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

***Firebirds***  
***Student – Athlete Handbook***  
***2025-2026***

***udcfirebirds.com***



UDC Athletics



UDCAthletics1





University of the District of Columbia  
Department of Intercollegiate Athletics  
Sports Complex  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008  
Phone (202) 274-5024  
Fax No. (202) 274-5065

Fall 2025

Dear Student-Athlete,

Firebird Athletics celebrated a highly successful 2024-2025 academic year that included winning our first ECC men's soccer championship, our second consecutive ECC women's outdoor track & field championship, women's tennis ECC regular season champions, men's tennis qualifying for the NCAA east region championship, senior Louka Queguiner being named ECC men's tennis scholar-athlete of the year, and the opening of the Home Depot Innovation Lounge which will serve as the academic support hub for all student-athletes. In addition, Firebirds earned multiple all-conference accolades and regional rankings, and we salute Head Coach Dickie Mahaffey being named ECC Women's Tennis Coach of the Year and Head Coach Simone Grant being named ECC Women's Outdoor Track & Field Coach of the Year! To top off an outstanding year, student-athletes continued to achieve an overall grade point average above 3.0 including half of the cohort earning 3.5 and 26 quarter earning the perfect 4.0!

Please know that University of the District of Columbia athletics have the support of President Edington and the entire University Senior Leadership Team. Athletics is embedded in *Delivering on the Promise*, the University's Strategic Plan. You are surrounded by faculty, administrators and staff who are invaluable resources dedicated to supporting students. Please use this handbook as a guide and don't hesitate to ask questions and ask for help at any time! Know that my door is open; if you have something on your mind, let me know! Our mission is to help you achieve success academically, athletically, socially and in service to others. Always remember you are a student-athlete, you matter, and your success is our number one goal.

Here's to another outstanding year! Go Firebirds!

Sincerely,

Patricia Thomas  
Director of Athletics



## **Table of Contents**

Staff Directory	Page 4
Academic Calendar	Pages 5-7
Firebird Fast Facts	Page 8-10
University Mission and Athletic Department Philosophy	Page 10
Athletic Programs	Page 11
Sexual Harassment Policy	Page 12
Gambling Policy	Page 12
Sportsmanship	Page 12
ECC Sportsmanship Statement	Page 12
Hazing	Page 13
Academic Integrity	Page 13
Non-academic Misconduct	Page 14-16
Student-athlete Conduct	Page 16-17
Social Networking Policy	Page 17
Academics	Pages 18-19
Registration	Page 19-22
Eligibility and Compliance	Pages 23-26
Drug Testing and Banned Substances	Pages 27-28
Sports Medicine	Pages 29-43
Student-athlete Advisory Committee (SAAC)	Page 44
Sports Information	Page 44-47
Important University Offices and Phone Numbers	Pages 48-49



## Firebirds Staff Directory

### ADMINISTRATION

<u>Patricia Thomas</u>	Director of Athletics	202-274-7257	<a href="mailto:pthomas@udc.edu">pthomas@udc.edu</a>
<u>Joseph Lang</u>	Sr. Associate Director of Athletics for Compliance	202-274-6314	<a href="mailto:jlange@udc.edu">jlange@udc.edu</a>
<u>Joel Phillip</u>	Associate Director of Athletics for Internal Operations	202-274-6796	<a href="mailto:joel.phillip@udc.edu">joel.phillip@udc.edu</a>
<u>Marlena Wright</u>	Assistant Director of Athletics for Communications	202-274-5064	<a href="mailto:marlena.wright@udc.edu">marlena.wright@udc.edu</a>
<u>Brian Goodstein</u>	Associate Athletics Director for Sports Medicine	202-274-6269	<a href="mailto:brian.goodstein@udc.edu">brian.goodstein@udc.edu</a>
<u>Dr. Wynn Yarbrough</u>	NCAA Faculty Athletics Representative	202-274-5857	<a href="mailto:wyarbrough@udc.edu">wyarbrough@udc.edu</a>
<u>Andre Myers</u>	Aquatics Director	202-274-5343	<a href="mailto:andre.myers@udc.edu">andre.myers@udc.edu</a>
<u>Damian Jones</u>	Sports Performance Coach	857-998-0332	<a href="mailto:daminan.jones@udc.edu">daminan.jones@udc.edu</a>

### MEN'S BASKETBALL

<u>Mike Riley</u>	Head Coach	202-274-6379	<a href="mailto:mriley@udc.edu">mriley@udc.edu</a>
<u>Anthony Iati</u>	Assistant coach	202-274-6787	<a href="mailto:aitai@udc.edu">aitai@udc.edu</a>
<u>William West</u>	Assistant Coach	202-274-6352	<a href="mailto:william.west@udc.edu">william.west@udc.edu</a>

### MEN'S SOCCER

<u>Matthew Thompson</u>	Head Coach	202-274-5074	<a href="mailto:mlthompson@udc.edu">mlthompson@udc.edu</a>
<u>Benjamin Mortimer</u>	Assistant coach	202-274-5328	<a href="mailto:benjamin.mortimer@udc.edu">benjamin.mortimer@udc.edu</a>

### MEN'S AND WOMEN'S TENNIS

<u>Theodore Mahaffey III</u>	Head Coach	202-274-5966	<a href="mailto:tmahaffey@udc.edu">tmahaffey@udc.edu</a>
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### WOMEN'S BASKETBALL

<u>John Nakpodia</u>	Head Coach	202-274-5085	
<u>Jasmine Rich</u>	Assistant Coach	202-274-6175	<a href="mailto:jasmine.rich@udc.edu">jasmine.rich@udc.edu</a>
<u>Kiara Colston</u>	Assistant Coach	202-274-5085	<a href="mailto:kiara.colston@udc.edu">kiara.colston@udc.edu</a>

### WOMEN'S CROSS COUNTRY, WOMEN'S INDOOR/OUTDOOR TRACK & FIELD

<u>Simone Grant</u>	Head Coach	202-274-5381	<a href="mailto:simone.grant1@udc.edu">simone.grant1@udc.edu</a>
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### WOMEN'S LACROSSE

<u>Zhane Ruffin</u>	Head Coach	202-274-6297	<a href="mailto:zhane.ruffin@udc.edu">zhane.ruffin@udc.edu</a>
<u>Keisha Gills</u>	Assistant Coach	202-274-6024	<a href="mailto:keisha.gills@udc.edu">keisha.gills@udc.edu</a>

### MEN'S LACROSSE

<u>Matthew Marrett</u>	Head Coach	202-274-5368	<a href="mailto:matthew.marrett.@udc.edu">matthew.marrett.@udc.edu</a>
<u>Stevens Cadet</u>	Assistant Coach	202-274-5762	<a href="mailto:stevens.cadet@udc.edu">stevens.cadet@udc.edu</a>



## ACADEMIC CALENDAR FOR FALL SEMESTER 2025

Continuing Students Online Registration for Fall 2025	April 1 – August 21, 2025
Tuition Installment Plan Enrollment Period for Continuing Student for Fall 2025	
Advisement / Registration for New, Readmitted, Special & Transfer Students	
Faculty Due Back	August 18, 2025
Professional Development Days	August 18-20, 2025
Fall Semester Classes Begin	August 22, 2025
Late Registration and Add/Drop (Online)	August 22-September 2, 2025
Deadline to submit change of major form to Registrar’s Office	August 22, 2025
Labor Day-University Closed	September 1, 2025
Classes Resume	September 2, 2025
<b>Withdrawal Deadline for 100% Refund (Tuition Only)</b>	September 3, 2025
<b>Deadline Date to Submit Change of Major Forms to Registrar’s Office</b>	September 3, 2024
<b>Attendance Verification Reports Due (on-line)</b>	September 9, 2025
<b>Last Day to Apply for Fall 2023 Degree</b>	September 11, 2025
Opening Convocation	September 18, 2025
Indigenous People’s Day—University Closed	October 13, 2025
Classes Resume	October 14, 2025
Mid-Term Exams	October 14-20, 2025
<b>Last Day to Enter Mid-Term Grades Online</b>	October 22, 2025
<b>Last Day to Withdraw from Classes with “W” grade</b>	November 10, 2025
Continuing Students Advisement and Registration for Spring	Nov. 4, 2025 – Jan. 2, 2025
Continuing Students Online Registration for Spring	Nov. 5, 2024 – Jan. 2, 2025
Tuition Installment Plan Enrollment Period for Continuing Students for Spring	
Veterans Day—University Closed	November 11, 2025
Classes Resume	November 12, 2025
<b>Last Day for Deans to Submit Degree Completer’s Clearance Forms to the Office of the Registrar</b>	November 13, 2025
Thanksgiving holiday—University Closed	November 27-29, 2025
Classes Resume	December 1, 2025
Deadline to Clearing Incomplete (“I”) Grades for Spring & Summer	December 5, 2025
<b>Last Day of Effect a Total Withdrawal</b>	December 6, 2025
<b>Last Day of Classes</b>	December 6, 2025
Reading Day	December 10, 2025
<b>Final Examination Period</b>	December 11-17, 2025
<b>Last Day to Summit Grades Online</b>	December 19, 2025
<b>Fall Semester Ends</b>	December 19, 2025
Winter Break	Dec. 25, 2025-Jan. 2, 2026



**ACADEMIC CALENDAR FOR SPRING SEMESTER 2026**

Continuing Students Online Registration for Spring 2024	Nov. 4, 2025-Jan. 2, 2026
Tuition Installment Plan Enrollment Period for Continuing Student for Spring 2025	
Professional Development Days	January 5-6, 2026
Spring Semester Classes Begin	January 13, 2025
Late Registration and Add/Drop (Online) <b>(Late Fee Imposed)</b>	January 12-20, 2026
Deadline to submit change of major forms to the Registrar's Office	January 16, 2026
Martin Luther King Day Holiday (University Closed)	January 19, 2026
Classes Resume	January 20, 2026
Attendance Verification Report Due (Online)	January 20-23, 2026
<b>Withdrawal Deadline for 100% Refund (Tuition Only)</b>	January 21, 2026
<b>Last Day to Apply for Graduation</b>	January 30, 2026
<b>Asynchronous virtual lesson (Mon./Wed. classes only)</b>	February 12-14, 2026
President's Day—University Closed	February 16, 2026
Classes Resume	February 17, 2026
<b>Founder's Day</b>	February 19, 2026
Mid-Term Exams	March 2-7, 2026
Spring Break (Classes Suspended)	March 9-15, 2026
<b>Last Day to Enter Mid-Term Grades Online</b>	March 11, 2026
Classes Resume	March 16, 2026
<b>Last Day to Withdraw from Classes with "W" grade</b>	March 23, 2026
Continuing Students Online Registration for Fall 2026	April 7 – August 23, 2026
<b>Registration for First Six Week Summer Session 2024</b>	April 7 – May 17, 2026
<b>Registration for Second Six Week Summer Session 2024</b>	April 7 – July 5, 2026
Tuition Installment Plan Enrollment Period for Continuing Students Fall 202	
Deadline for Completers to Clear Any Financial Obligations	April 10, 2026
Deadline to Clearing Incomplete ("I") Grades for Fall: Roster Due in the office of the Registrar	April 10, 2026
Emancipation Day Observe—University Closed	April 16, 2026
Classes Resume	April 17, 2026
Final Examination Period for <b>Completers</b>	April 27-May 1, 2026
<b>Last Day of Effect a Total Withdrawal</b>	May 1, 2026
<b>Last Day of Spring Classes</b>	May 2, 2026
<b>Last Day for Deans to Submit Degree Completer's Clearance Forms to the Registrar</b>	May 4, 2026
Reading Day	May 4, 2026
Completer Grades Due (Online) by Close of Business	May 5, 2026
Common Exams (English)	May 5, 2026
Final Examination Period for <b>Non-Completers</b>	May 6-12, 2026



Commencement	May 9, 2026
Final Grades Due for <b>Non-Completers</b>	May 14, 2026
Spring Semester Ends	May 15, 2026

## **ACADEMIC CALENDAR FOR SUMMER SESSIONS 2026**

First Six Week Session: Students may register for both sessions	May 18 – June 26, 2026
Registration for First Six Week Summer Session	April 7 – May 16, 2026
Registration for Second Six Week Summer Session	April 1 – July 2, 2025
<b>Classes Begin</b>	May 18, 2026
Late Registration and Add/Drop (Online)	May 18 – 23, 2026
Attendance Verification Reports Due (Online)	May 19 – 26, 2026
<b>Deadline Date to Submit Change of Major Forms to Registrar's Office</b>	May 23, 2026
<b>Withdrawal Deadline for 100% refund (tuition only)</b>	May 23, 2026
Memorial Day (University Closed)	May 25, 2026
Classes Resume	May 26, 2026
Last Day to withdraw from classes (First Six Week Term)	June 6, 2026
Last Day to Apply for Summer Degree	June 12, 2026
Juneteenth Observed (University Closed)	June 19, 2026
Classes resume	June 22, 2026
Last Day to request to Total Withdrawal	June 22, 2026
<b>Last Day of Classes</b>	June 26, 2026
<b>Final Examination</b>	June 26, 2026
Independence Day Observed	July 3, 2026
Last day to Enter Grades Online (First Six Weeks)	July 6, 2026
Second Six Week Session	July 6 – August 14, 2026
<b>Classes Begin</b>	July 6, 2026
Late Registration and Add/Drop (Online)	July 3 – 11, 2025
Attendance Verification Reports Due (Online)	July 7 – 13, 2026
<b>Withdrawal Deadline for 100% Refund (Tuition Only)</b>	July 13, 2026
Last Day to withdraw from classes	August 1, 2026
Last Day to request to Total Withdrawal	August 7, 2026
<b>Last Day of Classes</b>	August 14, 2026
<b>Final Examinations</b>	August 14, 2026
Last day to Enter Grades Online	August 19, 2026

This entire handbook is intended to help ensure your safety and success as a student-athlete at the University of the District of Columbia. See quick glance information below you should know. For more information, please visit the respective section in the handbook. Page numbers are provided next to the topic.

- **Sexual Harassment and Violence Policy (12)**



The Department of Athletics is committed to a culture of respect for every human being. All of us have the responsibility to prevent harassment, discrimination and sexual violence. Promoting a safe and healthy culture is paramount! Student-athletes have rights and responsibilities to appropriately express concerns. In addition, all student-athletes are expected to participate in programming to support a safe and healthy campus life. Contact Sheilah Vance, Compliance Officer/Title IX Coordinator regarding any questions or concerns – [sheilah.vance@udc.edu](mailto:sheilah.vance@udc.edu) – (202)274-5421.

- **Academic Integrity (13)**

- Academic misconduct **includes:**
  - Aiding or abetting
  - Cheating
  - Fabrication
  - Plagiarism

- **Student- Athlete Conduct (14-17)**

- Student-athletes are, at all times, representatives of the University of the District of Columbia. Behavior that, in the opinion of coaches and/or administrators, is determined to be detrimental to a student-athlete, their sport program, the Department of Athletics and/or the University will be addressed, and appropriate disciplinary action will be taken.
- All student-athletes will follow all university, NCAA and East Coast Conference rules
- All official University of the District of Columbia communication will be done through official **udc.edu** email only. Student-athletes are responsible for frequently checking myUDC email.

- **Social Media (38)**

8

- Student-athletes are responsible for what they 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**

### **Ask before You Act – NCAA Compliance (23-30)**

- Student-athletes must be enrolled a minimum 12 credits hours each semester and must maintain a minimum 2.0 GPA. **Beginning with fifth semester, all credits must be degree-applicable.**
- Don't Bet On It! Athletics Department staff members and student-athletes are not permitted to engage in any type of sports wagering activity.
- Student-athletes are subjected to random drug testing by the NCAA throughout the year. Speak to Associate Director of Athletics for Sports Medicine, Brian Goodstein regarding questions concerning medications – [brian.goodstein@udc.edu](mailto:brian.goodstein@udc.edu).
- Meet with Sr. Associate Director of Athletics, Joseph Lang – [\\_jlang@udc.edu](mailto:_jlang@udc.edu), regarding any compliance questions.

### **Be well (31-37, 42)**

- Keep calm and be good to yourself. Let's Talk – university counseling and wellness center staff are available to listen and assist. 202-274-5016
- Student-athletes should ensure all medical forms/documents are completed and submitted to the sports medicine office.
- The Center for Diversity, Inclusion & Multicultural Affairs is committed to mobilizing historically marginalized students to build power on campus. The center is committed to fostering an equitable and inclusive campus culture.
- Student-athletes must have health insurance. The Department of Athletics may provide secondary insurance coverage for athletics related injuries provided proper procedures are followed. Contact Associate Director of Athletics, Brian Goodstein – [brian.goodstein@udc.edu](mailto:brian.goodstein@udc.edu).
- Understand the signs and symptoms of concussion. Contact Associate Director of Athletics for Sports Medicine, Brian Goodstein – [brian.goodstein@udc.edu](mailto:brian.goodstein@udc.edu)., immediately regarding any questions, including return to learn and play procedures.
- Emergency contact numbers:  
Campus Public Safety – 202-274-5050 (any emergency)  
Associate Director of Athletics for Sports Medicine – Brian Goodstein (injury, illness) – call (571)243-0230  
Athletic Director, Patricia Thomas – cell 202-329-2042 (any emergency)
- University public safety provides campus escort service (including escort to university housing) – contact (202)274-5050.



## Academics (18-22)

- Student-athletes are responsible for working with Faculty Advisors and Academic Advising staff in course selection. **Know your advisor and how to contact them.**
- It is an expectation that a student-athlete **will not miss class** for any reason other than **excused athletic competition and travel, extreme illness, or grave extenuating circumstances**
- The Home Depot Innovation Lounge, located off the main lobby of the Sports Complex serves as the academic support hub for all student-athletes. Study Hall hours, meetings with the Academic Advisor assigned to Athletics as well as meetings with the Faculty Athletics Representative will occur in this space.

## MISSION

### University Mission Statement

Embracing its essence as a public historically Black urban-focused and land-grant university in the nation’s capital, UDC is dedicated to serving the needs of the community of the District of Columbia and producing lifelong learners who are transformative leaders in the workplace, government, nonprofit sectors and beyond.

### University Vision

Establish UDC as a leading national public urban university through:

1. Excellence in student achievement
2. Strong alignment with local workforce needs
3. Impactful service to the community

### Core Values

- Innovation
- Integrity
- Collaboration
- Excellence
- Sustainability
- Inclusion

### Athletic 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 Title IX, University guidelines, and NCAA rules and regulations.

10



The University of the District of Columbia is a member of the East Coast Conference. Firebird student-athletes currently compete in ten NCAA Division II varsity sports:

**MEN'S BASKETBALL**

**WOMEN'S BASKETBALL**

**WOMEN'S CROSS-COUNTRY**

**MEN'S LACROSSE**

**WOMEN'S LACROSSE**

**WOMEN'S INDOOR TRACK & FIELD**

**WOMEN'S OUTDOOR TRACK & FIELD**

**MEN'S SOCCER**

**MEN'S TENNIS**

**WOMEN'S TENNIS**

**ESPORTS**





## 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 University's Compliance Officer/ Title IX Coordinator – Sheliah Vance – [sheilah.vance@udc.edu](mailto:sheilah.vance@udc.edu) (202)274-5421. This office addresses affirmative action, equal employment opportunities, disability-handicap-limitation accommodations, racial harassment, and sexual harassment. The University's discrimination and harassment policies can be found at [http://www.udc.edu/docs/equal\\_opportunity/Discrimination\\_Harassment\\_Policy.pdf](http://www.udc.edu/docs/equal_opportunity/Discrimination_Harassment_Policy.pdf) and the University's equal employment policy can be found at [http://www.udc.edu/human\\_resources/equal\\_opportunity\\_policy](http://www.udc.edu/human_resources/equal_opportunity_policy).

The University of the District of Columbia maintains a zero tolerance for sexual harassment among students, coaches, faculty or administrators. Please report any concerns as soon as possible to the appropriate persons: Ms. Evola Bates, the University's Title IX Coordinator, University Counseling Center staff, NCAA Faculty Athletics Representative Dr. Kimberly Crews, Director of Athletics. All Athletics Administrators, Coaches, staff and student-athletes are subject to all university policies regarding Title IX and sexual harassment. Actions as defined by University policy may result in immediate disciplinary measures, up to and including dismissal from the athletics program and cancellation of grant-in-aid.

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 coaches, or any staff member is improper and strictly forbidden. Please report misconduct to the proper authorities immediately

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## 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. Visit <http://www.dontbetonit.org/> for more information.

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## 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.

**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:

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

## East Coast Conference Sportsmanship Statement

Consistent with the NCAA Principle of Sportsmanship and Ethical Conduct, the Presidents, Faculty Athletics Representatives, Athletic Administrators and coaches in the East Coast Conference are committed to maintaining sportsmanship and healthy competitive environments and to promoting and supporting athletics as an important part of every student-athletes educational experience. Towards that end, the ECC will work to assure that all member institutions will provide a positive game environment at all athletic contests. In addition, the conference and its members encourage all student-athletes, coaches and fans to respect each other, practice civility, create a family friendly environment and understand their citizenship responsibilities during the conduct of intercollegiate competitions.



### **HAZING**

There is a zero tolerance policy for hazing at the University of the District of Columbia. 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 University 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 harassing others.
- 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 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. The University's complete code of student conduct can be found in the Student Handbook located on the university's Student Development and Success website <http://docs-do-not-link.udc.edu>.

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)
  - e.) Underage consumption of alcohol is not permitted at any time.
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. The University's complete code of student conduct can be found in the Student Handbook which on the Student Development and Success website – <http://doc-do-not-link.udc.edu>.

#### STUDENT-ATHLETE CODE OF CONDUCT AND EXPECTATIONS

**Personal Conduct by Student-athletes:** Student-athletes are, at all times, representatives of the University and Department of Athletics. 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, NCAA and East Coast Conference rules and regulations.

1. **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 and Director of Athletics.
2. **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. Some grants are renewed but reduced.
3. **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.
4. **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.
5. **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.
6. **Athletic Facilities/:** You are also responsible for the preservation of our athletic facilities. This includes all practice/competition facilities, training room, weight room, locker rooms, natatorium, study hall and meeting areas. You are to ensure that all waste materials are properly disposed of in their designated waste disposal receptacle after use.
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 or The University Counseling Services 202-274-6000. Student-athletes will receive information regarding alcohol use and abuse. At no time is any student-athlete, including those who are of legal age to drink, permitted to use alcohol while participating in any on or off-campus university athletic event.

8. **Tobacco:** The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainer, managers and game officials) in all sports during practice and competition. 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, X, Youtube, MySpace, Instagram, etc.)**

**All official University of the District of Columbia communication for faculty, staff and students is through udc.edu. Athletic Department personnel will not communicate with student-athletes via their personal email. Student-athletes are responsible for frequently checking udc.edu email for important messages. The IT help desk (202)274-5941 or support@udc.edu is available for any issues accessing or managing university email.**

Publicly accessible media includes technology many of us use every day to communicate, inform, express opinions and share entertainment which serve or are available to the general public. These include: print- such as newspapers, magazines, books, posters, fliers, newsletters, etc.; broadcasts-as in video and radio; digital-as in the internet, email, cyber profile websites (e.g. facebook, tik tok, snapchat, instagram, pinterest, myspace), podcasting, chatrooms, skype, AIM, 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. You are a representative of UDC Athletics, even when you are on Twitter, Facebook, Instagram, YouTube, etc. If you don't want everyone to see what you are doing – then don't do it, and don't put it on the internet.

**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

The Department of Athletics and the Office of Academic Advising and Retention at the University of the District of Columbia collaborate to support student-athletes' academic success, learning, growth, and graduation. These units will 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. Again, the Athletic Department will collaborate with the Office of Academic Advising and Retention to support student athletes' in learning and succeeding in the classroom while helping students maintain academic eligibility. UDC's objective is to empower all graduates to be critical and creative thinkers, problem solvers, effective communicators, and engaged, service-driven leaders in the workforce and beyond.

In addition, if you have declared a major, a Faculty Advisor will be assigned through your academic major department. Student-athletes are responsible for working with Faculty Advisors and Academic Advising staff in course selection. Know who your advisor is and how to contact them. Student-athletes must be proactive in order to be successful in the classroom. Obtain a copy of your curriculum guide from your Academic Advisor or Dean's office, prepare and register for classes consistent with your curriculum guide, keep up with important dates, use UDC email as the official form of communication, regularly communicate with faculty and keep all notes, forms and other related paperwork. Academic Advisors will keep your records confidential.

### STUDENT-ATHLETE MISSED CLASS TIME POLICY

#### **Class Attendance Policy- University Catalog**

The University expects all students to attend classes on a regular basis. Students who find it necessary to be absent from class because of illness or other personal reasons are required to provide official notification to the instructor. This notification is for the instructor's information only and in no way excuses the absence, nor does it relieve you of the responsibility for assignments covered during the period of absence.

Extenuating circumstances which may force a student to be absent should be reported to the departmental office and to the instructor. The instructor will determine the amount of assistance a student will need to complete the course requirements.

#### **Definition of Student-Athlete**

A student-athlete is any student who is listed on an official squad list as a member of an intercollegiate team under the jurisdiction of the Department of Athletics.

**Note:** All student-athletes are reminded that when in class they are a visible representative of the Department of Athletics and their team and, as such, should show up on time for class and not be disruptive to, or disrespectful of, their professors or peers.

#### **In compliance with NCAA Bylaws, the following is University of the District of Columbia Department of Athletics Missed Class Time Policy.**

- 1) Student-athletes will not be required to attend any practice/activities that result in a missed scheduled class or final exam. Practice is NEVER an excuse to miss class. Student-athletes having a class/practice conflict must work out a schedule with their coach which guarantees 100% class attendance. It is expected that coaches will not penalize student athletes for missing practices due to any conflicts with regularly scheduled classes for which student-athletes are enrolled.
- 2) It is an expectation that a student-athlete will not miss class for any reason other than excused athletic competition and travel, extreme illness, or grave extenuating circumstances. Student-athletes who must miss any class(es) due to illness must inform the Athletic Trainer, the designated Athletic Department Administrator, and their professor(s) the very same day. If the student-athlete is unable to notify a member of the Athletic Department, the student-athlete remains responsible for contacting the professor(s).
- 3) As part of Return to Learn section of the Department of Athletics Concussion Management Plan, when a student-athlete is diagnosed with a concussion, the athletic trainer will inform the Athletic Director who will in turn inform the Academic Dean. Student-athletes diagnosed with concussions are advised to go to class as regularly as possible. In the event that studying, writing notes, or typing papers is worsening the concussion symptoms, the student-athlete should take a break and rest before resuming academics. The Athletic Director may also inform specific professors at the student-athletes' request if there is an upcoming project or deadline that is unattainable due to concussion symptoms. It is at the professor's discretion whether to allow an extension on projects, tests, or papers. If the student-athlete believes they need more time and the professor is not allowing it, the student-athlete can meet with the Disability Resource Center (Building 44, Room A-39) and discuss if they are eligible.
- 4) Recruiting and media requests (including internal Athletics Communication Office) will not interfere with class or exam schedules.
- 5) During the non-championship segment, per **NCAA Bylaws**, members of team sports, e.g. - lacrosse and soccer may not miss class for competition. **This includes scrimmages.**
- 6) For home competitions, student-athletes shall not miss any class time prior to two hours before the scheduled competition.
- 7) For away competition, whenever possible team travel should be scheduled to minimize the need for overnight stay. For away competition with overnight travel, no team shall depart more than 30 hours prior to scheduled competition. Student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
- 8) For weekday away competitions with same day travel, scheduled departure time shall not be more than drive time to destination plus 90 minutes. Student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.



- 9) All in-season student-athletes who will miss class due to competition and travel receive letters with travel dates that require faculty signatures. During the first week of classes (on the first day or earlier if possible), student-athletes must discuss travel dates, missed classes, the requirements for maintaining the course workload while traveling, and the professors' willingness to accommodate absences. All conversations of student-athletes with faculty concerning athletic absence accommodations must occur before the drop/add deadline.
- 10) Student-athletes must return a signed copy of the missed class letter to the designated Athletic Department Administrator.
- 11) It is an expectation that student-athletes are responsible for submitting all assignments on-time or in advance of missed class and will make any arrangements for missed material. Student-athletes missing an in-class graded assignment or test shall contact the class instructor in advance of the missed class to discuss alternative timeline or arrangements, which may include completing assignment early or using available technology to complete while on the road.
- 12) It is expected that faculty members will not penalize student athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
- 13) Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a faculty member may immediately appeal to the appropriate Chair or to the Academic Dean.
- 14) Other than scheduled conference competition, coaches will not schedule away from home competitions that require missed class time during the first week of classes, final exam period or weekend prior to final exam period. Student-athletes will confirm date of final exams at least one month prior to the last day of classes and notify the Faculty Athletics Representative of any conflicts for conference contests.
- 15) Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a coach may bring this matter to the attention of the Athletics Director or the Faculty Athletics Representative.
- 16) Exceptions to any of the above will only be approved by the Director of Athletics in consultation with Faculty Athletics Representative. The Faculty Athletics Representative will report any exceptions to faculty via email and included in Faculty Athletics Representative's annual report to Faculty Senate.
- 17) Faculty having questions about the application of these statements may contact the Faculty Athletics Representative or the Academic Affairs Committee.

**Adopted by the Athletics Compliance Committee: December 2015**

### GRADUATION

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

### REGISTRATION

All student-athletes are responsible for fulfilling registration requirements. Registration for the next semester for current students (called "Continuing Students") is held beginning April 1 during the spring semester and beginning November 1 during the fall semester. This is the best time to meet with your advisor and register to ensure that you get into 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 credits. These credits must be earned in major core courses, major auxiliary courses, major electives, and general electives. **Note: Repeated courses and remedial courses do not count toward this requirement.** If you or your faculty advisor have any questions, please consult the Director of Academic Advising. Prior to registering for courses, you **must** schedule a meeting with your academic advisor on course selection, elective options, and future availability of required courses. You may request a phone advising session if you plan to be on the road. If you have any questions, contact the compliance coordinator or the Director of Academic Advising to ensure your continued eligibility. You will not be able to register for the next semester until your academic advisor has released your advising hold.

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 the Sr. Associate Director for Compliance before making any manipulations to your class schedule.**

**During Add/Drop you must always Add a course before Dropping a course**

#### **REGISTRATION FOR CONTINUING STUDENTS**

- a. Login to [my.udc.edu](http://my.udc.edu)
- b. **Use your UDC email username**, which is generally your [first.lastname@udc.edu](mailto:first.lastname@udc.edu), and your password. If you have not set up your password the default pass word is your student ID# (NXXXXXXXXX). If you are unsure of what your email is, please visit the IT department on the third floor of building 41, email [support@udc.edu](mailto:support@udc.edu), or call 202-274-5941.
- c. Under "My Account Content Layout," click on the "Academics" tab.
- d. On the Center of the Page, 4<sup>th</sup> box down, look for the "Registration Tools" box.
- e. Click on "Look Up Classes".



- f. Search by term or date range (e.g., select Spring 2016). Click submit. The screen will display “Look Up Classes”.

Choose a subject area from the drop down box and click “Course Search”. View sections for the course for which you wish to register.

**Note: Course Numbers with a “C” are for Community College students ONLY! Students’ cannot cross colleges to take courses. University students must take classes on the main campus and will not be permitted to register for Community College courses. Community College students will not be permitted to register for classes on the main campus.**

*One way to ensure selection of appropriate courses is to select “Advanced Search”. Students on the Van Ness Campus should choose “Main” under the “Campus” tab when search; Community college students should select “Community College of DC”.*

*Check the box next to the class you would like to take and add to the worksheet. Repeat these steps to add additional classes. When you are finished click “Submit Changes”.*

- g. Confirm, view, and print your schedule by clicking “Student Detail Schedule” under the “Student” tab. This view also shows you the days, times, and locations of your classes.

### **DECLARATION AND CHANGE OF MAJOR**

**Designation of Degree Program.** Designation of Degree Program. **A student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester or seventh quarter) and thereafter shall make progress toward that specific degree.** This provision shall be applicable to the eligibility not only of a continuing student, but also of a transfer student from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student has not yet completed an academic year in residence or used a season of eligibility in a sport at the certifying institution. Designation of a specific baccalaureate degree program may be accomplished by:

- (a) Formal enrollment by the student-athlete in a specific baccalaureate degree program; or  
(b) Approval by an appropriate academic official (who must not be an academic adviser/counselor employed by the athletics department) of the program leading to the specific baccalaureate degree that the student-athlete is pursuing. (effective 8/1/16, for certifications of progress toward degree for fall 2016 and thereafter)

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 Senior Associate AD for**

**Compliance 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 APPEAL A GRADE**

- The student should present to the professor within one semester in writing. The professor will review with the student the procedure for calculating the grade consistent with the course syllabus and resolve within 15 day.
- If appeal is not resolved, student may appeal in writing to the Department Chair, identify the basis of the dispute and include all supporting documentation. The Chair may meet with the professor and the student and forward to Department committee who will forward recommendation within 15 days.



- The professor or student can appeal the decision of the Department Chair by forwarding complete documentation to the College Dean for a college wide academic appeals committee consideration to be rendered within 15 days.

#### **HOW TO REQUEST AN APPLICATION FOR GRADUATION:**

- The student obtains the Application for Graduation online at [http://www.udc.edu/registrar/application\\_for\\_graduation](http://www.udc.edu/registrar/application_for_graduation) or obtain a copy from the Registrar's office.
- The student completes the form and returns it to the Registrar's Office.
- The student pays the graduation application fee: undergraduate of one-hundred and twenty-five dollars (\$125.00.) This needs to be paid to the Cashiers Office.
- Please turn a copy of the receipt and your Application for Graduation into the Associate AD for Compliance for your student record file.

#### **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 2.00, 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 2.00 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**

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. You must also maintain an overall Grade Point Average of 2.0.**

**During Add/Drop you must always Add a course before Dropping a course.**

### **NCAA PROGRESS-TOWARD-DEGREE-REQUIREMENTS**

You must earn 24 **degree-applicable** credit hours (in Division II) each academic year you have been enrolled full-time at UDC. - Summer term does not count as a term of enrollment, but summer credits (~~up to 6 credit count~~) will count toward satisfactory progress.

To be eligible to represent 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. At UDC, **you must maintain an overall 2.0 Grade Point Average at the end of each semester.**

**Term-by-Term Credit-Hour Requirement.** To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must earn nine-semester or eight-quarter hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full time at any collegiate institution. **Beginning with fifth semester credits must be degree applicable to declared major**

**Application of Rule to Transfer Student.** For purposes of certifying eligibility for a transfer student from a two-year or four-year collegiate institution, the nine-semester or eight-quarter hours must be earned degree credit.

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:

**Recognized Foreign Exchange/Study Abroad Program.** A student-athlete who participates in and established educational foreign exchange or study abroad program recognized by the certifying institution's academic authorities shall not be considered a transfer student-athlete upon return to the certifying institution. A student-athlete participating in such a program shall not trigger the use of a season of competition for participation in intercollegiate competition that occurs during the certifying institution's non championship segment. In sports other than basketball, a student-athlete shall not be subject to the outside competition legislation while participating in such a program. All amateurism regulations still apply.

**Ten-Semester Rule--Division II.** The student-athlete shall complete his or her seasons of participation during the first 10 semesters 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.

**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, even if the student-athlete drops to part-time status during that first day of classes.

**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 **You must consult with the Sr. Associate Director of Athletics for Compliance before making any manipulations to your class schedule.**

NCAA Divisions II institutions and student-athletes should note that the NCAA Eligibility Center 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 NCAA Eligibility Center has certified the student-athlete. These review procedures may include providing the information to the appropriate testing agency or agencies for their review.

### **OUTSIDE COMPETITION**

**Outside Competition, Sports Other Than Basketball.** A student-athlete becomes ineligible for intercollegiate competition in his or her sport (other than basketball) if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any non-collegiate, amateur competition (e.g., tournament play, exhibition games or other activity) during the institution's intercollegiate season in the sport until eligibility is restored by the Committee on Student-Athlete Reinstatement.

**Outside Competition, Basketball.** 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, becomes ineligible for any further intercollegiate competition in basketball.

**Competition between Seasons.** If an institution conducts separate fall and spring practice or playing seasons in a sport, it is permissible for a student-athlete to participate in that sport on an outside team during the period between the two seasons without affecting his or her eligibility. (Revised: 1/10/91 effective 8/1/91, 1/16/93)

**Countable Athletically Related Activities.** Countable athletically related activities include any required activity with an athletics purpose, involving student-athletes and at the direction of, or supervised by, any member or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities.

In all sports, the following time limitations shall apply:

#### **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.

#### **Daily and Weekly Hour Limitations - Non championship Segment.**

During the non-championship segment, a student-athlete's participation in countable athletically related activities shall be limited to a maximum of four hours per day and 15 hours per week.

**Exception - Golf and Tennis.** In golf and tennis, during the non-championship segment, a student-athlete's participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week.

#### **Weekly Hour Limitations—Outside of Playing Season**

**Sports Other Than Football.** In sports other than football, outside of the playing season during the academic year, only a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be permitted, as follows:

(a) In **winter championship sports**, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities, as follows:

(1) In **basketball**, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before October 15.

(2) In swimming and diving and track and field, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the institution's declared start date of practice.

(3) In wrestling, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before October 10.

(b) In **spring championship sports**, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before the institution's declared start date of the non-championship segment, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities.



(c) In **fall championship sports**, from the beginning of the institution's second term of the academic year (e.g., winter quarter, spring semester) through the day before the institution's declared start date of the non-championship segment, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities;

(d) In National Collegiate Championships sports, from the beginning of the institution's academic year through the day before the institution's declared start date of practice, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours may be spent on team activities; and

(e) Following the institution's final contest or date of competition in the segment that concludes with the NCAA championship, a student-athlete is prohibited from engaging in countable athletically related activities for a 14-consecutive-calendar-day period. Between the end of the 14-consecutive calendar-day break period or the end of the non-championship segment, and one week prior to the beginning of the institution's final examination period, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities.

### **NAME, IMAGE and LIKENESS (NIL) -**

**Application.** NCAA Bylaws, including prohibitions on pay-for-play and improper recruiting inducements, remain in effect, subject to the following:

(a) For institutions in states without name, image and likeness laws or executive actions or with name, image and likeness laws or executive actions that have not yet taken effect, if an individual elects to engage in a name, image and likeness activity, the individual's eligibility for intercollegiate athletics will not be impacted by the application of Bylaw 14. *(effective 8/1/24)*

(b) For institutions in states with name, image and likeness laws or executive actions with the force of law in effect, if an individual or member institution elects to engage in a name, image and likeness activity that is protected by law or executive order, the individual's eligibility for and/or the membership institution's full participation in NCAA athletics will not be impacted by the application of NCAA Bylaws unless the state law is invalidated or rendered unenforceable by operation of law.

(c) Use of a professional service provider is also permissible for name, image and likeness activities, except as otherwise prohibited by state law or executive action with the force of law that has not been invalidated or rendered unenforceable by operation of law.

**Name, Image and Likeness Activities Related to Enrollment Decisions.** A name, image and likeness agreement or the payments associated with such an agreement may not be guaranteed or promised contingent on initial or continuing enrollment at a particular institution (e.g., recruiting inducement).

**Monitoring for Compliance.** The NCAA will continue its normal regulatory operations but will not monitor name, image and likeness activities for compliance with state law.

**14.1.5.4 Reporting Requirements.** Individuals should report name, image and likeness activities consistent with state law and/or institutional requirements. *(Adopted: 10/18/22)*

LINK: [D2NIL\\_CycleofIndividual.pdf](#)

### **USE OF AGENTS**

**General Rule.** An individual shall be ineligible if they (or their relatives or friends) accept transportation or other material benefits from an agent or any person who represents any individual in the marketing of their athletics ability.

**Representation for Future Negotiations.** An individual may enter into a verbal or written agreement with an agent for representation in future professional sports negotiations.

**Professional Service Provider.** An individual may utilize a professional service provider for advice and activities related to an individual's name, image and likeness.

**Agent to Secure Athletics Scholarship.** An individual shall be ineligible if they enter into an agreement (orally or in writing) with an agent for securing initial or continuing enrollment at a particular institution.

### **STUDENT-ATHLETE EMPLOYMENT**

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

**Criteria Governing Compensation to Student-Athletes** All compensation received by a student-athlete must be consistent with the limitations on financial aid set forth in Bylaw 15. Compensation may be paid to a student-athlete:

(a) Only for work actually performed.

(b) At a rate commensurate with the going rate in that locality for similar services; and.



(c) In instances where the student-athlete does not have a contract or agreement (oral or written) for name, image and likeness activities, the employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's products or services.

#### **Specific Athletically Related Employment Activities**

**National Team Practice and Competition.** A student-athlete may receive actual and necessary expenses and reasonable benefits associated with national team practice and competition (e.g., health insurance, broken-time payments).

**Fee-for-Lesson Instruction.** A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided all compensation received by the student-athlete is consistent with the criteria governing compensation to student-athletes.

#### **FINANCIAL AID**

**Maximum Limit on 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. A student-athlete may receive athletics aid and educational expenses awarded up to the value of a full grant-in-aid, plus any other institutional financial up to the cost of attendance. **Please notify the compliance office of any outside scholarships, grants, or loans that you may receive directly as those awards could affect your eligibility.**

**One-Year Period.** Athletics aid shall neither be awarded for a period in excess of one academic year nor for a period less than one academic year. The initial award of institutional aid in a given year shall be awarded in equal amounts for each term.

**Reduction or Cancellation Permitted During Period of Award.** 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 of 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.

**Non-athletically Related Conditions.** An athletics aid agreement may include non-athletically related conditions (e.g., compliance with academic policies or standards, compliance with team rule or policy) by which the aid may be reduced or cancelled during the period of the award.

**Fraudulent Misrepresentation.** If a student-athlete is awarded athletics aid on the basis of declaring intention to participate in a particular sport by signing a letter of intent, application or tender, action on the part of the grantee not to participate (either by not reporting for practice or after making only token appearances as determined by the institution) would constitute fraudulent misrepresentation of information on the grantee's application, letter of intent or athletics aid agreement and would permit the institution to cancel or reduce the athletics aid.

**Misconduct.** An institution may cancel or reduce the athletics aid of a student-athlete who is found to have engaged in misconduct by the university's regular student disciplinary authority, even if the loss-of-aid requirement does not apply to the student body in general.

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

- (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;
- (c) If a student-athlete provides written notification of transfer; however, an institution may reduce or cancel an athletics aid agreement signed for the next academic year if a student-athlete provides written notification of transfer: or
- (d) For any other athletics reason.

**Increase Permitted.** Athletics aid may be increased for any reason at any time.

**15.5.5.1 Renewals and Non-renewals Institutional Obligation** 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 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**

**15.5.2.4, Hearing Opportunity** 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 3 business days from the date of receipt 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 Office of Financial Aid.

## **UNETHICAL CONDUCT**

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 offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- (c) 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;
- (d) 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");
- (e) 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;
- (f) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- (g) 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.

## **SPORTS WAGERING ACTIVITIES**

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition: Staff members of an institution's athletics department; non-athletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports); staff members of a conference office; and student-athletes.

Sports wagering includes placing, accepting or soliciting a wager (on a staff member 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.

### **DON'T BET ON IT!**

**Scope of Application.** The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

**Exception.** Not applicable to traditional wagers between institutions (e.g., traditional rivalry) or in conjunction with particular contests (e.g., bowl games). Items wagered must be representative of the involved institutions or the states in which they are located.

**Suspension by a Non-NCAA National or International Sports Governing Body.** A student-athlete under a sports wagering related suspension from a non-NCAA national or international sports governing body shall not participate in intercollegiate competition for the duration of the suspension.

**Disciplinary Action.** Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility. Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.



Sports wagering includes placing, accepting or soliciting a wager (on a staff member 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.

## DRUG TESTING AND BANNED SUBSTANCES

### KNOWLEDGE OF BANNED DRUGS

A member institution's athletics department staff members or others employed by the intercollegiate athletics program who have knowledge of a student-athlete's use at any time of a substance on the list of banned drugs shall follow institutional procedures dealing with drug abuse or shall be subject to disciplinary or corrective action as set forth in the Bylaws.

**Banned Drugs.** The following is the list of banned-drug classes, which aligns with the World Anti-Doping Agency (WADA) list of prohibited classes, with the exception of the glucocorticoid class. The Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee) has the authority to identify banned drugs within each class. The institution and student-athletes shall be held accountable for all drugs within the banned-drug classes regardless of whether they have specifically identified.

- (a) Stimulants;
- (b) Anabolic agents;
- (c) Alcohol and beta blockers (banned for rifle only);
- (d) Diuretics and other masking agents;
- (e) Peptide hormones and analogues;
- (f) Hormone and metabolic modulators;
- (g) Beta-2 agonists; and
- (h) Narcotics.

### DRUG TESTING CONSENT FORM

UDC student-athletes are subject to random drug testing by the NCAA throughout the year, including the summer, and during NCAA Championships. Student-athletes must sign the NCAA Drug Testing Consent Form prior to beginning practice each year.

**Content and Purpose.** Each academic year, a student-athlete shall sign a form prescribed by the Management Council in which the student-athlete consents to be tested for the use of drugs prohibited by NCAA legislation. A student athlete shall complete and sign the consent form before practice or competition, or before the Monday of the fourth week of classes, whichever is earlier.

**Administration.** The following procedures shall be used in administering the drug-testing consent form required:

- (a) The consent form shall be administered individually to each student-athlete by the director of athletics or the director of athletics' designee each academic year;
- (b) The director of athletics or the director of athletics' designee shall disseminate the list of banned drug classes to all student-athletes and educate them about products that might contain banned drugs. All student-athletes are to be notified that the list may change during the academic year and that updates may be found on the NCAA website (i.e., [www.ncaa.org](http://www.ncaa.org)) and are to be informed of the appropriate athletics department procedures for disseminating updates to the list; and
- (c) The consent forms shall be kept on file and shall be available for examination on request by an authorized representative of the NCAA.)

**Tryout Exception -- 14-Consecutive Calendar Day Grace Period.** A student-athlete who is trying out for a team is not required to complete the NCAA Drug-Testing Consent Form for 14-consecutive calendar days from the first date the student-athlete engages in countable athletically related activities or before the student-athlete participates in competition, whichever occurs first.

**Ineligibility for Use of Banned Drugs.** A student-athlete who, as a result of a drug test administered by the NCAA, is found to have used a substance on the list of banned drugs, as set forth in the NCAA Bylaws, shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the ineligibility provisions in the Bylaws.

### PENALTIES

**Banned Drug Classes Other Than Cannabinoids and Narcotics.** A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in a banned drug class other than cannabinoids and narcotics (in accordance with the testing methods authorized by the Board of Governors), shall be subject to the following:



(a)The student-athlete shall be ineligible for competition in all sports until they have been withheld from the equivalent of one season (the maximum number of championship segment regular-season contests or dates of competition in the applicable sport) of regular-season competition. The student-athlete must be otherwise eligible for competition to fulfill this penalty except a transfer student-athlete may fulfill a transfer residence requirement and a drug-testing penalty concurrently if they meet all other eligibility requirements;

(b)A student-athlete who tests positive during a year in which they did not use a season of competition, shall be charged with the loss of one season of competition in all sports. A student-athlete who tests positive during a year in which they used a season of competition, shall be charged with the loss of one additional season of competition in all sports (in addition to the season used) unless they use a season of competition in the next academic year; and

(c)The student-athlete shall be ineligible for intercollegiate competition for 365 consecutive days after the collection of the student-athlete's positive drug-test specimen and until they test negative pursuant to the NCAA Drug-Testing Program's policies and procedures.

**Second Positive Test.** If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than cannabinoids and narcotics tests positive a second time for the use of a substance in a banned drug class other than cannabinoids and narcotics, they shall lose all remaining regular season and postseason eligibility in all sports. If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than cannabinoids and narcotics tests positive for the use of a substance in the banned drug class cannabinoids, they shall engage, along with the institution, in an education and management plan for substance misuse as developed and facilitated by the institution (e.g., engagement with campus counseling services, participation in identified programs to address the substance misuse, enrollment in evidence-based educational sessions). If a student-athlete who previously tested positive for the use of a substance in a banned drug class other than cannabinoids and narcotics tests positive for the use of a substance in the banned drug class narcotics, they shall be ineligible for competition for 50 percent of a season in all sports (the first 50 percent of regular-season contests or dates of competition in the season following the positive test). The student athlete shall remain ineligible until the prescribed penalty is fulfilled and they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program.

**Narcotics.** A student-athlete who, as a result of a drug test administered by the NCAA, tests positive for use of a substance in the banned drug class narcotics (in accordance with the testing methods authorized by the Board of Governors) shall be ineligible for competition during 50 percent of a season of competition in all sports (i.e., 50 percent of all contests or dates of competition in the season following the positive test). The student-athlete shall remain ineligible until the prescribed penalty is fulfilled and they test negative pursuant to the policies and procedures of the NCAA Drug-Testing Program.

**Second Positive Test.** If a student-athlete who previously tested positive for the use of a substance in the banned drug class narcotics tests positive a second time for the use of a substance in the banned drug class narcotics or if a student-athlete who previously tested positive for the use of a substance in the banned drug class narcotics tests positive for use of a substance in a banned drug classes other than cannabinoids or narcotics or tests positive for use of a substance in the banned drug class cannabinoids, they shall be subject to the penalties set forth in the Bylaws.

**Effective June 26, 2024,** the NCAA removed cannabinoids, including marijuana and THC, from its list of banned substances for NCAA competition. The decision was based on the understanding that cannabis products do not provide a competitive advantage; the focus has shifted from punishment to student-athlete health and well-being.

While the NCAA has removed cannabis from the list of banned substances, cannabis use can still have a negative impact on student-athlete mental and physical health, and may impair athletic performance. The University of the District of Columbia Department of Athletics will enhance educational programming and support for student-athlete health and well-being.

**Failure to Attest.** If an institution cannot or does not attest, the student-athlete shall be considered ineligible for competition during 25-percent of a season in all sports (25-percent of the maximum regular-season contests or dates of competition).



## **UDC ATHLETIC TRAINING POLICIES AND PROCEDURES**

The Athletic Training Department at UDC strives to provide injury preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions to all student-athletes. The Athletic Training Department at UDC is committed to professional, quality care and an ongoing effort to provide the latest and most effective treatments for athletic injuries.

### **Appointments**

Student-athletes have thirty (30) minutes after their practice to report any injuries sustained during practice to the athletic trainer and receive treatment. If student-athletes report during the thirty minutes and do not have sufficient time for rehabilitation services, or if student-athlete does not report post practice, student-athletes must make an appointment for treatment and rehabilitation services. It is the student-athlete's responsibility to inform the athletic trainer if they are going to be more than ten (10) minutes late for their appointment. The athletic trainer may cancel the appointment if the student-athlete's lateness will affect other treatments or practice preparation. Lack of communication will also result in cancellation of appointment with the athletic trainer. When an appointment is cancelled, the student-athlete will not undergo treatment for the day and will need to reschedule.

### **General rules for the UDC Athletic Training Room are the following:**

- Report all injuries and illnesses immediately to the athletic trainer.
- Check-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.
- 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 other than water are allowed.
- All student-athletes must be properly dressed.
- 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.

Whirlpool rules are the following:

- MUST shower before use
- Wear clean clothing- do not use sweaty practice gear
- T-shirt/tank and spandex/shorts for everyone, no white clothing
- No open wounds in the whirlpool
- 1 person per whirlpool
- 10 minute treatment time
- Place borrowed towel in hamper

Violation of any of the rules listed above will result in a dismissal from the athletic training room until the issue is resolved. Coaches shall be notified when student-athletes are non-compliant with athletic training facility rules.

### **COVID-19 POLICIES AND PROCEDURE**

The University of the District of Columbia no longer monitors the number of positive COVID cases on campus. University Health Services will maintain a supply of COVID test kits and will provide testing to students and staff who become ill.

All positive COVID-19 cases must be reported to [COVIDCONFIDENTIAL@UDC.EDU](mailto:COVIDCONFIDENTIAL@UDC.EDU). If you suspect you have been exposed to the COVID-19 virus, please monitor your symptoms, wear a mask and self-test.

29

A negative COVID-test result is no longer required to return to UDC campuses if you are asymptomatic and have isolated for at least five days following symptom onset.

If you come in close contact with someone who tested positive, adhere to the CDC's guidelines which include monitoring yourself for symptoms, wearing a mask and taking a COVID-19 test following the exposure.



University Health Services: Building 44, Room A-04, Mon.-Fri. 8:30 a.m. – 5:00 p.m. (202)274-5030  
*Appointment Required*

## **ATHLETIC TRAINING COVERAGE AND PROVIDED MATERIALS**

### **Practices**

An athletic trainer will be present for all in-season contact practices. An athletic trainer is not required to be present at off-season or out-of-season practices for contact sports. An athletic trainer is not required to be present for non-contact sport practices. All teams will be responsible for filling a cooler with water and 6-12 water bottles for practice. Cooler and water bottles are to be returned, drained, to the athletic training room at the completion of practice.

### **Intercollegiate Contests**

An athletic trainer will be present for all home contests. An athletic trainer is not required to travel for away competitions. The athletic trainer will prepare and return coolers and water bottles (cups for tennis) for home contests for both the home and visiting teams.

### **Intramurals**

An athletic trainer is not responsible for providing coverage at intramural activities. In the event of an injury or emergency, EMS will be notified by the coach or staff member hosting the intramural activity. If the athletic trainer is on site, the athletic trainer will manage an emergency situation until EMS has arrived. Coaching staff will be responsible for their own intramural first aid kit. Bottles and ice will not be provided.

An athletic trainer is not responsible for providing coverage at cheerleading or dance group practice. The athletic trainer will treat and manage acute game-day injuries. The athletic trainer will not provide long term care or concussion management for cheerleaders.

## **EMERGENCY ACTION PLAN**

During athletic events, emergency situations can happen at any moment. It is important to develop and maintain an emergency action plan to ensure the best possible care is provided in an emergency situation. The Purpose of the Emergency Action Plan (EAP) is to guide athletic personnel and emergency services in responding to emergency situations when they occur. It is essential that the Athletic Department have a developed EAP that identifies the role of each member of the emergency response team, emergency communications, necessary emergency equipment, and the emergency protocol for each sporting venue.

### **Emergency Personnel**

During an emergency the first responder will be the Certified Athletic Trainer, first responder intern, or a member of the coaching staff. All coaching staff members are trained in CPR as well as the use of an AED. Campus security is also a crucial member of the emergency personnel team.

### **Emergency Communication**

During an Emergency Situation it is very important to have open lines of communication between the coaching staff and the athletic trainer as well as with responding EMS personnel. Coaches are responsible for having a cellular phone to contact the athletic trainer in the event of an emergency. Once EMS is initiated, the athletic trainer will notify Athletic Director Patricia Thomas of the event.

### **Emergency Equipment**

Emergency equipment will be brought to the scene via the Certified Athletic Trainer as well as responding EMS personnel. Emergency equipment includes, but is not limited to: AED, CPR mask, crutches, splint bag, and medical kit. Spine boards are located in the athletic training room, however, protocol will be to wait for EMS to arrive to spine board. **AED is mobile in the athletic training room in small black bag on exterior wall; additional AED is located on wall by the entrance to the pool.**

### **Emergency Phone Numbers**

Campus Security- 202-274-5050  
Brian Goodstein – 202-571-243-0230  
Director of Athletics Patricia Thomas Cell Phone- 202-329-2042

30

### **Emergency Action Plan**

#### **Athletic Field and Gymnasium access address:**

3489 Yuma St NW  
Washington, DC 20008

#### **Tennis Court access address:**



3401 Yuma St NW  
Washington, DC 20008

#### Emergency Personnel

- Certified Athletic Trainer
- First Responder Intern (if applicable)
- CPR/AED certified coaching staff
- EMS

#### Emergency Phone Numbers

Campus Security 202-274-5050  
Brian Goodstein 202-571-0230  
Director of Athletics Patricia Thomas Cell 202-329-2042

#### Emergency Communication

In the case of an emergency, the following communication protocol will occur:

1. If an Athletic Trainer is not present, Coach calls Campus Safety to activate EMS  
**\*\*IF ATHLETE IS NOT BREATHING, CONTACT CAMPUS SAFETY IMMEDIATELY, contact the Athletic Trainer once EMS/CPR has been initiated\*\***
2. If Athletic Trainer is present, Athletic Trainer responds to scene and if applicable, calls Campus Safety to activate EMS
3. Once EMS is initiated, the athletic trainer or coach will notify Athletic Director Patricia Thomas of the event.

#### Emergency Equipment

Emergency equipment will be brought to the scene via the Certified Athletic Trainer as well as responding EMS personnel. Emergency equipment includes, but is not limited to: AED, CPR mask, crutches, splint bag, and medical kit. Spine boards are located in the athletic training room, however, protocol will be to wait for EMS to arrive to spine board. AED is mobile in the athletic training room in small black bag; additional AED is located in the pool.

#### Roles for First Responder

The Athletic Trainer (if not on site) will be contacted via cell phone in the event of an injury or emergency. If spine injury is suspected, **DO NOT ATTEMPT TO MOVE THE ATHLETE** unless the athlete is not showing signs of breathing.

1. Control the scene for injured individual, provide immediate care
2. If breathing and pulse are absent, CPR should be started immediately, and EMS activated.
  - a. CPR should be performed in order of CAB (chest compressions, airway, breathing) by medical professionals (hands-only CPR is now recommended for lay responders) while waiting for arrival of the AED and stopped only for the rhythm analysis and defibrillation.
  - b. This continues until EMTs take over of the victim starts to move.
3. Provide name, address of field, phone number, number of people injured, any treatment received, and any other information as directed/requested.
4. Public Safety will direct EMS off of Van Ness Street to the field, however you need to continue to control the scene. Only necessary first aid providers may be present and the area must be cleared of bystanders.
5. Athletic trainer or first responder calls Director of Athletics to notify about the event: 202-329-2042

\*During home soccer or lacrosse contests, a private EMS ambulance will be on site. They will be stationed at one end of the field and will respond to any emergency accordingly.

### **PREVENTING SUDDEN DEATH**

#### **Asthma**

Chronic inflammatory disorder of the airways. As the airways become obstructed with mucus or secretions, they tighten and narrow, making it more difficult to breathe. As a result, the individual's body works harder (raises respiratory rate) to breathe and get more oxygen. The diaphragm and intercostal muscles compensate and contribute more energy for respiration, and can become overworked due to the inefficiency of the thorax working against the airway obstructions. In severe cases, muscle fatigue and physical distress caused by asthma may result in death.

Student-athletes must be clinically diagnosed with asthma to receive proper treatment, usually with the use of an inhaler. Inhalers are individually prescribed medications and may not be shared between student-athletes, even if both student-athletes are diagnosed with asthma. Each student-athlete is responsible for bringing their inhaler to practices and games.



Signs and symptoms of an asthma “attack” are: confusion, sweating, drowsiness, forced expiration volume in 1 second (FEV<sub>1</sub>) of less than 40%, low level of oxygen saturation, wheezing, cyanosis, coughing, hypotension, bradycardia or tachycardia, mental status changes, loss of consciousness, inability to lie supine, inability to speak coherently, or agitation.

Proper use of inhaled corticosteroids can decrease the frequency and severity of asthma exacerbations while improving lung function and reducing hyperresponsiveness and the need for short-acting  $\beta_2$ -agonists. After an asthma attack, student-athlete should be asymptomatic and progress through graded increases in exercise activity before full return-to-play.

**\*\*In the event of an exercise-induced asthma attack, treat it by doing the following:**

1. Administer inhaler dose of short-acting  $\beta_2$ -agonist.
  - a. Onset of action is typically 5-15 minutes so medication can be re-administered 1-3 times per hour if needed
2. Take vitals
3. If breathing difficulties continue after 3 treatments in 1 hour or the student-athlete continues to have signs or symptoms of acute respiratory distress, call 911 and prepare for CPR/AED.
4. If available, provide oxygen to help maintain blood oxygen saturation above 92%.

<https://www.nata.org/sites/default/files/mgmtofasthmainathletes.pdf>

**Concussion Management Plan**

The University of the District of Columbia is committed to ensuring the health and safety of its student-athletes. To this end, and in accordance with NCAA legislation [Division II Constitution 3.3.4.16], University of the District of Columbia has adopted the following Concussion Safety Protocol for all student-athletes. This protocol establishes and/or identifies: (1) a sport-related concussion definition; (2) concussion safety protocol personnel; (3) independent medical care; (4) preseason education; (5) pre-participation assessment; (6) recognition and diagnosis of concussion; (7) concussion management; (8) return to activity, including both return-to-learn and return-to-play; (9) reducing exposure to head trauma; and (10) written certificate of compliance signed by the athletics health care administrator.

Concussion Definition

The 5<sup>th</sup> international conference on concussion in sport defines concussion as follows:

Sport-related concussion (SRC) is a traumatic brain injury induced by biomechanical forces. Several common features that may be utilized to clinically define the nature of a concussion head injury include:

- SRC may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
- SRC typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
- SRC may result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.
- SRC results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.
- The clinical signs and symptoms cannot be explained by drug, alcohol or medication use, other injuries (such as cervical injuries, peripheral vestibular dysfunction, etc.) or other comorbidities (e.g., psychological factors or coexisting medical conditions).

Independent Medical Care

As required by NCAA Independent Medical Care legislation, team physicians and athletic trainers shall have unchallengeable autonomous authority to determine concussion management and return-to-activity decisions for all student-athletes. Further, the athletics health care administrator shall ensure that the concussion safety protocol is available for, and rehearsed by, all athletics personnel.

32

Multidisciplinary Team

The multidisciplinary team works together to ensure the safety and health of all student-athletes at the University of the District of Columbia. It is comprised of:

- Team Physician- Dr. Teresa Doerre, MD
- Athletics Health Care Administrator- Alison Michie, ATC



Athletic Trainer, Brian Goodstein  
Sports Performance Coach – Damian Jones  
Aquatics Director – Andre' Myers  
Director of Athletics- Patricia Thomas  
Senior Associate Director of Athletics for Compliance- Joseph Lang  
Associate Director of Athletics for Internal Operations- Joel Phillip  
Assistant Director of Athletics/SWA – Marlena Wright  
Student Health Services- Mercy Ojumu, DNP  
Faculty Athletics Representative  
Counseling Center  
Academic Deans  
Accessibility Resource Center

#### Preseason Education

All student-athletes will be provided the NCAA Concussion Fact Sheet (or similar applicable material) and be required to sign an acknowledgement, on an annual basis during their pre-participation evaluation, that they have been provided, read and understood the concussion education material. This signed acknowledgement will be filed in the student-athlete's medical record.

All coaches, team physicians, athletic trainers and directors of athletics will be provided the NCAA Concussion Fact Sheet (or similar applicable material) and be required to sign an acknowledgement, on an annual basis, that they have been provided, read and understood the concussion education material. This signed acknowledgement will be filed in a secure location.

#### Pre-Participation Management Plan

All student-athletes will complete two baseline concussion tests in order to be eligible to participate, conducted by the athletic trainer. Baseline concussion testing includes a symptom evaluation, a cognitive assessment, a balance examination, and a coordination examination. The University of the District of Columbia documents each baseline concussion assessment using SCAT3 documentation and ImPACT software.

#### Recognition and Diagnosis of Concussion

A member of the University of the District of Columbia medical team with training in the diagnosis, treatment and initial management of acute concussion must be "present" at all NCAA varsity competitions in the following contact/collision sports at the University of the District of Columbia: basketball; lacrosse; soccer. To be present means to be on site at the campus or arena of the competition. Medical personnel may be from either team, or may be independently contracted for the event.

Medical personnel with training in the diagnosis, treatment and initial management of acute concussion must be "available" at all NCAA varsity practices in the following contact/collision sports at the University of The District of Columbia: basketball; lacrosse; soccer. To be available means that, at a minimum, medical personnel can be contacted at any time during the practice via telephone, messaging, email, beeper or other immediate communication means. Further, the case can be discussed through such communication, and immediate arrangements can be made for the student-athlete to be evaluated.

**Any student-athlete with signs/symptoms/behaviors consistent with concussion must be:** removed from practice or competition; must be evaluated by an athletic trainer or team physician with concussion experience; must be removed from practice/play for that calendar day if concussion is confirmed; must be transported to hospital for evaluation if there was a loss of consciousness.

Symptoms of concussion include, but are not limited to: (1) physical symptoms of headache, nausea, balance problems, dizziness, visual difficulty, fatigue, sensitivity to light, sensitivity to noise, headache, feeling "out of it" or "foggy," vision changes, feeling dazed or stunned; (2) cognitive symptoms of feeling mentally foggy or slowed down, difficulty concentrating, difficulty remembering, forgetfulness, confusion, feeling slow; (3) emotional symptoms of irritability, sadness, nervousness, feeling more emotional; (4) sleep symptoms of drowsiness, sleeping more or less than usual, difficulty falling asleep.

Visible signs of concussion include but are not limited to: lying motionless; unconsciousness; vomiting; vacant look; slow to get up; balance difficulty or incoordination; clutching the head.

In the event of a concussion, the student-athlete will complete sideline and/or post-injury concussion testing with the athletic trainer that will include symptom assessment, physical and neurological exam, cognitive assessment, balance exam, and clinical assessment for cervical spine trauma, skull fracture and intracranial bleed.

#### Concussion at Away Game/Road Trip

Concussion at an away game/road trip will be evaluated by the hosting athletic trainer/medical professionals. If there is a loss of consciousness, the student-athlete will be taken directly to the nearest hospital for evaluation. The student-athlete will be out of participation until returning to University of the District of Columbia campus for



evaluation by the athletic trainer. Student-athletes may not begin or resume any stage of the return-to-play progression unless they are on campus being supervised by the University of the District of Columbia athletic trainer.

#### Post-Concussion Management Plan

Post-injury concussion testing is the same SCAT3 and ImpACT testing as at baseline, with a variance in the cognitive assessment to limit learned response error. EAP will be activated for any of the following: Glasgow Coma Scale <13; loss of consciousness; focal neurological deficit suggesting intracranial trauma; repetitive emesis; persistently diminished/worsening mental status or other neurological signs/symptoms; spine injury.

The athletic trainer is responsible for daily (when applicable) monitoring of symptoms and document notes and progress of recovery. Because concussion may evolve or manifest over time, for all suspected or diagnosed concussions, there will be in place a mechanism for serial evaluation of the athlete. Documentation of oral and/or written care to both student-athlete and another responsible adult (roommate is applicable).

If there is no loss of consciousness, the student-athlete will make an appointment with Health Services to be evaluated by the Nurse Practitioner (NP). With the NP's approval, the student-athlete can resume activity under the athletic trainer's supervision.

If the student-athlete has prolonged recovery, there will be referral for physician's evaluation to consider additional diagnosis and best management options. Additional diagnoses may include: Post Concussion Syndrome; Sleep Dysfunction; Migraine or other headache disorders; Mood disorders such as anxiety and depression; Ocular or Vestibular Dysfunction.

#### Return to Activity

Student-athletes require a graduated program of care following concussion, both for return-to-learn and return-to-play. Both will be considered carefully.

#### *Return to Learn*

When student-athletes are diagnosed with a concussion, the athletic trainer will inform the Athletic Director who will in turn inform the Academic Dean. Student-athletes diagnosed with concussions are held from classes on the same day as concussion injury, next day they are advised to go to class as regularly as possible. In the event that studying, writing notes, or typing papers is worsening the concussion symptoms, the student-athlete should take a break and rest before resuming academics. The Athletic Director may also inform specific professors at the student-athletes' request if there is an upcoming project or deadline that is unattainable due to concussion symptoms. It is at the professor's discretion whether to allow an extension on projects, tests, or papers. If the student-athlete believes they need more time and the professor is not allowing it, the student-athlete can meet with the Accessibility Resource Center (Building 39, Room 102) and discuss if they are eligible.

If the student-athlete's concussion symptoms continue to worsen with academic challenges, there will be re-evaluation by the physician and possible referral for best management options.

- For more prolonged return-to-learn cases, consideration will be given to working with other campus resources, all of which will be consistent with ADA. Such resources will include any of the following:
  - Learning specialists.
  - Accessibility Resource Center.
  - ADA office.

#### *Return to Play*

When the student-athlete is symptom-free and has a normal post-injury concussion test as compared to the baseline, the student-athlete may begin the return-to-play progression under the supervision of the athletic trainer.

All stages are separated by at least 24 hours. If symptoms recur or occur during any stage, the student-athlete returns to Stage 1.

Stage 1- No activity and symptom free for 24 hours

Stage 2- Light exercise: <70% age-predicted maximal heart rate

Stage 3- Sport-specific activities without the threat of contact from others

Stage 4- Non-contact training involving others, resistance training

Stage 5- Unrestricted training

Stage 6- Return to play/competition

#### Reducing Exposure to Head Trauma

The University of the District of Columbia is committed to student-athlete health and safety. To that end, the University of the District of Columbia will be proactive in efforts to minimize exposure to head trauma. The following procedures are in place:

- Concussion Fact Sheets, plus education regarding safe play and proper technique, are made available to coaches, sport administrators, team physicians, athletic trainers and strength and conditioning coaches on an annual basis.
- Reducing gratuitous contact during practice.
- Taking the head out of contact.

- Teams will take a “safety-first” approach to sport

### **Cervical Spine Injuries**

A catastrophic cervical spine injury is defined as a structural distortion of the cervical spinal column associated with actual or potential damage to the spinal cord. During initial assessment, the presence of any of the following findings, alone or in combination, heightens the suspicion for a potentially catastrophic cervical spine injury and requires the initiation of the spine injury management protocol: unconsciousness or altered level of consciousness, bilateral neurologic findings or complaints, significant midline spine pain with or without palpation, and obvious spinal column deformity.

**\*\*In the event of a [or potential] cervical spine injury, treat it as a medical emergency by doing the following:**

1. Ensure cervical spine is in a neutral position and immediately apply manual cervical spine stabilization.
  - a. Do not remove hands until EMS has arrived and taken over
  - b. Do not apply traction because this can cause further injury
  - c. If spine is not in neutral position, rescuers should realign the cervical spine to minimize secondary injury to the spinal cord and to allow for optimal airway management.
2. Initial EMS
3. Ensure/attempt to expose airway
4. If rescue breathing becomes necessary, the individual with the most training and experience establishes an airway and commences rescue breathing using the safest technique.
  - a. Jaw-thrust maneuver is recommended over head-tilt.
5. Once EMS has arrived, follow their procedures to immobilize the cervical spine and transfer the individual to their care.

\*For lacrosse, due to the differences in cervical alignment and shoulder pads, the helmet should be removed while on the field. However, only remove helmet if neutral cervical spine cannot be maintained. Excessive movement needed to remove a helmet is not recommended.

1. If cervical spine is neutral with helmet on, remove the face mask to ensure access to airway.
  - a. If face mask cannot be removed in a reasonable amount of time, helmet should be removed in the safest manner possible.

<http://natajournals.org/doi/pdf/10.4085/1062-6050-44.3.306>

### **Diabetes**

Diabetes mellitus is a chronic metabolic disorder characterized by hyperglycemia, caused by either absolute insulin deficiency or resistance to the action of insulin at the cellular level, which results in the inability to regulate blood glucose levels within the normal range of 70-110 mg/dL. Type 1 diabetes is an auto-immune disorder stemming from a combination of genetic and environmental factors. The autoimmune response is often triggered by an environmental event, such as a virus, and it targets the insulin-secreting beta cells of the pancreas. When beta cell mass is reduced by approximately 80%, the pancreas is no longer able to secrete sufficient insulin to compensate for hepatic glucose output.

Signs and symptoms of hypoglycemia typically occur when blood glucose levels fall below 70 mg/dL. Early symptoms include tachycardia, sweating, palpitations, hunger, nervousness, headache, trembling, and dizziness. These symptoms are related to the release of epinephrine and acetylcholine. As the glucose level continues to fall, symptoms of brain neuronal glucose deprivation occur, including blurred vision, fatigue, difficulty thinking, loss of motor control, aggressive behavior, seizures, convulsions, and loss of consciousness. If hypoglycemia is prolonged, severe brain damage and even death can occur.

Student-athletes with type 1 diabetes may also experience hyperglycemia. Hyperglycemia can present with or without ketosis. Typical signs and symptoms of hyperglycemia without ketosis include nausea, dehydration, reduced cognitive performance, feelings of sluggishness, and fatigue. They may also have fruity-odor breath, increased thirst and frequent urination. If the fasting blood glucose level is  $\geq 250$  mg/dL, the student-athlete should test their urine for ketones, if found, exercise is contraindicated. If the fasting blood glucose value is  $\geq 300$  mg/dL and without ketones, the student-athlete may exercise with caution and continue to monitor blood glucose levels. (Fasting is defined as four hours or more after eating a meal)

Preventing hypoglycemia relies on a 3-ringed approach of frequent blood glucose monitoring, carbohydrate supplementation, and insulin adjustments:

1. The student-athlete should check blood glucose levels 2 or 3 times before, every 30 minutes during, and every other hour up to 4 hours after exercise.
2. Carbohydrates should be eaten before, during, and after exercise.
  - a. The quantity the student-athlete ingests depends on the prevailing blood glucose level and exercise intensity.
3. Some student-athletes may use insulin adjustments to prevent hypoglycemia.

- a. These adjustments vary depending on the method of insulin delivery (insulin pump vs. multiple daily injections), prevailing blood glucose level, and exercise intensity.

**To treat mild hypoglycemia:** (student-athlete is conscious and able to follow directions and swallow)

1. Give 10-15g of fast-acting carbohydrate. Example: 4-8 glucose tablets, 2 Tbsp honey.
2. Measure blood glucose level
3. Wait 15 minutes and re-measure blood glucose level.
4. If blood glucose level remains low, administer another 10-15g of fast-acting carbohydrate.
5. Re-check blood glucose level in 15 minutes.
6. If blood glucose level does not return to normal after second dose of carbohydrate, activate EMS.
7. Once blood glucose level normalized, provide a snack (e.g. sandwich, bagel).

**To treat severe hypoglycemia:** (student-athlete is unconscious or unable to follow directions or swallow)

1. Activate EMS
2. Prepare glucagon for injection, following directions in glucagon kit.
3. Once student-athlete is conscious and able to swallow, provide food.

<https://www.nata.org/sites/default/files/mgmtofathletewithtype1diabetesmellitus.pdf>

### Exertional Heat Stroke

Exertional heat stroke occurs when the temperature regulation system is overwhelmed due to excessive endogenous heat production or inhibited heat loss in challenging environmental conditions and can progress to complete thermoregulatory system failure. The two main criteria for diagnosis of exertional heat stroke are:

1. Core body temperature of greater than 104° to 105°F taken via a rectal thermometer soon after collapse, and
2. CNS dysfunction (including disorientation, confusion, dizziness, vomiting, diarrhea, loss of balance, staggering, irritability, irrational or unusual behavior, apathy, aggressiveness, hysteria, delirium, collapse, loss of consciousness, and coma).

The pathophysiology of exertional heat stroke is due to the overheating of organ tissues that may induce malfunction of the temperature-control center in the brain, circulatory failure, or endotoxemia (or a combination of these). Severe lactic acidosis, hyperkalemia, acute renal failure, rhabdomyolysis, and disseminated intravascular coagulation, among other medical conditions, may result from exertional heat stroke and often cause death.

Differences between heat exhaustion and heat stroke:

Heat Exhaustion	Heat Stroke
Headache	Headache
Dizzy or fainting	Confusion or delirium
Heavy sweating	No sweating/dry skin
Cold, pale and clammy skin	Hot, red skin
Nausea or vomiting	Nausea or vomiting
Fast, weak pulse	Rapid heart rate
Weakness or muscle cramps	May lose consciousness
Excessive thirst	Body temperature above 104° F

### Treatment of heat exhaustion:

1. Monitor vitals
2. Remove excess clothing to increase the evaporative surface and to facilitate cooling
3. Cool the athlete with fans, ice towels, or ice bags
4. Move the student-athlete to a cool or shaded environment if possible
5. Start fluid replacement
6. Activate EMS if IVs are needed or if recovery is not rapid and uneventful

### Treatment of heat stroke:

1. The core body temperature must be reduced to less than 102° F as soon as possible to limit morbidity and mortality. (within 30 minutes of collapse)
  - a. Cold-water immersion is the fastest cooling modality.
  - b. If that is not available, cold-water dousing or wet ice towel rotation may be used to assist with cooling, but these methods have not been shown to be as effective as cold-water immersion.
2. Activate EMS
3. Monitor vitals
4. Athletes should be cooled first and then transported to a hospital unless cooling and proper medical care are unavailable on site.

\*Current suggestions for treatment/recovery from exertional heat stroke include a period of no activity, an asymptomatic state, and normal blood enzyme levels before the athlete begins a gradual return-to-activity

progression under direct medical supervision. This progression should start at low intensity in a cool environment and slowly advance to high-intensity exercise in a warm environment.

<https://www.nata.org/sites/default/files/externalheatillnesses.pdf>

**Exertional Hyponatremia**

Exercise-associated hyponatremia (EAH) or exertional hyponatremia (EH) is when there is low blood sodium in the body. It is considered a potential medical emergency that is typically symptomatic at levels below 130 mmol·L<sup>-1</sup>. Most EAH cases occur in endurance athletes who ingest an excessive amount of hypotonic fluid- drinks meant to quickly replace the fluids lost by sweating but are low in carbohydrates, like Powerade. (Gatorade is more isotonic by providing a boost of carbohydrates). Dietary sodium is important for normal body maintenance of fluid balance and can help prevent muscle cramping, heat exhaustion, and EAH.

Post-exercise hydration should aim to correct fluid loss accumulated during activity. Ideally completed within 2 hours, rehydration fluids should contain water, carbohydrates to replenish glycogen stores, and electrolytes to speed rehydration. When rehydration must be rapid (within 2 hours), the student-athlete should compensate for obligatory urine losses incurred during the rehydration process and drink about 25% more than sweat losses to ensure optimal hydration 4 to 6 hours after the event. However, student-athletes should not drink enough to gain weight beyond pre-exercise measurements.

Body weight changes, urine color, and thirst offer cues to the need for rehydration.

Signs and symptoms of EAH during or after exercise include: overdrinking, nausea, vomiting, dizziness, muscular twitching, peripheral tingling or swelling, headache, disorientation, altered mental status, physical exhaustion, pulmonary edema, seizures, and cerebral edema.

**To treat mild EAH:**

1. Restrict fluids
2. Consume salty foods or a small volume of oral hypertonic solution (e.g. 3 to 5 bouillon cubes dissolved in 240 mL of hot water)
3. When they are feeling stable, progress through graded exercise

**To treat severe EAH:**

1. Monitor vitals
2. If available, IV with hypertonic solution 3%-5%) is indicated
3. Activate EMS

[https://www.nata.org/sites/default/files/fluid\\_replacement\\_for\\_the\\_physically\\_active.pdf](https://www.nata.org/sites/default/files/fluid_replacement_for_the_physically_active.pdf)

**Exertional Sickling**

Sickle Cell Trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. During intense or extensive exertion, the sickle hemoglobin can change the shape of red cells from round to quarter-moon, or “sickle.” This change, exertional sickling, can pose a grave risk for some athletes. Sickle Cell Disease is the inheritance of two genes of sickle hemoglobin.

Research shows how and why sickle red cells can accumulate in the bloodstream during intense exercise. Sickle cells can “logjam” blood vessels and lead to collapse from ischemic rhabdomyolysis, the rapid breakdown of muscles starved of blood. Major metabolic problems from explosive rhabdomyolysis can threaten life. Sickling can begin in 2-3 minutes of any all-out exertion- and can reach grave levels soon thereafter if the athlete continues to struggle.

Hypohydration, when there is decreased total body water, is a known risk factor for an exertional sickling episode. Individuals should ensure adequate hydration before, during, and after physical activity.

Differences between heat cramping vs sickling:

<b>Heat Cramping</b>	<b>Sickling</b>
Muscle spasms/twinges	No muscle spasms where “cramping” is felt
Excruciating painful	Mild to moderate pain
Hobble to halt with “locked-up” muscles	Slump to ground with weak muscles
Writhe and yell in pain, muscles are contracted/rock hard	Lie fairly still, not yelling in pain, muscles look and feel normal

If athlete feels these symptoms, cease activity until symptoms go away. The cells will likely return to normal round-shape with rest, and the athlete may resume activity. If symptoms do not go away, they may have self-limiting myalgia from myonecrosis in moderate rhabdomyolysis and may need 1 to 2 weeks of recovery with serial assessments. Student-athletes with severe rhabdomyolysis necessitating dialysis and months of hospitalization



may not return to play due to diminished renal function, muscle lost to myonecrosis, or neuropathy from compartment syndrome. Physician, AT and student-athlete must work in concert to ensure safety and minimize risk factors when trying to return to sport after a potentially deadly incident.

**\*\*In the event of a sickle cell collapse, treat it as a medical emergency by doing the following:**

1. Check vital signs
2. Administer high-flow oxygen, 15 L/min if available, with a non-rebreather face mask
3. Cool the athlete if necessary
4. If athlete is unconscious or as vital signs decline, call 911, attach AED, start an IV and get athlete to hospital fast
5. Tell the doctors to expect explosive rhabdomyolysis and grave metabolic complications

<http://www.nata.org/sites/default/files/SickleCellTraitAndTheAthlete.pdf>

### **Lightning**

Prevention of lightning injury is simple: avoid the risk of trauma by staying completely indoors in a substantial building where people live and work. See Lightning Protocol within WEATHER POLICIES for the lightning safety policy.

People who have been struck by lightning are safe to touch and treat and do not carry an electric charge. However, rescuers themselves are vulnerable to a lightning strike while treating victims during active thunderstorms. Treatment of lightning strike patients include establishing and maintaining normal cardiorespiratory status. Patients may present asystole, pulseless, and with fixed and dilated pupils. Therefore, CPR should be continued even when defibrillation with an AED is not indicated (e.g. asystole). Advanced cardiac life support, medications, intubation, and continued CPR may resuscitate these victims. People with a Glasgow Coma Scale as low as 5 have survived after aggressive resuscitation.

After a lightning strike, many patients present with symptoms resembling a concussion. Some may have temporary paralysis, hearing loss, or skin markings, yet true burns are rare. Patients should be assessed and treated for concussion, fractures, dislocations, and shock.

Lightning strike patients are eligible to return to previous activities upon release by a qualified physician. Many never seek treatment and do not need hospitalization. If orthopaedic injuries are present, recovery follows the typical protocols. More often than not, however, patients experience neurologic sequelae and have difficulty returning to their pre-injury levels. They may never fully return to desired levels, and they need consistent and perhaps multidisciplinary medical and psychological follow-up.

<http://natajournals.org/doi/pdf/10.4085/1062-6050-48.2.25>

### **Sudden Cardiac Arrest**

Sudden cardiac arrest (SCA) should be suspected in any student-athlete who has collapsed and is unresponsive. A patient's airway, breathing, circulation, and heart rhythm (using the AED) should be assessed. Access to early defibrillation is essential. A goal of less than 3-5 minutes from the time of collapse to delivery of the first shock is strongly recommended.

Sudden cardiac death (SCD) is the leading cause of death in exercising young athletes. The underlying cause of SCD is usually a structural cardiac abnormality. Hypertrophic cardiomyopathy and coronary artery anomalies are responsible for about 14%-25% of SCD in the US. Commotio cordis accounts for approximately 20% of SCD in young athletes.

- Commotio cordis is caused by a blunt, nonpenetrating blow to the chest, it induces ventricular arrhythmia in an otherwise normal heart.

Other structural anomalies that can cause SCD include myocarditis, arrhythmogenic right ventricular dysplasia, Marfan syndrome, valvular heart disease, dilated cardiomyopathy, and atherosclerotic coronary artery disease.

Pre-participation screening is one strategy available to prevent SCD, however some methods lack accuracy. As many as 80% of patients with SCD are asymptomatic until sudden cardiac arrest occurs, suggesting that screening by history and physical examination alone may have limited sensitivity to identify student-athletes with at-risk conditions.

Preparation is key to survival once SCA has occurred. Refer to the EMERGENCY ACTION PLAN for locations to AEDs and proper procedures.

### **WEATHER POLICIES**

#### **Lightning Protocol**

The purpose of this document is to establish a written lightning safety policy for the University of the District of Columbia. It is imperative that all UDC athletic teams and personnel are aware of lightning hazards and the



specific safety shelter for their venue. The following policy is based on the specific recommendations as stated by the National Athletic Training Association (NATA) Lightning Safety position statement.

In the event of lightning during an official sport practice or event, precautions must be taken to ensure the safety of both athletes and spectators. In any event, the specific sport Certified Athletic Trainer (ATC), in conjunction with Event Management Staff and/or sport officials if necessary, will be responsible for monitoring inclement weather.

In the event that an online weather monitoring system is not available, UDC Staff will utilize the **Flash-to-Bang method** to determine the distance of the lightning:

To use the flash-to-bang method,

- Count the seconds from the time lightning is sighted to when the clap of thunder is heard.
- Divide this number by five (5) to obtain how far away in miles the lightning is occurring.
- For example, if an individual counts 30 seconds between seeing the flash and hearing the bang, 30 divided by 5 equals 6; therefore, the lightning flash is approximately 6 miles away.
- As a minimum, the NCAA and the National Severe Storms Laboratory (NSSL) strongly recommend that all individuals leave the athletic site and reach a safe location by the flash-to-bang method of 30 seconds (6 miles).

As a minimum, the NCAA requires evacuation of athletic venues when a storm is within 6 miles. Once activities or events have been suspended, the ATC, with assistance of Event Management Staff and/or game officials if necessary, will use the "all clear" signal indicating that a lightning strike has not occurred within the 6 mile warning range within 30 minutes. It is the NATA Position Statement recommendation to wait at least 30 minutes after the last visible strike or audible thunder before resuming activity.

In addition to the policy for observing and tracking lightning during practices and events, the following are designated as Lightning Safe Shelters:

UDC Field: Building 47

UDC Tennis Courts: Building 47

**NCAA Sports Medicine Handbook, Guide Line 1E, Lightning Safety, 16-17; 2013-2014.**

**Heat Stress Protocol**

During the periods of the school year, heat and/or humidity can be a problem. The UDC Athletic Training Department has developed the following guidelines to determine practice considerations when the heat and humidity become a health risk. These guidelines have been based off the NCAA Sports Medicine Handbook and the NATA's position statement on Exertional Heat Illness.

- Appropriate medical coverage will be available when student-athletes are participating in risky environments
- All student-athletes will be screened at a pre-participation physical for their risk/history of heat illness
- Equipment will be modified according to the environmental conditions as needed
- Temperature and humidity data will be taken on a daily basis (digital/analog)
- The temperature and humidity will be compared to a chart to determine the heat index (see heat index chart below)
- The certified athletic trainer will also monitor the WBGT on a daily basis (digital/analog)
- The certified athletic trainer in charge of the practice site will give a recommendation, based on the WBGT and heat index to the coach/supervisor.

WBGT	Level of Risk	Comments
<65° F	Low	Risk low but still exists on the basis of risk factors
65-73° F	Moderate	Risk level increases as event progresses through day
73-82° F	High	Everyone should be aware of injury potential, individuals at risk should not compete
>82° F	Extreme	Consider rescheduling or delaying the event until safer conditions prevail; if event must take place, be on high alert.

**NCAA Sports Medicine Handbook, Guide Line 2C, Prevention of Heat Illness, 39-42; 2013-2014.**

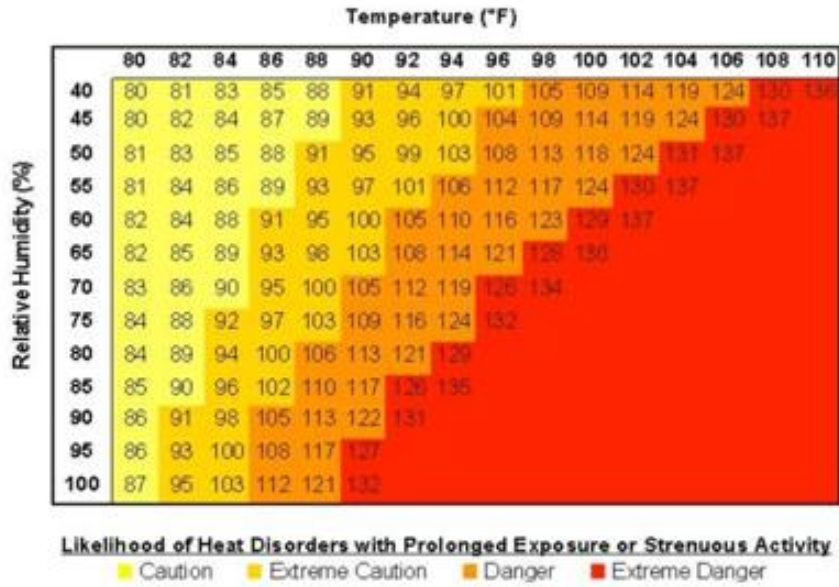
**NATA Position Statement: Exertional Heat Illnesses, Journal of Athletic Training, 37(3), 329-343, 2002.**

The UDC Athletic Department follows the following considerations due to limitations of facilities:

WBGT	Level of Risk	Comments
73-82° F	High	Normal practice/game. Monitor weather and be aware of potential risks.
>82° F	Extreme	Incorporate water breaks every 20-30 minutes. Consider limiting outside activity and/or rescheduling practice to a different time with lower temperatures.
>86° F	See Comment	For soccer games, there are two mandatory water breaks. The first is between the 25-30 minute mark of the first half and the 70-75 minute mark of the second half. Water breaks must last for a minimum of two minutes.

**NCAA Soccer rule 5.6.1 and A.R. 5.6.1.e.**

NOAA's National Weather Service Heat Index Chart.





**Cold Stress Protocol**

Although the NCAA does not have any specific guidelines on suspending practice/competition in times of cold stress, the NATA has proposed the following guidelines depending on wind chill temperature:

Wind Chill Temperature	Considerations
30° F and below	Be aware of the potential for cold injury and notify appropriate personnel of the potential
25° F and below	Provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities and facilities for rewarming
15° F and below	Consider modifying activity to limit exposure or to allow more frequent chances to rewarm
0° F and below	Consider terminating or rescheduling activity

**NATA Position Statement: Environmental Cold Injuries, *Journal of Athletic Training*, 43(6), 640-658, 2008.**

The NCAA has proposed the following to limit the risk for cold stress:

1. Be aware of physical and psychological effects of cold exposure.
2. Dress in layers to stay dry.
3. Use wicking fabrics.
4. Maintain energy and hydration levels.
5. Thoroughly warm-up and maintain that warm-up during your activity.
6. Never train alone.

**NCAA Sports Medicine Handbook, Guide Line 2b, *Cold Stress*, 35-38; 2013-2014.**

The UDC Athletic Department follows the following considerations due to the limitations of facilities:

Wind Chill Temperature	Practice/Game Adjustments
≥26° F	Normal practice/game. Monitor weather and be aware of potential risks. Provide additional protective clothing, cover as much exposed skin as practical, and provide opportunities for rewarming and extra hydration.
15°-25° F	Practice is limited to 1 hour outdoors. Practice clothing includes gloves, ear protection/helmet, and thermal layers for the body. Game time decision with referees and amount of playing time with breaks.
≤14° F	Cancellation of outdoor activity, move practice indoors.

\*Practice clothing is to prevent/reduce the risk of hypothermia and other cold-related injuries. Thermal layers include thermal leggings, thermal long sleeves, sweatpants, sweatshirt, etc... if a student-athlete does not own any of these than they need to be wearing 2 layers of clothing. Layers should not be removed during limited practice time.

**FORMS AND DOCUMENTS TO PARTICIPATE**

All forms for first-time UDC student-athletes and returning student-athletes can be found at <http://udcfirebirds.com/information/SportsMedicine/index> .

Participation in sport depends on 100% compliance with the above paperwork. Missing paperwork or incomplete forms will delay any athletic activity until it is completed and turned in.

**Physical Examinations**

Pursuant to NCAA Bylaw 17.1.5, pre-participation physical examinations are required for all student-athletes who wish to try out or participate on an intercollegiate athletics team at the University of the District of Columbia. This is required every year. 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).

Confidential medical updates and physicals must be completed after May 30th to be valid for the upcoming academic year. 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. Physical examination forms can be found on the website.

**Medications**

**Prescription 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. Student-athletes with inhalers are responsible for bringing their inhaler to all practices and games. Student-athletes may give the athletic trainer their inhalers to carry during home games.



**Non-prescription Medications-** The UDC athletic training department provides its student-athletes and staff with a small assortment of non-prescription medications. Non-prescription medications are kept secured in a locked cabinet. It is the student-athlete's responsibility to purchase these medications if they will require a maintenance dose. The athletic training room is stocked with the following non-prescription medications:

- Anti-histamines
- Anti-inflammatories
- Fever reducer/Pain reliever
- Antacids

### **Insurance and Medical Expenses**

All students attending the University of the District of Columbia must have health insurance. All student-athletes must provide their insurance information (whether pre-existing or purchased through the University annually) by completing an insurance coverage form which can be downloaded from the UDC Sports Medicine link on the Athletics web page. Front and back copies of the primary health insurance card need to be turned in to the athletic trainer.

It is the student-athletes and/or his/her parent(s)/guardian(s) responsibility to understand the conditions that apply to their policy and comply with any requests for information, etc. from the primary insurance company. The University of the District of Columbia Athletic Training Department will facilitate these procedures, but will not be held responsible for any penalties that may occur due to the failure of the student-athlete and/or his/her parent(s)/guardian(s) to comply with the conditions of their policy. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests and conditions are the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

All student-athletes are required to comply with procedures in order for the Department of Athletics to provide primary insurance coverage (applicable to students who purchase health insurance through the University) or secondary insurance (applicable to students who appropriately waive University insurance and provide proof of coverage). Student-athletes are responsible for any deductible or co-payment policy applicable to their respective insurance plan.

For student health insurance fees, registration, waivers, and other information please visit:  
<http://www.firststudent.com/schools/UniversityoftheDistrictofColumbia.htm>.

### Secondary Insurance Coverage

The Department of Athletics may provide secondary insurance coverage of medical costs directly from athletic related injuries provided proper procedures are followed by the student-athlete.

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

1. The student-athlete uses their primary insurance for their athletics-related injury appointment.
2. When the primary insurance denies the claim or does not pay a percentage of the bill, the student-athlete must get a written Explanation of Benefits (EOB) from their primary insurance company.
3. The student-athlete must get proof of payment of \$500.00 by the primary insurance towards the injury.
  - o If the primary insurance does not cover athletic injuries, or the primary insurance has a high deductible, the student-athlete is responsible for paying the \$500.00 to the provider and must get proof of payment.
4. The student-athlete must also get an itemized statement from the provider they visited.
5. The student-athlete brings these three documents: the EOB; the proof of payment; and the itemized statement, to the athletic trainer who will then submit a claim to the secondary insurance provider.
6. The athletics' secondary insurance provider will consider covering the remainder of the costs seeing that all previous steps have been met and approved.
7. Student-athletes should keep copies of all information related to the injury.

Secondary Insurance Provider Information:

BMI Benefits, LLC  
PO Box 511  
Matawan, NJ 07747  
1-800-445-3126

### 52-Week Limitation on Secondary Insurance Coverage

The UDC's medical and catastrophic insurance program will pay for necessary medical treatment and the resulting expenses incurred within 52 weeks (1 year) of the initial date of the injury/illness/accident.

If you have any questions regarding an insurance claim, please contact Athletic Trainer Alison Michie at 202-274-6269 or [alison.michie@udc.edu](mailto:alison.michie@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.

#### Exclusions and Limitations

The UDC Athletic Department's secondary medical insurance policy will not cover expenses associated with the situations indicated below. This list is not all-inclusive.

1. Injuries/ illnesses that are not the direct result of participation in intercollegiate athletics during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations.
2. Prescription medication
3. Experimental Procedures
4. Cosmetic surgery or procedures unless approved by the UDC Director of Athletics.
5. Injuries/illnesses that are a result of intramural, club sports, and recreational activities (non-intercollegiate activities), as well as training/conditioning activities that occur outside of the primary competitive season and designated off-season periods.
6. Injuries/illnesses that were sustained prior to official clearance for participation in the intercollegiate sports program.
7. Expenses for athletic injuries incurred after completion of the student-athlete's intercollegiate athletic eligibility.
8. Expenses for injuries/illnesses that were sustained during participation in intercollegiate athletics practices, games/competitions/ or conditioning sessions that are incurred greater than 365 days (1 year) after the completion of the student-athletes intercollegiate athletic eligibility.
9. Expenses related to unauthorized medical treatment or unauthorized treatment without approval from UDC athletic trainer.

The importance of having a major medical health insurance policy cannot be over emphasized. Medical bills resulting from the aforementioned activities will be submitted to the student-athlete's primary medical insurance. Any unpaid balances are the responsibility of the student-athlete and/or the student-athlete's parent(s)/ guardian(s).

#### Sickle Cell Information

The NCAA has recently adopted legislation, (NCAA Bylaw 17.1.5.1) for Division II institutions that requires all new student-athletes who are beginning their initial season of eligibility and students who are trying out for a team undergo a medical examination or evaluation administered or supervised by a physician to document the Sickle Cell status of student-athletes as part of their pre-participation medical examination prior to any athletic participation. The NCAA and the University of the District of Columbia recommend that all student-athletes be aware of their Sickle Cell status. Student-athletes may provide documentation of a prior blood test for Sickle Cell status and satisfy the NCAA requirement.

#### The follow information is provided to help our student-athletes make informed decisions:

- Sickle Cell Trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin, the oxygen carrying protein in red blood cells.
- Sickle Cell Trait is a common condition that affects more than 3 million Americans
- Although Sickle Cell Trait is most predominant in African-Americans and those of Mediterranean, Middle Eastern, Indian, Caribbean, and South and Central American ancestry, persons of all races and ancestry may test positive for the trait.
- Sickle Cell Trait is usually benign, but during intense exercise, red blood cells containing the sickle hemoglobin can change shape and accumulate in the bloodstream blocking normal blood flow. This can lead to collapse and even death due to the rapid breakdown of muscles starved of blood.
- More information regarding the Sickle Cell Trait and the rationale for the NCAA's legislation can be found at [NCAA.org/health-safety](http://NCAA.org/health-safety).
- The NCAA and the University of the District of Columbia recommend that any athlete who is positive for Sickle Cell Trait engage in conditioning exercises in a slow and gradual progression and use adequate rest and recovery sessions. Those affected should stay well hydrated at all times, especially in hot and humid conditions, maintain proper asthma management, and be aware of any change in altitude while training as these conditions may exacerbate the onset of symptoms due to sickling.
- Student-athletes are reminded that if they experience any symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness, that they stop activity and immediately alert their Athletic Trainer or coach.

#### Sickle Cell Testing

- The University of the District of Columbia offers testing via blood test through the student health center for those with the student health insurance plan. Student-athletes beginning their initial eligibility may make an appointment by calling 202-274-5030. The Student Health Center is located A-33 building 44; the hours of operation 8:30 am to 6:30 pm.
- Howard University Hospital offers free sickle cell testing on Wednesdays from 9am-12pm.
- Testing can also be performed at a different laboratory or physician's office of the student-athlete's choosing. Fees for these tests will be the responsibility of the student-athlete.



## STUDENT-ATHLETE ADVISORY COMMITTEE

The student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. Approximately two representatives from each team will be selected to participate, and it is an honor to be selected and serve on SAAC. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives at UDC. (NCAA.org) SAAC is expected to meet regularly, and to provide leadership and plan community and student-athlete events.

### Expectations/Duties of SAAC Representatives

1. Attend ALL SAAC meetings and related events. Absences are only excusable if you are away for competition in your respective sport, A family emergency arises, extreme academic reasons (i.e midterms/finals). Unexcused absences are grounds for dismissal, the first infraction you get a warning, second- you're dismissed. You are responsible for contacting a SAAC officer after a missed meeting to discuss the information that was covered during missed meetings.
2. Coordinate with your coach to present SAAC information/updates to your team.
3. Communicate with advisor, officers and other SAAC members. It is not only your duty to respond but respond in a timely manner to e-mail communications. Failure to communicate is grounds for dismissal.
4. Promote a positive student-athlete image across campus and in the community.
5. Vote on policies/legislations that directly affect student-athletes and their experiences.
6. It is expected that you are a present and contributing member at all meetings and events. i.e you share ideas/opinions and LEAD. If you are unwilling to do so you will be asked to leave.

If you are interested in playing an active role in the athletic program and want to become part of this committee, please contact Assistant Director of Athletics Marlena Wright – [marlena.wright@udc.edu](mailto:marlena.wright@udc.edu) - 202-274-5064, 202-748-3290 (cell).

## SPORTS COMMUNICATIONS

The Sports Communications 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 Assistant Director of Athletics for Marketing and Communications.** If a member of the media contacts you, refer them to Marlena Wright, Assistant Athletic Director, by telephone (202) 274-5064-w, (202)748-3290-c, or e-mail [marlena.wright@udc.edu](mailto:marlena.wright@udc.edu).

### Overview

Social Media: As part of our Athletic Department marketing efforts, we ask that all student-athletes and coaches follow the UDC Athletic Department on Instagram and YouTube. See below for Online Social Networking Policies. Please follow us on Instagram at @udcathletics.

The University of the District of Columbia student-athletes can benefit from tremendous local and national media exposure if handled appropriately. Therefore, it is important to understand the media, the value of positive media relations, and how to best interact with the media.

Some of you have done interviews in the past. You should view it as an opportunity to promote yourself, your program and the university. Use the media to develop a positive image.

University of the District of Columbia's Sports Communications Office serves as a link between the Firebird student-athletes, coaches and administrators and the media and general public. We attempt to provide timely and accurate coverage of District of Columbia athletics by coordinating interviews, servicing the information needs of



reporters, and compiling and maintaining statistics, photos and historical records. We do NOT “manage” the news or publicity. We are NOT part of the media, and we do NOT (and can’t) write or speak for the media.

Media attention can mean your conduct both on and off the court will be under intense scrutiny because of your position as a District of Columbia student-athlete. The last thing you want is to receive publicity for an off-the-field incident. You must ALWAYS remember that your off-the-field actions are viewed by the media as relevant news, while a non-athlete or coach’s activities may not be viewed in the same manner. A good rule of thumb is that if you would not like your actions to show up as a headline in a newspaper – change your behavior.

<p><b>In-Person Interviews</b></p> <p>Interviews for features stories and game previews will be done in the gym, in your coach’s office, in the Sports Information Office, or in the Office of one of the Athletic Directors. They will be scheduled around class schedules, practices, and road trips.</p>	<p><b>Phone Interviews...</b></p> <p><b>NO member of the media is to call you at home or on your cell!</b> If this happens, please let us know and we will speak with the media member and inform them of our policies. <b>This includes writers from university newspapers.</b> For phone interviews, the media is to call the Sports Information Office to request the interview. We will get in touch with you to check your availability. REMEMBER, you’ll know in advance from us before you have to do any interviews – that way there are no surprises.</p>	<p><b>Postgame Interviews</b></p> <p>For <b>home games</b>, all interviews will be done in the gym after the team has its postgame talk. Zedalis will coordinate. For <b>away games</b>, Zedalis coordinates with your coaches. Remember to take the time to clear your head before doing an interview. Think about what you will say before you answer. <b><u>Never criticize officials or teammates.</u></b></p>
<p><b>10 Media Interviews Do’s</b></p> <ol style="list-style-type: none"> <li>1. Be Prepared</li> <li>2. Listen!</li> <li>3. Praise your teammates</li> <li>4. Talk in sound bytes</li> <li>5. Be positive: SMILE!</li> <li>6. Be enthusiastic</li> <li>7. Dress appropriately</li> <li>8. Be available and cooperative</li> <li>9. Be polite in difficult situations</li> <li>10. Say thank you at the end</li> </ol>		<p><b>10 Media Interviews Don’ts</b></p> <ol style="list-style-type: none"> <li>1. Don’t be negative</li> <li>2. Don’t hide</li> <li>3. Don’t lose your cool</li> <li>4. Don’t talk about officials</li> <li>5. Don’t forget you’re always “on”</li> <li>6. Don’t be sarcastic</li> <li>7. Don’t blame your coaches or teammates</li> <li>8. Don’t use slang</li> <li>9. Don’t say “No Comment” or “Off the Record”</li> <li>10. Don’t be rude</li> </ol>

**Facebook Security Tips**

**1. Keep your profile private**

Under settings, privacy settings you can control exactly who sees what. The more private your profile, the less likely you are to have problems.

**2. Make your contact information private**

By removing personal information such as your dorm room, cell phone number, IM screen name, etc you become less accessible to possible outside threats.

**3. Don’t accept random friends**

Keeping your social network limited to those you know is a good way to keep personal information private.

**4. Avoid a photo/video tag mistake**

If you are tagged in a photo or video, make sure to see what it is and un-tag yourself or ask that person to remove the photo completely. Remember as a student-athlete you are held to a higher standard meaning a harmless photo could come back to haunt you.

**5. Protect your albums or don’t post photos**

The best way to ensure that photos don’t get into the wrong hands is to limit album access to certain friends or to avoid posting them completely.

**6. Be cognizant of your groups and applications**

Joining a group with an amusing name or installing an application may seem funny, but before you do stop and think about what others outside the situation may see that as.

**7. Avoid embarrassing wall posts**

Keep your wall private so friends can’t post unflattering information. Also, if one shows up delete it immediately.

### 8. Stop stories from showing up in news feeds

This is another privacy setting that can help you avoid embarrassment down the road. Personal changes to your profile should not be public knowledge.

### 9. Remove yourself from Google

Google now has the capability to search Facebook profiles. Avoid random people finding you by turning this setting off.

### 10. Remove yourself from Facebook searches

Don't allow outside threats to access your profile through a simple search by changing the security so people can't find you with a simple search.

## Twitter Security Tips

Twitter has become a great way for fans to get an inside look at the life of a student-athlete. However, careless tweets can become a source of embarrassment. To avoid any problems we recommend not having a twitter account, but if you do here are some guidelines.

### 1. Think before you tweet!

Most problems will be avoided if you stop and think about how your tweet could be perceived. There should be no curse words, drinking, drug, or violence related content

### 2. Make your account private

Like Facebook, remove yourself from Twitter searches and only allow friends to see your profile.

### 3. Only accept followers that you know

Don't accept random followers so you can have some control over who sees your tweets.

Sports Information, fans, coaches, students and opponents are on social networking sites. If any problems come to our attention we will alert your coach first and then talk to the student-athlete about taking care of the issue.

## Instagram/Snapchat Security Tips

### 1. Make your profile Private!

2. **Be careful of what you post on your stories.** Although the stories disappear after 24 hours, you don't know who has seen it, who has shown it to whom, or who has recorded it.

3. **Be careful of what you post in general.** Social Media should not be a platform to badmouth or post your personal business or actions. You never know who knows who. Be smart.

### More Interview Tips

- Only do interviews that have been arranged by the Sport Information Office.
- Be on time.
- Think before you speak.
- Remember your audience. You are not only talking to the reporter, but to the fans, alumni, students and boosters that will read the article or hear/see the interview.
- Be friendly and try to deliver a positive message, no matter the circumstance or the question.
- Anticipate tough questions beforehand.
- Don't talk negatively about others.
- Stick to your guns! Be confident about your message.
- Speak in short, simple sentences.
- Don't speak "off the record." If you don't want to see it on TV or in print, don't say it!
- Take pride in your appearance, your program and your school.
- For TV interviews, look at the reporter when you give your answer, not into the camera.
- For both TV and print interviews, keep your answers to short, simple sound bytes.

### Three Ways to Answer Questions

- Directly and immediately (yes or no and why)
- After taking time to think
- Don't answer the question asked (If the question is negative, bridge to a positive answer)



**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 52, Room 319)**

*Child Development and Nursery School*

*Education* 274-7404

*Early Childhood Education* 274-7404

*Elementary Education* 274-7404

*Health Education* 274-7404

*Special Education* 274-7404

*Teacher Education* 274-7404

**Department of English**

**(Building 71, 4<sup>th</sup> Floor)**

*English* 274-5137

*Composition and Rhetoric* 274-5137

**Department of Languages and Communication Disorders**

**(Building 71, 4<sup>th</sup> Floor)**

*English as a Second Language* 274-7405

*French* 274-7405

*Spanish* 274-7405

*Speech and Language Pathology* 274-7405

*Pathology* 274-7405

**Department of Mass Media, Visual, and Performing Arts**

**(Building 42, B-107)**

*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 71, 4<sup>th</sup> Floor)**

*Social Work* 274-7403

*Criminal Justice* 274-7403

*History* 274-7403

*Political Science* 274-7403

*Sociology* 274-7403

*Urban Studies* 274-7403

**Department of Psychology and Counseling**

**(Building 44, Room 200-34)**

*Psychology* 274-7406

*Clinical Psychology* 274-7406

*Counseling* 274-7406

**SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION**

**Department of Accounting, Finance, and Economics (Building 38, Room 123)**

*Accounting* 274-7002

*Computer Accounting Technology* 274-7002

*Economics* 274-7002

*Finance* 274-7002

**Department of Management, Hospitality, and Graduate Studies (Building 38)**

*Administration* 274-7001

*Business Administration* 274-7001

*Business Technology* 274-7001

*Business Management* 274-7001

*Entrepreneurship Certificate Program* 274-7001

*Hospitality Management & Tourism* 274-7001

*Administrative Office Management* 274-7001

*Master of Business Administration* 274-7001

*Master of Public Administration* 274-7001

*Department of Marketing, Legal Studies, and Information Systems (Building 38)*

*Administration* 274-6510

*Computer Science* 274-6510

*Information Systems* 274-6510

*Legal Assistant* 274-6510

*Marketing* 274-6510

*Procurement & Public Contracting* 274-6510

**SCHOOL OF ENGINEERING AND APPLIED SCIENCES**

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

*Applied Computing* 274-5147

*Computer Science* 274-5147

*Computer Science Technology* 274-5147



**Department of Electrical Engineering  
(Building 42, Room 109)**  
*Electrical Engineering* 274-7409  
*Electrical Engineering Technology* 274-7409

**Department of Engineering, Architecture,  
& Aerospace Technology  
(Building 42, Room 213)**  
*Architecture* 274-5126  
*Architecture Engineering  
Technology* 274-5126  
*Airway Science* 274-5126  
*Aviation Maintenance  
Technology* 274-5126  
*Civil Engineering Technology* 274-5126  
*Construction Engineering  
Technology* 274-5126  
*Civil Engineering* 274-5126  
*Fire Science2* 274-5126  
*Mechanical Engineering* 274-5126

**DIVISION OF GRADUATE  
STUDIES AND RESEARCH**  
*Graduate Studies and Research* 274-5838

**1. STUDENT GOVERNMENT  
ASSOCIATIONS**  
 Student Center, First floor  
 (202) 274-5190

**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-135  
 (202) 274-6200

**5. FINANCIAL AID**  
 Building 39, A-111  
 (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, A-Floor  
 (202) 274-5168

**8. DISABILITY RESOURCE CENTER**  
 Building 44, A-03  
 (202) 274-6152

**9. OFFICE OF STUDENT LIFE AND SERVICES**  
 Student Center, B-level  
 (202)274-5900

**10. OFFICE OF RESIDENCE LIFE**  
 Student Center, B level  
 (202)274-6360

**11. ACADEMIC ADVISING & RETENTION**  
 Building 39, Room 111-112  
 (202)274-6899

**12.. VETERAN STUDENT SERVICES**  
 Building 38, Room A-09E  
 (202) 274-

**13. SENIOR CITIZENS**  
 Institute of Gerontology  
 Building 32, Room C-08  
 (202) 274-6616

**14. INTERNATIONAL ADMISSIONS**  
 Building 39, Room A-133 (Admissions Office)  
 (202) 274-6110

**15. UNIVERSITY HEALTH SERVICES**  
 Building 44, Room A-33  
 (202) 274-5030

**16. HEALTH INSURANCE WAIVER  
Outside Agent**  
 Building 44, Room A-33  
 (202) 274-5030

**17. STUDENT IDENTIFICATION &  
VALIDATION CARD SERVICES**  
 Building 39, C-Floor (University Police)  
 (202) 274-6181

**18. UNIVERSITY POLICE/ COMMUNICATIONS**  
 Building 39, C-Floor  
 (202) 274-5050

**19. CAREER & PROFESSIONAL DEVELOPMENT  
CENTER**  
 Building 38, A level  
 (202) 274-6920

**20. ATHLETICS**  
 E. B. Henderson Sports Complex, A-04 (202) 274-5024

**21. COUNSELING AND STUDENT  
DEVELOPMENT CENTER**  
 Building 39, Room 120  
 (202) 274-6000  
 National Suicide Hotline – 1-800-273-8255  
 Eating Disorders Hotline – 1-800-931-2237  
 National Domestic Violence Hotline – 1-800-799-7233  
 Rape, Assault, Incest National Network (RAINN);  
 1-800-656-HOPE

**22. CENTER FOR DIVERSITY, INCLUSION &  
MULTICULTURAL AFFAIRS –**  
 trincemcnally@udc.edu



