



**University of the District of Columbia
Intercollegiate Athletics**

Firebirds
Student – Athlete Handbook
2011-2012

Web: Please visit us on the web at www.udcfirebirds.com.

Twitter: Please follow us on Twitter at UDCFirebirdfans.

Facebook: Please follow us on Facebook at UDC Athletics.



University of the District of Columbia
Department of Intercollegiate Athletics
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Fall 2011

Dear Student-Athlete,

As the University celebrates its 160th anniversary and as we begin our first year as a full member of the East Coast Conference, this is truly an exciting time to be a Firebird!

The Department of Intercollegiate Athletics is committed to building a strong program based on academic and athletic success, community engagement, and the comprehensive development of student-athletes. As members of the university community, we affirm our commitment to sportsmanship, ethical conduct, and respect for all persons. Student-Athletes are leaders on campus, and we recognize the importance of modeling positive values and demonstrating exemplary behavior at all times.

This student-athlete handbook is not a substitute for other university publications such as the Undergraduate Course Catalog or Code of Student Conduct. Please use this guide as a resource throughout the academic year. Know that Department of Athletics staff members are here to assist you, and you are encouraged to use the many available resources available on campus as well. If you have a question, do not hesitate to ask a faculty member, dean, RA, coach, or administrator.

We are all looking forward to an outstanding year. Thank you for being an integral part of the Firebird family. I wish you continued success in all your endeavors.

GO Firebirds!
Patricia Thomas
Director of Athletics



FIREBIRD Staff Directory

ADMINISTRATION

<u>Patricia Thomas</u>	Director of Intercollegiate Athletics	(202) 274-6314	pthomas@udc.edu
<u>Mike Riley</u>	Associate Director for Internal Operations	(202) 274-5024	mriley@udc.edu
<u>Joseph Lang</u>	Associate Director for Compliance	(202) 274-6314	jlange@udc.edu
<u>Patrick Knapp</u>	Associate Director for External Operations	(202) 274-6794	pknapp@udc.edu
<u>Matt Rienzo</u>	Associate Director for Marketing and Communications	(202) 274-6796	mrienzo@udc.edu
<u>Dr. Thomas Bullock</u>	Faculty Athletics Representative	(202) 274-6216	tbullock@udc.edu

SPORTS MEDICINE

<u>Khalfani Sullivan</u>	Athletic Trainer, ATC	(202) 274-6269	ksullivan@udc.edu
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SUPPORT STAFF

<u>Oneita Gibbs</u>	Staff Assistant	(202) 274-5368	ogibbs@udc.edu
<u>Thunder Lane</u>	Pool Manager	(202) 274-5066	tlane@udc.edu
<u>Bernard S. Payton</u>	Sports Information Director	(202) 274-5064 (W) (202) 498-9400(C)	bpayton@udc.edu
<u>Sandra Smith</u>	Administrative Assistant	(202) 274-5095	sjsmith@udc.edu
<u>Robert "Butch" Cherry</u>	Recreation/Facilities Manager	(202) 274-6024	rcherry@udc.edu
<u>Yale Howard</u>	Recreation Specialist	(202)-274-6024	yhoward@udc.edu

MEN'S BASKETBALL

<u>Jeff Ruland</u>	Head Coach Men's Basketball	(202) 274-5484	jruland@udc.edu
<u>Terrell Stokes</u>	Assistant Coach Men's Basketball	(202) 274-6352	tstokes@udc.edu

MEN'S SOCCER

<u>Matt Thompson</u>	Head Coach Men's Soccer	202-274-5074	mlthompson@udc.edu
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MEN'S AND WOMEN'S TENNIS

<u>T. Richard "Dickie" Mahaffey, III</u>	Head Coach Men's & Women's Tennis	(202) 274-5966	tmahaffey@udc.edu
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WOMEN'S BASKETBALL

<u>Lester L. Butler, Jr.</u>	Head Coach, Women's Basketball	(202) 274-5085	lbutler@udc.edu
<u>Sean Hill</u>	Assistant Coach	(202) 274-6175	sdhill@udc.edu
<u>Aderonke Adedoyin</u>	Assistant Coach	(202) 274-6175	aadedoyin@udc.edu
<u>Robin Williams</u>	Assistant Coach	(202) 274-6175	rwilliams@udc.edu

MEN'S AND WOMEN'S CROSS COUNTRY, WOMEN'S TRACK & FIELD

<u>Alton McKenzie</u>	Head Coach Cross-Country, Track & Field	(202) 274-5381	amckenzie@udc.edu
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WOMEN'S VOLLEYBALL

<u>Sheila Weaver</u>	Head Coach Women's Volleyball	(202)-274-5024	sweaver@udc.edu
<u>Cornelius McFerson</u>	Assistant Coach	(202) 274-6297	cmcferson@udc.edu



ACADEMIC CALENDAR FOR THE FALL SEMESTER 2011

Fall Semester Classes	Aug. 25–Dec. 7
Continuing Students Advisement Period	April 4–May 13
Continuing Students Online Registration	April 4–Aug. 12
Fall 2010 Admission Deadline for International Students	May 15
Fall 2010 Admission Deadline for Domestic Students	June 15
Last day for payment for Continuing Students Registration (Nonpaid classes will be dropped by the Close of Business.)	Aug. 12
Professional Development Day	Aug. 16
College/School Meetings	Aug. 17
Orientation & Advisement (New, Readmitted & Transfer Students) Advising & Registration (New, Readmitted, Special & Transfer Students)	Aug. 18
Late Registration	Aug. 19 & 22
Classes Begin	Aug. 23 & 24
Add/Drop	Aug. 25
Withdrawal Deadline for 100% Refund (Tuition Only)	Aug. 25 -31
Labor Day—University Closed	Sept. 1
Classes Resume	Sept. 5
Last Day to Apply for Fall 2011 Degree	Sept. 6
Spring 2011 Admission Deadline for International Students	Sept. 16
University Convocation	Sept. 15
Columbus Day—University Closed	Sept. 27
Classes Resume	Oct. 10
Mid-Term Week Exams	Oct. 11
Last Day to Enter Mid-Term Grades Online	Oct. 17–22
C.L.R. James Faculty Honors Convocation	Oct. 27
Continuing Students Advisement & Online Registration for Spring 2012	Oct. 28
Tuition Installment Plan Enrollment Period for Continuing Students	Nov. 1–Dec. 23, 2011
Last Day to Withdraw from Classes Without Academic Penalty	Nov. 1–Dec. 23, 2011
Veterans Day—University Closed	Nov. 10
Classes Resume	Nov. 11
Admissions Application Deadline for Undergraduate and Graduate Students for Spring Term 2012 (New, Readmitted, Transfer & Special Students)	Nov. 12
Thanksgiving holiday—University Closed	Nov. 15
Classes Resume	Nov. 24–25
Last Day of Classes	Nov. 28
Deadline to Clear Incomplete Grades for Spring & Summer 2010 ("I Rosters" due in the Office of the Registrar)	Dec. 7
Reading/Study Period	Dec. 8-9
Common Exams (English)	Dec. 14
Final Examinations	Dec. 15–21
Last Day to Enter Grades Online	Dec. 23
Fall Semester Ends	Dec. 23
Winter Break—University Closed	Dec. 26, 2011–Jan. 2, 2012



ACADEMIC CALENDAR FOR THE SPRING SEMESTER 2012

On-line Course Adjustment Period for Continuing Students	January 2-6, 2012
Tuition Installment Plan Enrollment Period for Continuing Students.	January 3-6, 2012
Professional Development Day.....	January 4-6, 2012
College/School Meetings	January 5, 2012
Orientation, Advisement and Registration for New & Transfer Students	January 5-6, 2012
Last day for payment for Continuing Students Registration	January 6, 2012
Advisement & Registration for New, Readmitted, Special and Transfer Students	January 9-11, 2012
Late Registration	January 12-13 2012
Martin Luther King, Jr. Holiday Observance (University Closed)	January 16, 2012
Classes Begin	January 17, 2012
Add/Drop	January 19-20, 2012
Withdrawal Deadline for 100% Refund (Tuition only)	January 23, 2012
Winter Commencement	January 27, 2012
Last Day to Apply for Spring 2012 Degree	February 3, 2012
Founder's Day	February 15, 2012
Presidents Day Observed (University Closed)	February 20, 2012
Classes Resume	February 21, 2012
Last Day to Submit Undergraduate Graduation Clearance Forms to Registrar	March 9, 2012
Mid-term Week (Instructors will inform students of their progress)	March 12-17, 2012
Summer Application Deadline for International Students	March 15, 2012
Last Day to Withdraw from Classes Without Academic Penalty	March 23, 2012
Spring Break (Classes Suspended)	March 26-31, 2012
Classes Resume	April 2, 2012
Continuing Students' Advisement Period for Fall 2012	April 2-11, 2012
Continuing Students' On-line Registration for Fall 2012.....	April 2-August 10, 2012
Deadline for Graduating Seniors to Clear Incomplete Grades for Fall 2011 Semester (Due in the Office of the Registrar.....	April 13, 2012
Deadline for Graduating Seniors to Clear Any Financial Obligations	April 13, 2012
Admissions Application Deadline for Summer Semester	April 15, 2012
Emancipation Day (University Closed)	April 16, 2012
Classes Resume	April 17, 2012
Last Day to Submit Graduation Clearance Forms for Graduate Students to the Office of the Registrar	April 18, 2012
Last Day of Classes	April 23, 2012
Designated Monday	April 23, 2012
Make-up Day	April 24, 2012
Reading Day	April 25, 2012
Common Exams (English)	April 26, 2012
Common Exams (Mathematics)	April 26, 2012
Final Examinations	April 27-May 3, 2012
Last Day to Submit Grades Online	May 5, 2012
Summer Registration Begins for the First and Second Week Terms	May 7, 2012
Commencement	May 12, 2012
Spring Semester Ends	May 12, 2012
Fall Admission Application Deadline for International Students	May 15, 2012
Fall Admission Application Deadline for Domestic Students	June 15, 2012



MISSION

University Mission Statement

The University of the District of Columbia is an urban land-grant institution of higher education. Through its community college, flagship and graduate schools, it offers affordable post-secondary education to District of Columbia residents at the certificate, baccalaureate and graduate levels. These programs will prepare students for immediate entry into the workforce, the next level of education, specialized employment opportunities and life-long learning.

University Goals

The ultimate goal of any institution of higher learning is to produce quality graduates that can prosper in and contribute to their communities. The University of the District of Columbia is currently conducting a Strategic Review study in which every shareholder in the University - students, faculty, academic leadership (including the Board of Trustees), alumni, staff, and citizens of the District - are given an opportunity to explore and define new goals for the University, and produce a blueprint for the future. The study is helping the University to define a path to the goal of moving UDC to the next higher plane of academic excellence while continuing to satisfy the needs of the citizens of the District of Columbia.

Currently, the University works to meet the following student-centered goals:

- Student Access. To ensure the legislative entitlement of the residents of the District of Columbia to comprehensive public post-secondary education.
- Student Choice. To offer a broad variety of programs within its available resources to provide reasonable choices for post-secondary education to the residents of the District of Columbia that will lead to a meaningful employment opportunities.
- Student Achievement. To set high standards for student achievement and to provide quality instruction and support services to enable students to meet those standards.
- Land-grant Functions. To be innovative in carrying out the traditional land-grant functions of teaching, research, and public service to solve urban community problems and to improve the overall quality of urban living in the District of Columbia.
- Institutional Quality. To ensure institutional excellence in management and leadership, academic programs, support services, instruction, research, and public service.
- Institutional Growth and Development. To be responsive to new and emerging job market demands in the Washington, DC Metropolitan Area.
- Advancement of Knowledge. To advance knowledge at the local, national and international levels through various innovative strategies in teaching, research, and public service as America's only public, urban land-grant institution.

Athletics Department Philosophy Statement

As an integral part of the Flagship University, the Department of Intercollegiate Athletics provides experiences that enhance the comprehensive development of students. With a commitment to excellence, the department embraces the overall mission of the NCAA with emphasis on the Division II strategic positioning platform which “*provides growth opportunities through academic achievement, learning in high-level athletic competition, and development of positive societal attitudes in service to community*”. In addition, the Department of Intercollegiate Athletics is committed to providing a game environment which respects fairness, courtesy, and ethical conduct towards others. The department will uphold the fair and equitable treatment of all persons and will conduct its programs consistent with University guidelines as well as NCAA rules and regulations.



UDC students currently compete in ten NCAA Division II varsity sports:

MEN'S BASKETBALL

WOMEN'S BASKETBALL

MEN'S CROSS-COUNTRY

WOMEN'S CROSS-COUNTRY

WOMEN'S INDOOR TRACK & FIELD

WOMEN'S OUTDOOR TRACK & FIELD

MEN'S SOCCER

MEN'S TENNIS

WOMEN'S TENNIS

WOMEN'S VOLLEYBALL



I chose
Division II



SEXUAL HARASSMENT AND VIOLENCE POLICY

Student-athletes have rights and responsibilities to express concerns about sexual harassment and violence. Complaints of discrimination can be filed with the UDC Office of Human Resources and/or the Affirmative Action Office to address affirmative action, equal employment opportunities, disability-handicap-limitation accommodations, racial harassment, and sexual harassment. The Firebird Athletic Department has zero tolerance for sexual harassment among teammates, coaches, faculty or administrators. Please report your concern as soon as possible to the appropriate persons. Athletics' staff and student-athletes are subject to all University policies regarding sexual harassment. Actions as defined by the student handbook may result in immediate disciplinary measures, up to and including dismissal from the athletics program and removal of financial aid, to deter and prevent further violations.

The faculty, staff and students of the University of the District of Columbia make up a community committed against violence. The University considers acts or threats of violence as serious violations of University policy. This includes harassment of personal characteristics such as sexual preference, color, creed, disability, ethnic or national origin, gender, or race.

Furthermore, sexual or romantic conduct of any sort between student-athletes and their coaches is improper and strictly forbidden. Please report misconduct to the proper authorities immediately.

GAMBLING POLICY

The NCAA and the Athletics Department opposes all forms of legal and illegal sports wagering, which has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. <http://www.dontbetonit.org/>

GOOD SPORTSMANSHIP

The **NCAA Sportsmanship and Ethical Conduct Committee** has developed the following definitions for sportsmanship and ethical conduct:

- **Sportsmanship** is a set of behaviors to be exhibited by student-athletes, coaches, game officials, administrators and fans in athletics competition. These behaviors are based on values, especially respect and integrity.
- **Ethical conduct** is a set of guiding principles with which each person follows the letter and spirit of the rules. Such conduct reflects a higher standard than law because it includes, among other principles, fundamental values that define sportsmanship.

NCAA Bylaw 2.4 The Principles of Sportsmanship and Ethical Conduct. For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to: *(Revised: 1/9/96)*

- (a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and *(Adopted: 1/9/96)*
- (b) Educate, on a continuing basis, all constituencies about the policies in Constitution 2.4-(a). *(Adopted: 1/9/96)*



HAZING

Actions and activities which are prohibited include, **but are not limited to**, the following:

- Any type of initiation or other activity where there is any expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them **regardless of the person's willingness to participate.**
- Forcing, requiring, or pressuring an individual to consume alcohol or any other substance.
- Forcing, requiring, or pressuring an individual to shave any part of their body, including the hair on their head.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to his/her genuine morals and/or beliefs, e.g., public profanity, indecent or lewd conduct, or sexual gestures in public.
- Required eating of anything an individual would refuse to eat otherwise.
- Any activity or action that creates risk to the health, safety, or property of the College or any member of its community.
- Forcing or requiring calisthenics, such as push-ups, sit-ups, and runs.
- Assigning or endorsing "pranks" such as stealing or harassment of another organization.
- Awakening or disturbing individuals during normal sleeping hours.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
- Physical abuse of any kind.
- Forcing, encouraging, or pressuring someone to wear in public apparel which is conspicuous and not within the norm of what is considered to be in good taste.
- Engaging in public stunts and buffoonery.
- Nudity at any time, or forced reading of pornographic material.
- Paddling, beating or otherwise permitting a member to hit other members.
- Having substances such as eggs, mud, paint, honey, etc., thrown at, poured on, or otherwise applied to the body of a member.
- Morally degrading/humiliating games or other activity that makes a member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions

The Department of Athletics at UDC endorses only activities that promote unity and team spirit while respecting others

ACADEMIC INTEGRITY

Academic misconduct includes, but is not limited to activities and behavior defined below.

Notwithstanding the definitions contained in this Article, the University reserves the right to determine that academic misconduct has occurred in any particular situation.

1. AIDING OR ABETTING: Knowingly helping, procuring or encouraging another person to engage in academic misconduct.
2. CHEATING: Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisitions, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
3. FABRICATION: Any dishonesty or deception in fulfilling an academic requirement including, but not limited to transcripts, identification, birth certificates or visas.
4. PLAGIARISM: Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
 - a.) Use or possession of unauthorized material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as tape cassettes, notes, tests, cell phones, pda's, iPods, calculators, programmed calculators, other technological aid, or computer programs not permitted for classroom use.
 - b.) Obtaining or furnishing assistance with or answers on assignments for which collaboration is not specifically allowed from another person with or without that person's knowledge.
 - c.) Representing as one's own an examination taken by another person.
 - d.) Taking an examination in the place of another person.



- e.) Obtaining unauthorized access to the electronic or paper files of another person or agency, or altering and/or destroying those files.
- f.) Possession, use, distribution, or sale of unauthorized copies of an examination, or computer program.

(Code of Student Conduct, UDC, p. 9)

NON-ACADEMIC MISCONDUCT

Non-academic misconduct is all misconduct that is not academic. It includes, but is not limited to, the activities and behavior defined below. Notwithstanding the definitions contained in this Article, the University reserves the right to determine that non-academic misconduct has occurred in any particular situation.

1. **AIDING AND ABETTING:** Helping, procuring, or encouraging another person to engage in non-academic misconduct.
2. **ALCOHOL AND DRUG UNAUTHORIZED USE:**
 - a.) Consuming or possessing alcoholic beverages on University premises to include failing to comply with local laws governing the transporting or sales of alcoholic beverages which has not been authorized by a University official.
 - b.) Exhibiting behavior which indicates intoxication or drug use while on University owned or controlled property or while attending a University sponsored event.
 - c.) Unauthorized use or possession of any controlled substance other than one duly prescribed by a licensed physician.
 - d.) Knowingly violating the University of the District of Columbia Drug and Alcohol Abuse policy whether the intoxication or drug use has occurred on campus or off-campus prior to coming onto University property. (See Appendix II)
3. **ASSAULT:** Knowingly or recklessly threatening or attempting to cause serious physical harm to another. This includes threats or attempts at physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. **BATTERY:** Refers to an encounter where physical contact or abuse occurs or is threatened between two or more persons with weapons, blows or other personal violence and that may include pushing, shoving, and other acts of physical abuse.
5. **ASSAULT/SEXUAL MISCONDUCT:** Refers to any unwanted touching or physical contact, directly or indirectly, of a sexual nature. In addition, this includes verbal or explicit verbal attacks such as lewd comments towards the victim in a sexual nature. Sexual misconduct may occur without regard to the gender of the actor or the victim. Violations of the University sexual harassment policy may also be considered misconduct under this section.
6. **HARASSMENT:** Conduct, which has the foreseeable effect of unreasonably interfering with an identifiable individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment for an individual or a group of people. Also, refers to a form of verbal, visual, written or physical act directed at intimidating any member of the University community, either on or off-campus. This includes creating an environment that demeans and inflicts psychological or emotional harm, or results in undue stress to an individual. This also applies electronically through the use of technology (e.g. telephone, text-messaging, computer, electronic mail, faxes and iPods or other electronic devices/media).
7. **DESTRUCTION OF PROPERTY:** Damaging, destroying, defacing, littering, or tampering with the property of the University or the property of another person or organization while on University property or while attending a University-sponsored event.
8. **DISHONESTY AND MISREPRESENTATION:** Knowingly or recklessly furnishing false written or oral information including, but not limited to, false identification to University officials, or forging, altering, or misusing University documents or records.
9. **DISRUPTION/OBSTRUCTION:** Disrupting, obstructing, or interfering with University functions, activities or the pursuit of the University mission, including but not limited to research, teaching, administration, disciplinary proceedings, or other University activities or events.
10. **DISTURBING THE PEACE:** Disturbing the peace of the University, including but not limited to, disorderly conduct, failure to comply with an order to disperse, fighting, quarreling, and /or being in a state of intoxication or impairment due to unlawful alcohol or drug usage.
11. **FAILURE TO COMPLY AND IDENTIFY:** Failing to comply with the directions of University officials, administrators, campus police, or the Judicial Board acting pursuant to their duties or the written rules of the University.
12. **FAILURE TO COMPLY WITH SANCTIONS:** Failing to comply with sanctions imposed in accordance with the procedures herein.



13. **FALSE CHARGES OR STATEMENTS:** Knowingly furnishing false information, allegations or reports, including testimony at University judicial hearings to any University official.
14. **GAMBLING:** Participating in games of chance that are prohibited by law or applicable policy.
15. **HAZING:** Includes, but is not limited to, an action taken or a situation created by an individual, or group organization, that can possibly impart any form of physical or emotional distress (e.g. generally an act or situation which endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, affiliation with or as a condition of continued membership in a group organization), embarrassment, harassment or ridicule. Groups are held responsible for the actions of their members, including but not limited to pledges, pre-initiates, and associates.
16. **IDENTIFICATION, MISUSE OF:** Unauthorized transferring, lending, presenting borrowing or altering University identification or any record or instrument of identification, including the unauthorized use of such to change, alter, and deter grades or University records, and the unauthorized use of another individual's password.
17. **INFORMATION TECHNOLOGY, MISUSE OF:** Theft or abuse of information, (e.g. computer, electronic mail, voice mail, telephone, fax, iPods, or any other electronic devices/media), including but not limited to:
- a.) Abuse of authorized entry into a file, computer system, or database to use, read or change the contents, or for any other purpose.
 - b.) Unauthorized transfer or distribution of a file.
 - c.) Unauthorized use of another individual's identification and password.
 - d.) Unauthorized use of information technology to send or receive obscene, threatening or sexual messages (i.e. pornographic images) in a public display (e.g. computer labs, classrooms, libraries, etc.).
 - e.) Unauthorized use of information technology to interfere with the work of another student, faculty member or University official.
 - f.) Unauthorized use of information technology to interfere with the normal operations of the University's systems.
 - g.) Unauthorized use of information technology to destroy data or files through tampering, creating viruses or other systems that impede access to the system.
 - h.) Unauthorized use of any other form of information technology which violates the Office of Information Technology's Internet Access and Use Policy, which can be found online at <http://oit.in2.udc.edu/docs/internet.pdf>.
18. **LAW, VIOLATION OF:** Violating criminal laws (federal, state or local) on campus where the foreseeable effect is to interfere with the University's organizational objectives, mission or responsibilities, or to violate any portion of this Code.
19. **MENACING:** Knowingly causing another person to believe that the offender will cause serious physical harm to another, a member of their immediate family or their property.
20. **PROPERTY OR SERVICES, UNAUTHORIZED USE:** Unauthorized use or possession of property or resources of the University or of a member of the University community or other person or entity.
21. **PROBATION, VIOLATION OF:** Violating the Code of Student Conduct while on University disciplinary probation or violating the specific term of that probation will be cause for additional sanctions.
22. **SAFETY EQUIPMENT, MISUSE OF:** Unauthorized use or alteration of firefighting equipment, safety devices, fire alarms, fire extinguishers or other emergency devices. Failing to conform to safety regulations, such as falsely reporting an incident or failure to evacuate facilities in a timely manner in emergency situations or in response to fire alarms.
23. **SMOKING POLICY, VIOLATION OF:** Violating the smoking policy of the University, possessing a lit tobacco product or other illegal tobacco type substance anywhere inside a University building according to the UDC Board of Trustees Resolution No. 93-4 and DC Law 3-22.
24. **STOLEN PROPERTY, POSSESSION OF:** Unauthorized possession of property that has been stolen or that may be identified as property of the University or any person or entity.
25. **THEFT:** Unauthorized possession of property or materials of the University or member of the University community.
26. **TRESPASS OR FORCIBLE ENTRY:** Unauthorized trespass or forcible entry into any University building, structure or facility or onto University property.
27. **UNIVERSITY KEYS, MISUSE OF:** Unauthorized use, distribution, duplication or possession of any keys issued for any University building, laboratory, facility or room.
28. **UNIVERSITY POLICIES OR RULES, VIOLATION OF:** Any violation of published University of the District of Columbia policies or rules is a violation of the Code of Student Conduct.
29. **WEAPONS:** Unauthorized possession or use of a firearm or explosive device of any description and anything knowingly used to threaten or harm including, but not limited to, firecrackers, compressed air guns, pellet guns, BB guns, paint guns, bow and arrow(s), knives, box cutters, sharp instruments, biological agents, dangerous chemicals, stun guns, brass or metal knuckles, and water guns will result in an



immediate suspension from the University. This includes any object which can be used as a dangerous weapon and any items used that pose a potential threat to others.

30. **DISORDERLY CONDUCT:** Refers to a form of lewd and indecent behavior, of peace, or aiding, abetting, or procuring another person to breach the peace on the University's premises or at functions sponsored by or participated in by the University.

31. **HARBORING:** Knowingly harboring on, or transporting to, University-owned or operated property a fugitive, student, employee or any other individual who has been officially barred from the University or for whom there is an outstanding warrant.

32. **THREAT:** Knowingly to intend harm verbally or cause bodily harm to another person on campus either by that particular individual or by someone else who will bring harm onto that person as a second party.

33. **TERRORISTIC THREATS:** Any act including, but not limited to, the use of force or violence and/or threat thereof against any person or group(s) of persons whether acting alone or on behalf of, or in connection with, any organization(s) or government(s) committed for political, religious, ideological or similar purposes, including the intention to influence any government and/or to put the public or any of the public in fear. Also includes falsely reporting the presence of a bomb or any other dangerous device or condition. These acts will result in immediate suspension from the University.

34. **RETALIATION:** Harassment of complainant or other person(s) alleging misconduct, including, but, not limited to, intimidation, threats or unwanted physical contact. Person(s) found in violation of this section will receive an immediate suspension from the University.

35. **ARSON:** The malicious or fraudulent burning of property, creating fires or open flames, and/or lighting flammable materials in a building or facility on University premises. Causing or creating a fire or any other condition that jeopardizes the safety of individuals. These acts will result in immediate suspension from the University.

36. **OFF-CAMPUS STUDENT BEHAVIOR:** Individuals and groups sponsoring activities off-campus have a responsibility to conduct such activities within the laws and ordinances of the community. The University expects that students will conduct themselves in a manner that demonstrates their respect for the rights of others; this expectation is paramount when students are representing the University off-campus. The University reserves the right to take appropriate action when behavior of an individual group and/or organization interferes with the mission of the University and presents a danger to the health, safety and well being of others.

The Code of Student Conduct shall apply to all lands leased or owned by the University, as well as to any location where students are engaged in University activities. Examples of such coverage include, but are not limited to:

1. University athletic and academic teams traveling to off-campus events;
2. Student government associations off- campus activities;
3. Student clubs and/or student teaching programs;
4. Off-campus student internships;
5. Community service and/or student internship programs;
6. Study abroad programs; and
7. Participation in Consortium Program of Colleges and Universities.

STUDENT-ATHLETE CONDUCT

The University of the District of Columbia and the Athletics Department will hold all student-athletes to the same Code of Conduct as all students. If a student-athlete violates this code on or off campus during academic, athletic participation or in University Housing he/she will be subject to penalties imposed by University Judiciary proceeding as well as Athletic Department penalties. Student-athletes may lose their scholarships, team membership etc. as the Athletic Director deems appropriate with regards to Conduct violations.

STUDENT-ATHLETE CODE OF CONDUCT AND EXPECTATIONS

1. **Personal Conduct by Student-Athletes:** Student-athletes are, at all times, representatives of the Department of Athletics and UDC. Therefore, it is the responsibility of the student-athletes to conduct themselves in a manner deemed appropriate to faculty, coaches, and the athletic administration. Disruptive or unacceptable behavior that, in the opinion of coaches and/or administrators, is determined to be detrimental to a student-athlete, the sport program in which they



- participate, the Department of Athletics and/or the University will be addressed, and appropriate disciplinary action will be taken. Such action may include the gradation or cancellation of current or future athletically related financial aid and/or team probation, suspension, or expulsion. Furthermore, all student-athletes will follow all UDC and NCAA rules and regulations.
2. **Travel:** Alcoholic beverages are not to be possessed or consumed by student athletes, student managers, or student trainers, despite age, during UDC athletics-related travel, competition, practice, or activity. Specifically, while on a team trip, all team members must travel with the team unless special permission is obtained from the head coach.
 3. **Athletic Grants-in-Aid:** Athletic grants-in-aid are awarded on a one-year basis, as required by NCAA regulations. During the period of the award, an athletic grant may be reduced or eliminated only if the student-athlete voluntarily withdraws from his or her team; or is removed from the team for disciplinary or academic ineligibility reasons. It is upon the recommendation of the head coach that an athletic grant is renewed for the ensuing year; however, UDC's philosophy is to renew athletic grants at equal or greater levels as long as the student-athlete has athletic eligibility remaining, is academically eligible to participate, has been exemplary team member, and is a contributing member of the program.
 4. **Academic Expectations:** Student-athletes are expected to **regularly attend all academic classes**, to **notify instructors** in a timely manner when they will be away from class for scheduled athletic contests, and to **complete all course requirements**. Failure to do so may jeopardize continued participation in the UDC Athletic Program.
 5. **Hazing:** Team members may not participate in any form of hazing or initiation. The term "hazing" is defined as any action taken or situation created by a member(s) of a student-athlete or student organization toward one or more organization members or toward prospective members (as a part of the new member selection process), that occurs on a University –owned or leased property or at a University sponsored function or at the local residence of any University student, faculty member, or employee that is designed to ridicule. Such activities are include, but are not limited to, excessive physical/psychological shock, fatigue, stress, injury, or harm. Any activity of this nature is strictly prohibited and allegations will be thoroughly investigated. If it is found that the policy was breached, involved student-athlete(s) may be suspended form the team for a specified time. The University has a policy regarding hazing and the Associate Vice President for Student Affairs will be notified if the Department has determined the hazing has occurred.
 6. **Destruction of Property:** Damaging, destroying, defacing, littering, or tampering with the property of the University or the property of another person or organization while on University property or while attending a University sponsored event is prohibited.
 7. **Drugs and Alcohol:** The unlawful possession, use, or distribution of illicit drugs and alcohol by students on University property or as part of any University activity is prohibited. Federal and District of Columbia laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic, dangerous drug, or alcohol. The health risks associated with the use of illicit drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration, and death. Students who unlawfully possess, use, or distribute illicit drugs or alcohol shall be sanctioned. Sanctions may include referral for criminal prosecution, expulsion, suspension, reprimand, or requiring the student to complete an appropriate rehabilitation program. The University of the District of Columbia provides confidential counseling and referral services to students with problems related to drug use and alcohol abuse. The University also provides information about substance abuse and treatment programs available to UDC students. Students who desire information regarding substance abuse or treatment programs should contact the University Health Services at (202) 274-5030.
 8. **Tobacco:** The use of tobacco products by any individuals on the field of play — as well as during other championship activities such as banquets, autograph sessions, media conferences and postgame interviews — at NCAA championships is prohibited. Violations of this policy shall be dealt with by the appropriate sports committee in accordance with the misconduct provisions of Bylaw 31.1.10. The Athletics Department opposes all uses of tobacco by student-athletes. Student-athletes may not consume tobacco during any athletically related activities. The Athletic Department may take serious actions to penalize the use tobacco during these times.

Online Social Networking Policy (Facebook, Twitter, Youtube, MySpace, etc.)

Publicly accessible media includes technology many of us use every day to communicate, inform, opinions and share entertainment which serve or are available to the general public. These include: print- such as newspapers, magazines, books, posters, fliers, etc. broadcasts-as in video and radio, digital-as in the



internet, email, cyber profile websites (e.g. facebook, myspace), podcasting, chatrooms, skype, AIM, twitter and blogs, and emerging communication technologies.

When using any form of publicly accessible media, student-athletes are expected to adhere to the conduct befitting a Firebird representative with thought given to their respective team, the Athletic Department, the University and their community.

Social networks Can be great fun and serve a definite purpose. However, it is important that all student-athletes be responsible for what they and others post and realize the importance of private accounts; **if you do not make a concerted effort to keep your information and pictures private they will be PUBLIC.** Student-athletes who make Student Code of Conduct, Student-Athlete Code of Conduct and NCAA violations (e.g. alcohol and drug policy, harassing language, and other violations) public will be investigated and may be penalized by the Athletic Department. Student-athletes are not prohibited from membership to social networks. The Athletic Department reminds you of your duty to conduct yourself as a POSITIVE representative of the UDC community and this Department.

Guidelines

1. It is not advised to share your full birth date, social security number, address, residence hall, phone number, class schedule, whereabouts, or daily schedule. These can lead to identity theft or stalking.
2. Remember that your profile is everlasting on the internet. You will eventually graduate and seek employment. Always think, "Would I want my future employer to see this", before you add information or pictures.
3. Always be suspicious of emails and those contacting you who ask for personal information. Do not share personal information with strangers, web-based, or other.
4. Just as the printed and spoken word is subject to Federal law concerning harassment etc. so too is your on-line profile.

ACADEMICS

Mission Statement

The mission of Athletic Academic Advising Office (Bldg. 47 A-05) at the University of the District of Columbia is to support student-athletes' academic success, learning, growth and graduation. The Office will also consult with students about the delicate balance between athletics and academics. The Athletic Department is committed to recognizing academics as the first priority of every student-athlete. This office will provide a means to support individuals in learning and succeeding in the classroom while maintaining academic eligibility. Your time at UDC is an opportunity to understand the true importance of academia. With scholarship comes personal development of the whole individual.

It is our objective to support the graduation of student-athletes who take the knowledge and skills learned at the University of the District of Columbia and become positive forces in their community as active and vital citizens.

The Athletic Academic Office is also a place for smoothing a student-athlete's transition from high school to college. This office is a resource and a gateway to on-campus University-wide resources. Make an appointment for guidance on all academic responsibilities, questions, or concerns. It is likely that in coordination with you coaches, the Athletic Academic Office will contact you for meetings where you will discuss class performance, academic strengths and weaknesses, registration, athletic-academic balance and study skills.



Responsibility of the Student-Athlete

Athletic Academic Advising

- The Athletic Academic Advisor can only make suggestions to you. The student-athlete is ultimately responsible for registration, course selection and abiding by the NCAA academic rules and regulations.
- In accordance with privacy laws the Athletic Academic Advisor will keep your records confidential.

CLASS ATTENDANCE

All in-season student-athletes who will miss class due to competition and travel receive letters with travel dates to discuss with their professors. **On the very first day of class** student-athletes must discuss travel dates, missed classes, and the professors' willingness to accommodate absences. A signed copy of this letter must be returned to the Associate AD for Academics in Bldg. 47 A-05. All of your conversations about athletic absence accommodations with professors must happen before the drop/add deadline.

Practice is NEVER an excuse to miss class. You must schedule all of your classes around practice. If this is not possible you must work out a schedule with your coach which guarantees 100% class attendance. Do not miss class for any reason other than excused academic competition and travel, extreme illness, or grave extenuating circumstances. If you must miss due to illness do inform Sports Medicine and the Associate AD for Academics the very same day.

When you are in class remember that you are a visible representative of the Athletic Department and your team. Sit in the first three rows of the classroom and show up ON TIME. Do not disrupt others or disrespect your professor or peers.

GRADUATION

All coaches, staff, and administrators endorse a commitment to each student-athlete's education and completion of degree. Please consult with the Academic Advising Office and the Compliance Office concerning degree completion after the exhaustion of eligibility.

REGISTRATION

All student-athletes are responsible for fulfilling registration requirements. Pre-registration is held near the end of each semester on dates published in the academic calendar. This is the best time to ensure you can get the classes you need. To graduate within four years, a student must average 15 credits in the Fall and Spring semesters (for majors requiring 120 credits). Please make your advisor aware of your goals to graduate within four years and your NCAA requirement to pass 24 degree applicable courses (courses which are not remedial, do count toward your major, including: general requirements, electives and major courses) each year. If you have any questions please consult, and have your faculty advisor consult The Assoc. AD for Academics.

Before registration, consult with your academic advisor on course selection. If you are on the road, make arrangements to call on your designated day to register. If you have any questions, contact the compliance coordinator or your academic advisor to ensure your continued eligibility. Regular registration is held at the beginning of each semester.



All student-athletes are required to turn in a copy of their signed class advising slip at the start of each semester indicating you have seen your advisor and they acknowledge you are taking the correct classes for your major and to insure your eligibility for competition and athletic aid.

BEFORE YOU MEET WITH YOUR FACULTY ADVISOR

Become familiar with the class schedule and UDC catalog. Collect your registration materials, test scores, and transcripts from other universities you have attended. Bring these with you when you meet your advisor. Give some thought to your interests, academic/career goals, and courses you might want to take. Prepare a list of questions for your advisor.

If you are undecided about your major, determine whether you would prefer a B.S. or B.A. degree. Ask the Faculty Advisor for further information if you are unsure. After your first visit, you will be given a copy of your chosen degree requirements. You (along with the advisor) should keep an accurate record of the classes you have taken and determine, before you visit with the Athletic Advisor, which classes are offered and the classes you are planning to take.

During your last year of school, sign-up for a degree audit toward your degree with the Graduate Office to assure you are taking all your classes to fulfill the requirements of your degree. This should be done at least one semester before your last semester of school.

STEP-BY-STEP ONLINE COURSE REGISTRATION— CONTINUING STUDENTS ONLY

1. Open Web browser: Internet Explorer
 2. Type in the Web address: <http://web4students.udc.edu>
 3. Click on Enter Student Services.
 4. In the ID box, type your campus-wide ID or Social Security number. In the PIN box, type your PIN (issued by your academic advisor only). Athletics staff do not have access to your PIN.
 5. Click LOGIN.
 6. Click Term (top left corner of the screen); select appropriate semester.
 7. Select and click the Registration Menu.
 8. Click on Add/Drop Class.
 9. Browse down the page and click on the first box of Add Class.
 10. Type your 5-digit course call # in each box for as many courses as you are registering. You must use the course call # to register for a class, not the course number. Click Submit (bottom of the screen).
 11. To Drop a course, select DROP as the Action (column 4) and click Submit.
 12. Prior to printing your Class Schedule and Bill, you should complete the Health Insurance Waiver screen. You must select one of the two options on the screen for Health Insurance. Complete the information on the screen and then click Submit.
 13. Click Student Records, select Account Summary, and then click Submit.
 14. Click on printer icon; print your Tuition and Fees Bill.
 15. Click on Registration Menu, drop down and select Detailed Schedule, and click printer icon to print your Class Schedule.
 16. Close the browser (click X, top right corner of the screen).
- Need help during registration? Dial 274.5941 Monday through Friday, 8:30 AM to 5 PM, or come to Building 41, Room 314 between 11 AM and 5 PM.

DECLARATION AND CHANGE OF MAJOR

Students wishing to declare or change a major course of study must obtain the approval of the new department chairperson as well as the release of the former department chairperson. All students receiving or applying for financial aid must have a declared major on file with the registrar's office. You MUST inform the Associate AD for Academics before changing your major.

HOW TO CHANGE A MAJOR

- The student obtains Change of Major Course of Study form from the Office of the Registrar.
- The student and his or her current academic advisor complete the three-part form.
- The student then receives approval from the new major department.
- The student returns the official form to Registrar's Office.
- The data is recorded in the student's file.



HOW TO CHANGE PERSONAL INFORMATION

- The student completes the Personal Information form from the Office of the Registrar.
- The student submits certified documents to support change of name, social security number, and date of birth.
- Data is recorded on the student's file.

HOW TO REQUEST A TRANSCRIPT OF GRADES

- The student obtains a Transcript Request form from the Office of the Registrar.
- The student submits form to the Cashier's Office. First request for an official transcript is free. Additional copies cost five dollars (\$5.00) each.
- The student returns form to the Registrar's Office to be processed.

HOW TO REQUEST VERIFICATION OF ENROLLMENT

- The student obtains Verification of Enrollment form from the Office of the Registrar.
 - The student completes the Verification request form.
 - The student returns the form to the Office of the Registrar.
 - Official copies are forwarded directly to the requesting agency, individual or institution.
- Note: The University complies with Public Law 93-38, Family Education Rights and Privacy Act of 1975.

HOW TO REQUEST AN APPLICATION FOR GRADUATION:

- The student obtains the Application for Graduation from the Office of the Registrar.
- The student completes the form and reports to the Cashier's Office.
- The student pays the graduation application fee: undergraduate, fifty dollars (\$50.00); or graduate, sixty-five dollars (\$65.00).
- The student returns form to Registrar's Office and presents proof of fee payment on or before the deadline in the academic calendar.

Credit and Grading

The Semester Credit Hour

The semester credit hour is officially designated as the University's unit of academic credit. A semester credit hour requires the completion of one 50-minute period of lecture or two laboratory hours a week for one semester (15 weeks).

Undergraduate Grading System

The following grades will be used to designate levels of achievement and will appear on official transcripts:

A	Excellent 4 quality points per semester hour of credit
B	Above Average 3 quality points per semester hour of credit
C	Satisfactory 2 quality points per semester hour of credit
*D	Below Average 1 quality point per semester hour of credit
F	Failure 0 quality points per semester hour of credit

**The University considers the grade of "D" as the lowest passing grade.*

Graduate Grading System

Graduate students are graded under the following system:

A	Excellent 4 quality points per semester hour of credit
B	Above Average 3 quality points per semester hours of credit
C	Satisfactory 2 quality points per semester hour of credit
F	Failure 0 quality points per semester hour of credit

Grade Point Average

The grade point average (GPA) is the measure of general scholastic achievement upon which honors, awards, probationary regulations, and graduation are based. For the purposes of graduation and academic honors, only college-level courses are counted in the GPA and credits earned. A grade point average of at least 2.0 is required for graduation for undergraduate students and a 3.0 for graduate students. To compute the GPA, the credit value of each course is multiplied by the quality points of the grade earned in the course. The sum of the products thus obtained is divided by the number of credits for which the student was enrolled during the semester. In like manner, the cumulative GPA is determined by dividing the sum of all quality points earned by the sum of all quality hours attempted. When a course is repeated, only the higher grade earned is considered in computing the cumulative GPA. Other grades received will remain on the transcript in parentheses.



Other grades which may appear on the transcript but which are not considered in computing the GPA are:

CR Credit

NC No Credit

The symbols CR and NC are available for use in those courses designated by the academic department.

The CR symbol will count toward the hours completed.

AU Audit

The AU symbol will be used when a student audits a course. A student may register to audit a course during the period of registration and late registration only. The symbol AU will be preprinted on the class roster for the appropriate students.

W Withdrawal

The symbol "W" will designate official withdrawals. A student may officially withdraw from a course or the University up to five weeks prior to the beginning of the scheduled final examination period. A student who fails to withdraw in the required manner will receive the grade of F (failure). A student may withdraw from the University at any point up to the beginning of the final examination period for which he/she is enrolled. A student who withdraws from the University will not be considered as an enrolled student for the purpose of readmission during the semester of withdrawal. A student who wishes to enroll in the next consecutive semester must reapply for admission.

I Incomplete

The symbol "I" will be used only if the student is passing the course at the end of the term, has not completed required course assignments and signs a contract to complete the assignments. Incomplete grades must be removed by the student in the next regular semester after the term in which the "I" is earned. If not completed in the next consecutive term, the grade will become an F.

X In Progress

The symbol "X" is used for thesis preparation or directed study. This grade is applicable only for graduate study.

ACADEMIC PROBATION, APPEAL AND DISMISSAL

Probation and Suspension

When a student's cumulative grade point average falls below 2.00, the student is placed on academic probation. Notification will be sent from the Office of the Registrar informing the student that the grade point average is below the acceptable level. During the next term of enrollment, if the student fails to achieve a term grade point average of 2.10, the student is subject to suspension. Academic probation and academic suspension will be entered on the official permanent record of the student. A student who has completed 30 credit hours with a cumulative GPA of less than 2.00 will be restricted to a nine-semester hour course load (10 credit hours with the Dean's approval). If a student is subject to suspension and has registered for course work, their registration will be cancelled. A student enrolled in the University with fewer than 30 credit hours will be subject to the conditions and regulations placed by the University upon freshman students, as described above. If a student is subject to suspension and has registered for course work, their registration will be cancelled.

Dismissal

If a student's cumulative GPA is below 2.00 and the student fails to successfully complete at least 50% of the hours attempted and fails to achieve a term GPA of 2.10 or better each term of enrollment following a second academic suspension, the student will be dismissed from the University. All courses for which the student was enrolled after add/drop are considered in determining 50% of the hours attempted.

Reinstatement for such students will not be considered in less than two calendar years from the date of dismissal. If a student is subject to dismissal and has registered for course work, their registration will be cancelled. Reinstatement for such students will not be considered in less than two calendar years from the date of dismissal.



ELIGIBILITY AND COMPLIANCE

STUDENT-ATHLETE ELIGIBILITY All of the following criteria must be met every year of enrollment in order to maintain athletic eligibility and satisfactory progress toward graduation:

1. The student-athlete has passed 24 semester credits (in Division II)* this past academic year or averages 12 credits for every term they have been enrolled full-time at UDC. Summer term does not count as a term of enrollment, but summer credits (up to 25% of total credit count) will count toward satisfactory progress.

PROGRESS-TOWARD-DEGREE REQUIREMENTS

To be eligible to represent an UDC in intercollegiate athletics competition, a student-athlete shall maintain progress toward a baccalaureate or equivalent degree at that institution as determined by the regulations of that institution (NCAA 14.4.1).

A NOTE ABOUT BOOKS...

If a book scholarship is included in your Grant in Aid agreement please recognize the applicable NCAA bylaw 15.2.3 under financial aid. Wherein student athletes may only purchase professor REQUIRED texts and supplies with athletic book scholarship monies. Recommended or otherwise unlisted books and supplies are not and cannot be provided through the scholarship. Book scholarship cannot purchase pens, pencils, paper, notebooks etc.

15.2.3.1.1 Eligibility Ramifications-Restitution for Receipt of Improper Benefits. For violations of Bylaw 15.2.3.1 in which the value of noncourse-related books and noncourse related supplies is \$100 or less, the eligibility of the individual (i.e.,enrolled student-athlete) shall not be affected conditioned on the individual repaying the value of the benefit to a charity of his or her choice. The individual, however, shall remain ineligible from the time the institution has knowledge of the receipt of the impermissible benefit until the individual repays the benefit.



Seasons of Competition: Five-Year/10-Semester Rule The student-athlete shall not engage in more than 4 seasons of intercollegiate competition in any one sport. An institution shall not permit a student-athlete to represent it in intercollegiate competition unless the individual completes all of his or her seasons of participation in all sports within the time periods specified below:

14.2.2. Ten-Semester Rule--Division II. The student-athlete shall complete his or her seasons of participation during the first 10 semesters or 15 quarters in which the student-athlete is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.

14.2.2.1 Use of Semester or Quarter. A student-athlete is considered to have utilized a semester or quarter under this rule when the student-athlete is officially registered in a collegiate institution (domestic or foreign) in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution, and attends the first day of classes for that term.

14.2.2.3 Waivers. The Management Council, or a committee designated by the Management Council to act for it, by a two thirds majority of its members present and voting, may approve waivers to the 10-semester rule as it deems appropriate. **(NCAA 14.4.3.1 States that** a student-athlete must earn six-semester or six-quarter hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full-time at any collegiate institution; further, to specify for transfer student-athletes, that the six-semester or six-quarter hours are transferable degree credit. **NCAA 14.4.3.2 States that the Grade Point Average completion of 72 semester credits).** You must be enrolled in a minimum of 12 credit hours each semester to be eligible for practice and competition. If you ever drop below 12 credits, you are immediately ineligible for practice and competition. **In addition, effective immediately, you must seek permission from our Athletic Academic Requirement has been satisfied (1.8 at the completion of 24 semester credits, 1.9 at the completion of 48 semester credits, 2.0 at the Office whenever you want to drop a class whether or not dropping that class causes you to fall below 12 credits. UDC's gpa requirement of a 2.0 cumulative grade point average supersedes the NCAA requirements as the University rule is more stringent. You must maintain a 2.0 cumulative gpa at all times to be eligible.**

NCAA Divisions II institutions and student-athletes should note that the NCAA Initial-Eligibility Clearing House does not detect or review irregularities in the standardized-test scores of prospective student-athletes as part of its normal certification process. As a condition and obligation of membership, a Division II institution is responsible for reviewing the validity of a test score pursuant to the institution's normal test-score review procedures when the institution possesses information that calls into question the validity of the score, regardless of whether the clearing-house has certified the student-athlete. These review procedures may include providing the information to the appropriate testing agency or agencies for their review

Time Limits for Athletically Related Activities. In all sports, the following time limitations shall apply:

17.1.6.1 Daily and Weekly Hour Limitations-Playing Season. A student-athlete's participation in countable athletically related activities shall be limited to a maximum of 4 hours per day and 20 hours per week.



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Division II

17.1.6.2 Weekly Hour Limitations-Outside of Playing Season. Outside of the playing season during the academic year, only a student-athlete's participation in weight-training, conditioning, individual skill instruction and, in the sport of football, review of game film shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of 8 hours per week, of which not more than 2 hours per week may be spent on individual skill workouts set forth in Bylaw 17.1.5.2.1 and, in the sport of football, review of game film. A student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period (e.g., summer, academic year).

17.1.6.2.1 Skill Instruction. In sports other than football, participation by student-athletes in individual voluntary skill-related instruction is permitted outside the institution's declared playing season, provided no more than 4 student-athletes from the same team are involved in skill-related instruction with their coach(es) at any one time in any facility.

17.1.6.2.2 Conditioning Activities. Conditioning drills per Bylaw 17.1.5.2 that may simulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport is used. In the sport of ice hockey, a student-athlete may be involved in on-ice conditioning activities, provided no equipment other than skates is used.

Draft and Inquiry 12.2.4.1 Inquiry. An individual may inquire of a professional sports organization about eligibility for a professional-league player draft or request information about the individual's market value without affecting **12.2.4.2. Draft List.** Subsequent to initial full-time collegiate enrollment, an individual loses amateur status in a particular sport when the individual asks to be placed on the draft list or supplemental draft list of a professional league in that sport, even though: (a) The individual asks that his or her name be withdrawn from the draft list prior to the actual draft; (b) The individual's name remains on the list but he or she is not drafted; or (c) The individual is drafted but does not sign an agreement with any professional athletics team his or her amateur status.

12.2.4.2.1 Exception –Professional Basketball Draft. An enrolled student-athlete (as opposed to a prospective 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 is not drafted by any team in that league and 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.

12.2.4.3. Negotiations. An individual may request information about professional market value without affecting his or her amateur status. Further, the individual, his or her legal guardians or the institution's professional sports counseling panel may enter into negotiations with a professional sports organization without the loss of the individual's amateur status. **An individual who retains an agent shall lose amateur status.**

12.2.5 Contracts and Compensation. An individual shall be ineligible for participation in an intercollegiate sport if he or she has entered into any kind of agreement to compete in professional athletics, either orally or in writing, regardless of the legal enforceability of that agreement.

12.2.5.1 Nonbinding Agreement. An individual who signs a contract or commitment that does not become binding until the professional organization's representative or agent also signs the document is ineligible, even if the contract remains unsigned by the other parties until after the student-athlete's eligibility is exhausted.

Use of Agents 12.3.1. General Rule. An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally, or in writing) to be represented by an agent for the purpose of marketing his or her athletic ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sport shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

12.3.1.1 Representation for Future Negotiations. An individual shall be ineligible per Bylaw 12.3.1 if he or she enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility in that sport.

12.3.1.2 Benefits From Prospective Agents. An individual shall be ineligible per Bylaw 12.3.1 if he or she (or his or her relatives or friends) accepts transportation or other benefits from: (a) Any person who wishes to represent any individual in the marketing of his or her athletic ability. The receipt of such expenses constitutes compensation based on athletic skill and is an extra benefit not available to the student body in



general; or (b) An agent, even if the agent has indicated that he or she has no interest in representing the student-athlete in the marketing of his or her athletics ability or reputation and does not represent individuals in the student-athlete's sport.

12.3.2 Legal Counsel. Securing advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representation by an agent under this rule, unless the lawyer also represents the individual in negotiations for such a contract.

AMATEUR STATUS

Loss of amateur status (NCAA 12.1.2) An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

- (a) Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
- (b) Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- (c) Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- (d) Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- (e) Competes on any professional athletics team per Bylaw 12.02.4, even if no pay or remuneration for expenses was received;
- (f) Subsequent to initial full-time collegiate enrollment, enters into a professional draft (see also Bylaws 12.2.4.2.1 and 12.2.4.2.3); or
- (g) Enters into an agreement with an agent.

Advertisements and Promotions (NCAA 12.5.2.1): Subsequent to becoming a student-athlete, an individual shall not be eligible for participation in intercollegiate athletics if the individual:

- (a) Accepts and remuneration for or permits the use of his or her name or picture to advertise, recommend or promote directly the sale or use of a commercial product or service or any kind, or
- (b) Receives remuneration or endorsing a commercial product or service through the individual's use of such product or service.

Prior to engaging in any promotional activity, please ensure the activity is permissible by securing prior approval from the Athletics Compliance Office.

FINANCIAL AID

A student-athlete shall not be eligible to participate in intercollegiate athletics if he or she receives financial aid that exceeds the value of the cost of attendance (NCAA 15.1). ***Please notify the compliance office of any outside scholarships, grants, or loans that you may receive directly as those awards could affect your eligibility.***

Period of Institutional Financial Aid Award (NCAA 15.3.3.1) If a student's athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period in excess of one academic year nor for a period less than one academic year.

Reduction or Cancellation Permitted (NCAA 15.3.4.1) Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient;

- (a) Renders himself or herself ineligible for intercollegiate competition;
- (b) Fraudulently misrepresents any information on an application, letter or intent or financial aid agreement;
- (c) Engages in serious misconduct warranting substantial disciplinary penalty
- (d) Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or cancelled. A student-athlete's request for written permission to contact another four-year collegiate institution regarding a possible transfer does not constitute a voluntary withdrawal.

Reduction or Cancellation Not Permitted (NCAA 15.3.4.3) Institutional financial aid based in any degree on athletics ability may not be increased, decreased or canceled during the period of its award:



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- (a) On the basis of a student-athlete's athletics ability, performance or contribution to a team's success;
- (b) Because of an injury, illness, or physical or mental medical condition; or
- (c) For any other athletics reason.

Renewals and Non-renewals Institutional Obligation (NCAA 15.3.5.1) The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded in the previous academic year (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and non-renewals must come from the institution's regular financial aid authority and not from the institution's athletics department.

POLICY FOR ATHLETIC GRANT-IN-AID APPEALS

If a student-athlete's athletic grant-in-aid is reduced or cancelled during the period of the award or is reduced or not renewed for the following academic year, the student-athlete has the opportunity for a hearing to appeal the decision. Student-athletes will have 20 business days from the date of the letter notifying them of the reduction or non-renewal decision to request an appeal of that decision. Requests for appeal must be made in writing to the Student Financial Services.

STUDENT-ATHLETE EMPLOYMENT

Criteria Governing Compensation to Student-Athletes (NCAA 12.4.1) Compensation may be paid to a student-athlete:

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

Athletics Reputation (NCAA 12.4.2) Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability.

Fee-for-Lesson Instruction (NCAA 12.4.2.1) A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided;

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

Employment at a Camp or Clinic: Student-Athletes (NCAA 13.12.2.1) A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

- (a) The student-athlete must perform duties that are of a general supervisory character in addition to any coaching or officiating assignments.
- (b) Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of the athletics skills of the student-athlete.
- (c) A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic.

Prior to beginning any job, on or off campus, a student-athlete must secure permission from the Athletics Compliance Office.



OUTSIDE COMPETITION

Sports Other Than Basketball (NCAA 14.7.1) A student-athlete in any sport other than basketball who participates during the academic year as a member of any outside team in any non-collegiate, amateur competition becomes ineligible for intercollegiate competition unless eligibility is restored by the Committee on Student-Athlete Reinstatement. A student-athlete is permitted to practice on such a team.

Exception (NCAA 14.7.1.1) 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. The number of student-athletes from any one institution shall not exceed the applicable limits set forth in Bylaw 17.32.2.

Exception – Soccer, Women's Volleyball, Field Hockey and Men's Water Polo (NCAA 14.7.1.2) In soccer, women's volleyball, field hockey and men's water polo, 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, provided the following conditions are met:

- (a) Such participation occurs no earlier than May 1;
- (b) In soccer, women's volleyball and field hockey, the number of student-athletes from any one institution does not exceed the applicable limits
- (c) The competition is approved by the institution's director of athletics;
- (d) No class time is missed for practice activities or for competition; and
- (e) In women's volleyball, all practice and competition is confined to doubles tournaments in outdoor volleyball, either on sand or grass.

Outside Competition, Basketball (NCAA 14.7.2) A student-athlete who participates in any organized basketball competition except while representing the institution in intercollegiate competition in accordance with the permissible playing season specified in Bylaw 17.5 becomes ineligible for any further intercollegiate competition in basketball.

UNETHICAL CONDUCT (NCAA 10.1)

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) may include, but is not limited to, the following:

- (a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- (b) Knowing involvement in arranging for a fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- (c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- (d) Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- (e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative or an agent or advisor (e.g., "runner");
- (f) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
- (g) Failure to provide complete and accurate information to the NCAA or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- (h) Fraudulence or misconduct in connection with entrance or placement examinations;
- (i) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- (j) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

GAMBLING ACTIVITIES (NCAA 10.3)

Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not engage in sports wagering or provide information to individuals involved in any type of sports wagering activities. Sports wagering includes placing, accepting or soliciting a wager (on a



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staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins ("point shaving") or who participates in any sports wagering activity involving the student-athlete's institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.

A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum of a period of one year from the date of the institution's determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If the student-athlete is determined to have been involved in a later violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

KNOWLEDGE OF BANNED DRUGS (NCAA 10.2)

A student-athlete who is found to have utilized a substance on the list of banned drugs shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the following provisions: A student athlete who tests positive shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student athlete or a minimum of the equivalent of one full season of competition in all sports if the student athlete tests positive during his or her season of competition (i.e., the remainder of contests in the current season and contests in the subsequent season up to the period of time in which the student athlete was declared ineligible during the previous year). The student athlete shall remain ineligible for all regular season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the student athlete's positive drug test, and until the student athlete retests negative and the student-athlete's eligibility is restored by the NCAA. If the student-athlete tests positive a second time for the use of any drug, other than a "street drug", he or she shall lose all remaining regular-season and postseason eligibility in all sports. If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he or she shall lose a minimum of one season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. **(NCAA 18.4.1.5)**

The following is the list of banned-drug classes: **(NCAA 31.2.3)**

a. Stimulants:

amiphenazole fencamfamine
amphetamine meclufenoxate
bemigrade methamphetamine
benzphetamine methylphenidate
bromantan nikethamide
caffeine¹ pemoline
chlorphentermine pentetrazol
cocaine phendimetrazine
cropropamide phenmetrazine
crothetamide phentermine
diethylpropion picrotoxine
dimethylamphetamine pipradol
doxapram prolintane
ephedrine strychnine
ethamivan and related compounds
ethyl amphetamine

b. Anabolic steroids:

boldenone clenbuterol
clostebol methyl testosterone
dehydrochlormethyl-testosterone (DHEA) nandrolone



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dihydrotestosterod norethandrolone
dromostanolone oxandrolone
fluoxymesterone oxymesterone
mesterolone oxymetholone
methandienone stanozolol
methenolone testosterone²
and related compounds

c. Substances banned for specific sports:

Rifle:

alcohol pindolol
atenolol propranolol
metoprolol timolol
nadolol and related compounds

d. Diuretics:

acetazolamide hydrochlorothiazide
bendroflumethiazid hydroflumethiazide
benzthiazide methyclothiazide
bumetanide metolazone
chlorothiazide polythiazide
chlorthalidone quinethazone
ethacrynic acid spironolactone
flumethiazide triamterene
furosemide trichlormethiazide
and related compounds

e. Street drugs:

heroin THC (tetrahydrocannabinol)³
marijuana³

f. Peptide hormones and analogues:

chorionic gonadotrophin corticotrophin (ACTH)
(HCG-human chorionic growth hormone
gonedtrophin) (HGH, somatotrophin)
erythropoietin (EPO)

g. Definition of positive depends on the following:

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

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

³ for marijuana and THC-if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

All the respective releasing factors of the above-mentioned substances also are banned.



SPORTS MEDICINE

University of the District of Columbia Sports Medicine Department Policy and Procedure

Physical Examinations

All medical results are subject to final approval by the University of the District of Columbia team physician. All medical records on file in the training room are the confidential property of the University of the District of Columbia Athletic Department and cannot be used for non-athletics purposes. The medical history and physical examination forms can be downloaded from the UDC Athletics web site – click the Sports Medicine link.

Physical examinations are required for all first-time participants who wish to try out for and/or participate on an intercollegiate athletics team at the University of the District of Columbia. No student-athlete will be permitted to participate, in any way, until all referrals, or recommendations by the examining physician are completed, and the physician has signed and approved eligibility for participation. **There are no exceptions to this policy.** All costs related to pre-participation physicals are the full financial responsibility of the student-athlete, including any additional charges generated from supplemental tests (e.g. echocardiogram, blood work).

All returning student-athletes must complete a medical update prior to participating in any practice, competition or out-of-season activity. The medical update form can be obtained in the training room.

Confidential medical updates must be completed after May 30, 2011 to be valid for the 2011-2012 academic year.

Student-Athletes who develop a significant injury or illness after completing the medical update but before the first sanctioned practice, must present to the UDC athletic trainer a letter of clearance from a qualified physician.

Insurance

The University of the District of Columbia does not provide primary insurance coverage for athletic injuries. The Department of Athletics may provide secondary insurance coverage of medical costs directly from athletic injuries provided proper procedures are followed by the student-athlete. **All student-athletes are asked to provide their primary insurance information by completing an insurance coverage form which can be downloaded from the UDC Sports Medicine link on the Athletics web page.** Student-Athletes should notify the Athletic Trainer of any changes in insurance coverage.

In order for the University of the District of Columbia to provide secondary insurance coverage for medical costs related to an athletic injury, the student-athlete **must** comply with the following procedures:

- The student-athlete must obtain a completed and signed UDC Sports Medicine Referral For Services Form from the sports medicine department. The form is provided for each necessary referral and applicable only to specific services stated on the form by the signing physician. The University of the District of Columbia will not provide secondary coverage for any medical costs related to the injury if the student-athlete fails to obtain this form.
- Prior to the appointment, the student-athlete must notify his/her primary insurer. If required by the primary insurer, the student-athlete must also obtain the proper authorization prior to the appointment.
- During the patient registration process, the student-athlete must provide both his/her primary insurance and UDC insurance information to the medical provider. The University of the District of Columbia insurance information is contained on the UDC Referral For Services Form noted above.
- The medical provider should submit all bills to the student-athlete's primary insurance company for consideration and processing. The student-athlete will receive an Explanation of Benefits (EOB) from his/her primary insurer. The EOB details the primary insurer's actions and is generally mailed to the address of the policy holder.



- The medical provider should submit any remaining balances to the University of the District of Columbia's secondary insurance carrier. The student-athlete should receive an EOB or itemized bill.
- As a secondary insurer, the University of the District of Columbia will consider payment for bills only after the primary insurer has paid and/or denied payment to the health care provider.
- Student-Athletes should keep copies of all information related to the injury.

If you have any questions regarding an insurance claim, please contact Athletic Trainer Khalfani Sullivan at 202-274-6269 or ksullivan@udc.edu.

***Exceptions for obtaining a written referral from UDC sports medicine may be made in the event of a medical emergency. In this instance, the student-athlete should report to the nearest medical facility and notify UDC sports medicine as soon as possible.**

Second Opinions

Student-Athletes may obtain a second opinion regarding any athletically related injury. However, in order for the University of the District of Columbia to assume any financial responsibility for medical expenses associated with an athletic related injury (e.g. physician visits, physical therapy, x-rays, MRI's, orthotics, chiropractic care), the student-athlete must obtain a completed and signed UDC Referral For Services Form in advance of seeking the second opinion. Any expenses associated with services not specifically stated on the completed and signed UDC Sports Medicine Referral For Services Form are the full financial responsibility of the student-athlete and their primary insurance carrier.

Medications

The Department of Athletics does not provide or pay for any prescriptions or over the counter medication prescribed by a physician. This includes payment of medication for both illnesses and injuries.

Training Room Rules

- Report all injuries and illnesses immediately to the athletic trainer.
- Sign-in when reporting to the training room for all treatments and rehabilitation sessions.
- Equipment can be signed out of the training room **upon request** when necessary. **DO NOT** remove equipment from the training room without permission from the athletic trainer.
- **DO NOT** use machines or equipment unless instructed by the athletic trainer.
- Always allow plenty of time for taping and treatments before practice and competition. It is your responsibility to report to practice and competition on time.
- If possible, please shower after practice or games before reporting for treatment.
- Please keep the training room clean. Pick up after yourself.
- Please return any equipment or treatment material in the same condition it was in when originally borrowed. Return the ice scoop to the top of the ice machine and close the door when finished.
- Do not bring personal belongings into the training room while treatments are being administered.
- No food or drinks are allowed.
- All student-athletes must be properly dressed.
- Loitering is not allowed.
- Do not wear spikes or cleats or muddy/wet shoes in the training room.
- Place all soiled towels and wraps in the hamper.
- Smoking and chewing tobacco are prohibited.
- Training room telephones and computers are not to be used.
- Horseplay is prohibited.



CONCUSSIONS A fact sheet for student-athletes

What is a concussion?

A concussion is a brain injury that:

- Is caused by a blow to the head or body.
 - From contact with another player, hitting a hard surface such as the ground, ice or floor, or being hit by a piece of equipment such as a bat, lacrosse stick or field hockey ball.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Presents itself differently for each athlete.
- Can occur during practice or competition in ANY sport.

• Can happen even if you do not lose consciousness.

How can I prevent a concussion?

Basic steps you can take to protect yourself from concussion:

- Do not initiate contact with your head or helmet. You can still get a concussion if you are wearing a helmet.
- Avoid striking an opponent in the head. Undercutting, flying elbows, stepping on a head, checking an unprotected opponent, and sticks to the head all cause concussions.
- Follow your athletics department's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Practice and perfect the skills of the sport.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice some of the symptoms right away. Other symptoms can show up hours or days after the injury.

Concussion symptoms include:

- Amnesia.
- Confusion.
- Headache.
- Loss of consciousness.
- Balance problems or dizziness.

- Double or fuzzy vision.
- Sensitivity to light or noise.
- Nausea (feeling that you might vomit).
- Feeling sluggish, foggy or groggy.
- Feeling unusually irritable.
- Concentration or memory problems (forgetting game plays, facts, meeting times).
- Slowed reaction time.

Exercise or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

What should I do if I think I have a concussion?

Don't hide it. Tell your athletic trainer and coach.

Never ignore a blow to the head. Also, tell your athletic trainer and coach if one of your teammates might have a concussion.

Sports have injury timeouts and player substitutions so that you can get checked out.

Report it. Do not return to participation in a game, practice or other activity with symptoms.

The sooner you get checked out, the sooner you may be able to return to play.

Get checked out. Your team physician, athletic trainer, or health care professional can tell you if you have had a concussion and when you are cleared to return to play.

A concussion can affect your ability to perform everyday activities, your reaction time, balance, sleep and classroom performance.

Take time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. In rare cases, repeat concussions can cause permanent brain damage, and even death. Severe brain injury can change your whole life.

It's better to miss one game than the whole season. When in doubt, get checked out.

For more information and resources, visit www.NCAA.org/health-safety and www.CDC.gov/Concussion.

Reference to any commercial entity or product or service on this page should not be construed as an endorsement by the Government of the company or its products or services.

SPORTS INFORMATION

The Sports Information Office serves as the primary contact for the media to obtain information about the athletic program at the University of the District of Columbia. The Office provides news releases, final game statistics, schedules, media guides and other printed resource materials in support of the Athletic program. The Sports Information Office also maintains the University's Official Athletic Web Site,



Student-athletes are NOT to speak to any members of the media, UDC student media included, under any circumstance without prior approval by the Associate Director of Athletics for Marketing and Communications or the Sports Information Director. If a member of the media contacts you, refer them to: The Sports Information Office by telephone (202) 274-5064, fax (202) 274-5065, or e-mail bpayton@udc.edu. If the Sports Information Director is unavailable, refer members of the media to Associate Director of Athletics for Marketing and Communications, Matt Rienzo at (202)274- 6796 or mrienzo@udc.edu.

Social Media: As part of our Athletic Department marketing efforts, we ask that all student-athletes and coaches follow the UDC Athletic Department on Facebook and Twitter. See page 13 of the student-athlete handbook for Online Social Networking Policies. Please follow us on Twitter at UDCFirebirdfans and on Facebook at UDC Athletics.

STUDENT-ATHLETE ADVISORY COMMITTEE

A student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives at UDC. (NCAA.org)

If you are interested in playing an active role in the athletic program and want to become part of this committee, please contact your coach or Associate Director of Athletics for Marketing and Communications, Matt Rienzo.

Important Offices and Numbers

Academic Departments

Campus Directory

DIVISION OF SCIENCE AND MATHEMATICS

Department of Biological and Environmental Sciences

(Building 44, Room 103)

Biology and Biology Education..... 274-7401

Environmental Science..... 274-7401

Water Quality and Marine

Science..... 274-7401

Nutrition and Food Science..... 274-7401

Department of Chemistry and Physics

(Building 44, Room 200-18)

Chemistry..... 274-7410

Physics..... 274-7410

Department of Mathematics

(Building 32, Room B-01)

Mathematics..... 274-5153

Mathematics Education..... 274-5153

Department of Nursing and Allied Health (Building 44, Room 103C)

Medical Radiology..... 274-5940

Mortuary Science..... 274-5940

Respiratory Science..... 274-5940

Nursing..... 274-5940

COLLEGE OF ARTS AND SCIENCES

DIVISION OF ARTS & EDUCATION

Department of Education

(Building 38, Room 109)

Child Development and Nursery School

Education..... 274-7404

Early Childhood Education..... 274-7404

Elementary Education..... 274-7404

Early Childhood Leadership

Institute..... 274-5281

Institute of Gerontology..... 274-6616

Health Education..... 274-7404

Special Education..... 274-7404

Teacher Education..... 274-7404

Department of English

(Building 41, Room 413-04)

English..... 274-5137

Composition and Rhetoric..... 274-5137

Department of Languages and Communication Disorders

(Building 41, Room 413-05)

English as a Second Language..... 274-7405

French..... 274-7405

Spanish..... 274-7405

Speech and Language

Pathology..... 274-7405

Department of Mass Media, Visual, and Performing Arts

(Building 46, Room A03-B)

Art..... 274-7402

Mass Media, Journalism,

& Television..... 274-7402

Music..... 274-7402

Theater Arts..... 274-7402



**DIVISION OF URBAN AFFAIRS,
BEHAVIORAL AND SOCIAL
SCIENCES**

**Department of Urban Affairs, Social
Sciences, and Social Work
(Building 41, Room 406-413)**

<i>Social Work</i>	274-7403
<i>Criminal Justice</i>	274-7403
<i>History</i>	274-7403
<i>Political Science</i>	274-7403
<i>Sociology</i>	274-7403
<i>Urban Studies</i>	274-7403

**Department of Psychology and Counseling
(Building 44, Room 200-34)**

<i>Psychology</i>	274-7406
<i>Clinical Psychology</i>	274-7406
<i>Counseling</i>	274-7406

**SCHOOL OF BUSINESS AND
PUBLIC ADMINISTRATION**

**Department of Accounting, Finance, and
Economics (TBA)**

<i>Accounting</i>	274-7002
<i>Computer Accounting Technology</i>	274-7002
<i>Economics</i>	274-7002
<i>Finance</i>	274-7002

**Department of Management, Hospitality,
and Graduate Studies (TBA)**

<i>Administration</i>	274-7001
<i>Business Administration</i>	274-7001
<i>Business Technology</i>	274-7001
<i>Business Management</i>	274-7001
<i>Entrepreneurship Certificate Program</i>	274-7001
<i>Hospitality Management & Tourism</i>	274-7001
<i>Administrative Office Management</i>	274-7001
<i>Master of Business Administration</i>	274-7001
<i>Master of Public Administration</i>	274-7001

**Department of Marketing, Legal Studies,
and Information Systems
(TBA)**

<i>Administration</i>	274-6510
<i>Computer Science</i>	
<i>Information Systems</i>	274-6510
<i>Legal Assistant</i>	274-6510
<i>Marketing</i>	274-6510
<i>Procurement & Public Contracting</i>	274-6510

**SCHOOL OF ENGINEERING AND
APPLIED SCIENCES**

**Department of Computer Science
(Building 42, Room 112)**

<i>Applied Computing</i>	274-5147
<i>Computer Science</i>	274-5147
<i>Computer Science Technology</i>	274-5147

**Department of Electrical Engineering
(Building 42, Room 109)**

<i>Electrical Engineering</i>	274-7409
<i>Electrical Engineering Technology</i>	274-7409

**Department of Engineering, Architecture,
& Aerospace Technology
(Building 42, Room 213)**

<i>Architecture</i>	274-5126
<i>Architecture Engineering Technology</i>	274-5126
<i>Airway Science</i>	274-5126
<i>Aviation Maintenance Technology</i>	274-5126
<i>Civil Engineering Technology</i>	274-5126
<i>Construction Engineering Technology</i>	274-5126
<i>Civil Engineering</i>	274-5126
<i>Fire Science</i>	274-5126
<i>Mechanical Engineering</i>	274-5126

**DIVISION OF GRADUATE
STUDIES AND RESEARCH**

<i>Graduate Studies and Research</i>	274-5838
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1. STUDENT GOVERNMENT ASSOCIATIONS

Building 38, Room A-2
(202) 274-5190 (Undergraduate)
(202) 274-5510 (Graduate)

2. CAMPUS BOOKSTORE

Building 38, A Level
(202) 274-5110

3. CASHIER'S OFFICE

Building 39, Room 201
(202) 274-5112

4. OFFICE OF THE REGISTRAR

Building 39, Room A-08
(202) 274-6200

5. FINANCIAL AID

Building 39, Room 101
(202) 274-5060

6. LEARNING RESOURCES (LRD)/ LIBRARY

Building 41, A Level (LRD); 5th Floor (Library)
(202) 274-6009

7. TUITION MANAGEMENT SYSTEM (TMS) INSTALLMENT PAYMENT/ AGENCY PAYMENT

Student Accounts
Building 39, Room A-09A
(202) 274-5168

8. STUDENT OUTREACH AND LEADERSHIP DEVELOPMENT

Building 38, Room A-11
(202) 274-5767

9. DISABILITY RESOURCE CENTER

Building 44, A-03
(202) 274-6152

10. VETERAN STUDENT SERVICES

Building 39, Room A-09E
(202) 274-5901

11. SENIOR CITIZENS

Institute of Gerontology
Intelsat Building
4000 Connecticut Avenue
(202) 274-6616

12. INTERNATIONAL ADMISSIONS

Building 39, Room A-09H
(202) 274-6110

13. UNIVERSITY HEALTH SERVICES

Building 44, Room A-33
(202) 274-5030

14. HEALTH INSURANCE WAIVER

Building 38, Room A-09
(202) 274-5350
Or University Health Services
(See Item 13 above)

15. STUDENT IDENTIFICATION & VALIDATION CARD SERVICES

Building 38, Room A-07
(202) 274-6181

16. UNIVERSITY POLICE/ COMMUNICATIONS

Building 39, Room A-13
(202) 274-5050

17. CAREER DEVELOPMENT & STUDENT EMPLOYMENT PROGRAM

Building 39, Room 120
(202) 274-6000

18. ATHLETICS

Building 47, Room A-02
(202) 274-5024

19. COUNSELING AND STUDENT DEVELOPMENT CENTER

Building 39, Room 120
(202) 274-6000

