Student-Athlete Handbook 2013-2014

University of Maryland, Baltimore County

Cover designed by Jose Lorenzo Jimenez

This guide belongs to:

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Letter from the President and Vice President for Student Affairs

Dear Retriever Student Athletes,

Welcome to UMBC and the Department of Athletics. You are about to begin your experience as a scholar and NCAA Division I athlete. It takes ability, determination, and character to compete at this level while balancing your responsibilities as a student, athlete, and member of the UMBC community.

As President and Vice President for Student Affairs, we take great pride in all that UMBC's student-athletes accomplish — both in competition and in the classroom. The University's administrative staff, coaches, and counselors are here to support your growth and development. We encourage you to take advantage of their years of experience by visiting them and becoming familiar with the resources that are available to help you achieve your goals.

We also encourage you to read this handbook and familiarize yourself with UMBC, the Athletic Department, and conference rules. Our program has won more than 40 conference titles over the past 10 years, and our student-athletes have excelled academically. You're part of a winning tradition both in the classroom and in athletic competition. Please know that we are here to support your success.

Good luck, and go Retrievers!

Freeman A. Hrabowski, III
President

Nancy Young
Vice President for Student Affairs

UNIVERSITY OF MARYLAND BALTIMORE COUNTY: A PROFILE

Affiliation: UMBC is one of eleven colleges in the University of Maryland System, and one of five that share the University of Maryland name, but none is a branch of any other. UMBC is a separate university, with separate academic programs, separate athletic teams and separate admission standards.

Goal: UMBC's overriding goal is to become recognized as the best research university of its size in the country. It will achieve this goal by combining the flexibility of limited size (circa 13,000 enrollment) and the strategic importance of its location, with the advantage of its youth, which has enabled it to assemble a superb research faculty recruited in a favorable market of the last twenty years.

Location: UMBC is located in a spacious, suburban setting, just six miles from downtown Baltimore, and 32 miles from Washington D.C., allowing the students to benefit from the many recreational, cultural, employment and internship opportunities in the area. UMBC's modern, 550 acre, hillside campus is conducive to helping the student achieve both academic and social goals.

Enrollment: There are currently 13,000 undergraduate and graduate students, 54% men, 46% women, including students from 49 states and 105 countries.

Housing: The six residence halls and four apartment complexes house 4,000 students and are fully carpeted and furnished. Each residence hall is co-ed with men and women living either on alternate floors or in alternate suites. Each apartment accommodates four students, and each resident has his or her own bedroom.

Faculty: UMBC provides an excellent education, based on time-honored liberal arts traditions, yet enlivened by innovative programs and technologies. The majority of professors at UMBC were educated at institutions considered among the best in the country - and best in the world. Their academic reputations are not only national, but also international. They are involved in groundbreaking research, but they also share their passion for learning with undergraduates in the classroom.

Opportunities: UMBC is a Ph.D. granting, research university. We offer the most advanced degrees awarded by American institutions, in areas ranging from psychology to marine/estuarine/environmental sciences. While research is important, our emphasis is on undergraduate education. Many undergraduate students are involved in faculty research projects, a distinct advantage even if you do not plan to go on to advanced study.

ATHLETIC DEPARTMENT STAFF & COACHES
Director of Athletics, unknown at time of publication, RAC, x52207
Sr. Assoc. AD/Compliance/SWA, Kathy Zerrlaut, RAC, x52012
Sr. Assoc. AD, Gary Wohlstetter, RAC, x52638
Assoc. AD/Communication, Steven Levy, RAC, x52197
Assoc. AD/Marketing, Tom Maier, RAC, x52198
Asst. AD/Academic Services for Student-Athletes, Jessica Hammond, RAC, x52290
Asst. AD/Business & Finance, Mike Morgan, RAC, x53164
Asst. AD/Development, Kevin Gibbons-O'Neill, RAC, x51532
Asst. AD/Operations, Tom Mandato, RAC, x53083
Asst. AD/PE & Recreation, Mike D'Archangelo, RAC, x56883
Asst. AD/Student-Athlete Affairs/SAAC, Kelly Fahey, RAC, x53389
Director of Aquatics, Chad Cradock, RAC, x52670
Director of Club Sports, Whitney Smith, RAC, 52118
Director of Sports Medicine, Cindy Kubiet, RAC, x52123
Drug Testing Coordinator, Jerron Pearson, RAC, x56797
Equipment Managers, Ashlea Underwood, RAC, x56302
Events Manager, Tony Martinez, RAC, x56302
Executive Assistant, Debee Matthews, RAC, x53137
Sports Turf Technician, Amy Fleming

ACTIVITY	COACH	PHONE BLDG/ROOM
Baseball	Bob Mumma	2239 RAC 305
Basketball (m)	Aki Thomas	2128 RAC 300
Basketball (w)	Phil Stern	3279 RAC 302
Cheerleading	Shelly Briscoe	2198 RAC
Dance Team	Susan Barker	2198 RAC
Lacrosse (m)	Don Zimmerman	1323 RAC 211
Lacrosse (w)	Amy Appelt & Anthony Giro	6355 RAC 213
Pep Band	Matthew Basch	2198 RAC
Recreation	Michael D'Archangelo	2638 RAC538
Soccer (m)	Pete Caringi	3003 RAC 304
Soccer (w)	Leslie Wray	2013 RAC 308
Softball	Joe French	3241 RAC 306
Student-Trainers	Cindy Kubiet	2123 RAC 112
Swimming (m & w)	Chad Cradock	2670 RAC 125
Track & Field (m & w)	David Bobb	6588 RAC 310
Tennis	Rob Hubbard	1327 RAC 312
Volleyball	Ian Blanchard	3241 RAC 303

CAMPUS PHONE NUMBERS

Academic Services	3158 AS 102
Administration & Finance	2923 AD 925
Campus Card	2273 UC 1st Fl
Career Development Center	2216 MP 204
Counseling Services	2472 Student Development Center
Escort Services	5555 CP
Financial Aid & Scholarship	2387 Office of Financial Aid & Scholarships
Financial Services	3882 AD 302
Health Services	2542 EH
Learning Resource Center	3061 ACIV B-wing 345
Library	2232
Parking Services	2551 Facilities Management, Rm 100
Registrar's Office	3158 Academic Services Bldg
Residential Life	2591 Erikson
Student Judicial Programs	2453 Student Development Center
Student Support Services	3250 ACIV, B-Wing, Rm 345

DEPARTMENT of INTERCOLLEGIATE ATHLETICS

Mission Statement

The Intercollegiate Athletic Program at the University of Maryland Baltimore County (UMBC) is an integral part of the education pattern of the University. Its objectives are consistent with the broad purposes of the institution at large and specifically aim to create an environment permitting the student to achieve success academically, athletically and socially.

A positive atmosphere is to be provided that will do the following:

- Promote a quality academic experience for the student-athletes.
- Offer a broad base of activities for participation of men and women in varsity intercollegiate athletics, which affirm the principles of gender equity and minority enhancement.
- Develop a program that is committed to the fundamental values of sportsmanship and ethical conduct for all those participating in the program as student-athletes and all those associated with the Athletic Department.

- Offer a program in athletics whose goals are to develop conference, regional and national prominence.
- Recruit high quality student-athletes for all of the varsity teams in concert with the University admissions standards and procedures.
- Provide a service to both the University community and general public.
- Participate primarily with other members of NCAA Division I so as to maintain appropriate competition levels in its sports programs.
- Participate within the framework of University, Conference and NCAA guidelines, rules and regulations.
- Finance the athletic programs as much as possible from revenues generated by the program itself and controlled by the University.

Memberships

The University of Maryland Baltimore, County Athletic Program is a member of the National Collegiate Athletic Association. The program is listed in Division I, along with other schools that do not offer football as an intercollegiate sport (Division I AAA). The program affiliated with the America East Conference and the Eastern Collegiate Athletic Conference. The Conference headquarters are located in Boston, Massachusetts, and the telephone number is (617) 695-6369. The conference website is http://www.americaeast.com. The America East Conference offers championships in these UMBC sponsored sports:

MEN	WOMEN
Baseball	Basketball
Basketball	Cross Country
Cross Country	Lacrosse
Lacrosse	Soccer
Soccer	Softball
Swimming	Swimming
Tennis	Tennis
Indoor Track & Field	Indoor Track & Field
Outdoor Track & Field	Outdoor Track & Field
	Volleyball

RIGHTS AND RESPONSIBILITIES OF STUDENT-ATHLETES

RIGHTS - The University of Maryland, Baltimore County will provide you with academic tutors, counseling, emotional support services, athletic trainers, medical staff, assistance with housing, meals, financial aid, as well as all other services available to students attending the University.

Your academic and athletic success depends upon your awareness of certain expectations and your ability to meet them. You are encouraged to take advantage of all assistance programs and staff so that they may help you to make the most of your academic and athletic opportunities.

RESPONSIBILITIES - As a student-athlete, you have a responsibility to know and abide by all regulations and guidelines established by the NCAA, the America East Conference and The University of Maryland, Baltimore County. These regulations are in effect to provide all schools and athletes with safe and successful careers as student athletes. If you are aware of violations, or are involved in a violation of a regulation, report it to the athletic director immediately.

As a University of Maryland, Baltimore County student-athlete, we hope you are committed to yourself and the University, and desire to maintain good physical conditioning, to be conscientious, punctual and courteous when dealing with faculty, fellow students and University staff. Your willingness to strive for improvement in the classroom and on the playing field, trying at all times to represent the University in a positive and responsible manner, will result in a pleasant, productive and rewarding collegiate experience.

NCAA RULES

You will be given a summary of NCAA rules to read, understand and sign. This statement is your word that you have not violated NCAA rules.

STUDENT-ATHLETE CODE OF BEHAVIOR

- Every student-athlete associated with the UMBC Athletic Program must maintain high standards of courtesy, behavior, and integrity.
- Student-Athletes are subject to the same set of standards, rules and regulations set forth in the UMBC Judicial Code. Complaints referred to the Judicial Affairs Office will proceed in accordance with University policies. Any Administration resolution will be final and binding to all parties. Students on athletic scholarships who are found responsible for actions that have violated University or athletic department rules and regulations will have their grant reviewed by the Athletic Director. All participating athletes will have their future involvement with the Athletics Program reviewed.
- The Athletic Director will review violations of team and individual rules, set forth by each head coach. Suspensions and loss of grant can occur after review by the Athletic Director.
- Each head coach, annually, may provide a written set of rules and regulations for behavioral and individual responsibilities for team members.

ACADEMIC INTEGRITY

Student Rights and Responsibilities

Students share with coaches, faculty and administration the responsibilities for academic integrity. Students have the right of inquiry and expression in their courses without prejudice or bias. In addition, students have the right to know the requirements of their courses and to know the manner in which they will be evaluated and graded.

Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit to evaluation of their work. Students have the right to be evaluated fairly and equitably in a manner appropriate to the course and its objectives. Students must not submit as their own work any work, which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance, or such assistance as may be specified or approved by the instructor is allowed.

Students should make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall be their own example, encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic dishonesty.

When instances of academic dishonesty are suspected, students have the right and responsibility to bring this to the attention of the faculty or other appropriate authority.

Institutional Responsibility

Campus or appropriate administrative units of the University of Maryland shall take appropriate measures to foster academic integrity in the classroom.

- Campus or appropriate administrative units shall take steps to define acts of academic dishonesty, to insure procedures for due process for students accused or suspected of dishonesty, and to impose appropriate sanctions on students guilty of acts of academic dishonesty.

- Campus or appropriate administrative units shall take steps to determine how admission or matriculation shall be affected by acts of academic dishonesty on another institution. No students suspended for disciplinary reasons at any campus of the University of Maryland shall be admitted to any other University of Maryland campus during the period of suspension.

EXPECTATIONS OF STUDENT-ATHLETES

Class Attendance

Student-Athletes are expected to attend all classes unless classes conflict with away games or away trips, or unless illness prevents them from attending class. Student athletes are to provide professors with travel letters as soon as possible and return signed letters to their respective academic coach. In case of illness, student athletes are expected to provide sick note from their doctor, University Health Services or Athletic Training Department. It is the responsibility of the student athlete to initiate communication with professor regarding any and all missed assignments due to team travel.

Absences Due to Athletic Competition

The Academic Center for Student-Athletes will provide the student-athletes with official travel letters at the beginning of the semester they are in season. The student-athletes are required to give each of their instructors a copy of the letter and return the Travel Letter Response Sheet

before the last day to add classes. If professors have concerns regarding missed class due to athletic contests, contact the Academic Center for Student-Athletes immediately.

Student-athletes who expect to miss an exam, mid-term or final exam because of a competition must notify the professor at least two weeks prior to the examination in order to reschedule the test. Missed quizzes and/or exams can also be proctored by academic athletic staff. To do so, student-athlete must simply contact their respective athletic academic advisor. Student-athletes with make-up work for a missed class are expected to have that work submitted within one week of the missed class.

Post Season Competition

If your team is involved in post-season competition, you are expected to follow these guidelines:

1. Notify each of your professors that you will be involved in post-season tournament play.

2. Obtain permission from each professor to make alternate arrangements for papers, examinations or other work.

3. Assume that you will be involved in the tournament until its completion so as to give yourself ample time to study for examinations.

The Academic Center for Student-Athletes will also notify your professors of your involvement in post-season competition. By following the guidelines listed above, you will ensure that you will be given every opportunity to complete the requirements of each class within an extended time frame. If problems occur, please contact the Academic Center for Student-Athletes immediately.

Classroom Behavior

Student-Athletes are expected to attend every class, except when competing with the team. They should come to class prepared, on time and sit in the front of the class.

Computer/Internet Usage

The computers located in the Academic Center for Student-Athletes are for academic use only. Violation of this policy can result in removal/suspension from the Academic Center for Student-athletes. Similarly, if pictures of questionable behavior, such as underage drinking and hazing related activities, are located on facebook.com, myspace.com or similar websites, judicial sanctions can and will occur. Sanctions can range from community service, loss of scholarship and expulsion from UMBC. This behavior will not only affect the individual, but could also have serious implications for the team and the season.

Amateur Status

According to the NCAA, a student-athlete is defined as an amateur if he/she has not committed one or more of the following acts:

1. Sign a contract or enters into any agreement with a professional team.

2. Compete with a professional team for compensation.

3. Contracts orally or in writing to be represented by an agent for the marketing of the student's athletic ability.

4. Participate in any athletic competition under an assumed name or otherwise with intent to deceive.

5. Engage for money, or other substantial consideration, in promotion wherein the usefulness or value arises chiefly from the publicity value of the name of the athlete rather than from the ability to perform.

6. Use his or her athletics skill (directly or indirectly) for pay in any form in their sport.

7. All freshmen and junior college transfer students must complete the amateurism part of the NCAA Eligibility Center.

To avoid any danger of losing NCAA eligibility or amateur status, a student-athlete should consult the Director of Athletics in the event a player's agent or any representative of professional sports makes a contact.

NCAA rules permit a student-athlete to play as a professional in one sport and participate as an amateur in another. However, once a student-athlete gains professional status in a sport, that student is prohibited from receiving athletic related financial aid.

ACADEMIC and ATHLETIC ELIGIBILITY

Academic Eligibility
Please consult your UMBC Catalog for a complete listing of academic policies and requirements.

Athletic Eligibility
Freshman year, you must complete 24 semester hours of academic credit prior to the start of your second year. For each academic year, you must complete a minimum of 18 credits during the regular academic year of the previous 2 semesters.

For each regular academic term, you must earn 6 credits in order to be eligible to compete during the next regular academic term. Summer & winter hours cannot be used to fulfill this requirement.

You must also maintain the required minimum GPA after your freshman year. Winter hours may be used to regain the GPA minimum.

You may only have 6 credits of remedial (LRC or ESL) credits that may be utilized to satisfy the requirement of earning a minimum of 6 credits per semester. These credits must also be earned during the freshman year.

You will need to attain the following grade-point average:

Entering your 2nd year: 1.80
Entering your 3rd year: 1.90
Entering your 4th or beyond: 2.00

Satisfactory-Progress Fulfillment-of-Degree Requirements: Based on academic credits only

Complete 40% by the start of your 3rd year of enrollment
Complete 60% by the start of your 4th year of enrollment
Complete 80% by the start of your 5th year of enrollment

Academic Suspension or Dismissal

APPLIES TO ALL STUDENT-ATHLETES REGARDLESS OF DATE OF ENROLLMENT: In the event of academic suspension or dismissal, the student-athlete has the right to appeal the decision. If the athlete chooses to do so, they must meet with their Academic Advisor to discuss an academic plan of action.

Athletic Grants-In-Aid

In order to maintain an athletic grant-in-aid, the student-athlete must remain in good academic standing and meet all NCAA requirements. Student-athletes given the sanction of ACADEMIC SUSPENSION may forfeit their athletic grant.

International Students

The NCAA mandates that all new international student-athletes complete form 95-10, "General-Eligibility Form for International Student Athletes." This form must be completed prior to the start of your competition season in order to certify your eligibility.

International student-athletes (ISA) are also responsible for checking in with the Office of International Education Services upon coming to UMBC. The ISA needs to be aware that US regulations require the completion of tax returns if they are receiving a full grant-in-aid.

There is a flagging system in place for international students in addition to the normal athlete flag preventing the student from dropping below 12 credits. If an ISA wishes to drop below 12 credits in a regular length semester, they must be cleared through both the Athletic Department and International Education Services.

Any international students receiving an athletic grant that exceeds tuition and fees will be subject to United States taxation of those excess monies. You will need to fill out forms with the Athletic department financial people. The amount taxed will be removed from your posted grant amount, so you must be prepared to pay the outstanding balance left by this action. The Athletic financial personnel will assist you in filing the appropriate income tax reports so that you may receive the money back in the form of a tax refund.

ACADEMIC CENTER FOR STUDENT-ATHLETES

The Academic Center for Student-Athletes (ACSA) is not only a place for student-athletes to study; it also serves as the liaison to several departments on campus. ACSA assists students with

registration, financial aid, and career development, to name a few. It is located on the second floor of the RAC and is furnished with 15 computers, individual study carrels, tutoring space and a comprehensive resource area.
Student athletes also have access to the Retriever Success Center located in the Theater Building, located behind the tennis courts. Team study halls and tutoring occur here. The SAAC Lounge is also located in this area.

EXCELL Program
The athletic department offers the EXCELL academic support program to all new student-athletes (freshman/transfer), and returning students who are identified as benefiting from additional academic support.

The EXCELL program was created to help the student-athlete learn and develop specific behaviors which, when assimilated, allow the student to take advantage of the classroom learning experience. These behaviors are:

- Regular, daily class attendance
- Complete assignments before they are due
- Develop clear, readable, understandable notes
- Develop and follow a study calendar

EXCELL students meet with an advisor up to five times per week, in the Academic Center for Student-Athletes. They review academic progress of the student, plan tutoring sessions, determine class status and evaluate the student's progress. The student must continually demonstrate that the learned skills and behaviors are being used. The focal point of the program is to introduce the student-athlete to appropriate learning skills and behaviors, concentrating on:

- Note Taking
- Textbook Reading
- Time Management
- Study Skills
- Decision Making
- Using Campus Resources

EXCELL creates an environment where student-athletes have the opportunity to grow and develop to their fullest academic and athletic potential. By providing coordinated academic, personal and social support, EXCELL reduces the chances that these students will not reach their full potential. The result is a success-oriented, achieving individual.

Tutoring Program
The Athletic Department tutoring program works in conjunction with the Learning Resource Center (LRC), located in Academic IV, Room 345, to optimize the tutoring pool. Tutors are available for 100 and 200 level courses and select upper level classes. Tutoring is available for all student-athletes in both individual and group tutoring sessions.

Student-athletes requesting individualized tutoring can place a request through Grades First, after initially communicating with their respective athletic academic advisor. Student-athletes will be placed with a tutor in a timely manner either from the Athletic Department or the LRC tutoring pool. At the end of each tutoring session, the tutor will complete a Tutor Report Form commenting on the sessions, and recommend a course of action. All tutoring sessions are once a week unless otherwise noted.

Group or content tutoring is also available for student-athletes. These sessions are held weekly in the RAC and the subjects vary from semester to semester. Please consult ACSA for a list of subjects, dates and times.

It is highly recommended that all student-athletes bring their textbooks, class notes and syllabus to every tutoring session. This will give the tutors a clear idea of the topics to be covered.

NCAA Student-Athlete Affairs

In 1991, the NCAA Foundation initiated efforts to create a total development program for student-athletes. Through the collaborative efforts of the NCAA Foundation and the Division 1-A Athletics Directors' Association, the CHAMPS/Life Sills Program was created, which has since been renamed Student-Athlete Affairs.

Every semester programs are offered to the student-athletes to foster their academic, athletic, and personal development, as well as promote their overall well-being. Eight programs a year are offered and student-athletes are required to attend three.

Community Outreach Program

The UMBC Athletics community Outreach Program is dedicated to promoting a positive relationship between the community and its athletic programs. The community outreach program, in conjunction with the Student-Athlete Affairs program, stresses the importance of engaging student-athletes in programs that encourage emotional well-being, personal growth and decision-making skills for youth. The program was developed in 1993 with the intention of encouraging young people to value and appreciate education through athletics. All interested student-athletes should contact Kelly Fahey at x 53389.

Student-Athlete Advisory Committee

The Student-Athletic Advisory Committee (SAAC) provides a forum for information and concerns to be shared between the athletic administration and student-athletes. SAAC provides leadership to assist athletes for the betterment of UMBC and the community. This organization is comprised of two representatives from each team, an executive board, and a staff advisor (Kelly Fahey at x53389)

2013-2014 SAAC Executive Board:

Co-President: TBD
Co-President: TBD
Treasurer: TBD
Secretary: TBD
Community Outreach Liaison: TBD
Events Coordinator: TBD

Laptop Policy

The Academic Center for Student Athletes makes laptops available to student athletes to be borrowed for road trips. In order to obtain a laptop for a trip, simply fill out a "Laptop Borrowing Contract". An athletic academic advisor must sign off acknowledging that an Athletics laptop is being used on a trip, and submit it to ACSA in exchange for a laptop.

All laptops must be returned by the following Monday at noon. Special exceptions can be made if ACSA is notified in advance. Failure to comply with the borrowing agreement can result in the suspension of laptop borrowing privileges. Appropriate compensation for equipment will be made to ACSA in the event of damage or loss.

Athletic Grants and Sub-Committees

This committee, a branch of the Athletics Policy Committee, reviews the athletic grant policies, and serves as the appeal board in those cases where athletic scholarships are removed.

ATHLETIC AND OTHER FINANCIAL AID CONCERNS

Athletic Summer/Winter School Grants

Summer School athletic aid is seen by UMBC as a supplement to the regular academic year. Keeping this in mind, scholarship student-athletes wishing to attend one or more of the summer sessions will not automatically be granted financial assistance. Student-athletes who plan to take summer courses and receive athletic financial assistance are expected to follow these guidelines:

1. Summer school athletic assistance is awarded based upon the percentage of athletic aid received during the academic year (i.e., half of a scholarship during the academic year equals partial assistance during the summer). Aid will be awarded in a percentage not to exceed that received during the academic year.

2. Under normal circumstances, summer school athletic assistance will be limited to the cost of 6 credits for the summer (1 summer session) along with room and board costs. Summer school assistance does not include books. Student-athletes who live within a 30 minute drive of UMBC will not be provided room & board, unless extraordinary circumstances exist.

3. Students who request summer school assistance must be enrolled full time throughout each term of the previous academic year in order to be eligible for assistance. Student-athletes are expected to carry to completion of a full time schedule, and are not to drop to a part-time status unless they have consulted with an Athletic Academic Advisor. NCAA guidelines permit freshman basketball student-athletes to attend summer school on campus, prior to the inception of the first full year in attendance.

4. There is no guarantee that aid will be awarded for summer school assistance if the student-athlete is not meeting satisfactory progress requirements or has consistently withdrawn from courses each semester

5. Student-athletes with incomplete grades or failures as a result of missing classes and not having those absences cleared by an Athletic Academic Advisor may be denied summer school assistance.

6. Those student-athletes who have incompletes and have made no arrangements to complete the work will not be funded for summer school.

7. Summer school funds are limited and there is no guarantee that an award for summer school will be available for every applicant.

Summer/Winter School Grants Priority System

Summer school aid will be issued on a priority basis to those students who have the greatest academic need. Only in special circumstances will students be offered summer school assistance for more than two summers.

Students Completing the Freshman Year

24 or less earned credits and having a 2.00 or less cumulative grade point average

Upper Class Students Needing Credits/Quality Points to Earn Athletic Eligibility

Students who have completed the sophomore or junior years and who need 6 or less credits and/or 18 or less quality points in order to retain athletic eligibility

Graduating Seniors

Students who have completed their athletic eligibility and need 9 or fewer credits to earn the degree

Internships/Cooperative Experience/Student-Teaching

Student athletes planning to participate in an internship, cooperative experience or student teaching program in the next academic year who expect that situation to conflict with participation in their sport are required to receive written verification from the certifying department.

Special/Extenuating Circumstances

Emergencies and other unforeseen circumstances that may warrant consideration of the student's receiving summer school financial aid

Procedures for Student-Athletes with Book Scholarships

Student-Athletes on book scholarship must pick up a Book Purchase Voucher from the Academic Center for Student-Athletes (ACSA). The form must be completed in the Center and signed by a staff member.

The voucher is to be submitted to the cashier of the UMBC Bookstore once all necessary course books have been located. Whenever possible, it is expected the student-athlete will purchase used books and not new ones. (The exceptions are those cases where there is a new version or edition of the text.) The student-athlete will return the pink receipt and the white and yellow copies of the Book Purchase Voucher.

If books are not available or new books have been ordered for the course, a new voucher can be obtained and taken to the Bookstore. You must have submitted the first Book Purchase Voucher and the pink receipt before a second voucher will be distributed.

If the student-athlete changes his/her schedule after purchasing the books, they must be returned to the Bookstore immediately.

Purchasing books for students not on a book scholarship is strictly prohibited, and will result in disciplinary action. The student – athlete will be billed for 100% of the books purchased and may forfeit their book scholarship.

At the end of the semester, student-athletes must retrieve the YELLOW copy of the Book Voucher Form from ACSA and return it and all books to the bookstore. The bookstore will keep the Book Voucher Form. If the bookstore does not buy back a book, it should be returned to the Academic Center for Student-Athletes.

All books should be returned to the bookstore or the Academic Center for Student-Athletes, if necessary, before 4:00 p.m. on the last day of exams for each semester. Student-Athletes will be charged 25% for any late returns and 50% for any unreturned books. They may also forfeit the books portion of the athletic scholarship for the next semester.

Under no circumstances should books be left in or near the Academic Center for Student-Athletes without having them properly logged. Books returned and not logged that are subsequently lost, stolen or misplaced are the sole responsibility of the student-athlete.

NCAA Special Assistance Fund

The NCAA has created a fund to meet the financial needs of student-athletes with severe financial need. Any student-athlete who qualifies for Pell Grant money is eligible to receive money from the Special Assistance Fund. It is also available to international students who are receiving a full athletic grant-in-aid. The money received from this fund can be used in the following circumstances:

Medical expenses not covered by another insurance policy (institutional or personal) including: Hearing aids & Visual therapy as well as off campus psychological counseling, Travel expenses for student-athletes or parents for family emergencies, Purchase of expendable course supplies, Clothing, shoes and toiletries (up to $500), and Rental of non-expendable course supplies.

Any money spent by the student-athlete must be accounted for by submitting receipts for purchases or services received. In order to comply with federal tax regulations, the money must be recorded as income for that year's tax report.

Financial Aid Procedures

Competition for Federal financial aid funds is great. Each year there are far more eligible on-time applicants than there is money to fund that need. For every student who is funded who did not meet the application deadline, there are students who met the deadline who are inconvenienced. To avoid problems and confusion, student-athletes are to apply for aid as soon as possible. Funds for merit scholarships are finite and competition for that money increases every year. Potential merit scholarship recipients must be identified as early as possible.

Every domestic student-athlete is encouraged to file a FAFSA form. The application is online and can be accessed through the financial page website. **This should be completed every year by February 14th (Valentine's Day**). Your parents' tax information as well as your own will be required to complete the application.

Merit Scholarships

The Senior Associate Athletic Director for Compliance is also the liaison to the Scholarships Office. The Admissions Office provides a list of admitted prospective student-athletes who might reasonably qualify for merit aid. The list is sent to the Scholarships Office for evaluation. This list is updated on a regular basis.

Athletic Grant-In-Aids

It is the responsibility of each student-athlete to inform the athletic department of their residence (where on-campus, off-campus, at home) and of their academic status, (undergraduate, graduate, full or part-time) as this reflects the amount of grant-in-aid, that can be posted as per NCAA regulations. **If you receive a refund check from the university, you must verify with the athletic department that it is yours to keep, as often it is issued in error due to the billing processes here and the amount that you receive may end up being owed the next time you check your bill!**

Reduction or cancellation of Athletic Financial Aid During Period of Award - NCAA Bylaw 15.3.4.1 - Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of award if the recipient:

- Renders himself or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty; or

- Voluntarily withdraws from a sport for personal reasons. If the recipient withdraws from a sport for personal reasons the reduction or cancellation of aid may occur on or after the student-athlete voluntarily withdraws from the sport.

Renewals and Non-Renewals

NCAA Bylaw 15.3.5.1 - The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. This 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 on which the aid was awarded the previous year whether the grant has been renewed for the ensuing academic year.

Student-Athlete Procedural Awareness

The Sr. Associate Athletic Director for Compliance and or the Assistance for Compliance meet with each team at the start of the academic year. At this meeting, student-athletes are given the UMBC Student-Athlete Handbook. Various sections of the handbook are reviewed, including student-athlete rights and responsibilities.

Scholarship Student-Athletes Who Quit a Team

The student-athlete must meet with the Sr. Associate Athletic Director/Compliance to have an exit meeting and sign the Voluntary Withdrawal from a team form. Transfer regulations and athletic grant status will be explained at that meeting.

Removing an Athletic Grant

It is the responsibility of the student-athletes to conduct themselves in a manner befitting a UMBC Athletics representative. If the student fails to live up to their responsibilities in any of the following ways, they risk forfeiting all or part of their athletic grant-in-aid:

- Academically
- NCAA compliance
- Team regulations
- University regulations

A letter will be issued to the student-athlete regarding his/her right to an appeal.

Hearing Opportunity

NCAA Bylaw 15.3.2.4 - If an institution decides not to renew or decides to reduce financial aid for the ensuing academic year, the institution shall inform the student-athlete that s/he may request an appeal hearing.

The student-athlete will then have a period of 15 days from the date of the nonrenewal letter to request an appeal hearing. The hearing committee shall be comprised of members outside the athletic department. The student-athlete shall make a written request through the Athletic Director. He will then immediately contact the chair of the appeals committee.

Transfer Releases

NCAA Bylaw 13.1.1.3: Four-Year College Prospects. An athletics staff member or other representative of the institution's interest shall not make contact with a student-athlete of another four-year institution directly or indirectly without first obtaining written permission of the first institution's athletic director (or an athletics' representative designated by the athletics director), regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage transfer and in Divisions II, and I shall not provide financial assistance to the student-athlete until the student-athlete has attended the institution for one academic year. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply.

The final decision to grant permission for a student-athlete to speak with another institution or to grant a transfer release belongs to the Director of Athletics, not the coaching staff.

Hearing Opportunity

NCAA Bylaw 13.1.1.3.1 – If institution denies student's request to contact another school, the student may request an appeal hearing the procedure is the same as outlined under hearing opportunity on previous page. The student-athlete must put the request in writing within **two days of the denial, as beginning August 1, 2010; a hearing must be held within 15 days of the request.**

Student-Athletes Not Receiving an Athletic Grant-in-Aid

These student-athletes will be granted permission to discuss the possibility of transfer, as UMBC Athletics has not made a financial commitment to these students, only if appropriate procedures/rules have been followed.

Student-Athletes Receiving an Athletic Grant-in-Aid

UMBC has made a financial commitment to these student-athletes and as such may be more selective in granting permission for other institutions to contact these student-athletes.
The coach will be informed of the possibility of transfer prior to any decision being made regarding the request by either the student-athlete or the institution.

Permission by the athletics administration will not be granted to speak with another institution when there appears to be evidence of "tampering" by that institution, or appropriate procedures have not been followed.

Permission generally, will not be granted to local rivals, institutions UMBC regularly meets in competition or conference institutions unless there are special considerations regarding educational, financial or family needs that, justify such a change.

Sports Medicine Care & Insurance Procedures and Policies

The UMBC Sports Medicine Department seeks to provide comprehensive athletic training services for its student-athletes, including preventive services and education, evaluation, first aid, treatment, and physical rehabilitation. The main athletic training room is located adjacent to the RAC lobby. An additional facility is located in the locker room complex at the stadium.

Medical Certification for Individual Student-Athlete Participation:

The UMBC Athletics Department requires all student-athletes to complete a pre-participation medical evaluation/screening prior to the student-athlete being permitted to participate in any intercollegiate athletic activities including practices, strength and conditioning sessions, and competitions. Student-athletes are responsible for the truthful and full disclosure of their medical history and to report any changes in their health to the Sports Medicine staff. The pre-participation medical evaluation **MUST** be administered by a UMBC Team Physician and/or his/her designee and must be completed on an annual basis.

Purpose of Medical Evaluation/Screening: To perform a cardiac examination, document pre-existing injuries, check recent injuries, and to determine need for any further evaluation, testing, or therapy.
This screening process includes, but is not limited to completion of the following:

1. Insurance Demographic/Authorization form
2. Submission of an enlarged copy of the front & back of health insurance card and/or prescription & dental cards
3. Medical History / Update form completed with documentation of any surgery
4. Recommended immunizations include MMR; Hepatitis B; Diptheria, tetanus; and meningitis
5. Intercollegiate Physical Exam form *(completed by family physician) *Must be within 6 months of screening date**
6. Sickle Cell Trait Testing form *(completed by family physician)*
7. Concussion / Mild Traumatic Brain Injury Waiver form
8. Consent Agreement
9. FERPA Voluntary Consent for Release of Records form
10. Use, Disclosure, & Release of Protected Health Information Authorization Form
11. Release of Information to America East Conference Authorization Form
12. ImPACT test completion for designated sports and patients with concussion modifers
13. Adult ADHD/ADD Evaluation Form (completed by prescribing physician) and current copy of prescription if using a NCAA banned substance for the treatment of ADHD/ADD
    a. For a list of banned substances please visit www.ncaa.org/health-safety.

Signature by guardian for all forms for student-athlete under 18yrs

Selected individuals may be required to complete additional tests and/or examinations as needed. Upon successful completion of the aforementioned pre-participation medical evaluation/screening, the student-

athlete will receive approval / certification from the UMBC Sports Medicine Department to be issued equipment, and to participate in practice, strength and conditioning sessions, and/or competition.
If, for any reason, the student-athlete is not approved / certified for intercollegiate athletics participation, he/she will be notified by the UMBC Team Physician and/or a member of the UMBC Sports Medicine Department at the end of the pre-participation medical evaluation.

- Costs associated with any additional tests, consultations, and/or medical procedures needed to gain approval for participation will be sent to the student-athlete's primary health insurance for payment
- Any costs not paid by the student-athlete's primary health insurance will be the responsibility of the athlete
- EKGs requested by UMBC's Team Physicians for screening purposes will be paid by the athletic department

NOTE: NO member of the UMBC Athletics Department will permit a student-athlete to participate, nor will UMBC Sports Medicine provide excess insurance coverage to any student-athlete who has not completed the pre-participation medical evaluation procedure.

Exit Physical Examinations:

A student-athlete with a current / ongoing injury sustained during the intercollegiate season must schedule an appointment with a member of the UMBC Sports Medicine Department, before or at the end of eligibility for the purpose of an **"Exit Physical Examination".** This will include a review of all injuries incurred during participation that may require further medical attention. Any athlete no longer participating in a UMBC Sport must immediately notify the supervising athletic trainer of any medical attention needed. Failure to report injuries which require medical care will result in exclusion of coverage by UMBC's secondary insurance or payment by the Athletic Department.

- UMBC Sports Medicine is not responsible for medical care or medical bills incurred while participating in UMBC Intercollegiate Athletics for individuals participating in any way with a team after their intercollegiate eligibility is completed.
- UMBC Sports Medicine is not responsible for any injury and subsequent costs that occur during a tryout or any type of participation with a team other than UMBC Intercollegiate Athletics.

Insurance Coverage of Student-Athletes:

ALL UMBC STUDENT-ATHLETES SHOULD BE COVERED BY SOME TYPE OF INDIVIDUAL HEALTH INSURANCE BEFORE PARTICIPATING IN ANY PRACTICE, GAME, AND/OR COMPETITION.

The student-athlete's insurance should cover athletic related injuries and/or illnesses, and shall be considered the **PRIMARY** insurance coverage for all athletic related injuries. The student-athlete must complete a Health Insurance Information / Authorization Form and supply an enlarged copy (front & back) of the health insurance card on an annual basis or as changes in coverage occur. Most student-athletes can be covered by their parent/guardian insurance policy. Many insurance companies require documentation of full-time student status each semester for dependents over the age of 21 and benefits often end for students at age 25. It is the responsibility of the student-athlete to obtain appropriate documentation of full-time status from the registrar's office. Any changes in insurance must be reported to the Sports Medicine Staff immediately.

The UMBC Athletics Department provides a Limited Accident Insurance Program for its student-athletes. This policy, however, is **SECONDARY** to, or in excess of, personal family medical insurance coverage and covers only injuries resulting from the direct participation in the intercollegiate athletics program while under the direction and immediate supervision of a regularly employed coach, trainer, or other official designated by the athletic department or while traveling as a team member of a group to or from such activity. Such travel must be under the direction and supervision of a coach, athletic trainer, or other official designated by the athletic department.

Secondary Insurance Coverage Policy:

UMBC's Medical and Catastrophic Insurance Program is limited accident insurance. It is an accident only policy and does not cover loss or expense resulting from sickness, disease, or bodily infirmity. This policy will pay for the excess of the "necessary" medical treatment up to the "usual" and "customary" charges for such expense incurred within 3 years from the initial date of the injury/accident during the student-athlete's intercollegiate eligibility. The first expense must be incurred within 90 calendar days of the date of the injury/accident. Upon the completion of athletic eligibility the student-athlete will have 3 months to complete any delayed surgical procedures, as long as this falls within the 156 week limit. This policy has a $1,000 disappearing deductible, which is defined as any payment made under the student-athletes' or his/her parents'/guardians' plan will be applied toward satisfying the deductible under this policy. The policy has an overall maximum for medical expenses of $90,000. After the maximum of $90,000 is reached the NCAA Catastrophic Injury Insurance Program is utilized.

- **Exclusions and Limitations:** UMBC's secondary medical insurance policy **will not** apply to the situations indicated below. This list is not all-inclusive.
  1. Intentional self-destruction or an attempt at it, or intentional self-inflicted injury while sane or insane
  2. Experimental procedures
  3. Cosmetic surgery or procedures unless directly related to an athletics related injury
  4. Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit
  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 are recurrences of old injuries/ illnesses which were sustained before participation in the intercollegiate sports program
  7. Expenses for athletic injuries incurred after completion of the student-athlete's intercollegiate athletic eligibility
  8. Medical expenses beyond the limitations and exclusions of, or not covered by the UMBC Department of Athletics insurance policy
  9. Second opinions not approved by the Director of Sports Medicine

The importance of having some form of personal health insurance coverage cannot be overemphasized. 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-athletes' parent/guardian.

The Master Policy on file at the State of Maryland Treasury contains all of the provisions, limitations, exclusions, and qualifications of the UMBC Athletics Department's insurance policy, some of which may not be included in this document. If any discrepancy exists between this brochure and the Policy, the Master Policy will govern and control the payment of benefits.

Compliance with Insurance Company Requests:

It is the student-athletes' and his/her parent/guardian responsibility to understand the conditions that apply to their policy and comply with any requests for information, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests may be the responsibility of the student-athlete and/or his/her parent/guardian.

If a student-athlete or his/her parent/guardian receives payment/reimbursement directly from their insurance company for athletic related injury/illness claims**,** the full account balance becomes the responsibility of the student-athlete and/or his/her parent/guardian, until payment is turned over to the provider.

HMOs: If a student-athlete's primary insurance is an HMO, the UMBC Sports Medicine Department strongly encourages the student-athlete and/or his/her parent/guardian to change the primary care physician (PCP) to a local physician such as University Health Services. This process is referred to as "guesting" or "away from home care". This will allow the student-athlete to have a network of physicians in the Baltimore area therefore easier access to care. The UMBC Sports Medicine Staff can assist in this process as needed.

Insurance Policy Changes: UMBC Sports Medicine Department must receive any changes to a health insurance policy as soon as they occur. If proper notification is not received, the UMBC Athletics Department will not be responsible for any delays in payment, collections notices, credit reports, etc. that occur. A copy of the new card must be submitted immediately.

Medical Bills: In the event that a student-athlete should receive a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at UMBC, the student-athlete must submit the bill/statement and the corresponding insurance company's explanation of benefits (EOB) to UMBC Sports Medicine within 6 months of the date of service. Bills not received in a timely manner may be the responsibility of the student-athlete and/or the student athletes' parent/guardian. This decision will be made at the discretion of the Director of Sports Medicine.

Submit all correspondence to:

UMBC Sports Medicine Department
Attn: Insurance Coordinator
RAC 221
1000 Hilltop Circle
Baltimore, MD 21250
Phone: (410) 455-6360
Fax: (410) 455-1191

Note: UMBC Department of Intercollegiate Athletics and/or the UMBC Sports Medicine Department WILL NOT be responsible for any delays in payment, collections notices, credit reports, etc. that occur due to bills not being submitted in a timely manner.

International Student-Athletes:

In order to be enrolled in classes at any United States college or university, international students must prove that they have insurance that complies with standards set by the federal government. Proof of compliance with international student insurance requirements must be made at the UMBC University Health Services in order to avoid deportation, exclusion from classes, and/or exclusion from participation in UMBC athletics.

F-1 Students-

All F-1 students must carry health insurance that meets specifications outlined by the United States Department of State (DOS). Failure of an F-1 student to carry health insurance will result in termination of the student's program and a report of the program termination to the United States Department of State. F-1 students must carry health insurance that provides for emergency medical evacuation and repatriation.

J-1 Students-

All J-1 students must carry health insurance for themselves and all J-2 dependents that meet specifications outlined by the United States Department of State (DOS). Failure of a J-1 student to carry health insurance will result in termination of the student's program and a report of the program termination to the United States Department of State.

To meet the federal insurance requirement, all international students will be automatically enrolled in the UMBC-sponsored student health insurance plan provided by Aetna Student Health. The cost of the Aetna Student Health Plan will be automatically charged to the students bursar account. The student will have a choice of paying semi-annual or annual. An optional dental coverage plan is also offered to students to purchase on a voluntary basis. Information regarding the Aetna Student Health Plan and the Aetna Dental Active PPO Plan can be found at: http://www.aetnastudenthealth.com/. The approximate yearly cost of this plan for 2013-14 is approximately $1600.

This plan requires that care be provided by UMBC Health Services or through coordinated referral in sports medicine to obtain the highest level of coverage and least out of pocket costs to the student. International student-athletes will be responsible for co-pays and out of pocket costs for medical illness and injuries that occur outside of supervised, scheduled athletic practice or game.

International insurance regulations are continually amended and changed by the U.S. government. The UMBC Sports Medicine Department will not be held responsible for changes that the University or government may make, and/or the student-athlete's failure to check the specific guidelines for their country or insurance company. It is the student-athlete's responsibility to make sure that they are in compliance with Federal, University of Maryland School System, and UMBC Department of Intercollegiate Athletics regulations at all times.

Physician Referrals / Consultations:

The UMBC Department of Intercollegiate Athletics and Sports Medicine Department has fostered positive relationships with many medical providers in the Baltimore area who have consistently provided high quality service to UMBC student-athletes. Our team physicians have extensive experience working with athletes at the collegiate and professional level of athletics. Student-athletes will be referred to these providers, unless extenuating circumstances necessitate a different provider. Student-athletes with HMO policies are strongly encouraged to have a local primary care physician (PCP), so that timely care can be administered.

All student-athletes must be seen and evaluated a UMBC Certified Athletic Trainer before a referral to a physician will be made. A member of the UMBC Sports Medicine Department must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or for diagnostic tests. If a student-athlete decides to see a physician and/or undergo a diagnostic test for the purpose of primary or second opinion WITHOUT prior authorization / referral from a member of the UMBC Sports Medicine Department, the student-athlete and/or the student athletes' parent/guardian will be financially responsible for any and all medical bills incurred.

Student-athletes may not return to participation following an injury or illness until released by a UMBC Team Physician or Certified Athletic Trainer. Student-athletes will be required to comply with treatment recommendation by team physicians.

Injury / Illness Reporting Procedures:

Any intercollegiate athletics participant who is injured or becomes ill must IMMEDIATELY report the injury/illness to a member of the UMBC Sports Medicine Department. Costs pertaining to an injury and/or illness not reported in a timely manner may be the responsibility of the student-athlete and/or his/her parent/guardian. Students who require mental health services will be referred to University Counseling Services and/or outside agencies. Any costs for mental health services outside the university are the student's responsibility.

Non-Sport Related Injury / Illness Procedures:

The UMBC Sports Medicine Department will not assume financial responsibility for injuries and illnesses that are not directly related to participation in the intercollegiate athletics program (e.g. colds, cough, flu, etc.). **Also, all student athletes are responsible for paying co-pays associated with non-athletic injuries/illnesses.** Flu shots for student-athletes with chronic illness (ex. Diabetes, asthma, etc.) and winter sport athletes are recommended. If funding is available, these costs may be covered by athletic funds.

UMBC University Health Services Procedures:

UMBC's University Health Services is a Fee-for-Service provider. Charges for care will be submitted to your insurance company. Students covered by restrictive insurance plans (i.e. HMO, POS plans) may need to obtain a referral from their Primary Care Provider (PCP) in order for charges to be covered. Any charges NOT covered by your insurance will be charged to the student-athletes' Bursar Account. UMBC University Health Services is an authorized provider for many insurances and will except the proper co-pay at the time of service by campus card or account billing.

Dental Injuries:

Mouth guards are to be worn at all times by men's and women's lacrosse players as per NCAA rules. If a student-athlete sustains a dental injury while not wearing his/her mouth guard, he/she will be responsible for any and all costs/bills incurred. Individuals in other sports, provided with a mouth guard will be held to the same standard.

The UMBC Athletics Department and its medical and catastrophic insurance program WILL NOT assume financial responsibility for dental injuries, head and facial injuries, and/or mild traumatic brain injuries (concussions) if the student-athlete is not properly wearing his/her required mouth guard/helmet/face guard at the time of injury. Medical bills associated with such injuries will be the sole responsibility of the student-athlete and/or his/her parent/guardian.

Contact Lens Policy:
UMBC Sports Medicine does not cover any contacts or glasses purchases unless its usage was caused by an athletic-related injury.

Rehabilitation:
Student-athletes will schedule rehab time with their supervising Certified Athletic Trainer. Compliance with rehabilitation is required and failure to attend could result in removal of scholarship. If an injury or illness limits the ability of student-athlete to complete strength or conditioning sessions, the Sports Medicine Staff will notify the Strength & Conditioning Coach. Lower extremity injuries will not prevent student-athletes from upper body strength or conditioning sessions and vice-versa. Injured athletes are expected to continue aerobic conditioning utilizing cross training methods per the directions of the Sport Medicine Staff.

"Out-of-town" Physical Therapy / Rehabilitation Procedures:

At times, it may be necessary for a student-athlete to utilize an "out-of-town" physical therapy facility. In such situations, permission must be granted from the Director of Sports Medicine and/or his designee. Such referrals must come from a member of the UMBC Sports Medicine Department. **If a student-athlete decides to utilize physical therapy / rehabilitation services without the authorization of a member of the UMBC Sports Medicine Department, the student-athlete and/or the student athletes' parent/guardian will be financially responsible for any and all medical bills incurred.**

Medical Exception for Use of NCAA Banned Substances:
The NCAA list of banned drug classes is composed of substances that are generally reported to be performance enhancing and harmful to one's health. The NCAA bans performance-enhancing drugs to protect the health and safety of the student-athlete health and to ensure a level playing field. The NCAA recognizes that some of these substances may be legitimately used as medications in the treatment of student-athletes with medical conditions including Adult ADHD/ADD.

Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. **A student-athlete, in conjunction with his or her physician, must document that other non-banned alternatives have been considered prior to requesting the medical exception for the use of a medication containing a banned substance**. For example, the most common medications used to treat ADHD are methylphenidate (Ritalin) and amphetamine (Adderall), which are banned under the NCAA class of stimulants. In order for a student-athlete to be granted a medical exception for the use of a medication that contains a banned substance, the student-athlete must:

1. Declare the use of the substance to their designated UMBC Sports Medicine staff member
2. Have the Adult ADHD/ADD Evaluation Form completed by their prescribing physician
    - Available for download online at http://www.umbcretrievers.com/sportsmed/adult.asp
3. A **current** copy of the prescription to be kept on file

SPORTS COMMUNICATIONS SERVICES

Media Relations for Student-Athletes

A larger share of media coverage has arisen at UMBC due to our increased emphasis and success in Division I athletics. This coverage can be very positive for UMBC and its student-athletes. This increased coverage also means that administrators, coaches and student-athletes should carefully monitor what they say when speaking to the press. We must always try to show the university and its programs in a positive light.

1. Media coverage is an important aspect of intercollegiate athletics. Mutual cooperation and understanding must be maintained if the relationship is to remain positive. Remaining positive is important when responding to questions or in discussing the prospects of the team. Remember that at the time you are being interviewed, "You are the news", and that what you say has the weight of authority. Think about how what you are saying will reflect upon you, your team and the University. If you are uncomfortable with a question that is asked, a proper response might be, "I'd rather not discuss that subject." What is discussed behind closed (locker-room/office) doors should remain there.

2. It is easy to be cooperative with the media when you win. Anyone can say, "I played great...We played great... we are great." It's when you lose that it becomes difficult. Try to answer questions patiently and honestly. If you absolutely do not wish to speak with the press after a difficult game, be polite and respond, "I'd prefer not to discuss that."

3. It is very important to have good relations with the student press. They are not professionals, sometimes they do not know the details of the sports they are assigned to cover. Be patient and cordial at all times.

4. Do not agree to a telephone interview unless the Office of Athletic Communications has coordinated arrangements.

5. If there is a problem with a certain member of the media, seek counsel with Athletic Communications personnel.

6. Look to the interview as a learning experience. Someday, there will be a person who may wish to hire you who will be firing questions at you. Not many other students get the opportunity to hone their communication skills. This is your chance -- take advantage of it.

7. More than half of the people who come in contact with UMBC do so through athletics. Impressions are made about you, your team, and your institution through interviews, feature stories, and how you handle yourself.

STUDENT AFFAIRS/SERVICES

Counseling Services

There is a counseling center located on campus, which is staffed, by licensed psychologists and social workers. The center provides sort-term individual and group counseling for personal, emotional, relationship, and vocational concerns. In addition, the center offers workshops in such topics as: Skills Training (i.e. Assertiveness or Anxiety), Personal Growth, Vocational Assessment, etc. Therapy provided individual or group sessions are strictly **confidential**.

Housing On-Campus

Student-Athletes will live either in the residence halls or the apartments. The Athletic Department encourages all student-athletes involved in winter sports to contract for the apartments as soon as permissible, due to the closure of residence halls during the January term.

Walker Avenue Apartment Complex

Student-athletes living in this facility need to be aware that:

- They need to sign a lease for either a nine or a twelve month term.
- They need to make rental payments per lease stipulations.
- Due to NCAA and financial aid regulations the Athletic department cannot fully fund rental costs.

Should you experience problems regarding your housing, you must resolve the problems though the established Residential Life procedures. The first step is to contact the RA on your floor or in your apartment building. If a solution cannot be resolved, you may still move after the room swap period, but only if you have followed all of the Residential Life procedures. Please inform your coach of your problems, so that you may be assisted in your endeavors.

The Office of Residential Life informs the Athletic Department of any problems being caused by student-athletes. Be aware that your coach will be informed if you are not following the rules regarding behavior in the residence halls.

Re-contracting occurs during the spring semester, usually in late March or early April, for the next academic year. In order to re-contract, you **must** have no outstanding bills. No matter what athletic grant money you may be receiving, you are responsible for the $100 deposit. Re-contracting is based strictly on the number of academic credits (no institutional) earned by the conclusion of the preceding fall semester. If you are a freshman, you may have only 12 credits or less, if some are institutional credits. Residential Life takes the total number of credits for the group re-contracting together and divides is by the number of people in the group. The resulting average will determine your housing location.

Transitional Housing

This is the housing provided during August for those student-athletes needing it. In order to qualify for this housing, you must be living on campus during the regular academic year. Your

coach determines which athletes will be housed as the cost is covered through the operating budget for that sport. Food allotments during this time are also determined by each coach.

Off-Campus Housing
If you are receiving a full athletic grant-in-aid, in order to live off campus during the academic school year, you **must** have the permission of your coach. IF such permission is granted, your grant will be computed for the cost of living on campus with meals. It is your responsibility to see that the money given to you each semester beyond tuition and fees is applied to your off-campus living expenses. If you mismanage your funds, you cannot receive additional funding from the athletic department.

Every room has a phone and every hall has a laundry room. You must have a student ID to get in residence halls. If you lose a dorm key, contact Residence Life immediately.

Parking on Campus
The Office of Commuter Affairs has the answers to your parking permit needs, and if you get a ticket, you appeal the fine there.

ID Card Replacement
Campus card is located on the first floor of the University Center and they will replace lost ID cards for a fee.

SPECIAL POLICIES AND REGULATIONS

Extra Benefits
Accepting "extra benefits" from university officials, alumni or athletic boosters will cause you to lose some or all of your athletic eligibility. Examples of such "extras" are:

- Free or reduced travel fares and transportation expenses.
- Provision of an automobile by the university or by a "booster." This includes arranging loans to purchase or lease an automobile.
- Acceptance of tickets to professional events at no cost or less than face value cost.
- Acceptance of material or monetary benefits.

You **may** receive an occasional family meal from an institutional staff member of athletic interests if:

- The meal is provided in the individual's home.

- Meals are restricted to infrequent and special occasions. Transportation may be provided to attend such a meal by the individual hosting the meal.

The institution **may** provide reasonable local transportation to student-athletes on an occasional basis.

Harassment

Non-Discrimination Policy Statement
UMBC does not discriminate on the basis of race, color, national origin, ancestry, ethnic background, genetics, disability, age, sex, gender identity and expression, marital status, sexual orientation, religion, creed, and/or veteran status in admission to and participation in education programs and activities, or employment practices in accordance with federal, state and local laws and regulations.

The following persons have been designated to handle inquiries regarding the UMBC nondiscrimination policy: David Gleason 410-455-2870, and Stephanie Lazarus, Human Relations Manager 410-455-5745, Room AD 902, slazar@umbc.edu.

At the University of Maryland, Baltimore County student-athletes are part of a socially and culturally diverse community. They are expected to respect the dignity and sensitivity of all members of the community regardless of their race, color, national origin, ancestry, ethnic background, genetics, disability, age, sex, gender identity and expression, marital status, sexual orientation, religion, creed and/or veteran status. Actions that intentionally intimidate, humiliate, or demean individuals or groups are unacceptable and will not be tolerated. Similarly, retaliation against persons filing a harassment charge or discrimination claim is illegal. Student-athletes, as well as coaches and athletic staff, are expected to participate in an environment that promotes community spirit and develops positive understanding and interactive relationships. Acts of harassment must be reported to UMBC administrators, athletics administrators, or authorities. Consult with Student Judicial Programs (410-455-2453), the Code of Student Conduct, or the Department of Human Relations (410-455-1853) for more detailed information.

Sexual Misconduct
UMBC is committed to providing equal access and opportunity to all students, faculty and staff. Sexual harassment thwarts that commitment, and is against the law! Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive Educational or working environment.

2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a UMBC sponsored educational program or activity; or
3. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting that individual.

Student-athletes, coaches, staff, other students, and University personnel are expected to conduct themselves in a manner where the rights of others are respected. Sexual misconduct, which can

range from verbal harassment and intimidation to rape, may result in campus administrative sanctions up to and including suspension or dismissal by the University and civil authorities. Criminal and civil court processes are also avenues available to victims.

Sexual assault and rape are commonly perceived as acts perpetrated by a stranger. However, sexual assault, sometimes called "date rape", occurs most frequently between individuals who are acquaintances, friends, or even in an established relationship, and often involves alcohol. Effective consent cannot be given under threat of force, or be taken by force, by ignoring or acting despite objections of the other person, or by taking advantage of incapacitation, such as that given while under the influence of alcohol or other drugs. Silence, passivity, or the existence of a relationship, or even previously given consent, does not equate effective consent. All students are cautioned against sexual encounters when effective consent is not clearly established.

Retaliation or reprisals against a person bringing a complaint of sexual harassment or a charge of sexual assault is illegal and a violation of UMBC's Code of Student Conduct. Any information shared about any sexual assault will be treated as confidential and will be disclosed on a need-to-know basis with appropriate university staff or law enforcement personnel, to preserve campus safety and to assist with the effective administration of campus protocols.

Reporting Sexual Misconduct

Victims of sexual assault are encouraged to call 911 or campus police at 410-455-5555 to report a sexual assault. If a victim is uncertain about contacting the police, any athletics staff and members of the UMBC's Sexual Assault/Relationship Violence Response Team can assist students with campus-based and local support and resources, regardless of where the sexual assault occurred. If a victim of sexual assault would like help or information and wishes to remain anonymous, they can contact University Counseling Services at 410-455-2472 (located in Student Development and Success Center) and/or University Health Services at 410-455-2542 (located in Erickson Hall).

Additional administrators who confidentially respond to student sexual misconduct matters include:

- Kim Leisey, Ph.D., Associate Vice President for Student Affairs 410-455-2393
- Jennifer K. Lepus, University Health Services 410-455-3751
- Patricia L. Wick, Ph.D., University Counseling Services 410-455-2472
- Jess Myers, Women's Center 410-455-2714
- Bruce Perry, University Police 410-455-5555
- Alison Rohrbach, University Health Services 410-455-1599
- Amy Sine, Residential Life 410-455-3932
- Lee Calizo, Ph.D. Student Life 410-455-1754
- Frank Caldwell, Residential Life 410-455-1215
- Jeff Cullen, Ph.D., Student Judicial Programs 410-455-8755
- Davonya Hall, J.D., Student Judicial Programs 410-455-2453

Student Judicial Programs adjudicates complaints against students for sexual misconduct. Allegations against UMBC employees or affiliates alleging sexual misconduct are confidentially administered by the Office of Human Relations, and Stephanie Lazarus, Human Relations Manager/Campus Title IX Coordinator (Admin 902, 410-455-5745) can provide more detailed information. UMBC's Protocol for responding to sexual assault and relationship violence is posted on UMBC's Voices Against Violence website and provides information for victims, the accused, as well as first responders.

Reporting Suspected Child Abuse or Neglect
Suspicions of child abuse and/or neglect must be reported immediately to the local police department ***or*** the local department of social services, ***and*** UMBC's designee. UMBC's campus police at 410-455-5555 will respond to reports of suspected abuse/neglect that occurred on UMBC's campus, and they will coordinate their response with the Baltimore County Police Department. Baltimore County Child Protective Services can be reached at 410-853-3000. Stephanie Lazarus, Human Relations Manager, is UMBC's designee and can be reached at 410-455-5745 for both reporting and more information

Alcohol/Substance Abuse

Alcohol - The legal drinking age in the state of Maryland is 21. Those athletes under the age of 21 are expected to not violate the law. Those athletes who are of legal age are expected to be judicious in their consumption of alcohol.

Legal age athletes are **not** to provide alcohol to their underage teammates and friends. Underage athletes are also not to be encouraged or pressured into violating the law by their legal age teammates. Alcohol is not to be consumed when representing UMBC in any athletically related activities. Alcohol is **not to be part of the recruitment activities of prospective athletes.** It is important that those student-athletes who are serving as hosts for visiting prospects take their roles in a serious fashion. This means that all social activities should be such that the prospect is not exposed to alcohol and/or drugs. The prospect's welfare is in the hands of the student host; this is a responsibility that should not be taken lightly.

Illegal substances – The possession, use or distribution of illegal substances shall be viewed as extremely dangerous. Violations of this kind may subject students to the most extreme sanctions, including suspension or expulsion from the University. UMBC student-athletes may be subject to random drug testing at the discretion of the Athletic Department.

Performance enhancement substances – The NCAA and the UMBC Athletic Department strongly opposes the use of banned substances and nutritional supplements, which may illegally enhance athletic performance. A list detailing these substances is distributed at the time the student signs the NCAA Student-Athlete Statement and Drug Testing Consent forms. Information is also available at www.drugfreesport.com/rec and at www.ncaa.org. Student-athletes are subject to random testing by the NCAA and the UMBC Athletic Department.

UMBC Student-Athlete Drug Testing Policy

The Department of Athletics at UMBC believes that controlled substances and performance enhancing drugs (Here and after jointly referred to as "Banned Drugs") represent a danger to the health and careers of Student-Athletes and constitutes a threat to the integrity of intercollegiate athletics. The use of illicit drugs has become a matter of great concern in collegiate and professional sports as well as in our society. The use and abuse of banned drugs have degraded and devastated lives and can be extremely injurious to Student-Athletes, their teammates, coach's and athletic community.

The Department of Athletics has developed a mandatory Student-Athlete Drug Testing Program to assist and benefit Student-Athletes at UMBC. The Program is intended to protect UMBC Student-Athletes from risks, dangers, and potential sanctions associated with banned drugs. A substance abuse program has been developed based on the basic principle that the illegal use of banned drugs and athletics are not compatible and cannot be tolerated. The Program will enhance the health and well-being of all Student-Athletes at UMBC as well as be part of a comprehensive plan that links Student-Athlete education, testing, and rehabilitation in an integrated manner.

This program is not construed as a contract between the college and the Student-Athlete at UMBC. However, signed consent and notification forms shall be considered confirmation of the Student-Athlete's agreement to terms and conditions contained in this policy and shall be legal contractual obligation of the Student-Athlete.

Program Intentions

1. To develop, promote and create a safe and healthy environment for the UMBC athletic community.
2. To prevent or discourage the use of banned drugs.
3. To provide UMBC Student-Athletes a reason to say **NO** to banned drugs.
4. To assist in identifying Student-Athletes abusing drug and refer them to proper available help and services.
5. To assist in rehabilitation of Student-Athletes abusing banned drugs.
6. When appropriate, implement consequences and/or removal of any Student-Athlete who is in violation of The UMBC Student-Athlete Substance Screening Program.

To become and remain a participant in the UMBC athletic program, the Student-Athlete must comply with the terms of The Program. Failure to comply will result in the Student-Athlete not being permitted to participate in varsity athletics at UMBC.

Athletic Substance Abuse Screening Advisory (ASASA) Committee

The Athletic Substance Abuse Screening Advisory Committee supports The Program. The committee is comprised of:

- Director of Athletics
- Senior Associate Director of Compliance
- Drug Testing Coordinator
- Coordinator of Strength and Conditioning
- Coaching Staff Member (2)

- Student Athlete Advisory Committee (SAAC) Member

Drug Testing Program

The Department of Athletics at UMBC will conduct random drug testing of Student-Athletes in order to identify those who use or abuse banned drugs. The basic banned drug test to be used is urinalysis. However, other test types may be utilized as deemed necessary to determine the presence of banned drugs.

- Student-Athletes may be tested during pre-season and at any time during the academic year.
- A designee, independent of UMBC, will make the selection of individuals through a random selection process.
- At the discretion of the Director of Athletics, Senior Associate Director of Compliance, or a UMBC coaching staff member, a Student-Athlete may be subjected to drug testing any time there is reasonable suspicion to suspect the Student-Athlete may be engaged in prohibited substance use. Reasonable suspicion may be based upon information from any source deemed reliable by the Director of Athletics or the Senior Associate Director of Compliance including, but not limited to:
    - Observed possession or use of substances that reasonably appear to be banned drugs.
    - Charge, arrest or conviction for a criminal offense related to the possession of banned drugs
    - Use, distribution, or intent to distribute any banned substances
    - Observed abnormal appearance, conduct, or behavior, including unusual patterns of unexcused absences from training and competition

- UMBC will be using Drug Free Sports as the designee who will perform the random selections for Drug Testing
- Students-Athlete who test positive will be tested at the next subsequent drug test and may be subjected to future tests.
- All positive banned drug tests will be immediately reported to the UMBC Provost by the Director of Athletics.

Banned Drugs

The use of the following substances are prohibited before, during, and after the sporting season, except if prescribed by a physician qualified to treat the medical condition for which the prescription is made. These drugs including but not limited to the 2010-2011 NCAA Banned Drugs List: (See Medical Exception)

- Amphetamine/Methamphetamine
- Cocaine
- Marijuana
- Opiates
- Ecstasy
- Oxycodone

- Methylphenidate
- Anabolic Steroids

Type of Testing

1. Random Testing – A selection of Student-Athletes will be tested at intervals throughout the preseason and academic year. The randomly selected Student-Athletes will be chosen from each team's official active roster.
2. Follow Up Testing – Student-Athletes who have previously violated The Program will continue to be tested. Testing positive in a follow up test will count as a second positive for that Student-Athlete. You will be required to test negative before being cleared of all duties resulting from a positive test.
3. Reasonable Suspicion Testing – Student-Athletes may be tested individually or as part of the scheduled testing date if they demonstrate symptoms or behaviors indicative of banned drugs.
4. Testing Prior to Participation in an NCAA Championship – All Student-Athletes who have qualified for an NCAA Championship event may be tested prior to participation in that event.

Testing Procedures:

The following procedures and protocols for urine sample testing will be utilized for all Student-Athletes representing UMBC. Each Student-Athlete will be asked to sign a Drug Testing Informed Consent Waiver giving the UMBC Department of Athletics permission to screen for banned drugs.

All selected Student-Athletes will be notified no more than 24-hours before their scheduled test and will be notified by their Drug Testing Coordinator and Head Coach. The collection procedure will include an observed collection. The names of the Student-Athletes who do not report for the scheduled test will be sent to the Director of Athletics and disciplinary action will follow. Any Student-Athlete, who does not report, or is more than one hour late, to a scheduled drug test, will be deemed as testing positive for banned drugs and will be subject to the consequences of a positive test. Any attempt to adulterate, manipulate, and/or dilute a sample will result in a positive test and will be subject to the consequences of a positive test. To ensure confidentiality, results will only be viewed by the Drug Testing Coordinator, Senior Associate Director of Compliance and the Director of Athletics.

Consequences for a Positive Drug Test

Any positive drug test result will be considered an offense unless exception is granted excusable under the Medical Exception or Missed Test Exception. All test results are cumulative during the entire time that an individual is a Student-Athlete at UMBC. A positive NCAA drug test will be deemed a positive UMBC drug test. Any costs for treatment and/or counseling as result of a positive drug test will be the responsibility of the Student-Athlete and/or their family. Parents/ Guardians will only be notified of a positive test if financial-aid is reduced/cancelled, dismissal from a team or after a third positive test.

- **First Offense:**
  - A meeting between the Student-Athlete, Head Coach and Sport Administrator to discuss the extent of drug involvement.
  - Required participation in counseling. (Failure to comply with the counselor's directions for treatment will result in further consequences)
  - Parent/Guardian notification
  - The Student-Athlete is immediately suspended 14 days from participation in all team practice (although athletically related activities may still be required) and from 20 percent of the contests scheduled during the traditional championship season.
  - The Director of Athletics, upon the recommendation of the Head Coach, will determine whether a grant in aid allocated to the Student-Athlete should be terminated or reduced.
  - Student-Athletes that test positive on an NCAA or UMBC random drug screening will not be eligible to receive major UMBC Athletic Department Awards for the traditional championship season, in which the suspension took place.

After the first positive test, the Student-Athlete will be suspended from the next traditional championship season competition(s) that he or she is eligible for under NCAA and school regulations. The number of games/competitions/matches the Student-Athlete will be suspended varies from sport to sport:

Baseball (50)	**10 Games**
Men's Basketball (28)	**6 Games**
Women's Basketball (28)	**6 Games**
Men's Cross Country (7)	**1 Dates**
Women's Cross Country (7)	**1 Dates**
Men's Lacrosse (12)	**2 Games**
Women's Lacrosse (16)	**3 Games**
Men's Soccer (17)	**3 Games**
Women's Soccer (17)	**3 Games**
Softball (50)	**10 Games**
Swimming and Diving (10)	**2 Dates**
Men's Tennis (22)	**4 Date**
Women's Tennis (22)	**4 Dates**
Men's Track (15)	**3 Dates**
Women's Track (15)	**3 Dates**
Women's Volleyball (25)	**5 Matches**

- **Second Offense:**
  - A meeting between the Student-Athlete, Head Coach and Sport Administrator to discuss the extent of drug involvement.
  - Required participation in counseling. (Failure to comply with the counselor's directions for treatment will result in further consequences)
  - Parent/Guardian notification

- The Student-Athlete is immediately suspended 30 days from participation in all team practice (although athletically related activities may still be required) and from 30 percent of the contests scheduled during the traditional championship season.
- The Director of Athletics, upon the recommendation of the Head Coach, will determine whether a grant in aid allocated to the Student-Athletes should be terminated or reduced.
- Student-Athletes that test positive on an NCAA or UMBC random drug screening will not be eligible to receive major UMBC Athletic Department Awards for the traditional championship season, in which the suspension took place.

After the second positive test, the Student-Athlete will be suspended from the next traditional championship season competition(s) that he or she is eligible for under NCAA and school regulations. The number of games/competitions/matches the student-athlete will be suspended varies from sport to sport:

Baseball (50)	**15 Games**
Men's Basketball (28)	**8 Games**
Women's Basketball (28)	**8 Games**
Men's Cross Country (7)	**2 Dates**
Women's Cross Country (7)	**2 Dates**
Men's Lacrosse (12)	**4 Games**
Women's Lacrosse (16)	**5 Games**
Men's Soccer (17)	**5 Games**
Women's Soccer (17)	**5 Games**
Softball (50)	**15 Games**
Swimming and Diving (10)	**3 Dates**
Men's Tennis (22)	**7 Dates**
Women's Tennis (22)	**7 Dates**
Men's Track (15)	**5 Dates**
Women's Track (15)	**5 Dates**
Women's Volleyball (25)	**8 Matches**

- **Third Offense:**
  - The Student-Athlete's eligibility will be permanently suspended. Existing athletic grant in aid will be subject to termination. The Student-Athlete will not be eligible for renewal of athletic aid.
  - Parents/Guardian will be notified.

Positive Banned Drug Test

There are three ways in which a student-athlete will be assigned a positive test consequence.

1. The confirmed presence of one or more banned drugs, as defined in the program, in the student-athlete's testing sample.
2. A refusal to report to a testing site when notified to do so, or the manipulation, adulteration, attempting manipulation, or refusal to produce a testing sample.

3. Any probation before judgment or conviction of a Student-Athlete pertaining to: possession of a banned substance, selling or distributing a banned substance, attempting to purchase a banned substance, possession of a substance by consumption, or any crime committed under the influence of a UMBC banned drugs.

Medical Exception

The Student-Athlete is required to inform the Sports Medicine staff of all medications he/she is taking. Some banned drugs can be used at times for legitimate medical reasons. UMBC Sports Medicine Staff may allow exceptions to be made for those Student-Athletes with a documented medical condition demonstrating a need for legal use of UMBC banned drugs.

The Student-Athlete is responsible for providing records from the prescribing physician that documents the Student-Athlete's medical history and indicates the need for the prescribed medication. Student-Athlete is allowed to gather records from an outside medical provider, but must be documented by UMBC Sports Medicine Staff. The letter should contain information such as: the diagnosis including test results, medical history, and dosage information. This documentation will be a part of the Student-Athlete's medical record.

In the event that a Student-Athlete tests positive, the Director of Sport Medicine will review the Student-Athlete's medical record to determine whether a medical exception should be granted.

Missed Test Exception

The Student-Athletes selected during a screening cycle are required to appear and test at the specified time and place. In the event of a missed test, that Student-Athlete will be notified that they have tested positive and are subject to the consequences of a positive test and has a right to appeal. In case extenuating circumstances prohibited participation (e.g. bereavement, extreme illness) all excuses by a Student-Athlete will be reviewed by the ASASA committee to determine if the exception is excusable. Regardless of the decision by the ASASA committee, the Student-Athlete will be required to participate in the next scheduled drug testing screening.

Education and Self-Referral

The UMBC Department of Athletics encourages all Student-Athletes to educate themselves about the effect of banned drug use and to seek help about concerns. For information regarding all the banned drugs by the NCAA refer to www.ncaa.org. For NCAA Educational Affairs refer to www.ncaa.org/health-safety.

Any Student-Athlete who has a concern about drug use may notify a member of Sports Medicine Staff (or Athletic Department Administrator) that they have a concern and receive information, an assessment, and/or drug counseling. If a Student-Athlete so presents him or herself under this option and is using drugs, on a one time basis, this will not count as a positive test result. The Director of Sports Medicine (or Administrator) must be approached prior to the Student-Athlete

being notified that they are scheduled for a banned drug test to avoid this being counted as a positive test. From the date of admittance the Student-Athlete has a maximum of 30-days in the "safe zone" under the self-referral policy. Students-Athletes who notify the Director of Sports Medicine (or Administrator) about their use of banned drugs will still be required to provide a testing sample.

Appeal Process

1. Written Notice: The Director of Athletics will provide the Student-Athlete with written notice of suspension and/or scholarship reductions (short term or permanent). Notice shall include the reason for the actions and notification of the right to request a hearing
2. Right to Request for an Appeal: The Student-Athlete may obtain a hearing by requesting in writing to the Director of Athletics within 72 hours after receiving the written notice of suspension.
3. Hearing: The Director of Athletics, Drug Testing Coordinator, Student-Athlete Advisory Committee (SAAC) Chair or designee, a UMBC coaching staff representative and the Chair of the Athletic Policy Committee or Designee will conduct a hearing, if appeal is requested. The SAAC representative and UMBC coaching staff representative conducting the hearing will not be a member of the accused Student-Athlete's team. The Student-Athlete will be allowed to present factual information to the Student Athlete Advisory Committee (SAAC) Chair or designee, the UMBC coaching staff representative and the Chair of the Athletic Policy Committee or designee. The Student Athlete Advisory Committee (SAAC) Chairman or designee, the UMBC coaching staff representative and the Chair of the Athletic Policy Committee or designee shall review the situation and render a final decision. This decision will be provided in writing to the Student-Athlete and his or her Head Coach. This decision is final.

Tobacco Products

The NCAA bans the use of tobacco products during practice or games in NCAA competition.

Gambling

The NCAA, the America East Conference and the University of Maryland, Baltimore County prohibits gambling in any form involving intercollegiate or professional athletics. Student-Athletes who violation this prohibition are subject to disciplinary action that can jeopardize that student-athletes athletic eligibility.

NCAA regulations stipulate that student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution; or
- Participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling. (NCAA Bylaw 10.3)

Hazing

Every student-athlete is expected to follow the Anti-Hazing Statue that is mandated by the Federal Government, the state of Maryland and UMBC**. Any form of team initiation that constitutes hazing will not be tolerated!!!! The leaders of such actions will find themselves facing the prospect of losing their athletic grant, being dismissed from the team, jeopardizing the future of that team, as well as facing potential disciplinary action on the part of the university.**

The statute states that:
"A person could be held responsible for any act which recklessly or intentionally subjected a person to the risk of serious bodily injury during an initiation process."

The Maryland legislature curtails some very specific acts and situations that are widely known to be part of student initiations**.** Acts and situations that include, but are not limited to the following:

- Paddling
- Beating
- Caning
- Sleep deprivation
- Deprivation of access to a restroom
- Excessive physical exercise
- Infliction of physical pain
- Humiliation
- Forced consumption of alcohol, drugs, or exorbitant amounts of food, known as "foodstuffs"
- Subjection to extreme weather conditions
- Forced travel
- Exposure to wild animals

In the past there have been cases where our new athletes have been forced to dress in different types of attire; exercise in such attire in the middle of campus, drink alcohol or perform other forms of "team initiations" that could definitely be humiliating and life threatening. **These actions will not be tolerated.**

Identifying Agents

Anyone can be an agent. Most possess a law background and are honest, competent and fair. Unfortunately, there are other individuals who are trying to get into the business of representing athletes and handling their money strictly for their own personal profit. It is therefore important that you be cautious of being approached by anyone regarding a professional sports career. Please utilize the expertise of your coach and other University personnel in making this important decision. Before you select an agent, it is important that you be aware of the following NCAA rules:

- You shall be **ineligible** for participating in an intercollegiate sport if you ever have agreed (orally or in writing) to be represented by an agent for the purpose of marketing your

athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, thus rendering you ineligible to participate in any NCAA sport.

- You shall be **ineligible** if you enter into an agreement with an agent for representation in future professional sports negotiations that are to take place after you have completed your eligibility in that sport.
- You shall be **ineligible** if you (or your relatives or friends) accept expenses or gifts of any kind from any person who wishes to represent you in marketing your athletics ability. (See section on extra benefits).
- A coach or any other member of the athletics staff **may not** represent (directly or indirectly) you in the marketing of your abilities to an agent, a professional sports team or a professional sports organization.
- **You may** secure legal counsel strictly for advice purposes regarding a proposed sports contract without rendering you ineligible. The person may not participate in any communication between you and the group proposing the contract. Such participation makes that person an agent, and renders you ineligible.
- **You may** utilize the services of the UMBC Professional Sports Counseling Panel. This is a committee appointed by the President to help prospective professional athletes in planning their future. This group may assist you in reviewing proposed contracts, meeting with professional team representatives, selecting an agent, and determining your future market value.
- **You may** be ineligible in the sport in which you have contracted with an agent but eligible in other UMBC sponsored sports if your professional contract is sport specific.

Student-athletes in the sport of basketball, may enter a professional league's draft one time during your collegiate career without jeopardizing your eligibility in that sport, provided that they declare their intention to resume intercollegiate participation within 30 days after the draft. This declaration of intent must be in writing and on file with the Director of Athletics.

<u>Employment</u>

Student-Athletes may work as long as they meet the following conditions:

- Actually perform the work for which payment is issued.
- On-Campus employment will be subject to audit by the athletic department.
- **All employment must be reported to the Associate Athletic Director for Compliance.**
- **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:
    - Institutional facilities are not used;
    - Playing lessons shall not be permitted;
    - The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year; and
    - The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.

- A student athlete may be employed by his or her institution, by another institution, or by a private organization to work in a camp or clinic as a counselor, unless otherwise restricted by NCAA legislation (see NCAA Bylaw 13.13).

UMBC Academic Calendar 2013-2014

Fall 2013
Convocation: Tuesday, August 27
Classes begin: Wednesday, August 28
Holiday: Labor Day Monday, September 2
Last Day to Add a Class: Wednesday, September 11
Last Day to Drop a Class without a "W": Wednesday, September 11
Last Day to Drop a Class with a "W": Tuesday, November 12
Thanksgiving break: Thursday, November 28 – Sunday, December 1
Classes end: Wednesday, December 11
Study day: Thursday, December 12
Final Exams: Friday, December 13- Thursday, December 19
Undergraduate Commencement: Friday, December 20

Winter 2014
Holiday: New Year's Day Wednesday, January 1
Classes begin: Thursday, January 2
Holiday: Dr. Martin Luther King's Birthday Monday, January 20
Classes end: Friday, January 24

Spring 2014
Classes begin: Monday, January 27
Last Day to Add a Class: Friday, February 7
Last Day to Drop a Class without a "W": Friday, February 7
Spring break: Sunday, March 16 – Sunday, March 23
Last day to Drop a Class with a "W": Friday, April 11
Classes end: Tuesday, May 13
Study Day: Wednesday, May 14
Final Exams: Thursday, May 15-Tuesday, May 20
Undergraduate Commencement: Thursday May 22