



# BALL STATE UNIVERSITY ATHLETIC COMPLIANCE

## Text Book Loan Policy and Procedures – 2021 / 2022



*Always bring your Ball State ID, class schedule and class syllabus when reporting to Athletic Compliance for text books and / or supplies*

### Policies:

1. The Office of Financial Aid and Scholarships will submit the list of athletes eligible for a book loan to Barnes and Noble Bookstore. The Athletic Compliance Office will provide Barnes and Noble with each student-athlete's current class schedule. Required text books will be pulled and packaged for pick-up on the scheduled dates.
2. The book allowance is applicable for **required** text books and supplies only. All recommended text books and supplies must be approved, in advance of receipt, by the Athletic Compliance Office.
3. You are allowed to write your name, address, and phone number on the inside front cover of the book, and you may highlight information with a yellow marking pen. Do not mark in the book in any other way.
4. You will be issued used books when available.
5. If you write or mark in a new book and then change the course, you will **NOT** be allowed to return it at the new book rate. (Note: Do not write in your book until you have attended the class and know you will not be dropping the course.)
6. All supplies (calculators, lab-coats, combination locks, cameras, I Clickers, etc.) must be authorized by the Athletic Compliance Office. They must also be returned directly to the Athletic Compliance Office at the end of each semester.
7. If you add a class after the original schedule has been submitted, you **MUST** get authorization to receive the additional required text books from the Athletic Compliance Office. In addition, for any class you drop after receiving text books, you must secure an authorization from the Athletic Compliance Office and return the text immediately to Barnes and Noble.
8. If a book is lost, or damaged, you are responsible for the replacement value. If a book is stolen, you must file a police report with the Campus Police Department. You must immediately notify the Athletic Compliance Office and present them with a copy of the police report. You will not be permitted to charge a second book until the report has been filed and permission is provided from the Athletic Compliance Office.
9. Individuals needing to keep a text book (to complete an incomplete class, for use the following semester, etc.) or those who wish to purchase a text book or supply may do so by contacting the Athletic Compliance Office. This must be done prior to the close of the business day on the last day of exams each semester.
10. If you fail to return your books at the close of the semester, the Athletic Compliance Office will bill you for the return amount of your charges, and you will **NOT** be allowed to receive books for the next semester until your account is paid in full. **Text books and supplies must be returned prior to the close of the business day on the last day of final exams each semester.**
11. Only student-athletes who are receiving a full athletic grant-in-aid or a combination of a full grant are eligible for text book scholarships.

### Procedures:

1. Pick up required books at the designated location for student-athletes on the date and time assigned. All books will be pre-packaged and available at Barnes and Noble Bookstore located in the Atrium.
2. You must have your class schedule and student I.D. to complete the transaction. You will be required to sign for your books. The receipt must be presented to the Athletic Compliance Office (HP 148).
3. If you have added a class, you must have written verification from the Athletic Compliance Office to present to the bookstore at the time of the book pickup.
4. Books should be picked up at the assigned date and time for each sport.
5. **All books should be picked up from Barnes and Noble Bookstore located in the Atrium. If you should have a problem obtaining a book and / or supply, or if a professor specifies another bookstore for their text, you MUST receive permission from the Athletic Compliance Office in advance. If possible, Barnes and Noble will secure all text books for your use. Do NOT purchase text or supplies from any other bookstore or supplier without prior written authorization from the Athletic Compliance Office.**
6. Once you have attended class and receive a course syllabus, review your books as required by the instructor. If you receive pre-packaged books that are not listed as required on the syllabus, you must take your syllabus and the text in question to the Athletic Compliance Office immediately. The Athletic Compliance Office will determine if your textbook is appropriate for your class per NCAA bylaws. If you need required course related materials or supplies, take your syllabus, Ball State ID and class schedule to the Athletic Compliance Office (HP 148) to receive the proper authorization.
7. At the end of the semester you must return all of your text books to Barnes and Noble. This will take place during **FINAL EXAM WEEK**.
8. All supplies (calculators, I Clickers, cameras, lab coats, etc.) must be returned to the Athletic Compliance Office.
9. If you have a question not covered with policy and procedures outlined on this sheet, contact the Athletic Compliance Office (HP 148) for assistance.

