mike Freeman	940-6452
Equipment Manager – John Harding	940-9387
Manager of Fan Development – Matt Harris	940-9390
Manager/Events and Promotions – Lindsay Martin	940-9468
Coordinator for Strength and Conditioning – Jim Peal	940-8502

HEAD COACHES

Baseball – Steve Farley	940-9721
Men’s Basketball – Brad Stevens	940-9389
Women’s Basketball – Beth Couture	940-9277
Men’s and Women’s Cross Country and Track – Matt Roe	940-9921
Football – Jeff Voris	940-9476
Men’s & Women’s Golf – Bill Mattingly	940-9919
Men’s Soccer – Kelly Findley	940-9922
Women’s Soccer – Tari St. John	940-9992
Softball – Jeanne Rayman	940-9618
Women’s Swimming – Maurice Stewart	940-9908
Men’s and Women’s Tennis – Jason Suscha	940-9253
Women’s Volleyball – Sharon Clark	940-9211

Butler University: An Overview

Mission Statement for Athletics

Butler University’s intercollegiate athletic program seeks to provide quality educational and athletic experience for all men and women who choose to participate on a Butler athletic team. The athletic program is committed to gender equity and aspires to show respect for, and sensitivity to, the dignity of every person. Providing opportunities and a supportive environment for minority student-athletes, coaches and staff is an integral part of Butler University’s athletic program.

Academic

Butler seeks to recruit student-athletes who are academically prepared for the university and are capable of completing their chosen degree requirements. An athletic academic support program monitors the academic progress of each student-athlete, and in conjunction with the university, makes available appropriate academic resources that if properly utilized enhance the student-athletes' efforts to succeed in the classroom.

Competition

Butler University, a member in good standing of the National Collegiate Athletic Association (NCAA), adheres to the definitions put forth by the governing body on amateur athletics, good sportsmanship, ethical behavior and principles of fair play. Butler programs strive to meet and exceed the NCAA standards out of recognition that vigorous competition with respected peers leads to improved self-worth, self-confidence, self-knowledge, team spirit and moral development.

Institutional Control

Butler University acknowledges its commitment to upholding the NCAA principles for institutional control of its athletic program. Significant policies and regulations are reviewed annually with the trustees, president, Faculty Athletic Committee, coaches and athletic department staff, and the Student-Athletic Advisory Committee. All athletic booster organizations, alumni, and other groups and individuals who represent the university's athletic interests are expected to adhere to the policies established by the university for the governance of athletics.

STUDENT-ATHLETE CODE OF CONDUCT

Philosophy

Participation in the Butler University athletic program is considered a privilege, not a right. Butler student-athletes are expected at all times, both on and off the playing field/floor, to conduct themselves with honesty, pride, sportsmanship and integrity.

Sportsmanship

The Butler Athletic Department strives to treat all Butler athletes, coaches and opponents with utmost respect, and at the same time provide the best environment in which to compete. The athletic department will not tolerate any displays of unsportsmanlike behavior. Butler University challenges its athletes to compete as hard as possible on the playing field/floor, and at the same time, to conduct themselves with dignity when they win and with grace when they lose.

Conduct

A student-athlete's behavior is governed by the same rules, regulations and procedures as all Butler University students as set forth in the "Rights and Responsibilities" section of the most current copy of the Butler University Student Handbook. These regulations and procedures apply while on university premises, while involved with off-campus university activities and when in the public arena. In addition to the university rules, regulations and procedures governing conduct, student-athletes also are subject to all rules and regulations required for individual participation on a specific team. While these rules may be particular to each team, they are presented to the student-athlete by the coaching staff with the full support of the athletic department administration. Student-athletes subject to disciplinary action arising from violations of university regulations shall be assured procedural due process. Violations of civil and criminal laws off-campus, which also are determined to be a violation of the provisions regarding off-campus conduct, shall be governed by the "Rights and Responsibilities" section in the current copy of the Butler University Student Handbook. The athletic department reviews violations of misconduct and may apply further sanctions as they relate to participation in intercollegiate athletics.

Grievance Procedure

Butler University and the Athletic Department recognize that situations may arise in which a student-athlete may have been treated unjustly. All members of the university community are encouraged to resolve grievances as soon as possible as, typically, the opportunity to gather information and for mutually satisfactory resolution is greatest at the earliest point in time.

Non-Athletic Concerns/Grievances

Students may choose to consult with a member of the student affairs staff to determine how best to address their concern. Students who are concerned about an academic/faculty issue may discuss the concerns directly with the instructor, the department chair, or the dean of their college. Students who are concerned about a matter not related to academics/ faculty should address them with the director or dean responsible for the area of their concern. Students are encouraged to use the most current copy of the Butler University Student Handbook as a reference for policies and procedures governing grievances involving student discipline, academic integrity and harassment.

Athletic Concerns/Grievances

Student-athletes who have athletic concerns that need to be addressed are encouraged to follow the following steps:

1. First, visit with their head coach regarding their specific concerns.
2. If the student-athlete's concern involves the head coach or their assistant coach, or the student-athlete feels that their concerns have not been properly addressed after visiting with the head coach, they should contact the athletic administrator who has direct administrative responsibility for overseeing that specific sport.
3. If the student-athlete continues to feel that their concerns are not being properly addressed, they should address their concerns to the Athletic Director and/or the Senior Women's Administrator (SWA).
4. If after meeting with the Athletic Director/Senior Women's Administrator (SWA) and the student-athlete continues to feel that their concerns have not been fully resolved, they should contact the Faculty Athletic Representative (FAR), who chairs the Faculty Athletic Committee. This university governing body will meet as a group and hear the student-athlete's concerns, and then render a decision.
5. If either party is not satisfied with the decision of the Faculty Athletic Committee, they may appeal to the President of the University. The President's decision will be final.

HAZING AND INITIATIONS

"Hazing" is defined as any action taken or situation created intentionally, whether on or off campus premises, that produces mental or physical discomfort, embarrassment, harassment or ridicule. Butler athletic department administrators, coaches and staff firmly believe that there is no place in athletics for hazing or team initiations involving hazing. Acts of hazing are not only prohibited by Butler, as spelled out in the current Butler University Student Handbook, but also are prohibited by the criminal code of the State of Indiana.

Hazing activity by a student-athlete may lead to disciplinary action up to and including dismissal from his or her team and possibly from the university. Additionally, if a hazing incident is found to be pervasive within a particular Butler athletic team, the sport may be suspended or terminated.

Conduct that may be considered as hazing is as follows: endangering the mental health, physical well-being, safety or rights of any Butler student; participating in activities that result in or present a strong probability of physical or emotional harm; and/or participating in activities that lead to a violation of Butler University policies or Indiana state law.

The individual/group activities that are prohibited include but are not limited to the following:

- requiring participation in activities that by design do not allow for adequate time for studying
- requiring the use of alcohol in any process or activity
- requiring nudity at any time
- throwing substances or objects at individuals
- vandalizing, defacing or stealing property
- verbal abuse or threatening physical harm

- assigning unreasonable chores
- forcing a person to eat something against his or her will
- requiring excessive exercise and/or sleep deprivation

FACULTY ATHLETIC COMMITTEE

The Butler University Faculty Athletic Committee monitors and reviews all matters of academic concern as they relate to athletics, including policies for practice and missed class time, competition schedules, travel plans and graduation rates.

Additionally, the Faculty Athletic Committee serves as an avenue for any student-athlete to submit a complaint regarding minority and/or gender equity issues, perceived discriminatory behavior, and/or for obtaining a release for a transfer. This process should be used only after a student-athlete’s discussions with his or her Student-Athlete Advisory Committee team representative, head coach, and/or athletic department administrator results in an unsatisfactory response.

ATHLETIC CONFERENCE MEMBERSHIP

Butler University is a Division I member of the National Collegiate Athletic Association (NCAA). Student-athletes at Butler University are known as “Bulldogs” and proudly wear the official school colors of blue and white.

All of Butler’s 19 teams, except football, compete in the Horizon League, along with Cleveland State, Detroit, Illinois–Chicago, Loyola– Chicago, Wisconsin–Green Bay, Wisconsin–Milwaukee, Wright State, Valparaiso and Youngstown State. The men field competitive teams in baseball, basketball, cross country, golf, soccer, tennis and track. The women compete in basketball, cross country, golf, soccer, softball, swimming, tennis, track and volleyball.

The Butler University football team (Division I-AA) is a member of the Pioneer Football League, which includes: Davidson, Dayton, Drake, Morehead State, San Diego, University of Jacksonville, and Valparaiso.

HORIZON LEAGUE

The Horizon League is in its 28th season of existence and continues to build upon a strong foundation of institutions with a tradition of broad-based athletic programs, led by administrators and coaches who place a constant emphasis on academic integrity, sportsmanship and personal involvement in the community. The Horizon League strives to maintain the goals and objectives necessary to achieve prominence as a Division I athletics league.

Butler University, as a member in good standing of the Horizon League, emphasizes and strongly supports the four platforms of the league, which constitute the cornerstones of the student-athlete’s experience – athletic success, academic achievement, community outreach, and personal responsibility and accountability (sportsmanship).

Athletic Success – The Horizon League conducts league championships in 19 different sports. The winners of each of these league championships earn the right to represent the Horizon League as the league’s automatic qualifier into the NCAA championship field. In addition to access to the NCAA championships, all league members have the opportunity to earn points at the end of their competitive seasons that will go towards the Horizon League’s end-of-the-year athletic awards: Men’s All-Sports Award Trophy, Women’s All-Sports Award Trophy and the McCafferty Trophy. The McCafferty Trophy is a symbol of a successful broad-based athletic program and is awarded annually to the member institution compiling the greatest number of performance points in league championships. Butler University has won the McCafferty Trophy five times in the past eleven years.

Academic Achievement – The Horizon League continues to look for ways to add emphasis to the strong academic achievement by student-athletes who compete in the league. The Horizon League recognizes yearly those student-athletes who have achieved at a very high level academically as members of the Horizon League All-Conference Academic Honor Roll. In addition, the Horizon League recently developed and awards on a yearly basis the “Raise Your Sights” Award, which is given to a Horizon League team at each institution who has the highest cumulative grade point average. A significant number of Butler student-athletes are consistently recognized each year by the Horizon League for their high academic achievement.

Community Outreach – Horizon League student-athletes spend well over 4,000 hours annually giving back to their institutions and their communities through their involvement in community service. In order to recognize and further encourage community service efforts by the nine institutions within the Horizon League, the league has developed the “Horizon League Community Outreach Award.” This award is given yearly on each of the nine campuses to the athletic team that distinguishes itself in the area of community service. The Horizon League member institutions have further distinguished themselves in the area of community service by adopting the Special Olympics as their league-wide community outreach project.

Personal Responsibility and Accountability (Sportsmanship) – The Horizon League and their member institutions strongly believe their student-athletes, coaches, athletic administrators and officials are role models for young people. In order to further recognize and foster good sportsmanship by the nine institutions within the Horizon League, the league has developed the “Horizon League Sportsmanship Award.” This award is given yearly on each of the nine campuses to the individual and/or athletic team that embodies “good sportsmanship” as promoted by the league.

The league also believes that because of this role, we all have a responsibility to adhere to standards of ethical conduct and behavior that promote the principle of winning with grace and losing with dignity. With this premise in mind, the Commissioner of the Horizon League expects every student-athlete, coach, athletic administrator and official to sign a pledge each year to uphold the “Horizon League Code of Conduct.” Member institutions have embraced the code of conduct as a written document that further proclaims the commitment that they have as league members towards fair play and sportsmanship. The code of conduct for member institutions is monitored through the Horizon League Office, and sanctions are issued for violations of the code if deemed appropriate by the Commissioner.

ACADEMIC PROGRAM HIGHLIGHTS

BUTLER UNIVERSITY: A HISTORICAL PERSPECTIVE

The five faculty and 113 students present when Butler University opened in 1855 laid a solid foundation for creative change and progress. Today’s 4,000 students continue to look ahead while treasuring the traditions unique to Butler.

Today’s students come from nearly every state in the nation and from many foreign countries to enroll in degree programs in the College of Liberal Arts and Sciences or in one of the four professional colleges: Business Administration, Education, Fine Arts, and Pharmacy and Health Sciences. True to the vision of its founders, the university also offers an array of professional and preprofessional programs within the context of a strong commitment to the traditional arts and sciences and to the values of liberal education. Butler welcomes highly motivated, intellectually curious men and women and prepares them for lives of professional and community service and for creative, ethical action. Butler University is fully accredited by the North Central Association of Colleges and Secondary Schools. The university is licensed for teacher training by the State Department of Education in Indiana.

ACADEMIC AREAS OF STUDY

College of Business Administration

All business majors complete two semester-long cooperative educational experiences. A Butler business education prepares you to be one of tomorrow’s business leaders.

Undergraduate Programs

- Accounting
- Business administration (minor)
- Economics
- Finance
- International management
- Management information systems
- Marketing

Graduate Program

Master of Business Administration

Master of Public Accounting

College of Pharmacy and Health Sciences

The College of Pharmacy and Health Sciences develops graduates who will serve society as caring, ethical health professionals and enlightened community leaders. The college's preprofessional programs combine intensive classroom education with clinical experiences in the professional phases of the degrees.

Undergraduate Programs

Doctor of pharmacy (six year)

Physician assistant (five-year master's degree program)

Graduate Program

Master of Science in pharmaceutical sciences

Physician Assistant — M.S. in health science

College of Education

The College of Education offers traditional classroom studies, field experiences, professional development and mentoring professors. Butler's early placement program provides classroom experiences that quickly link education theory and practice.

Undergraduate Programs

Early childhood/elementary

Middle grades

Reading

Special education

Middle/secondary

Biology

Chemistry

English

Foreign languages:

French, German, Latin, Spanish

Health and safety

Journalism

Mathematics

Physical education

Physics

Reading

Social studies

Special education

Speech, communication and theatre

Graduate Programs

Master of Science in School Counseling

Master of Science in Education Administration

Master of Science in Education, Effective Teaching

Jordan College of Fine Arts

Butler University's Jordan College of Fine Arts integrates intensive conservatory training with broad objectives and a strong academic curriculum. The college is respected for its tradition of educating students as emerging professionals in the arts.

Undergraduate Programs

- Arts administration
 - Dance General
 - Music Theatre
 - Dance
 - Pedagogy Performing Arts
- Dance performance
- Music
 - Applied
 - History & Literature
- Music education
- Choral—general, instrumental, area (five-yr.)
- Music performance
 - Piano, voice, organ or instrumental
- Music—piano pedagogy
- Music—theory and composition
- Media Arts
 - Electronic media
 - Multimedia studies
 - Recording industry studies
- Theatre

Graduate Programs

- Master of Music in:
 - Composition Conducting
 - Music Education Music History
 - Performance Piano Pedagogy and Theory

College of Liberal Arts and Sciences

The College of Liberal Arts and Sciences creates lifelong learners. The college affirms the central role of a liberal arts education while offering opportunities for specialization.

Undergraduate Programs

- Actuarial science
- Actuarial science/management (Five-year B.S./M.B.A.)
- African studies (minor)
- Anthropology
- Astronomy (minor)
- Biological sciences
- Chemistry
- Computer science
- Software engineering
- Economics

English
 Literature
 Writing
French
French and business studies
Gender studies (minor)
Geography (minor)
German
German and business studies
Greek
 Classical mythology
History
Individualized major
International studies
Journalism
 Advertising
 News and editorial
 Public relations
Latin
 Roman civilization
Mathematics
Philosophy
Physics
Political Science
Psychology
Public and corporate communication
Religion
Science, technology and society
Sociology
 Social work and social policy
Criminal justice
Spanish
Spanish and business studies
Speech
 Communication studies
 Professional communication
 Speech education
Communication disorders
Urban affairs

Engineering Dual Degree Program

Butler University and Purdue University at Indianapolis enable students to obtain two degrees in five years. Students earn a Bachelor of Science degree from Purdue University as well as a Bachelor of Science degree from Butler.

Purdue Degree

Computer Engineering
Electrical Engineering
Mechanical Engineering

Butler Degree

Biology
Chemistry
Computer science
Economics
Mathematics
Physics
Science, Technology
and Society

Preprofessional Options

Dentistry	Optometry
Forestry	Physical therapy
Law	Seminary
Medicine	Veterinary medicine

Accreditation

North Central Association of Colleges and Secondary Schools
AACSB—The International Association for Management Education
National Council for Accreditation of Teacher Education
Indiana State Board of Education
ACPE—American Council on Pharmaceutical Education
CAAHEP—Commission on Accreditation of Allied Health Education Programs

ACADEMIC POLICIES AND PROCEDURES

COLLEGE OF ENROLLMENT

Any student officially admitted to Butler as a degree-seeking freshman will be enrolled in one of the five colleges offering the student's academic program of study. Students who are undeclared in their intended program of study will be enrolled in the College of Liberal Arts and Sciences.

If a student transfers to Butler as a degree-seeking undergraduate student or converts from non-degree seeking status, he or she will be enrolled in the college offering the student's major.

Before changing majors at Butler, student-athletes should consult with the Assistant Athletic Director for Compliance and the deans of both the college in which they are currently enrolled and the college to which they are considering to make certain that their current degree progress in the new major can be maintained.

Advancement in the Colleges

Each professional college — Business Administration, Education, Jordan College of Fine Arts, and Pharmacy and Health Sciences — may set its own requirements for advancement in that college above the minimum standards established by the university. Such requirements will be set forth in the University Bulletin and students will be bound by the requirements published at the time they enter the university. Students are given a University Bulletin their first semester of enrollment.

DEGREE REQUIREMENTS

Although specific requirements vary considerably according to different academic major, every student who wishes to earn a baccalaureate degree from Butler must fulfill the following general requirements:

University Core Curriculum

The core curriculum of Butler University offers a broad general education. In the freshman year, courses in English and speech are required; in the sophomore year an interdisciplinary course on change and tradition is required. Students also must complete four or five distribution requirements, a computer literacy requirement, a writing intensive requirement in an upper-division course and two semesters of physical education.

Hours and Residence

At least 120 semester hours are required for a baccalaureate degree from the College of Liberal Arts and Sciences; for the College of Education the minimum is 126 hours; for Business Administration the minimum is 127 hours; for Jordan College of Fine Arts the minimum is 136 hours or 170 hours for the music education degree; and for Pharmacy and Health Sciences the minimum is 210 hours for a pharmacy degree (six-year), and 147 hours for the four-year and 183 hours for the five-year physician's assistant master's degree. Of these hours, a minimum of 40 must be upper division.

The last 30 hours toward a degree must be carried in residence at Butler, and at least 20 of these must be in the college granting the degree. Exceptions to this requirement may be approved by the dean of the college involved for reasons deemed valid, provided the student has completed at least 64 hours at Butler with a cumulative average of at least 2.00.

Grade Point Average

Any candidate for a degree must have a cumulative overall Butler grade point average of at least 2.0, and must fulfill any additional published grade point requirements for the college in which the degree is to be conferred.

Academic Advising

Each student is assigned an academic adviser who is a faculty member with special knowledge of the major area of study. The adviser functions under the supervision of the dean of the college in which the student is enrolled. The role of the adviser is neither to dictate to the student nor to approve automatically the student's requests, but rather, as the name implies, to give sound advice.

While the faculty adviser is expected to explain academic requirements, it is the ultimate responsibility of the student-athlete to know the academic requirements for his or her program of study. Each student-athlete should become an expert on the program being pursued and on the regulations and procedures of the university.

Student-athletes are encouraged to not only consult with their advisers during registration periods, but also regularly throughout the year. Each student-athlete should inform his or her academic adviser that he or she is a participant in intercollegiate athletics and, as such, is subject to NCAA eligibility requirements. It is the responsibility of the student-athlete to either provide his or her academic adviser with eligibility information, or to direct his or her adviser to the Assistant Athletic Director for Compliance with any questions that he or she might have regarding NCAA rules and regulations.

REGISTERING FOR CLASSES

All registrations and changes in registration for students begin with a conference between the student and the faculty adviser. Newly enrolled students are given the opportunity to sign up for a spring or summer early registration date determined by the order of their admission. Beyond that, it becomes the choice of the student to schedule a spring or summer early registration date. Any newly enrolled student who remains unregistered prior to the start of the fall or spring semesters may complete their registration during Welcome Week.

For continuing students during subsequent semesters, class schedules are available in advance of early registration. Student-athletes should schedule appointments with their faculty advisers as soon as possible during the early advising period. It is during this advising meeting that class loads are discussed and determined, and the registration hold is removed so the student-athlete can take advantage of the self-registration system and register themselves for classes for the upcoming semester.

Registration priorities are established by class standing, with those students having the greatest part of their degree finished having the highest registration priority.

ACADEMIC LOAD

For most degree programs, a student can complete requirements on schedule by carrying an average of 15–17 hours a semester. This, however, is an average, and students are usually encouraged to adjust their academic loads according to their individual aptitudes, academic situations and extracurricular commitments.

The maximum academic load is 18 credit hours in a regular semester and 6 hours in each of the summer sessions. These limits can be exceeded only with the special written permission of the student's academic dean, and hours in excess of 20 in a regular semester will carry additional tuition charges.

Student-athletes are encouraged to enroll in at least 15 credit hours each semester. While dropping a class is not encouraged, carrying a 15-hour class load would enable the student-athlete to drop a 3-hour class and still maintain his or her athletic eligibility. (For the same reason, it is advisable for a student-athlete to enroll in 16 hours if the student-athlete has a 4-hour class or 17 hours if taking a 5-hour class.)

NCAA regulations require student-athletes to carry a minimum of 12 credit hours each semester to practice or compete. If a student-athlete drops below 12 credit hours, he or she is immediately deemed ineligible to practice or compete. The only exception to this rule is for those student-athletes who are in their last semester of eligibility and need fewer than 12 hours to complete their degree at the end of that semester. Any student-athlete considering this option for his or her last semester of eligibility should contact the associate athletic director for eligibility to make sure that the proper paperwork is on file to validate the athlete's claim to less than full-time enrollment.

CHANGE OF REGISTRATION AND WITHDRAWALS

Any change in a student's schedule — such as adding or dropping a course, or switching from grade to pass/fail or from credit to noncredit — is initiated by the student after conferring with his or her academic adviser. Upon obtaining the adviser's approval, a form must be turned in to the Office of Registration and Records. The effective date of a withdrawal is the date the paperwork is processed in the Office of Registration and Records.

Prior to meeting with their faculty adviser to make any schedule changes, student-athletes are asked to confer with either the associate athletic director for eligibility, or their athletic academic support person and/or coach to assure that they will not be endangering their current and/or future athletic eligibility with their academic decisions.

COMPLETE WITHDRAWALS

If for any reason it becomes necessary for a student to completely withdraw from Butler, the student should confer at once with the dean of his or her respective college, who will initiate the proper paperwork. The form must be taken to the Office of Registration and Records before the withdrawal can be officially processed. In addition to the dean, a student-athlete also should contact the associate athletic director for eligibility to determine how the decision to withdraw impacts his or her current and future NCAA eligibility.

FINAL EXAMINATIONS

University regulations require that a final examination be given in all courses that students are enrolled in for academic credit, including students carrying a course pass/fail. The only authorized exceptions are courses such as independent study, undergraduate tutorial and research, internships and theses.

The dates and times of all final examinations are published in the Schedule of Classes for each session; students know at the time of enrollment their final examination schedule. Examinations must be given at the scheduled times. There is no official provision for arranging a special examination to accommodate a student with a heavy concentration of examinations on a single day. Therefore, wherever possible, a student wishing to avoid such concentration should consult the Schedule of Classes before registering and plan accordingly.

If a student is unable to take a final examination for reasons beyond the student's control, the instructor should be informed immediately so that appropriate arrangements can be made. If convinced that circumstances warrant it, an instructor may administer a make-up examination to a student who is unable to take the final examination on the scheduled date.

There are NO special provisions for final examinations made by the athletic department for student-athletes.

GRADING SYSTEM

Butler is on a standard 4.00 grading system. A cumulative grade point average (GPA) below 2.00 places a student on academic probation.

A	4.00 grade pts./hour	C	2.00 grade pts./hour
A-	3.67 grade pts./hour	C-	1.67 grade pts./hour
B+	3.33 grade pts./hour	D+	1.33 grade pts./hour
B	3.00 grade pts./hour	D	1.00 grade pts./hour
B-	2.67 grade pts./hour	D-	0.67 grade pts./hour
C+	2.33 grade pts./hour	F	0.00 grade pts./hour

Repeated course (R). A student, with the approval of his or her adviser, may repeat a course only once that is not otherwise repeatable for credit. This attempt will count in their GPA. When repeating a course, a student MAY NOT withdraw from the course or change the course credit designation to non-credit unless the student withdraws from the university. Courses that are repeated DO NOT count toward athletic eligibility, unless the credit for the class was not previously earned.

Incomplete grade (I). An incomplete may be assigned by an instructor when exceptional circumstances, such as illness, prevent a student from finishing all work required in a course. The incomplete must be removed within the next regular session of the student's enrollment, or within two years if the student is not enrolled during that time. If the "I" is not removed within the stated time, it will be changed to an "X." Courses that receive a grade of Incomplete DO NOT count toward athletic eligibility until the incomplete is made up and a grade is assigned to the course.

Pass/fail option (P/F), semester hours counted as hours passed but not as hours attempted for computing GPA. Courses taken pass/fail DO count toward athletic eligibility if they are passed.

Non-credit courses (NC), enrollment in a course on a non-credit basis. The student may change from credit to non-credit until the 10th week of the regular semester, fifth week of a regular summer session or second week of the May session. The instructor's signature is required. Courses taken for non-credit DO NOT count toward athletic eligibility.

Official withdrawal (W). Withdrawal is permitted until the 10th week of a regular 14-week semester (with some exceptions), or the fourth week of the regular 6-week summer session. The instructor's signature is required.

ACADEMIC AND UNIVERSITY SUPPORT SERVICES

THE LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) is a coordination site for services, programs and resources that promote academic success. LRC services are designed to assist students who are interested in enhancing their study skills; who wish to explore a variety of academic, intellectual and professional pursuits; who need help in their coursework; and who need a friendly ear to discuss any problems or concerns they may be experiencing. Students are encouraged to take advantage of these support services early in the semester to increase their chances of success.

LRC services are available to Butler students at no cost.

Study Skill Enhancement Program

The Learning Resource Center staff is available to assist all Butler students in further developing and enhancing skills that promote academic success. The Learning Resource Center staff works with students on skill development both individually and in a group seminar format. Seminar topics may vary from semester to semester, but generally include the following:

- Memory Enhancement
- Exam Preparation
- Effective Time-Management
- Effective Reading and Note Taking
- Developing a Study Plan Seminars may be offered in university housing units, Greek houses, and to any student group upon request.

Academic counseling

The Program Coordinator works with students experiencing academic difficulties or concerns. The Program Coordinator works collaboratively with students to develop appropriate intervention strategies and can connect students to helpful resources throughout the university.

Tutoring

Butler students have access to multiple resources that can assist them with course work. Through departmental study tables and individualized peer tutoring, students have the opportunity to interact with peers who have previously mastered the material and understand the difficulties that each subject presents.

Study Tables are essentially group walk-in tutoring sessions that meet at a specified time and place on a regular basis. Study Tables are coordinated by each respective department, and students are notified of the schedule within the first two weeks of each semester. This service is staffed by student moderators who have been chosen by the faculty based on their performance in the subject area. Students may come and go freely from study tables, where they have access to student moderators for questions and assistance. The Study Table program is available in a variety of academic disciplines. Study Table schedules are available to students via their professors, the Learning Resource Center website (www.butler.edu/learning), as well as in the Learning Resource Center office (Jordan Hall 136).

Individualized peer tutoring is coordinated through the Learning Resource Center and requires the recommendation of the course instructor. Individual tutoring allows the student to meet one-on-one with a qualified and recommended peer tutor of that particular subject area. This service is provided on an as needed basis, and is offered to the student for a limited time. The goal of individualized tutoring is to bring the student up to speed so that they are able to continue at the same pace as the rest of the class. Before requesting an individual tutor through the Learning Resource Center, the following conditions should be met:

- A recommendation from the instructor of the course is required.
- Student must be attending all classes and labs.
- Student must be completing all assignments to the best of his/her ability.
- Student must be attending departmental study tables if available for the subject.
- Student must be working with course instructor during office hours.

If the student has met the above conditions and is referred to the Learning Resource Center for tutoring by the course instructor, the Learning Resource Center will pay for the service. In most cases, individualized tutoring is limited to 1–2 sessions per week for a limited number of weeks, depending on individual circumstances.

Courses

LC 100. Becoming a Master Student: This course is designed to offer students tools and techniques that will enhance academic success at the college level. Topics will vary according to section but may include organization and time management, effective reading, memory enhancement, effective note taking, and exam preparation. Pass/Fail. (U)(0)

LC 103. Exploratory Studies: Specifically designed for first year Exploratory Studies Majors. Decision making, self-assessment, academic exploration, and career planning are foundational components. Encourages students to reflect upon assessments, personal values, skills, interests, and decision making styles while being exposed to various academic fields of study. Students apply this knowledge to investigate suitable career options. (U)(2)

LC 200. Peer Education: A training course for peer educators who participate in the PAWS (Peers Advocating Wellness for Students) program, designed to enhance knowledge and skills regarding collegiate health and wellness. Only offered in the spring semester. Enrollment by permission of the Coordinator for Health Education only. Pass/Fail. (U)(1)

LC 201. Residence Life: College Student Development: A training course for Residence Assistants, designed to enhance skills in interpersonal communication building, programming and counseling. By permission of the director of residence life only. Pass/Fail. (U)(1)

Exploratory Studies Program

Exploratory Studies is a structured program aimed at helping students identify interests, explore academic options, gain exposure to the career development process, and gather information about careers that interest them. Students who are undecided or who have multiple interests are encouraged to exercise their intellectual curiosity through a number of programs and classes designed to help students determine their own best course of study. In addition, students receive specialized attention from trained academic advisors who assist the students in their decision-making process. Program services include:

- Developmental academic advising
- Exploratory Studies Class (LC 103)
- Workshops and guests speakers
- Self assessments
- Assistance in setting up job shadowing and informational interviewing opportunities
- Transitional counseling for students who are in the process of changing majors

National Scholarships & Fellowships

Students who have excelled in their undergraduate career and are planning to further their education with graduate school or research opportunities may wish to consider pursuing Butler’s institutional endorsement for prestigious national scholarship and fellowship programs (such as the Rhodes, Truman, Fulbright and Carnegie). Students may seek information and assistance from the scholarship advisor in the Learning Resource Center. For more information about specific scholarships and contact information for the scholarship advisor, contact the LRC at 940-9308.

ACADEMIC SUPPORT PROGRAMS

Accounting • Jordan Hall, Room 271

The College of Business Administration offers tutoring for students enrolled in AC103, AC104 and AC125. Tutors are available approximately six hours a week, usually about one to two hours a night. Students needing assistance can contact the College of Business Administration at 940-9221.

Writers' Studio • Jordan Hall, Room 304

Writing is essential to intellectual life, the learning process and professional development. Peer tutors are available to help others at any point in the writing process. Help is available to generate ideas for a paper, develop those ideas, and work on structure, organization and a final review. Additionally, help is available for all types of projects including essays, articles, lab reports, research papers, creative writing and even preparation for essay exams. The service is free of charge. The Writers' Studio can be reached for its hours of operation by calling 940-9861.

Speakers Lab • Jordan Hall, Room 272C

The Speakers Lab provides assistance in creating and delivering oral presentations. Peer tutors are available to assist students. The services of the lab include: topic selection, research, outlining, organization, delivery and communication anxiety. For more information, call the Speakers Lab at 940-9625.

Mathematics Lab • Jordan Hall, Room 270

The mathematics department offers tutoring in the Mathematics Lab for pre-core (MA 101 and MA102) and core math classes (MA103, MA104, MA106 and MA119). The lab generally is open two or three afternoons a week, and every night, Sunday–Thursday. The lab is staffed by mathematics majors who have a special interest in assisting other students; many tutors are secondary education majors who plan to teach mathematics. For more information, call 940-9521.

Chemistry Study Tables

Gallahue Hall, Room 319

The Department of Chemistry arranges help sessions for students in general chemistry (CH105 and CH106) and in organic chemistry (CH351 and CH352). The sessions are announced in chemistry classes and via posters on the hallway walls in the department. Questions regarding the program may be answered by calling 940-9400.

Modern Foreign Language Center (MLC) Jordan Hall, Room 391

The Modern Foreign Language Center provides study resources for language students and students from other LAS and university-wide departments. Students are welcome to use the MLC for language projects, as well as projects for other courses. The center has available individual and small group video/laser disc stations, Macintosh computers, satellite downlink and a variety of study aids for modern foreign language and other LAS university courses. Tutoring, offered by the Department of Modern Foreign Language, is available by calling 940-9586

Jordan College of Fine Arts Multisensory Learning Facility (MLF)

Lilly Hall, Room 119

The Jordan College of Fine Arts Multisensory Learning Facility (MLF) was created in 1995 and renovated in 2000 for teaching, learning and creating digital arts within Butler's dance, music, telecommunication arts and theatre core curriculum. The MLF is staffed with trained technical multimedia consultants. For assistance and hours, call 940-4357.

Information Resources

Holcomb Building, third floor

Over 15 different computer laboratories are available throughout the campus and in most of the housing units. Both Windows-based and Macintosh computers with programs such as Microsoft Office are available on most platforms. In addition, computer stations with CD-ROM for information retrieval are available in both the Irwin Library and Ruth Lilly Science Library. Internet access is available for all students upon completion of a request for a computer account. For more information, contact the Information Resources Department at 940-9420.

Computer lab facilities available to Butler students:

Atherton Union (open 24 hours)

Fairbanks, Room 148	Jordan Hall, Room 83
Fairbanks, Room 152	Jordan Hall, Room 220
Fairbanks, Room 248	Jordan Hall, Room 253
Gallahue, Room 037	Jordan Hall, Room 280
Gallahue, Room 313	Lilly Hall, Room 149
Holcomb, Room 106	Pharmacy, Room 206
Holcomb, Room 110	Residential College
Jordan Hall, Room 37	Ross Hall
Jordan Hall, Room 41	Schwitzer Hall

Student Disability Services

Jordan Hall, Room 136

Butler University is committed to treating all individuals within the university in a fair and equitable manner. Furthermore, it is the policy and practice of Butler to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Under these laws, no qualified individual with a disability will be denied access to participate in services, programs and activities at Butler University.

The primary purpose of the Office of Student Disability Services is to facilitate the education of students with disabilities by acting as a point of coordination for support services. Any student with a documented physical or mental impairment that substantially limits one or more of life's major activities may qualify.

In order to establish eligibility for services, a disability must first be reported directly to the director of student disability services. Appropriate documentation is required before requests for accommodations can be considered. Ideally, the disability should be reported as soon as possible after acceptance into Butler, or immediately after diagnosis is made. This will allow sufficient time to develop academic or physical modifications should they be needed.

To report a disability or to request additional information regarding eligibility for services, contact the director of student disability services at 940-9308.

ACADEMIC AND UNIVERSITY SUPPORT SERVICES

Honors Program

Jordan Hall, Room 212C

The Butler University Honors Program is open to outstanding entering freshmen and to other students who have demonstrated their academic ability through outstanding achievement at Butler. Two types of honors are provided through the program: general university honors (cum laude, magna cum laude, summa cum laude), and department honors for those students whose aptitudes or interests are concentrated in a specific academic major.

Students should contact the director for specific information regarding requirements for admission to the honors program, nature of the honors work and requirements for the various levels of honors, or visit <http://www.butler.edu/honors>.

Diversity Programs

Atherton Union, Room 200

The Office of Diversity Programs emphasizes Butler's commitment to diverse student concerns and assesses the academic, social, cultural and economic needs of the multicultural student population. The office coordinates academic, career, cultural and leadership development programs, and social activities that promote a better understanding of racial and ethnic diversity and enhance the total development of the student population.

For more information regarding programming offerings, contact the director of diversity programs at 940-9381.

International Student Services

Atherton Union, Room 101

The focal point for international endeavors at Butler is the Office of International Student Services. The office serves as a campus and community resource for international services and concerns. All matters pertaining to immigration and the general well-being of international students on campus are channeled through the director. One of the most important functions of the office is to provide personal and financial counseling, and assist students in maintaining proper status.

At Butler, the entire international community, which includes returning study abroad students, citizens of other countries, interested faculty and staff, international studies majors and local residents, come together to share mutual experiences and interests at regular campus events. Bringing people together through campus life and social programming is a major focus of the Office of International Student Services. For more information about Butler's international student services programming, call 940-9888.

Counseling and Consultation Services

The Counseling and Consultation Services, located in the Health Recreation Complex adjacent to Hinkle Fieldhouse, provides help to all students on an individual or group basis in many areas related to their university experiences. All counseling or consultations, whether individual or group are confidential to students who are over the age of 18 (with some exceptions), and strictly voluntary. Students may wish to come to the Center regarding issues and/or problems that are personal, social, career or academic in nature. Students seeking more than 8-10 sessions are encouraged to secure services off-campus as the Center focuses on short-term therapy. The Center is staffed by professionally licensed psychologists and closely supervised predoctoral and master's level interns. Additionally, the Center offers a fully accredited doctoral internship through the American Psychological Association for three interns nationally. Students are seen by appointment only, except in emergency situations. To schedule an appointment, call 940-9385. Initial screening appointments are available on a first-come, first-served basis.

Services Dealing with Alcohol and Other Drugs

The Counseling and Consultation Services staff will work with students dealing with concerns about alcohol and other drugs in three ways: education, treatment and referral for specific or further treatment. Services are designed to respond appropriately and effectively to people seeking help for problems associated with alcohol/drug problems. This includes individuals who may have a family member or friend who is using or abusing substances.

Counselors at the Center will conduct an initial assessment of the problem or situation and make a determination of the most appropriate course of treatment. If the services needed by the student exceeds the resources of the Center, they will be referred to a provider in the community. A common referral site for diversion programs, education or treatment is the Greater Indianapolis Council on Alcoholism at (317) 542-7128. If students have questions about any of these issues, they are welcome to make an appointment at the Counseling and Consultation Services at 940-9385.

Student Health Center

940-9385

The Student Health Center provides health care on an outpatient basis to all students enrolled at Butler. A health record is required to be on file at the health center. Student-athletes should note that their athletic physical can fulfill the requirement for this health record. Hours are posted and services are provided on a walk-in, first-come, first-served basis. Emergencies are given priority. Every effort is made to protect the confidentiality of the student.

During the regular academic year, the health center is staffed by registered nurses. A physician is available for acute-care visits by appointment only after being assessed by a nurse. Acute

or serious illness that occurs when a physician is not on site may be referred to an acute care center or area hospital emergency room.

Internship & Career Services

Atherton Union, Room 315

The Internship & Career Services office (formerly The Center for Career Planning & Development) guides students through the career exploration process, preparation and application for careers and internships, and major exploration assistance.

Students of all grade levels and disciplines are encouraged to visit the staff and take advantage of the many services available, including on-campus student employment, career and self assessments, career counseling, resume/cover letter critiques, interview practice and mock interviews, networking events and assistance, internship and career fairs, on-campus recruitment, B.L.U.E. (Butler Links U to Employers) online career and mentor database, workshops, seminars and more! For additional information regarding available services, contact the office at 940-9383 or visit www.butler.edu/career.

Butler University Police Department (BUPD)

940-9396

The purpose of the Butler University Police Department is to maintain a safe and secure environment for the university community. BUPD is responsible for issuing and validating ID cards, parking services, risk management, emergency contingency planning, crime prevention, investigation of criminal activity, incident response and patrol activities.

The department also assumes responsibility for providing assistance in emergency situations, including fire, ambulance and police services. The following are just a few of the assistance programs provided by the department: a lost and found program, operation I.D., bicycle registration, after-dark escort program, vehicle unlock assistance and crime prevention programs.

ATHLETIC ACADEMIC SUPPORT SERVICES

ATHLETIC ACADEMIC SUPPORT PROGRAM

The Athletic Academic Support Offices are located in Hinkle Fieldhouse. Student-athletes know that either the Assistant Athletic Director for Compliance or the Coordinator of Academic Support are available to assist them in solving academic and non-academic problems. Support services for student-athletes are provided on a by-need basis or by student/coach-request. Student-athletes who need or desire academic support services are encouraged to seek assistance early in the school year by either going to their athletic academic support staff person or to their coach.

Every student-athlete on a team works with the same athletic academic assistant to which his or her particular team has been assigned. In order to proactively monitor the academic success of their student-athletes, the Coordinator of Academic Support has regularly scheduled meetings with returning student-athletes on their assigned teams who have a cumulative grade point average of a 2.5 or less. Additionally, any incoming freshmen who are identified by the admission office as requiring specific academic performance standards, and/or student-athletes who are recommended by their coaches also meet on a regular basis throughout the school year with the Coordinator of Academic Support. Besides assisting students with the registration process, the Coordinator of Academic Support also helps their assigned student-athletes by making one-on-one and small-group tutorial referrals, and by monitoring class attendance, grades and degree progress.

STUDENT-ATHLETE ACADEMIC RESPONSIBILITIES

Academic responsibilities are considered the highest priority for student-athletes who attend Butler. The athletic department supports the academic mission of the university; therefore, Butler student-athletes are required to do the following:

- Students should attend all classes. NEVER MISS, NEVER FAIL. Additionally, students should be on time and attend all scheduled meetings with their faculty adviser and athletic academic support person.
- Students should complete all class assignments on time, and take all course examinations as required for successful completion of their classes.
- Students should be proactive and communicate in a timely manner when an academic and/or athletic conflict occurs. It is the athlete's responsibility to make up any and all assignments missed because of team travel in a timely manner.
- Students should take full responsibility for monitoring the status of their academic eligibility and satisfactory progress. This may include seeking assistance from the faculty adviser, department head, dean, head coach, athletic academic assistant and/or the associate athletic director in charge of certifying NCAA eligibility.
- Students should understand and apply the academic policies and procedures set forth in the Butler University Student Handbook.

TUTORING PROGRAM

In addition to the university-wide tutoring resources provided by the Learning Resource Center, the athletic department also provides a tutoring program to assist student-athletes. ALL student-athletes can utilize this privilege by contacting their athletic academic assistant. The tutoring program covers the vast array of Butler's academic courses, but the greatest tutoring focus is toward courses that are part of the core curriculum. Tutors employed by the athletic department are successful students who come recommended by the Butler faculty. The aim of the program is to help the student-athlete graduate. Please see the Coordinator of Academic Support for all tutor requests.

CLASS CONFLICTS PRACTICE/COMPETITION

Before registering for classes, each student-athlete should discuss preferred practice times, competition dates and travel dates (if any) for the upcoming semester with his or her coach. Planning in team sports is particularly critical since individual workouts help retain conditioning but do not foster critical team interaction. It is imperative that the student-athlete plan well enough in advance, so that class conflicts stay at a minimum. Missing one or even two practices per week because of class conflicts might be tolerated. However, an academic program that requires you to miss more than two practices per week might jeopardize your membership on the team for that semester (year), and indirectly your athletic scholarship. In other words, if your academic program makes it impossible for you to meet your sports practice/competition obligations, then it is possible that you will be asked to take a year off from practice and competition in your sport.

CLASS ATTENDANCE

In order to have the best possible chance to succeed in the classroom, student-athletes at Butler are expected to attend all their classes on a daily basis, at the regularly scheduled times. The definition of excessive absences, as well as the penalty for such absences, may vary with the nature of the course and instructor. It is the student's responsibility to learn and observe the rules governing each class. Consistent class attendance and participation are essential to academic success. Poor class attendance is a major factor in nearly all cases of academic failure.

TRAVEL EXCUSES

It is the responsibility of each head coach to provide official written verification for student-athletes who will be missing class time due to their representation of Butler in intercollegiate athletic competition. Class absences caused by participation in athletic competition are approved absences as stated in the "Student Welfare/Class Absence Policy," approved by the Faculty Assembly and implemented during the 2001-02 school year. Nevertheless, the method of making up work is still at the discretion of each instructor. Ultimately, it is the responsibility of each student-athlete to consult with his or her instructors PRIOR to making an athletic trip. It is best if the student-athlete meets with each instructor beforehand to clarify assignments that might be missed, and to learn of all deadlines for making up missed exams and/or class assignments,

presentations and projects. Class travel excuses are not to be used as a justifiable reason for not meeting class responsibilities that have been clearly outlined by the instructor.

STUDENT-PROFESSOR RELATIONSHIPS

No matter how you feel, no matter how you think the professor feels about you, it is important to have consistent presence in the classroom. If nothing else, the professor will know that student-athletes at Butler University are serious about their academic success. By developing a professional relationship with instructors, a student-athlete will be allowing each professor the opportunity to provide clarification for unclear information covered in class, share current class standing, and answer specific questions relating to upcoming assignments or tests.

As you meet with instructors, ask them what it will take to make an “A” in their class and then work hard to meet those academic goals. In the end a student is not always able to realize an “A” grade, but at the same time the instructor is on notice that the student is serious about getting good grades. If for some reason a student is having trouble completing an assignment on time, let the professor know before it is due and see if it is possible to work out a new due date — then meet that deadline. Finally, professors are busy individuals, yet so are student-athletes. Seek help early in the semester from instructors if there is a feeling that there might be academic trouble. Do not wait until a failing grade has been received in a course.

ACADEMIC HONESTY

Students have an obligation to themselves, to their peers and to the institution to uphold the integrity of Butler University and of higher education by (1) refusing to participate, either directly or indirectly, in acts of academic dishonesty, and (2) discouraging such acts by others. A student who collaborates with another in an act of dishonesty shares the guilt for the offense. Academic dishonesty in all of its manifestations is a deplorable activity, a betrayal of personal values, and a rejection of the basic goals of learning to which the Butler University community is committed. Students must be fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify or rationalize dishonest acts. Academic dishonesty can take a number of forms, including but not limited to cheating, plagiarism, fabrication and interference.

Academic dishonesty is a serious offense, harming both the Butler community and the perpetrator; therefore, the university has adopted specific procedures for dealing with possible instances of academic dishonesty. Under university regulations, outlined in the current copy of the Butler University Student Handbook, the individual instructor, dean, or computer system managers have wide latitude in handling cases involving academic dishonesty within their various departments, colleges or computer facilities. Instructors or system managers, at their discretion, also may refer matters of academic dishonesty to the dean of student affairs.

PLAGIARISM

Many first-year college students are not completely clear about the meaning of the term “plagiarism.” Plagiarism can be defined as presenting someone else’s words and ideas as your own without giving credit to the original source. Even if it is unintentional, the consequences can be very serious when a teacher suspects that a student has plagiarized part or all of a paper or other work. To go a step further, a student must understand that any unacknowledged use of sources to which one is indebted, including but not limited to music, video, audio, theatre projects, compositions, Web site and computer software constitutes plagiarism. Plagiarism, regardless of the degree, is academic theft and must be avoided at all costs.

STUDENT-ATHLETE ADVISORY COMMITTEE

Membership and terms. The committee includes one or two representatives, depending on the size of the team, from each intercollegiate varsity sport sponsored by Butler. The representatives will serve a two-year term — mid-freshman year through senior year.

Selection process and meetings. Each head coach and their graduating SAAC representative will be asked to select a new representative either by appointment or through a team vote. There will be at least one regularly scheduled meeting held each month during the academic

year, with the meetings being scheduled at times that are mutually agreeable for the committee members.

The committee's purpose is to advise Butler's athletic administration on matters that directly impact students, including but not limited to:

- athletic scheduling policies
- equipment issues
- letter-winner awards
- travel policies and per diems
- NCAA and conference rules pertaining to eligibility, scholarships, transfers and championship participation.

Additionally, committee members help to organize community service projects, select the SAAC/ Student Affairs male/female team award winners for the "Shining Star" Awards, and communicate with teammates to bring issues of concern to the committee and return with the committee's reaction to their teammates.

"SHINING STAR AWARD"

The "Shining Star Award" is presented each year by the Division of Student Affairs, on the recommendation of the Student-Athlete Advisory Committee, to a men's and a women's athletic team which has demonstrated the strongest commitment for that year towards academics, sportsmanship, school spirit, and service to the Butler University campus and the Indianapolis community.

ATHLETIC ELIGIBILITY REQUIREMENTS

NCAA CLEARINGHOUSE

As of Aug. 1, 1994, the NCAA Initial-Eligibility Clearinghouse has been the agency responsible for certifying all freshmen at the Division I or II level in order to determine their academic and amateurism eligibility for athletic competition their freshman year. Students are encouraged to start the clearinghouse process no later than the end of their junior year of high school.

In order to be registered for certification with the clearinghouse, a domestic student must complete the student-release form and pay the \$50 registration fee. The fee for international students is \$75. Please note that the student's high school counselor may waive the clearinghouse fee if the student has previously qualified for and received a waiver for the ACT or SAT testing fee. Additionally, the student must request that the high school counselor send an official high school transcript to the clearinghouse. Finally, the student's official SAT/ACT test scores must be taken on a national testing date, and be sent to the clearinghouse directly from the testing agency. The clearinghouse's test score report number is "9999."

In order to complete the certification process, the student should request immediately upon graduating and before school closes for the summer that a final high school transcript be sent to the clearinghouse that confirms graduation. Students should remember that the initial-eligibility certification process pertains only to whether a student meets the NCAA requirements for participation in Division I or II athletics and is a separate process from applying for admission to Butler.

FULL-TIME ENROLLMENT

Student-athletes must be enrolled in NO fewer than 12 semester hours during each of the fall and spring semesters in order to be eligible for practice, competition and financial aid. However, any student-athlete who needs fewer than 12 semester hours to graduate in his or her last semester of eligibility may register for only those hours needed to fulfill degree requirements, provided that the faculty adviser/academic department head verifies in writing the degree requirements remaining. Student-athletes are encouraged to seek this written verification and have it on file in the offices of the Assistant Athletic Director for Compliance and the Associate Athletic Director for Financial Aid, prior to the start of the respective semester in order to not jeopardize their eligibility for practice, competition and financial aid.

NCAA SATISFACTORY PROGRESS

To be eligible to compete at Butler University, student-athletes who first enroll on or after August 1, 2003 as a full-time student at any institution (two-year, four-year, international) of higher education (freshman, transfer, or continuing student), must satisfy all of the following NCAA requirements based on their academic record at the beginning of the fall semester or at the beginning of any other regular term of that specific academic year.

1. A student-athlete must satisfactorily complete 24 semester hours of academic credit prior to the start of the institution's third semester following the student-athlete's initial full-time enrollment.
2. A student-athlete must complete 18 hours during each regular academic year (fall/spring), or previous two semesters. These 18 hours can't be earned during summer school.
3. A student-athlete must earn 6 semester hours for each regular academic term to be eligible for the next regular academic term. Summer school hours can't be used to fulfill this requirement.

SIX HOUR RULE

All student-athletes, (including initially enrolled, continuing, transfer and graduate students) must successfully complete at least 6 semester hours in the previous regular academic term of full-time enrollment in order to be eligible to participate in the next regular academic term. If a student-athlete has declared a specific baccalaureate degree program, the hours used to satisfy the six hours in the previous regular academic term of full-time enrollment must be degree-applicable hours. Prior to declaring a baccalaureate degree program, a student-athlete may use credits acceptable toward any of the institution's degree programs to satisfy the six hour requirement. Summer school hours can not be used to fulfill this NCAA requirement.

DECLARATION OF DEGREE PROGRAM

Although it is not uncommon for student-athletes to choose a degree program earlier, the NCAA requires all student-athletes to declare a major leading toward a specific degree program no later than prior to the beginning of their third year of school (fifth semester of full-time study). Therefore, in order to not jeopardize their current or future eligibility, it is very important that all student-athletes establish a regular, ongoing relationship with their faculty adviser so they are sure that they remain on track to meet the academic qualifications for their desired major.

GPA REQUIREMENT RULES

Student-athletes who enroll as a full-time student at Butler University on or after August 1, 2003, must achieve the following minimum grade point averages in order to maintain their athletic eligibility.

Student-athletes must have achieved a cumulative GPA that is no less than 90 percent of the minimum GPA required to graduate from their college or university by the beginning of their second year of study. Similarly, student-athletes must have achieved a cumulative GPA that is no less than 95 percent of the minimum GPA required to graduate from their college or university by the beginning of their third year of study. Prior to the start of their fourth and/or fifth years of study, student-athletes must have achieved a cumulative GPA that is no less than 100 percent of the minimum GPA required to graduate from their college or university.

At Butler University, the minimum cumulative grade point average needed to graduate is 2.00. Therefore, Butler student-athletes must have no less than a 1.80 cumulative GPA by the beginning of their second year of study, a 1.90 cumulative GPA by the beginning of their third year of study, and a 2.00 cumulative GPA by the beginning of their fourth and fifth years of study.

Certification for the appropriate grade point average will be completed on a term-by-term basis, and will be first applicable to a student-athlete after they have completed their first academic year in school.

DEGREE PERCENTAGE REQUIREMENT RULES

Student-athletes who enroll as a full-time student at any institution on or after August 1, 2003 should familiarize themselves with the following NCAA DEGREE PERCENTAGE REQUIREMENT rules, which they must adhere to in order to continue to be eligible for athletic competition during their university athletic career.

The standards require that a percentage of courses necessary to earn a degree be completed by the beginning of the third, fourth and fifth years of enrollment. As noted earlier in the “Grade Point Requirement Rules,” a minimum percentage of the grade point average necessary to graduate from the student’s college or university also is required as a corresponding factor. The chart below illustrates both the “Grade Point” and the new “Progress-Toward-Degree Requirement Rules.”

Year of enrollment	Percent of courses	GPA required
Second	—	1.80
Third	40%	1.90
Fourth	60%	2.00
Fifth	80%	2.00

“C” MINIMUM COURSES

In most of the major fields of study at Butler, there are courses that apply to the major area and are not considered to have been completed unless one earns a grade of “C” or higher. In most cases when a grade below a “C” is earned, the student must repeat the course at Butler and then earn a grade of “C” or higher for that course.

It is the responsibility of Butler student-athletes to regularly meet with their faculty adviser, and to secure a copy of their specific degree program requirements that specify the minimum grade requirements for their chosen major field of study. Failure to make the required “C” minimum grade in a designated “C” minimum course may cause the student-athlete to be declared ineligible for athletic competition for failure to meet one of the NCAA eligibility rules currently in place specific to the student’s initial year of full-time enrollment.

REPEATED COURSE WORK

A student, with the approval of his or her adviser, may repeat a course one time that is not otherwise repeatable for credit. Upon completion of a second attempt, only the most recent attempt will count in the grade point average. Any subsequent repeat of the course will be marked as an illegal repeat on the student’s transcript and will not be calculated into their grade point average. To override this limit, the student’s advisor and the dean of the college offering the course will have to approve any repeats after the first one. When repeating a course, a student may not withdraw from the course credit designated to non-credit unless the student withdraws from the university. Credit for a repeated course may only be used once toward meeting degree requirements.

In addition to meeting with their faculty adviser, it also is the responsibility of Butler student-athletes to check with the associate athletic director who oversees NCAA eligibility prior to the semester that they are considering repeating a course. Failure to do so may result in the student-athlete being declared ineligible for athletic competition for failure to meet one of the NCAA eligibility rules currently in place specific to the student’s initial year of full-time enrollment.

NCAA STUDENT-ATHLETE STATEMENT/DRUG TESTING CONSENT FORM

Prior to practice beginning each academic year, NCAA regulations require student-athletes to complete the NCAA Student-Athlete Statement and NCAA Drug Testing Consent Form. These forms include important information regarding athletic eligibility at the collegiate level (i.e., ethical conduct, amateurism, financial aid, academic standards, drugs and recruitment for new student-athletes). Forms will be administered at a team meeting at the beginning of the year. This meeting must occur prior to practice beginning for all sports.

SUMMER SCHOOL

Although many Butler student-athletes use summer school to make further progress toward their degree and graduation, some may use it to attain eligibility for the coming fall semester. However, student-athletes cannot rely solely on summer school attendance to atone for poor academic performance during the previous fall and/or spring semesters. Student-athletes who plan to attend summer school to remove NCAA eligibility deficiencies should always check prior to enrolling for classes with either the assistant athletic director in charge of compliance and/or the coordinator of academic support.

Any Butler student-athlete who is planning to attend a college or university other than Butler must remember that he or she must have prior approval from the faculty adviser, department head and university registrar before enrolling in the course(s). Student-athletes can pick up the appropriate summer school form from their advisor. Failure by the student-athlete to receive prior approval, and to have the proper paperwork completed and on file with the registrar could result in those courses not counting toward NCAA eligibility requirements.

Student-athletes also should be aware that any courses transferred from another university back to Butler may count toward their total degree hours, but WILL NOT affect their overall Butler GPA.

REGULATIONS ON AMATEURISM

Only an amateur student-athlete is eligible for intercollegiate athletic participation in a particular sport. A student-athlete loses amateur status and shall not be eligible for intercollegiate competition in a particular sport if he or she:

- uses his or her athletics skill (directly or indirectly) for pay in any form in that sport that would be in non-compliance with Bylaw 12.4.2.
- accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation
- signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received
- receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletic skill or participation, except as permitted by NCAA rules and regulations.
- competes on any professional athletics team, even if no pay or remuneration for expenses was received
- subsequent to initial full-time collegiate enrollment, enters into a professional draft (EXCEPTION: A student-athlete in the sport of basketball may enter a professional league's draft one time during his or her collegiate career without jeopardizing eligibility in that sport, provided the student-athlete declares his or her intention to resume intercollegiate participation within 30 days after the draft. The student-athlete's declaration of intent shall be in writing to the institution's director of athletics.)
- enters into an agreement with an agent

To avoid the risk of jeopardizing his or her current or future eligibility, a student-athlete should always check with the assistant athletic director for compliance and/or his or her coach prior to participating in any contest in which awards or prizes are to be given and/or before beginning any employment related to his or her sport or sport skills.

EXTRA BENEFITS/AWARDS

A student-athlete who receives an award, benefit or expense allowance not authorized by NCAA rules will be deemed immediately ineligible for athletic competition in the sport for which the improper award, benefit or expense was received.

A student-athlete shall not receive any extra benefit(s). Generally, an "extra benefit" is any special arrangement by an institutional employee or booster to provide a student-athlete's relative or friend a benefit that is not available to all other students at the institution (i.e. tickets to professional sports contests, loans, gifts, services, discounts or credits, free or reduced-cost

services, telephone or credit cards, etc.). However, a student-athlete or an entire team may receive an occasional meal from a booster, but this must occur at the person's home (as opposed to a restaurant) and may be catered. In addition, a student-athlete or an entire team may receive a meal (and transportation to attend the meal) from an institutional staff member, at a location in the locale of Butler University, on infrequent and special occasions.

An award is an item given in recognition of athletic participation or performance. Student-athletes should not accept any awards, or anything that might be perceived as an "extra benefit" until they have received prior permission from their coach and/or assistant athletic director for compliance. There are permissible awards, but student-athletes should always check with proper Butler authorities prior to acceptance in order to determine what is permissible, so as not to possibly jeopardize their current or future athletic eligibility. Payment (a receipt of funds, awards or benefits) for participation in athletics is prohibited.

OUTSIDE COMPETITION

Sports other than basketball. A student-athlete may not participate during the academic year as a member of any outside team in any non-collegiate, amateur competition. To do so would render that student-athlete ineligible for the rest of that academic year and for the next academic year. (EXCEPTION: A student-athlete may compete outside of the institution's declared playing and practice season as a member of an outside team in any non-collegiate, amateur competition during any official vacation period published in the institution's catalog [i.e., the last date for the final exam period that is published in the institution's catalog is when the semester officially ends]. The number of student-athletes from any one institution shall not exceed the applicable limits set forth in the NCAA bylaws.) Always check with your coach prior to participating in any summer competition. Note: Division I soccer and women's volleyball student-athletes should see their coach and/or the assistant athletic director for compliance for more details.

Basketball. A student-athlete in basketball may not participate in any outside organized competition during the academic year. Summer participation is permissible only in those summer leagues sanctioned by the NCAA. Student-athletes who are members of the basketball teams may compete only during the period between June 15 and Aug. 31 on a team approved by the NCAA. They must receive prior written permission from Butler to participate (this applies to all organized competition, including 3-on-3 basketball tournament/leagues and state games). Two players from Butler may participate on a team. Always check with your coach and/or the assistant athletic director for compliance prior to participating, being sure to receive proper prior written permission.

PRACTICE AND PLAYING SEASONS

Each sport must declare an official practice and playing season at the beginning of the academic year. The NCAA has regulations that state the parameters in determining the practice and playing season for Division I basketball, football, track and field and all other sports. An In-Season and Out-of-Season declaration will be determined by the head coach.

During the playing season (In-Season), a student-athlete's participation is limited to a maximum of four hours per day (exception for a golf practice round), for a total of 20 hours per week. One day off must be provided within every seven-day period. A day of competition is equivalent to a three-hour block of time, no matter how long or how short the actual duration of competition. A student-athlete representative for a team (i.e. a captain) will be asked to sign a practice log weekly (In-Season Log) for all required countable, permissible, athletically related activities that take place for the team while "In-Season."

Outside of the playing season (Out-of-Season), a student-athlete's participation is limited to a total of eight hours of strength, conditioning and agility workouts with two days off mandated within every seven-day period. Within the eight-hour limit, student-athletes (not including football) may also participate in no more than two hours of individual skill instruction in their sport. A representative from each team will be asked to sign a weekly practice log (Out-of-

Season Log) for all required countable, permissible, athletically related activities that take place during each seven-day period. By signing the practice log, the student-athlete verifies that the activities required are permissible.

For more details on what is considered to be countable, athletically related activity, student-athletes should contact the assistant athletic director for compliance.

GAMBLING

In accordance with NCAA rules, Butler student-athletes and athletic department staff members **MAY NOT** participate in gambling activities involving intercollegiate and/or professional athletics. More specifically, a student-athlete or athletic staff member shall not knowingly:

- provide information to individuals involved in organized gambling activities concerning any intercollegiate athletic competition
- solicit any bet on any intercollegiate team
- accept a bet on any team representing Butler
- participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, the use of an on-line Internet gambling service, a parlay card, or any other method employed by organized gambling.

NCAA POSITION ON GAMBLING

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletic community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purposes and meaning of “sport.” Sports competition should be appreciated for the inherent benefits related to the participation of student-athletes, coaches, and institutions in fair contests, not the amount of money wagered. For these reasons, the NCAA membership has adopted specific rules prohibiting athletic department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events.

BEING A STUDENT HOST

Butler coaches rely on their current student-athletes to serve as “student hosts” to prospective student-athletes who visit campus. The responsibility of serving as a student host goes beyond what the coach may expect. The NCAA has a number of rules regarding the permissible behavior of enrolled student-athletes when they act as student hosts:

- The student host **MAY BE** provided with a maximum of \$30/day to entertain the prospect, the prospect’s parents (legal guardians) or spouse. Other student-athletes may accompany the host and prospect, but will be responsible for paying for their own entertainment.
- Student host money **MAY NOT** be given directly to the visiting prospect nor may it be used to purchase gifts for the prospect.
- The student host **MAY NOT** transport the prospect or anyone accompanying the prospect more than 30 miles from campus. It also is not permissible to use transportation secured by Butler staff members or boosters during the prospect’s official visit.
- The student host **SHOULD NOT** allow recruiting conversations to occur between the prospect and an athletic booster.
- The prospect **MAY** participate in athletic activities involving or related to the sport for which the prospect is being recruited provided that no Butler coaches of the sport are observing the activity and participation is at the prospect’s request.
- Per NCAA regulations, alcohol, drugs, establishments that offer adult entertainment, gambling and gaming **SHALL NOT** be used as a recruiting inducement. Violations of recruiting visit activities will result in immediate and appropriate disciplinary action.
- The student host **IS RESPONSIBLE** for turning in any receipts and/or remaining cash from the funds advanced for the prospect’s visit.

The student host will be required to sign a Student Host Instruction Sheet prior to the prospect's arrival, and complete a Student Host Expense Report after the prospect's departure. These forms will be administered by the appropriate head coach and submitted to the assistant athletic director for compliance.

FINANCIAL ASSISTANCE

FINANCIAL AID LIMITATIONS

Student-athletes can accept institutional financial aid based on athletics ability, outside financial aid for which athletics participation is a major criterion, and educational expenses awarded up to the value of a full grant-in-aid plus any other financial aid unrelated to athletics ability up to cost of attendance.

Pell Grants are an exception, along with some other grants. Student-athletes should contact the Associate Athletic Director in charge of Financial Aid to determine permissible aid possibilities.

The following sources of financial aid are considered to be institutional aid and are included in the maximum limitations on financial aid:

- all funds administered by the institution (e.g., scholarships, grants, loans, work-study, on-campus employment, tuition waivers) in the athletic department, on-campus employment outside the athletic department for which the athletic interests of the institution intercede on behalf of the student-athlete, tuition waivers and employee-dependent tuition benefits
- aid from government or private sources for which the institution is responsible for selecting the recipient or determining the amount of aid (e.g., federal campus-based aid)
- off-campus employment earnings
- financial aid awarded through an established and continuing outside program (e.g., National Football Foundation) for the recognition of outstanding high school graduates in which athletic participation may be a major criterion.

Athletic aid must be reduced if student-athletes exceed the limits established by NCAA regulations. This means other scholarships or awards during the academic year may require a reduction in your financial aid. Athletic aid must be canceled if student-athletes are either under contract to a professional sports organization or being paid by a professional sports organization.

Student-athletes may obtain loans without affecting their athletics awards if the loans:

- are available on the same basis to all students who meet the loan eligibility requirements
- have a regular schedule for repayment.

STUDENT-ATHLETE EMPLOYMENT GUIDELINES

A student-athlete is permitted to earn legitimate on-campus and off-campus income during a fall/spring semester term, provided the student-athlete is:

- compensated only for work actually performed
- compensated at a rate equivalent to the going rate in that locality for workers employed performing similar services.
- compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he/she has obtained because of athletics.

A student-athlete and the employer, prior to commencement of employment, must sign an "Employee/Student-Athlete Work Statement" form which will be kept on file in the athletic department, which states both parties are bound by the current NCAA work stipulations. Student-athletes should see the Assistant Athletic Director for Compliance/ Academic Support, located in Hinkle Fieldhouse to obtain a copy of the appropriate work form.

ADMINISTRATION OF FINANCIAL AID

The institution must administer all of the student-athlete's financial aid except the following sources:

- Assistance from student-athletes' parents, legal guardians or other individuals to whom the student-athletes are naturally or legally dependent.
- All additional awards that are granted outside the university must be reported to the Financial Aid Office by the student-athlete.

ATHLETIC GRANT-IN-AID AWARDS

Period of Award

Athletic grant-in-aid cannot be awarded for a period of more than one academic year. However, it can be renewed annually as long as the student-athlete maintains eligibility.

Changes During the Period of Award

An athletic grant-in-aid cannot be increased, reduced or canceled during the period of the award because of a student-athlete's illness, injury, athletic performance or any other athletic reason.

An athletic grant-in-aid can be reduced or canceled, effective immediately, if a student-athlete:

- intentionally provides fraudulent information in letters of intent, admission applications and financial aid agreements
- fails to meet eligibility requirements
- engages in serious misconduct
- voluntarily withdraws from a sport for personal reasons.

If an athletic grant-in-aid is reduced or cancelled during the period of award, a student-athlete is entitled to a prompt appeals hearing before the institution's regular financial authority as outlined below.

Annual Renewals

NCAA regulations require that a student-athlete be notified as to the status of his or her grant-in-aid and whether it will be renewed, reduced or cancelled — on or before July 1 — prior to the academic year in which it is to be effective.

Butler athletic department policy will not reduce or remove athletic aid based on poor athletic performance. If an athletic grant-in-aid is reduced or is not renewed and a student-athlete believes that should not have happened, the student-athlete is entitled to a prompt appeal hearing before the institution's regular financial aid authority as outlined below.

STUDENT-ATHLETE APPEAL PROCESS FOR NON-RENEWAL OR REDUCTION OF ATHLETIC GRANT-IN-AID

1. The Scholarship Appeals Committee will hear appeals involving non-renewal or reduction of an athletic-grant-in-aid. The Scholarship Appeals Committee is chaired by the Director of Financial Aid, and includes faculty and staff who are not a part of the athletic department.
2. Before seeking a hearing from the Scholarship Appeals Committee, a student-athlete must exhaust all administrative channels of appeal, including the relevant head coach, Associate Director of Athletics responsible for Financial Aid, and the Director of Athletics.
3. A student-athlete who wishes to submit an appeal to the Scholarship Appeals Committee must file a written request with the Director of Financial Aid within 14 days of receiving the non-renewal letter from the Office of Financial Aid. Appeals should include a written statement explaining why your athletic grant-in-aid should be renewed for the up-coming school year, and any documentation that will substantiate claims made in your written statement.

- All correspondence must be submitted by the student.
 - The act of filing a written statement is construed as authorizing all panel members to have full access to all records, including academic records, which may have a bearing on deliberations.
 - The burden shall be upon the student to prove his or her case by a preponderance of evidence.
4. The Chair of the Scholarship Appeals Committee will set a meeting for the earliest possible date, but no later than fourteen days after the filing deadline for the appeal.
 5. The Scholarship Appeals Committee will review the written documentation provided by both the appellant, and the Department of Athletics in order to make a decision.
 6. If the committee is not able to make a decision, using the written documentation, all parties may be afforded the opportunity for reasonable oral arguments.
 - The Chair of the Scholarship Appeals Panel will set a hearing for the earliest possible date, within fourteen days of the initial committee meeting. At that time, all the appropriate parties involved will be notified of the time and place of the hearing.
 - At least forty-eight hours before the appeal hearing, the appellant and the Athletic Department must present to the Chair of the Scholarship Appeals Committee all tangible evidence and supporting documents that will be introduced at the hearing, including short statements summarizing the testimony that may be presented by witnesses.
 7. Upon completing the deliberations, a formal letter will be sent to all interested parties, with a copy to the President of the University, confirming the Scholarship Appeals Committee decision.
 8. The student and/or the athletic department shall have the right to appeal the Scholarship Appeals Committee's decision to the President of the University. The President's decision will be final.

Butler Room and Board Policy

Butler University athletic aid awarded to cover any or all costs for room and board is to be used for on-campus housing and dining facilities unless specific approval for an exception is granted prior to incurring the expense. Any student-athlete who meets the following criteria is eligible to apply to the athletic department to utilize an athletic room and board grant off-campus. Permission will be granted, if:

- the student has completed three years of living on campus (Butler dormitory or Greek house)
- a senior student-athlete has at least a 2.00 cumulative grade point average
- the coach agrees in writing that the student may live off campus
- the parents (or guardians) agree in writing that the student may live off campus.

Appeal. If a student's request is denied by the athletic director for failure to meet any of the above criteria, he or she may appeal the decision to the vice president for student affairs of the university.

Application deadline. The application process should start in April and be completed by June 1 each year.

SUMMER SCHOOL FINANCIAL AID POLICY

NCAA RESTRICTIONS

- Summer school financial aid may be awarded only to attend Butler's summer term.
- A student-athlete shall not receive athletically related financial aid to attend the Butler summer session unless the student-athlete received such athletically related aid from Butler during the student-athlete's previous academic year.
- Further, such aid may be awarded only in proportion to the amount of the athletically related financial aid received during the student-athlete's previous academic year, (i.e., someone who received 50 percent tuition in athletic aid is eligible for a maximum of 50 percent of summer school tuition).

CRITERIA FOR AWARDING SUMMER SCHOOL TUITION

Since the amount of financial aid for summer school is limited, the following criteria will be used in deciding how much aid a student-athlete can receive.

1. Preference will be given to:
 - students who need credit hours to retain eligibility
 - students who need credit hours to graduate in four academic years
2. Preference will be given to the following student-athletes (descending order):
 - juniors (completed six semesters)
 - sophomores (completed four semesters)
3. Student-athletes who are taking courses that cannot be taken during the academic year due to scheduling conflicts (i.e., internship for an athlete in a sport that competes both semesters)
4. Maximum amount does not exceed NCAA restrictions
5. Reimbursement for repeating a course will only be considered if the student is required to repeat the course for degree requirements.

Committee to review requests. This committee includes the Athletic Director, the Associate Athletic Director in charge of Financial Aid, and the Assistant Athletic Director in charge of Compliance.

NCAA SPECIAL ASSISTANCE FUND

The NCAA Special Assistance Fund provides aid for Division I student-athletes who have special financial needs. The program funds are distributed by conference schools. Butler student-athletes can qualify to receive money from the special assistance fund in one of two ways:

- The student-athlete is a Pell Grant–eligible student.
- The student-athlete receives some form of athletic aid, but still shows unfulfilled financial need as determined by the Butler Financial Aid Office.

Contact the assistant athletic director for compliance (940-9630) for further information about the program, and to clarify personal qualification standards.

ATHLETIC SUPPORT SERVICES

SPORTS MEDICINE PROGRAM

Butler University has a comprehensive athletic health-care system that includes the Director of Sports Medicine and four full-time Assistant Athletic Trainers. The entire staff is certified by the National Athletic Trainers Association. The licensed athletic trainers work closely with the team Methodist Sports Medicine Center physicians, and adhere to the highest level of professional medical standards.

Participant Eligibility

Any student who wishes to participate in intercollegiate athletics must be both physically and academically cleared prior to tryouts or participation. All student-athletes must have a complete medical file. This file must include the following:

New Student-Athletes

- Student medical history and physical (returned to the Butler University Health Center)
- Athletic physical examination (provided by the sports medicine staff)
- Parent Insurance Information Form

Returning Student-Athletes

- Upperclass Medical Examination
- Medical Release Statement Form (prior injury history)
- Parent Insurance Information Form (update)

Medical Insurance

The athletic department carries a deductible policy on student-athletes during the academic year for injuries that occur during practice, contests and mandatory sport-specific activities. The Butler insurance policy is a secondary provider, and coverage is initiated after parents/legal guardians' insurance has been utilized. The Butler policy is for accidents/injury only. It will not cover illnesses.

Parents and student-athletes are strongly encouraged to review their personal insurance coverage. If student-athletes are not covered by their parents' policy, they are encouraged to purchase a policy that will provide coverage for nonathletic and athletic injuries that might occur on campus. The student health center offers a low-cost insurance policy to students. Because this policy changes from year to year, student-athletes are advised to check yearly on the limitations of the policy. The department's insurance policy dictates limitations on medical payment of expenses for injuries resulting from a pre-existing condition. The athletic department may assume financial responsibility for the initial medical evaluation, but cannot incur financial responsibility for the correction of a pre-existing condition.

In accordance with the department's insurance policy, any injury incurred by the student-athlete that might require further medical attention, diagnostic tests or surgery must be completed within two years from the date of injury. The athletic department WILL NOT be financially responsible for procedures performed outside of this time limitation.

Butler University WILL NOT cover those injuries that are not directly related to a specific sport or training activities.

Injury or Illness

All injuries incurred during scheduled practice, competition and/or mandatory sport-specific activities during the academic year must be reported to the athletic training room, where an evaluation and appropriate action will be taken. In the event of illness, inform the athletic trainer. If further assistance is required, the student-athlete will be referred accordingly. It is the policy of the athletic department to refuse payment of expenses incurred by a student-athlete who seeks medical assistance for an athletic-related injury without the prior notification of the athletic trainer.

Eye Care Policy

Athletes who wear contact lenses should provide the team athletic trainer with a second pair of lenses in the event they lose a lens during activity. Butler will provide payment for activity-related loss of a lens.

Incurred Risk-Informed Consent

Student-athletes should understand that their voluntary participation in intercollegiate athletics at Butler University may cause injury, illness, disability and even death.

BUTLER UNIVERSITY DRUG TESTING POLICY

The following is an outline of the Butler University Drug Testing Policy. The full text of the policy can be found on the Butler University Athletic Web site – www.butlersports.com.

Drug Testing and Educational Philosophy

The Butler University Athletic Department believes that the use of illegal sports performance and street drugs, abuse of prescription drugs, and the use of dietary supplements are detrimental to both the mental and physical well being of student-athletes. Butler University has a drug testing program consisting of testing, education, rehabilitation and counseling intended to protect the health and welfare of all Butler University intercollegiate athletes.

Purpose of Drug Testing Program

The central purpose of the program is to protect student-athletes from the detrimental effects of drug use/abuse. The drug testing program should discourage the use of drugs and illegal substances and appropriate intervention will take place should drugs or illegal substances be detected during a random drug test. Other specific goals of the comprehensive testing and education program are as follows:

1. Educate all individuals regarding the dangers of drug use.
2. Identify individuals through the drug testing program who may be involved with drug use.
3. Provide and follow through with confidential treatment/rehabilitation alternatives for those found to have used illegal drugs or substances.
4. Deterrence of drug and alcohol use.
5. Develop a consistent set of sanctions set by the athletic department should an athlete test positive for illegal drugs or substances.
6. Promoting the positive role of Butler University student-athletes as representatives of the university on campus and in the larger local and national communities.

Administrative Sanctions

The full text of sanctions can be found on the Butler University Athletic Web site – www.butlersports.com.

First Positive Test

1. The student-athlete will be suspended from all team activities for seven (7) days from the date of notification of a positive test.
2. The student-athlete will be referred to the Butler University Health and Counseling center for evaluation.
 - a. The student-athlete will be required to sign a release of information form to enable the athletic department to check attendance at the counseling center for any counseling deemed necessary.
 - b. Counseling center personnel will make the final determination on the number of counseling sessions necessary.
3. Complete twenty (20) hours of community service within the athletic department with support staff personnel (Director of Sport's Medicine, Equipment Manager or Facilities). The student-athlete must complete the 20 hours of community service within 60 days after notification of a positive test. An unexcused absence from or refusal to complete any part of the sanctions above will be treated as a second positive test.
4. The student-athlete's head coach has the option to impose additional sanctions including, but not limited to, indefinite suspension, revoking team privileges, travel, and/or termination of some or all athletics financial aid.

Second Positive Test

1. The student-athlete will be suspended from all team activities for a minimum of 30 days from the date of his/her notification of a second positive test result.
 - a. All team activities include team meetings, strength and conditioning sessions, individual workouts, practices, and competition.
 - b. The student-athlete must be re-tested, with a negative result, prior to returning to the team.
 - c. The student-athlete's head coach has the option to impose additional sanctions including, but not limited to, indefinite suspension, revoking team privileges, travel and/or termination of some or all athletics financial aid.

- d. Complete (40) hours of community service within the athletic department with support staff personnel (Director of Sport's Medicine, Equipment Manager or Facilities). The student-athlete must complete the 40 hours of community service within 30 days after notification of a second positive test.
2. In addition, if a second positive test occurs outside of the normal competitive season it will result in a suspension from the first 10 percent of contests in the next competitive season.

Third Positive Test

1. Upon a third positive test result, the student-athlete will be dismissed from the Butler University athletics program permanently.
2. All athletic related financial aid will be revoked immediately.

MEDIA RELATIONS

Student-athletes at Butler may have an opportunity periodically to meet with members of the news media. These encounters can affect the way the media views Butler's athletic program. A few points should be remembered:

- Athletes have a responsibility to their teammates, coaches and Butler University to cooperate with the media. But beyond that responsibility, they should consider contact with the media as an opportunity. Contact with the media can have tremendous potential benefits for the athlete, the team and the school.
- Members of the print and electronic media are in a business — the business of reporting news. As such, they have no obligation to Butler and there is no reason to believe that everything reported about Butler athletics will be favorable. However, a student-athlete can have a positive influence on what is said through a willingness to cooperate openly and honestly. Most of the reporters who cover Butler athletics are responsible journalists who will report the facts objectively.
- Regardless of what has been written or said about an athlete or the team, the athlete should never become involved in a confrontation with any reporter. Athletes should not give credibility to a negative opinion by compromising their character, and they should always represent themselves and Butler athletics with class and dignity.
- Butler's sports information office normally will coordinate interviews with athletes. Every effort will be made to schedule interviews at the student-athlete's convenience. When an athlete has an interview scheduled, he or she should be on time. Better yet, he or she should be early. Remember, the first impression is most important. Likewise, if asked to return a reporter's phone call, the athlete should do it at the earliest possible opportunity. Promptness will always be received favorably.
- Handling an interview need not be a stressful situation. Athletes should relax and be themselves; they will come off looking and sounding great. They should give thought and consideration to their answers, and if there is a question that they feel inappropriate, they need not answer. A proper response might be, "I'd rather not discuss that subject." When doing a radio or TV interview, try to avoid yes and no answers. Elaborate — the reporters want to hear complete answers. As in all dealings with the media, be honest, and it never hurts to be gracious.
- Athletes should never agree to do a telephone interview with a person they don't know, unless the arrangements have been coordinated by Butler's sports information office.
- If, for any reason, athletes become uncomfortable with the questions, answers or tone of an interview, they should contact Butler's sports information office for counsel.

Dealing with the media can be a profitable, educational experience. It provides an opportunity to develop communication skills that will be helpful in future professional and business careers. If athletes have any questions regarding the media, call Butler's sports information office at 940-9671.

BUTLER ATHLETIC TICKET POLICY

Butler student-athletes are allowed by NCAA Bylaws, Article 16.2.1.2, to have four free admissions to every home game. Student-athletes are allowed to “borrow” additional tickets from teammates who are not using their own tickets. For athletic contests played on the road, student-athletes will be limited to four tickets each, unless the contract between the schools states otherwise. During post-season tournaments (Horizon League, NCAA or NIT Championships) the Butler athletic administration will determine how many tickets will be made complimentary to student-athletes, with the number not to exceed six per student-athlete. Student-athletes will not be issued hard tickets, but will list their guests on a complimentary admissions card.

Admission for a student-athlete’s guests is administered via a pass gate at the event. For men’s basketball this will be in the West gym; all other events in Hinkle Fieldhouse will use Gate 2. For football, men’s and women’s soccer, a special table will be marked “will call” at Gate 4. All guests must show picture identification in order to be admitted to an athletic event. This requirement is waived for young children. It is important that guests understand that they must bring a picture identification card, and that last-minute changes cannot be made to the student-athlete guest list. The guest is then issued a stubbed ticket and has to enter the event immediately. The stubbed ticket cannot be passed to another individual for game admission. The Butler Athletic Department Ticket Office is responsible for the complimentary admission administrative ticket procedure. A student-athlete’s eligibility shall be negatively affected by involvement in actions contrary to the provisions of the NCAA legislation (i.e., receipt of more than the permissible four complimentary admissions, or the sale or exchange of a complimentary admission for any item of value).

STRENGTH AND CONDITIONING PROGRAM

All of Butler’s student-athletes benefit from an extensive strength and conditioning program under the direction of a full-time strength and conditioning coordinator. The purpose of Butler’s strength training program is twofold. One is to decrease injury potential and the other is to increase performance potential. By increasing the strength of each athlete’s muscles, bones and connective tissues, the chance of incurring an injury while performing lessens. The increase in functional strength also is an important step toward the athlete realizing his or her athletic potential.

The strength and conditioning program stresses flexibility, agility, jumping skills, speed and reaction time, as well as strength. The program utilizes free weights, strength machinery, manual resistance and additional innovative techniques to help maximize the chance for Butler student-athletes to succeed.

The center of Butler’s strength and conditioning program is a 3,500 square foot weight training room located in Hinkle Fieldhouse. The weight room, which features an entire outside wall of glass, is stocked with free weights, weight machines, stationary bikes, stairmasters, and related apparatus, allowing Butler athletes to train in an open and comfortable environment.

University Services Directory		Campus Residential Directory	
Admission	940-8100	<i>Residence Halls</i>	
Athletic Department	940-9375	Apartment Village	940-6025
Bookstore - general	940-9228	Hampton House	940-3524
Bookstore - textbooks	940-9362	Residential College	940-9851
Butler Police Department	940-9396	Ross Hall	940-9335
Campus Club (C-Club)	940-9706	Schwitzer Hall	940-9315
Clowes Memorial Hall	940-9696	University Terrace	940-6800
Colleges		<i>Sororities</i>	
Business Administration	940-9221		
Education	940-9517	Alpha Chi Omega	940-3201
Fine Arts	940-9231	Alpha Kappa Alpha	940-6425
Liberal Arts and Sciences	940-9224	Alpha Phi	940-3422
Pharmacy and Health Sciences	940-9322	Delta Gamma	940-3800
<i>Collegian</i>	940-8813	Kappa Alpha Theta	940-3318
Computer Center	940-9420	Kappa Kappa Gamma	940-3900
Atherton Dining Hall	940-9583	Pi Beta Phi	940-4645
Residential College Dining Hall	940-9929	Sigma Gamma Rho	940-6425
Financial Aid	940-8200	<i>Fraternities</i>	
Counseling & Consultation Services	940-9385		
Health and Recreation Center	940-4472	Delta Tau Delta	940-3700
Institute for Study Abroad	940-9336	Kappa Alpha Psi	940-6590
International Student Services	940-9888	Lambda Chi Alpha	940-3015
Internship & Career Services	940-9383	Phi Kappa Psi	940-3570
Learning Resource Center	940-9308	Sigma Chi	940-3150
Irwin Library	940-9227	Sigma Nu	940-3042
Science Library	940-9401	Tau Kappa Epsilon	940-3101
Office of Diversity Programs	940-9381		
Registration and Records	940-9203		
Residence Life	940-9458		
Sports Medicine	940-9948		
Student Accounts	940-9353		
Student Affairs	940-9570		
Student Health Center	940-9385		
Student Government Association	940-9361		
Volunteer Center	940-6006		
Writer's Studio	940-9861		