Student-Athlete Name: __________________________

University of the District of Columbia
Intercollegiate Athletics

Firebirds
Student – Athlete Handbook
2017-2018

udcfirebirds.com

@UDCAthletics

UDC Athletics

UDCAthletics1
Fall 2017

Dear Student-Athlete,

Intercollegiate Athletics is a distinctive part of the University of the District of Columbia. Our goal is to provide opportunities that support the complete development of student-athletes. Throughout the years, Firebird student-athletes continue to model excellence in the classroom, in athletic competition and in community engagement. Student-athletes are viewed as leaders on campus who uphold the core values of the university.

Know that you are supported by an extremely dedicated and competent staff who will connect with you in ways designed to help you flourish while you earn your degree. A strong foundation has been set for you to achieve, and you follow in the footsteps of outstanding men and women who excelled academically and athletically. Please take advantage of opportunities to serve others, make new friends, and explore Washington, D.C.

The student-athlete handbook is designed to serve as a resource to help guide you through the academic year. It is not a substitute for other University publications such as the Code of Student Conduct, the NCAA Manual or the Course Catalog. If you have questions or encounter any difficulty please know that coaches, administrators and support staff are here to assist you. Don’t hesitate to ask before you act! In addition, know that Deans, Faculty, Residence Life staff, and many other individuals on campus are valuable resources and are here to help you navigate the course of your collegiate experience. Please remember that my door is always open to you.

You have my warmest best wishes for a successful year. Thank you for being that integral soul of Firebird Nation. The Phoenix is rising!

Sincerely,

Patricia Thomas
Director of Athletics
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# Firebirds Staff Directory

## Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Thomas</td>
<td>Director of Athletics</td>
<td>202-274-7257</td>
<td><a href="mailto:pthomas@udc.edu">pthomas@udc.edu</a></td>
</tr>
<tr>
<td>Joseph Lang</td>
<td>Sr. Associate Director of Athletics for Compliance</td>
<td>202-274-6314</td>
<td><a href="mailto:jalang@udc.edu">jalang@udc.edu</a></td>
</tr>
<tr>
<td>Jason Imperati</td>
<td>Associate Director of Athletics for Internal Operations</td>
<td>202-274-6796</td>
<td><a href="mailto:jason.imperati@udc.edu">jason.imperati@udc.edu</a></td>
</tr>
<tr>
<td>Eric Zedalis</td>
<td>Assistant Director of Athletics for Communications</td>
<td>202-274-5064</td>
<td><a href="mailto:eric.zedalis@udc.edu">eric.zedalis@udc.edu</a></td>
</tr>
<tr>
<td>Alison Michele</td>
<td>Assistant Director of Athletics for Sports Medicine/SWA</td>
<td>202-274-6269</td>
<td><a href="mailto:alison.hammer@udc.edu">alison.hammer@udc.edu</a></td>
</tr>
<tr>
<td>Dr. Ahmet Zeytinci</td>
<td>NCAA Faculty Athletic Representative</td>
<td>202-274-6291</td>
<td><a href="mailto:azeytinci@udc.edu">azeytinci@udc.edu</a></td>
</tr>
<tr>
<td>Andre Myers</td>
<td>Aquatics Director</td>
<td>202-274-5343</td>
<td><a href="mailto:andre.myers@udc.edu">andre.myers@udc.edu</a></td>
</tr>
</tbody>
</table>

## Support Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Smith</td>
<td>Administrative Assistant</td>
<td>202-274-5095</td>
<td><a href="mailto:sismith@udc.edu">sismith@udc.edu</a></td>
</tr>
</tbody>
</table>

## Men's Basketball

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Mike Riley</td>
<td>Head Coach</td>
<td>202-274-6379</td>
<td><a href="mailto:mriley@udc.edu">mriley@udc.edu</a></td>
</tr>
<tr>
<td>Terrell Stokes</td>
<td>Assistant Coach</td>
<td>202-274-6352</td>
<td><a href="mailto:tstokes@udc.edu">tstokes@udc.edu</a></td>
</tr>
<tr>
<td>Anthony Iati</td>
<td>Assistant Coach</td>
<td>202-274-6787</td>
<td><a href="mailto:aitai@udc.edu">aitai@udc.edu</a></td>
</tr>
</tbody>
</table>

## Men's Soccer

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Matthew Thompson</td>
<td>Head Coach</td>
<td>202-274-5074</td>
<td><a href="mailto:mlthompson@udc.edu">mlthompson@udc.edu</a></td>
</tr>
<tr>
<td>Daniel Wadeson</td>
<td>Assistant Coach</td>
<td>202-274-5328</td>
<td><a href="mailto:daniel.wadeson@udc.edu">daniel.wadeson@udc.edu</a></td>
</tr>
</tbody>
</table>

## Men's and Women's Tennis

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Theodore Mahaffey III</td>
<td>Head Coach</td>
<td>202-274-5966</td>
<td><a href="mailto:tmahaffey@udc.edu">tmahaffey@udc.edu</a></td>
</tr>
</tbody>
</table>

## Women's Basketball

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>John Nakpodia</td>
<td>Head Coach</td>
<td>202-274-5085</td>
<td><a href="mailto:jn.nakpodia@udc.edu">jn.nakpodia@udc.edu</a></td>
</tr>
<tr>
<td>Jaresha Obey</td>
<td>Assistant Coach</td>
<td>202-274-6175</td>
<td><a href="mailto:jaresha.obey@udc.edu">jaresha.obey@udc.edu</a></td>
</tr>
<tr>
<td>TBA</td>
<td>Assistant Coach</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Women's Cross Country, Women's Indoor/Outdoor Track & Field

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joel Philip</td>
<td>Head Coach</td>
<td>202-274-5381</td>
<td><a href="mailto:joel.philip@udc.edu">joel.philip@udc.edu</a></td>
</tr>
</tbody>
</table>

## Women's Lacrosse

| TBA                 | Head Coach     | 202-274-6297 |
| TBA                 | Assistant Coach| 202-274-6024 |

## Men's Lacrosse

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Rodger Colbert</td>
<td>Head Coach</td>
<td>202-274-5368</td>
<td><a href="mailto:rodger.colbert@udc.edu">rodger.colbert@udc.edu</a></td>
</tr>
<tr>
<td>Kevin Murphy</td>
<td>Assistant Coach</td>
<td>202-274-5762</td>
<td><a href="mailto:kevin.murphy@udc.edu">kevin.murphy@udc.edu</a></td>
</tr>
</tbody>
</table>
ACADEMIC CALENDAR FOR THE FALL SEMESTER 2017

Tuition installment plan enrollment period for fall......................................................... April 3-Aug 28, 2017

Fall Semester Classes........................................................................................................ Aug. 21–Dec. 16, 2017

Professional Development Days....................................................................................... Aug. 16 - 18, 2017

On-line Course adjustment period for continuing students......................................... Aug. 14-18, 2017

Orientation & Advisement (New, Readmitted & Transfer Students)............................... Aug. 1 – 18, 2017

Advising & Registration (New, Readmitted, Special & Transfer Students).................... Aug. 1 – 18, 2017

Late Registration (on-line).............................................................................................. Aug. 21 – 27, 2017

Classes Begin.................................................................................................................... Aug. 21, 2017

Add/Drop.......................................................................................................................... Aug. 21 – 27, 2017

Withdrawal Deadline for 100% Refund (Tuition Only)................................................. Sept. 1, 2017

Deadline to pay full course registration....................................................................... Sept. 5-17, 2017

Labor Day—University Closed...................................................................................... Sept. 4, 2017

Classes Resume................................................................................................................ Sept. 5, 2017

Last Day to Apply for Fall 2017 Degree.......................................................................... Sept. 8, 2017

University Convocation.................................................................................................. Sept. 21, 2017

Columbus Day—University Closed................................................................................ Oct. 9, 2017

Classes Resume................................................................................................................ Oct. 10, 2017

Mid-Term Week Exams................................................................................................. Oct. 2–7, 2017

Last Day to Enter Mid-Term Grades Online................................................................. Oct. 12, 2017

Continuing Students Advisement & Online Registration for Spring 2018.................... Nov. 1–Dec. 15, 2017

Tuition Installment Plan Enrollment Period for Continuing Students......................... Nov. 1–Jan. 23, 2018

Last Day to Withdraw from Classes Without Academic Penalty.................................... Nov. 3, 2017

Veterans Day—University Closed.................................................................................. Nov. 10, 2017

Classes Resume................................................................................................................ Nov. 13, 2017

Thanksgiving holiday—University Closed..................................................................... Nov. 23–24, 2017

Classes Resume................................................................................................................ Nov. 27, 2017

Last Day of classes/last day to effect total withdrawal.................................................. Dec. 6, 2017

Deadline to Clear Incomplete Grades for Spring & Summer 2017................................. Dec. 1, 2017

Reading day...................................................................................................................... Dec. 7, 2017

Common Exams (English and Business)........................................................................ Dec. 8, 2017

Final Examinations......................................................................................................... Dec. 9-15, 2017

Last Day to Enter Grades Online.................................................................................... Dec. 20, 2017

Fall Semester Ends......................................................................................................... Dec. 16, 2017
ACADEMIC CALENDAR FOR THE SPRING SEMESTER 2018

On-line Course Adjustment Period for Continuing Students .................................................. Jan. 2 - Jan 5, 2018
Tuition Installment Plan Enrollment Period for Continuing Students.................................. Nov. 1 - Jan 23, 2018
Professional Development Day ................................................................. Jan. 2 & 3, 2017 full day, Jan. 4 – 5, 2018 half day
Deadline to submit change of major form to Office of the Registrar’s Office ...................... January 5, 2018
Last day for payment for Continuing Students Registration .................................................. January 23, 2018
Orientation, Advisement and Registration for New & Transfer Students ......................... January 2-5, 2018
Advisement & Registration for New, Readmitted, Special and Transfer Students ............ January 2-5, 2018
Late Registration/Add Drop .................................................................................................. January 8 -12, 2018
Classes Begin .................................................................................................................... January 8, 2018
Withdrawal Deadline for 100% Refund (Tuition only) .................................................. January 18, 2018
Martin Luther King, Jr. Holiday Observance (University Closed) .................................. January 15, 2018
Last Day to Apply for Spring 2018 Degree ..................................................................... January 24, 2018
Presidents Day Observed (University Closed).................................................................. February 19, 2018
Classes Resume ................................................................................................................. February 20, 2018
Founder’s Day ................................................................................................................... February 15, 2018
Last Day to Submit Undergraduate Graduation Clearance Forms to Registrar ................. March 5, 2018
Mid-term Week exams ....................................................................................................... February 26 - March 3, 2018
Last Day to Withdraw from Classes without Academic Penalty ........................................ March 23, 2018
Spring Break (Classes Suspended) .................................................................................. March 12-16, 2018
Classes Resume ................................................................................................................. March 19, 2018
Continuing Students’ On-line Registration for Fall 2018 .................................................. April 2 – July 27, 2018
Last Day to apply for Graduation ...................................................................................... January 26, 2018
Deadline for Graduating Seniors to Clear Any Financial Obligations .............................. April 6, 2018
Emancipation Day (University Closed) ............................................................................. April 16, 2018
Classes Resume ................................................................................................................. April 17, 2018
Tuition installment plan enrollment for Fall 2018............................................................. April 2-Aug. 24, 2018
Last Day to Submit Graduation Clearance Forms for Graduate Students (Registrar’s Office)......April 17, 2018
Deadline to submit grades for Fall 2017 semester ............................................................. April 17, 2018
Final Exams for seniors ...................................................................................................... April 23-27, 2018
Last Day of Classes/last day to effect total withdrawal ................................................... April 27, 2018
Reading Day ...................................................................................................................... April 30, 2018
Common Exams (English) .............................................................................................. May 1, 2018
Senior Grades Due ............................................................................................................ May 1, 2018
Final Examinations ............................................................................................................ May 2-8, 2018
Last Day to Submit Grades Online .................................................................................... May 10, 2018
Summer Registration Begins for the 1st Six-Week and 12-Week Terms ......................... April 2 - May 11, 2018
Summer Registration Begins for the 2nd Six-Week Term ................................................... April 2 - June 25, 2018
Commencement ................................................................................................................ May 12, 2018
Spring Semester Ends ...................................................................................................... May 11, 2018
MISSION

University Mission Statement
The University of the District of Columbia is a pacesetter in urban education that offers affordable and effective undergraduate, graduate, professional, and workplace learning opportunities. The institution is the premier gateway to postsecondary education and research for all residents of the District of Columbia. As a public, historically black, and land-grant institution, the University’s responsibility is to build a diverse generation of competitive, civically engaged scholars and leaders.

University Vision
To be a University system that is student centered and demand driven that empowers its graduates to be critical and creative thinkers, problem solvers, effective communicators, and engaged, service-driven leaders in the workforce and beyond.

Core Values
- Excellence
- Collaboration
- Sustainability
- Innovation
- Integrity

Athletic Department Philosophy Statement
As an integral part of the Flagship University, the Department of Intercollegiate Athletics provides experiences that enhance the comprehensive development of students. With a commitment to excellence, the department embraces the overall mission of the NCAA with emphasis on the Division II strategic positioning platform which “provides growth opportunities through academic achievement, learning in high-level athletic competition, and development of positive societal attitudes in service to community”. In addition, the Department of Intercollegiate Athletics is committed to providing a game environment which respects fairness, courtesy, and ethical conduct towards others. The department will uphold the fair and equitable treatment of all persons and will conduct its programs consistent with Title IX, University guidelines, and NCAA rules and regulations.
The University of the District of Columbia is a member of the East Coast Conference. Firebird student-athletes currently compete in ten NCAA Division II varsity sports:

**Men’s Basketball**
**Women’s Basketball**
**Women’s Cross-Country**
**Men’s Lacrosse**
**Women’s Lacrosse**
**Women’s Indoor Track & Field**
**Women’s Outdoor Track & Field**
**Men’s Soccer**
**Men’s Tennis**
**Women’s Tennis**
SEXUAL HARASSMENT AND VIOLENCE POLICY

Student-athletes have rights and responsibilities to express concerns about sexual harassment and violence. Complaints of discrimination can be filed with the University’s Compliance Officer/Title IX Coordinator, Anthony Jemison, anthony.jemison@udc.edu – (202-274-5442) located in the UDC Office of Human Resources (2nd floor, building 39). This office addresses affirmative action, equal employment opportunities, disability-handicap-limitation accommodations, racial harassment, and sexual harassment. The University’s discrimination and harassment policies can be found at http://www.udc.edu/docs/equal_opportunity/Discrimination_Harassment_Policy.pdf and the University’s equal employment policy can be found at http://www.udc.edu/human_resources/equal_opportunity_policy.

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

The faculty, staff and students of the University of the District of Columbia make up a community committed against violence. The University considers acts or threats of violence as serious violations of University policy. This includes harassment of personal characteristics such as sexual preference, color, creed, disability, ethnic or national origin, gender, or race. Furthermore, sexual or romantic conduct of any sort between student-athletes and coaches, or any staff member is improper and strictly forbidden. Please report misconduct to the proper authorities immediately.

GAMBLING POLICY

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

GOOD SPORTSMANSHIP

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

- **Sportsmanship** is a set of behaviors to be exhibited by student-athletes, coaches, game officials, administrators and fans in athletics competition. These behaviors are based on values, especially respect and integrity.

- **Ethical conduct** is a set of guiding principles with which each person follows the letter and spirit of the rules. Such conduct reflects a higher standard than law because it includes, among other principles, fundamental values that define sportsmanship.

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

(a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and (Adopted: 1/9/96)

(b) Educate, on a continuing basis, all constituencies about the policies in Constitution 2.4-(a). (Adopted: 1/9/96)

**East Coast Conference Sportsmanship Statement**

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

There is a zero tolerance policy for hazing at the University of the District of Columbia. Actions and activities which are prohibited include, but are not limited to, the following:

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

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

ACADEMIC INTEGRITY

Academic misconduct includes, but is not limited to activities and behavior defined below. Notwithstanding the definitions contained in this article, the university reserves the right to determine that academic misconduct has occurred in any particular situation.

1. AIDING OR ABETTING: Knowingly helping, procuring or encouraging another person to engage in academic misconduct.
2. CHEATING: Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisitions, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
3. FABRICATION: Any dishonesty or deception in fulfilling an academic requirement including, but not limited to transcripts, identification, birth certificates or visas.
4. PLAGIARISM: Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
   a.) Use or possession of unauthorized material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as tape cassettes, notes, tests, cell phones, pda’s, iPods, calculators, programmed calculators, other technological aid, or computer programs not permitted for classroom use.
   b.) Obtaining or furnishing assistance with or answers on assignments for which collaboration is not specifically allowed from another person with or without that person’s knowledge.
   c.) Representing as one’s own an examination taken by another person.
   d.) Taking an examination in the place of another person.
   e.) Obtaining unauthorized access to the electronic or paper files of another person or agency, or altering and/or destroying those files.
   f.) Possession, use, distribution, or sale of unauthorized copies of an examination, or computer program.  
   (Code of Student Conduct, UDC, p. 9)
NON-ACADEMIC MISCONDUCT

Non-academic misconduct is all misconduct that is not academic. It includes, but is not limited to, the activities and behavior defined below. Notwithstanding the definitions contained in this Article, the University reserves the right to determine that non-academic misconduct has occurred in any particular situation. The University’s complete code of student conduct can be found in the Student Handbook located on the university’s Student Development and Success web page or http://docs.udc.edu/student_life/student_handbook_2015_2017.pdf.

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

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16. IDENTIFICATION, MISUSE OF: Unauthorized transferring, lending, presenting borrowing or altering University identification or any record or instrument of identification, including the unauthorized use of such to change, alter, and/or alter grades or University records, and the unauthorized use of another individual’s password.
17. INFORMATION TECHNOLOGY, MISUSE OF: Theft or abuse of information, (e.g. computer, electronic mail, voice mail, telephone, fax, iPods, or any other electronic devices/media), including but not limited to:
   a.) Abuse of authorized entry into a file, computer system, or database to use, read or change the contents, or for any other purpose.
   b.) Unauthorized transfer or distribution of a file.
   c.) Unauthorized use of another individual’s identification and password.
   d.) Unauthorized use of information technology to send or receive obscene, threatening or sexual messages (i.e. pornographic images) in a public display (e.g. computer labs, classrooms, libraries, etc.).
   e.) Unauthorized use of information technology to interfere with the work of another student, faculty member or University official.
   f.) Unauthorized use of information technology to interfere with the normal operations of the University’s systems.
   g.) Unauthorized use of information technology to destroy data or files through tampering, creating viruses or other systems that impede access to the system.
   h.) Unauthorized use of any other form of information technology which violates the Office of Information Technology’s Internet Access and Use Policy, which can be found online at http://oit.in2.udc.edu/docs/internet.pdf.
18. LAW, VIOLATION OF: Violating criminal laws (federal, state or local) on campus where the foreseeable effect is to interfere with the University’s organizational objectives, mission or responsibilities, or to violate any portion of this Code.
19. MENACING: Knowingly causing another person to believe that the offender will cause serious physical harm to another, a member of their immediate family or their property.
20. PROPERTY OR SERVICES, UNAUTHORIZED USE: Unauthorized use or possession of property or resources of the University or of a member of the University community or other person or entity.
21. PROBATION, VIOLATION OF: Violating the Code of Student Conduct while on University disciplinary probation or violating the specific term of that probation will be cause for additional sanctions.
22. SAFETY EQUIPMENT, MISUSE OF: Unauthorized use or alteration of firefighting equipment, safety devices, fire alarms, fire extinguishers or other emergency devices. Failing to conform to safety regulations, such as falsely reporting an incident or failure to evacuate facilities in a timely manner in emergency situations or in response to fire alarms.
23. SMOKING POLICY, VIOLATION OF: Violating the smoking policy of the University, possessing a lit tobacco product or other illegal tobacco type substance anywhere inside a University building according to the UDC Board of Trustees Resolution No. 93-4 and DC Law 3-22.
24. STOLEN PROPERTY, POSSESSION OF: Unauthorized possession of property that has been stolen or that may be identified as property of the University or any person or entity.
25. THEFT: Unauthorized possession of property or materials of the University or member of the University community.
26. TRESPASS OR FORCIBLE ENTRY: Unauthorized trespass or forcible entry into any University building, structure or facility or onto University property.
27. UNIVERSITY KEYS, MISUSE OF: Unauthorized use, distribution, duplication or possession of any keys issued for any University building, laboratory, facility or room.
28. UNIVERSITY POLICIES OR RULES, VIOLATION OF: Any violation of published University of the District of Columbia policies or rules is a violation of the Code of Student Conduct.
29. WEAPONS: Unauthorized possession or use of a firearm or explosive device of any description and anything knowingly used to threaten or harm including, but not limited to, firecrackers, compressed air guns, pellet guns, BB guns, paint guns, bow and arrow(s), knives, box cutters, sharp instruments, biological agents, dangerous chemicals, stun guns, brass or metal knuckles, and water guns will result in an immediate suspension from the University. This includes any object which can be used as a dangerous weapon and any items used that pose a potential threat to others.
30. DISORDERLY CONDUCT: Refers to a form of lewd and indecent behavior, of peace, or aiding, abetting, or procuring another person to breach the University’s premises or at functions sponsored by or participated in by the University.
31. HARBORING: Knowingly harboring on, or transporting to, University-owned or operated property a fugitive, a member or University official.
32. THREAT: Knowingly to intend harm verbally or cause bodily harm to another person on campus either by that particular individual or by someone else who will bring harm onto that person as a second party.
33. TERRORISTIC THREATS: Any act including, but not limited to, the use of force or violence and/or threat thereof against any person or group(s) of persons whether acting alone or on behalf of, or in connection with, any organization(s) or government(s) committed for political, religious, ideological or similar purposes, including the intention to influence any government and/or to put the public or any of the public in fear. Also includes falsely reporting the presence of a bomb or any other dangerous device or condition. These acts will result in immediate suspension from the University.
34. RETALIATION: Harassment of complainant or other person(s) alleging misconduct, including, but, not limited to, intimidation, threats or unwanted physical contact. Person(s) found in violation of this section will receive an immediate suspension from the University.

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

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

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

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

STUDENT-ATHLETE CONDUCT

The University of the District of Columbia and the Athletics Department will hold all student-athletes to the same Code of Conduct as all students. If a student-athlete violates this code on or off campus during academic, athletic participation or in University Housing he/she will be subject to penalties imposed by University Judiciary proceeding as well as Athletic Department penalties. Student-athletes may lose their scholarships, team membership etc. as the Athletic Director deems appropriate with regards to conduct violations. The University’s complete code of student conduct can be found in the Student Handbook which on the Student Development and Success web page or at http://docs.udc.edu/student_life/student_handbook_2015_2017.pdf.

STUDENT-ATHLETE CODE OF CONDUCT AND EXPECTATIONS

Personal Conduct by Student-athletes: Student-athletes are, at all times, representatives of the University and Department of Athletics. Therefore, it is the responsibility of the student-athletes to conduct themselves in a manner deemed appropriate to faculty, coaches, and the athletic administration. Disruptive or unacceptable behavior that, in the opinion of coaches and/or administrators, is determined to be detrimental to a student-athlete, the sport program in which they participate, the Department of Athletics and/or the University will be addressed, and appropriate disciplinary action will be taken. Such action may include the gradation or cancellation of current or future athletically related financial aid and/or team probation, suspension, or expulsion. Furthermore, all student-athletes will follow all UDC, NCAA and East Coast Conference rules and regulations.

1. Travel: Alcoholic beverages are not to be possessed or consumed by student athletes, student managers, or student trainers, despite age, during UDC athletics-related travel, competition, practice, or activity. Specifically, while on a team trip, all team members must travel with the team unless special permission is obtained from the head coach and Director of Athletics.

2. Athletic Grants-in-Aid: Athletic grants-in-aid are awarded on a one-year basis, as required by NCAA regulations. During the period of the award, an athletic grant may be reduced or eliminated only if the student-athlete voluntarily withdraws from his or her team; or is removed from the team for disciplinary or academic ineligibility reasons. It is upon the recommendation of the head coach that an athletic grant is renewed for the ensuing year; however, UDC’s philosophy is to renew athletic grants at equal or greater levels as long as the student-athlete has athletic eligibility remaining, is academically eligible to participate, has been exemplary team member, and is a contributing member of the program. Some grants are renewed but reduced.

3. Academic Expectations: Student-athletes are expected to regularly attend all academic classes, to notify instructors in a timely manner when they will be away from class for scheduled athletic contests, and to complete all course requirements. Failure to do so may jeopardize continued participation in the UDC Athletic Program.

4. Hazing: Team members may not participate in any form of hazing or initiation. The term “hazing” is defined as any action taken or situation created by a member(s) of a student-athlete or student organization toward one or more organization members or toward prospective members (as a part of the new member selection process), that occurs on a University -owned or leased property or at a University sponsored function or at the local residence of any University student, faculty member, or employee that is designed to ridicule. Such activities are include, but are not limited to, excessive physical/psychological shock, fatigue, stress, injury, or harm. Any activity of this nature is strictly prohibited and allegations will be thoroughly investigated. If it is found that the policy was breached, involved student-athlete(s) may be suspended form the team for a specified time. The University has a
policy regarding hazing and the Associate Vice President for Student Affairs will be notified if the Department has determined the hazing has occurred.

5. **Destruction of Property:** Damaging, destroying, defacing, littering, or tampering with the property of the University or the property of another person or organization while on University property or while attending a University sponsored event is prohibited.

6. **Drugs and Alcohol:** The unlawful possession, use, or distribution of illicit drugs and alcohol by students on University property or as part of any University activity is prohibited. Federal and District of Columbia laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic, dangerous drug, or alcohol. The health risks associated with the use of illicit drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration, and death. Students who unlawfully possess, use, or distribute illicit drugs or alcohol shall be sanctioned. Sanctions may include referral for criminal prosecution, expulsion, suspension, reprimand, or requiring the student to complete an appropriate rehabilitation program. The University of the District of Columbia provides confidential counseling and referral services to students with problems related to drug use and alcohol abuse. The University also provides information about substance abuse and treatment programs available to UDC students. Students who desire information regarding substance abuse or treatment programs should contact the University Health Services at (202) 274-5030 or The University Counseling Services 202-274-6000. Student-athletes will receive information regarding alcohol use and abuse. At no time is any student-athlete, including those who are of legal age to drink, permitted to use alcohol while participating in any on or off-campus university athletic event.

7. **Tobacco:** The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainer, managers and game officials) in all sports during practice and competition. The use of tobacco products by any individuals on the field of play — as well as during other championship activities such as banquets, autograph sessions, media conferences and postseason interviews — at NCAA championships is prohibited. Violations of this policy shall be dealt with by the appropriate sports committee in accordance with the misconduct provisions of Bylaw 31.1.10. The Athletics Department opposes all uses of tobacco by student-athletes. Student-athletes may not consume tobacco during any athletically related activities. The Athletic Department may take serious actions to penalize the use tobacco during these times.

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

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

Publicly accessible media includes technology many of us use every day to communicate, inform, express opinions and share entertainment which serve or are available to the general public. These include: print- such as newspapers, magazines, books, posters, fliers, newsletters, etc.; broadcasts-as in video and radio; digital-as in the internet, email, cyber profile websites (e.g. facebook, instagram, pinteres, myspace), podcasting, chatrooms, skype, AIM, twitter and blogs, and emerging communication technologies.

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

**Social networks** can be great fun and serve a definite purpose. However, it is important that all student-athletes be responsible for what they and others post and realize the importance of private accounts: *if you do not make a concerted effort to keep your information and pictures private they will be PUBLIC.* Student-athletes who make Student Code of Conduct, Student-Athlete Code of Conduct and NCAA violations (e.g. alcohol and drug policy, harassing language, and other violations) public will be investigated and may be penalized by the Athletic Department. Student-athletes are not prohibited from membership to social networks. The Athletic Department reminds you of your duty to conduct yourself as a POSITIVE representative of the UDC community and this Department. You are a representative of UDC Athletics, even when you are on Twitter, Facebook, Instagram, YouTube, etc. If you don’t want everyone to see what you are doing—then don’t do it, and don’t put it on the internet.

**Guidelines**

1. It is not advised to share your full birth date, social security number, address, residence hall, phone number, class schedule, whereabouts, or daily schedule. These can lead to identity theft or stalking.

2. Remember that your profile is everlasting on the internet. You will eventually graduate and seek employment. Always think, "Would I want my future employer to see this", before you add information or pictures.

3. Always be suspicious of emails and those contacting you who ask for personal information. Do not share personal information with strangers, web-based, or other.

4. Just as the printed and spoken word is subject to Federal law concerning harassment, etc. so too is your on-line profile.
The Department of Athletics and the Office of Academic Advising and Retention at the University of the District of Columbia collaborate to support student-athletes’ academic success, learning, growth, and graduation. These units will consult with students about the delicate balance between athletics and academics. The Athletic Department is committed to recognizing academics as the first priority of every student-athlete. Again, the Athletic Department will collaborate with the Office of Academic Advising and Retention to support student-athletes’ in learning and succeeding in the classroom while helping students maintain academic eligibility. UDC’s objective is to empower all graduates to be critical and creative thinkers, problem solvers, effective communicators, and engaged, service-driven leaders in the workforce and beyond.

The Academic Advising Center exists to provide all students with academic support necessary to foster success here at UDC and beyond. To make an appointment with an academic adviser, email acc@udc.edu or telephone (202)274-6899. The center is open Monday through Thursday from 8:30-5:30 p.m. and on Friday from 8:00-5:00 p.m. The Academic Advising Center provides tutoring, equipment (e.g. calculators) and special workshops.

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

**STUDENT-ATHLETE MISSED CLASS TIME POLICY**

**Class Attendance Policy- University Catalog**
The University expects all students to attend classes on a regular basis. Students who find it necessary to be absent from class because of illness or other personal reasons are required to provide official notification to the instructor. This notification is for the instructor’s information only and in no way excuses the absence, nor does it relieve you of the responsibility for assignments covered during the period of absence. Extenuating circumstances which may force a student to be absent should be reported to the departmental office and to the instructor. The instructor will determine the amount of assistance a student will need to complete the course requirements.

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

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

**In compliance with NCAA Bylaws 3.3.4.7 and 17.1.6.6.1, the following is University of the District of Columbia Department of Athletics Missed Class Time Policy.**

1) Student-athletes will not be required to attend any practice/activities that result in a missed scheduled class or final exam. Practice is NEVER an excuse to miss class. Student-athletes having a class/practice conflict must work out a schedule with their coach which guarantees 100% class attendance. It is expected that coaches will not penalize student athletes for missing practices due to any conflicts with regularly scheduled classes for which student-athletes are enrolled.

2) It is an expectation that a student-athlete will not miss class for any reason other than excused athletic competition and travel, extreme illness, or grave extenuating circumstances. Student-athletes who must miss any class(es) due to illness must inform the Athletic Trainer, the designated Athletic Department Administrator, and their professor(s) the very same day. If the student-athlete is unable to notify a member of the Athletic Department, the student-athlete remains responsible for contacting the professor(s).

3) As part of Return to Learn section of the Department of Athletics Concussion Management Plan, when a student-athlete is diagnosed with a concussion, the athletic trainer will inform the Athletic Director who will in turn inform the Academic Dean. Student-athletes diagnosed with concussions are advised to go to class as regularly as possible. In the event that studying, writing notes, or typing papers is worsening the concussion symptoms, the student-athlete should take a break and rest before resuming academics. The Athletic Director may also inform specific professors at the student-athletes’ request if there is an upcoming project or deadline that is unattainable due to concussion symptoms. It is at the professor’s discretion whether to allow an extension on projects, tests, or papers. If the student-athlete believes they need more time and the professor is not allowing it, the student-athlete can meet with the Disability Resource Center (Building 44, Room A-39) and discuss if they are eligible.

4) Recruiting and media requests (including internal Athletics Communication Office) will not interfere with class or exam schedules.

5) During the non-championship segment, per NCAA Bylaw 17.1.6.6.2 members of team sports, e.g. - lacrosse and soccer may not miss class for competition. **This includes scrimmages.**
6) For home competitions, student-athletes shall not miss any class time prior to two hours before the scheduled competition.

7) For away competition, whenever possible team travel should be scheduled to minimize the need for overnight stays. For away competition with overnight travel, no team shall depart more than 30 hours prior to scheduled departure. Student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.

8) For weekday away competitions with same day travel, scheduled departure time shall not be more than drive time to destination plus 90 minutes. Student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.

9) All in-season student-athletes who will miss class due to competition and travel receive letters with travel dates that require faculty signatures. During the first week of classes (on the first day or earlier if possible), student-athletes must discuss travel dates, missed classes, the requirements for maintaining the course workload while traveling, and the professors’ willingness to accommodate absences. All conversations of student-athletes with faculty concerning academic absence accommodations must occur before the drop/add deadline.

10) Student-athletes must return a signed copy of the missed class letter to the designated Athletic Department Administrative.

11) It is an expectation that student-athletes are responsible for submitting all assignments on time or in advance of missed class and will make any arrangements for missed material. Student-athletes missing an in-class graded assignment or test shall contact the class instructor in advance of the missed class to discuss alternative timeline or arrangements, which may include completing assignment early or using available technology to complete while on the road.

12) It is expected that faculty members will not penalize student-athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.

13) Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a faculty member may immediately appeal to the appropriate Chair or to the Academic Dean.

14) Other than scheduled conference competition, coaches will not schedule away from home competitions that require missed class time during the first week of classes, final exam period or weekend prior to final exam period. Student-athletes will confirm date of final exams at least one month prior to the last day of classes and notify the Faculty Athletics Representative of any conflicts for conference contests.

15) Student athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a coach may bring this matter to the attention of the Athletics Director or the Faculty Athletics Representative.

16) Exceptions to any of the above will only be approved by the Director of Athletics in consultation with Faculty Athletics Representative. The Faculty Athletics Representative will report any exceptions to faculty via email and included in Faculty Athletics Representative’s annual report to Faculty Senate.

17) Faculty having questions about the application of these statements may contact the Faculty Athletics Representative or the Academic Affairs Committee.

Adopted by the Athletics Compliance Committee:December 2015

GRADUATION

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

REGISTRATION

All student-athletes are responsible for fulfilling registration requirements. Registration for the next semester for current students (called “Continuing Students”) is held beginning April 1 during the spring semester and beginning November 1 during the fall semester. This is the best time to meet with your advisor and register to ensure that you get into the classes you need. To graduate within four years, a student must average 15 credits in the fall and spring semesters (for majors requiring 120 credits). Please make your advisor aware of your goals to graduate within four years and your NCAA requirement to pass 24 degree applicable credits. These credits must be earned in major core courses, major auxiliary courses, major electives, and general electives. Note: Repeated courses and remedial courses do not count toward this requirement. If you or your faculty advisor have any questions, please consult the Director of Academic Advising.

Prior to registering for courses, you must schedule a meeting with your academic advisor on course selection, elective options, and future availability of required courses. You may request a phone advising session if you plan to be on the road. If you have any questions, contact the compliance coordinator or the Director of Academic Advising to ensure your continued eligibility. You will not be able to register for the next semester until your academic advisor has released your advising hold.

You must be enrolled in a minimum of 12 credit hours each semester to be eligible for practice and competition. If you ever drop below 12 credits, you are immediately ineligible for practice and competition. In addition,
effective immediately, you must seek permission from the Sr. Associate Director for Compliance before making any manipulations to your class schedule.

REGISTRATION FOR CONTINUING STUDENTS

a. Login to my.udc.edu
b. **Use your UDC email username**, which is generally your first.lastname@udc.edu, and your password. If you have not set up your password the default pass word is your student ID# (NXXXXXXXX). If you are unsure of what your email is, please visit the IT department on the third floor of building 41, email support@udc.edu, or call 202-274-5941.
d. On the Center of the Page, 4th box down, look for the “Registration Tools” box.
e. Click on “Look Up Classes”.
f. Search by term or date range (e.g., select Spring 2016). Click submit. The screen will display “Look Up Classes”.

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

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

One way to ensure selection of appropriate courses is to select “Advanced Search”. Students on the Van Ness Campus should choose “Main” under the “Campus” tab when search; Community college students should select “Community College of DC”. Check the box next to the class you would like to take and add to the worksheet. Repeat these steps to add additional classes. When you are finished click “Submit Changes”.
g. Confirm, view, and print your schedule by clicking “Student Detail Schedule” under the “Student” tab. This view also shows you the days, times, and locations of your classes.

DECLARATION AND CHANGE OF MAJOR

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

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

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

HOW TO CHANGE A MAJOR

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

HOW TO CHANGE PERSONAL INFORMATION

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

HOW TO REQUEST A TRANSCRIPT OF GRADES

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

HOW TO REQUEST VERIFICATION OF ENROLLMENT

• The student obtains Verification of Enrollment form from the Office of the Registrar.
• The student completes the Verification request form.
• The student returns the form to the Office of the Registrar.
• Official copies are forwarded directly to the requesting agency, individual or institution.


HOW TO APPEAL A GRADE

• The student should present to the professor within one semester in writing. The professor will review with the student the procedure for calculating the grade consistent with the course syllabus and resolve within 15 day.
• If appeal is not resolved, student may appeal in writing to the Department Chair, identify the basis of the dispute and include all supporting documentation. The Chair may meet with the professor and the student and forward to Department committee who will forward recommendation within 15 days.
• The professor or student can appeal the decision of the Department Chair by forwarding complete documentation to the College Dean for a college wide academic appeals committee consideration to be rendered within 15 days.

HOW TO REQUEST AN APPLICATION FOR GRADUATION:

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

Credit and Grading

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

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

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

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

Graduate Grading System
Graduate students are graded under the following system:

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

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

Other grades which may appear on the transcript but which are not considered in computing the GPA are:
CR  Credit
NC  No Credit

The symbols CR and NC are available for use in those courses designated by the academic department. The CR symbol will count toward the hours completed.

Audit
The AU symbol will be used when a student audits a course. A student may register to audit a course during the period of registration and late registration only. The symbol AU will be preprinted on the class roster for the appropriate students.
W  Withdrawal
The symbol "W" will designate official withdrawals. A student may officially withdraw from a course or the University up to five weeks prior to the beginning of the scheduled final examination period. A student who fails to withdraw in the required manner will receive the grade of F (failure). A student may withdraw from the University at any point up to the beginning of the final examination period for which he/she is enrolled. A student who withdraws from the University will not be considered as an enrolled student for the purpose of readmission during the semester of withdrawal. A student who wishes to enroll in the next consecutive semester must reapply for admission.

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

X  In Progress
The symbol “X” is used for thesis preparation or directed study. This grade is applicable only for graduate study.

ACADEMIC PROBATION, APPEAL AND DISMISSAL

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

Dismissal
If a student’s cumulative GPA is below 2.00 and the student fails to successfully complete at least 50% of the hours attempted and fails to achieve a term GPA of 2.10 or better each term of enrollment following a second academic suspension, the student will be dismissed from the University. All courses for which the student was enrolled after add/drop are considered in determining 50% of the hours attempted. Reinstatement for such students will not be considered in less than two calendar years from the date of dismissal. Reinstatement for such students will not be considered in less than two calendar years from the date of dismissal.
ELIGIBILITY AND COMPLIANCE

STUDENT-ATHLETE ELIGIBILITY
You must be enrolled in a minimum of 12 credit hours each semester to be eligible for practice and competition. If you ever drop below 12 credits, you are immediately ineligible for practice and competition. You must also maintain an overall Grade Point Average of 2.0.

SATISFACTORY PROGRESS TOWARD GRADUATION
You must pass 24 credit hours (in Division II) each academic year you have been enrolled full-time at UDC. You must be enrolled in a minimum of 12 credit hours each semester to be eligible for practice and competition. If you ever drop below 12 credits, you are immediately ineligible for practice and competition. You must maintain an overall 2.0 Grade Point Average at the end of each semester.

SEASONS OF COMPETITION

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

14.4.3.2.1 Application of Rule to Transfer Student. For purposes of certifying eligibility for a transfer student from a two-year or four-year collegiate institution per Bylaw 14.4.3.2, the nine-semester or eight-quarter hours must be transferable degree credit. (See Bylaw 14.5.4.5.3.)

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

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

14.2.2.3 Waivers. The Management Council, or a committee designated by the Management Council to act for it, by a two thirds majority of its members present and voting, may approve waivers to the 10-semester rule as it deems appropriate You must consult with the Sr. Associate Director of Athletics for Compliance before making any manipulations to your class schedule.

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

TIME LIMITS FOR ATHLETICALLY RELATED ACTIVITIES
In all sports, the following time limitations shall apply:

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

17.1.6.2.1 Sports Other Than Football. In sports other than football, outside of the playing season during the academic year, only a student-athlete’s participation in weight training, conditioning, team activities and/or skill instruction shall be permitted, as follows: (Adopted: 1/10/91 effective 8/1/91, Revised: 1/10/95 effective 8/1/95, 1/14/97 effective 8/1/97, 1/14/02 effective 8/1/02, 1/14/08 effective 8/1/08, 4/15/08, 1/15/11 effective 8/1/11)
(a) In winter championship sports, a student-athlete’s participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction, as follows: (Adopted: 1/15/11 effective 8/1/11, Revised: 7/26/11)
(1) In basketball, from September 7 or the institution’s fourth day of classes for the fall term, whichever is earlier, through the day before October 15.
(2) In swimming and diving and track and field, from September 7 or the institution’s fourth day of classes for the fall term, whichever is earlier, through the institution’s declared start date of practice.
(3) In wrestling, from September 7 or the institution’s fourth day of classes for the fall term, whichever is earlier, through the day before October 10.
(b) In spring championship sports, from September 7 or the institution’s fourth day of classes for the fall term, whichever is earlier, through the day before the institution’s declared start date of the non-championship segment, a student-athlete’s participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction; (Adopted: 7/26/11)
(c) In fall championship sports, from the beginning of the institution’s second term of the academic year (e.g., winter quarter, spring semester) through the day before the institution’s declared start date of the non-championship segment, a student-athlete’s participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction; (Adopted: 1/15/11 effective 8/1/11, Revised: 1/17/15 effective 8/1/15)
(d) In National Collegiate Championships sports, from the beginning of the institution’s academic year through the day before the institution’s declared start date of practice, a student-athlete’s participation in weight training, conditioning, team activities and skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours may be spent on team activities and/or skill instruction; and
(e) Following the institution’s final contest or date of competition in the segment that concludes with the NCAA championship, a student-athlete is prohibited from engaging in countable athletically related activities for a 14-consecutive-calendar-day period. Between the end of the 14-consecutive-calendar-day break period or the end of the non-championship segment, and one week prior to the beginning of the institution’s final examination period, a student-athlete’s participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction set forth in Bylaw 17.1.6.2.2. (Adopted: 1/15/11 effective 8/1/11, Revised: 1/19/13 effective 8/1/13, 1/17/15 effective 8/1/15)

17.1.6.2.2 Skill Instruction. In sports other than football, participation by student-athletes in individual skill-related instruction is permitted outside the institution’s declared playing season in accordance with Bylaw 17.1.6.2.2.

DRAFT AND INQUIRY

12.2.4.1 Inquiry. An individual may inquire of a professional sports organization about eligibility for a professional league player draft or request information about the individual’s market value without affecting.

12.2.4.2 Draft List. An enrolled student-athlete may enter a professional league’s draft an unlimited number of times during his or her collegiate career and be drafted by any team in the league without jeopardizing eligibility in that sport, provided the student-athlete does not ever agree (orally or in writing) to be represented by an agent for the purposes of marketing his or her athletics ability or reputation in that sport, sign a professional sport contract or otherwise jeopardize his or her amateur status.

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

12.2.5 Contracts and Compensation. An individual shall be ineligible for participation in an intercollegiate sport if he or she has entered into any kind of agreement to compete in professional athletics, either orally or in writing, regardless of the legal enforceability of that agreement.
12.2.5.1 Nonbinding Agreement. An individual who signs a contract or commitment that does not become binding until the professional organization's representative or agent also signs the document is ineligible, even if the contract remains unsigned by the other parties until after the student-athlete's eligibility is exhausted.

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

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

12.3.1.2 Benefits From Prospective Agents. An individual shall be ineligible per Bylaw 12.3.1 if he or she (or his or her relatives or friends) accepts transportation or other benefits from: (a) Any person who wishes to represent any individual in the marketing of his or her athletic ability. The receipt of such expenses constitutes compensation based on athletic skill and is an extra benefit not available to the student body in general; or (b) An agent, even if the agent has indicated that he or she has no interest in representing the student-athlete in the marketing of his or her athletic ability or reputation and does not represent individuals in the student-athlete’s sport.

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

12.3.2.1 Presence of a Lawyer at Negotiations. A lawyer may not be present during discussions of a contract offer with a professional organization or have any direct contact (i.e., in person, by telephone or by mail) with a professional sports organization on behalf of the student-athlete. A lawyer’s presence during such discussions is considered representation by an agent.

AMATEUR STATUS
12.1.2 Activities Prior to Initial Full-Time Collegiate Enrollment. An individual loses amateur status and thus shall not be eligible for intercollegiate participation in a particular sport if the individual enters into an agreement with or receives benefits from an agent (See Bylaws 12.02.1 and 12.3 for additional information regarding agents.) (Adopted: 4/16/13, Revised: 1/15/14)

12.1.4 Impermissible—Following Initial Full-Time Collegiate Enrollment. Following initial fulltime collegiate enrollment, an individual’s participation in the following activities or receipt of the following benefits will jeopardize the individual’s amateur status and eligibility for intercollegiate participation in a particular sport: (Adopted: 4/16/13, Revised: 1/15/14)

(a) Use of Athletics Skill for Pay. Use of athletics skills for pay in any form in that sport.
(b) Acceptance of a Promise of Pay. Acceptance of a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation.
(c) Receipt of a Salary, Gratuity or Compensation. Receipt of any direct or indirect salary, gratuity or comparable compensation for participation in athletics.
(d) Receipt of Any Division or Split of Surplus. Receipt of any division or split of surplus (e.g., bonuses, game receipts).
(e) Contract to Play Professional Athletics. Signing a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received.
(f) Receipt of Funds From a Professional Team. Receipt, directly or indirectly, of a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations.
(g) Competition on a Professional Team. Competition on any professional athletics team (per Bylaw 12.02.6), even if no pay or remuneration for expenses was received.
(h) Agreement With or Benefits From an Agent. Entrance into an agreement with or receipt of benefits from an agent.
(i) Educational Expenses.
   (1) Receipt of educational expenses not permitted by the governing legislation of this Association (see Bylaw 15 regarding permissible financial aid to enrolled student-athletes).
   (2) Receipt of educational expenses provided to an individual by an outside sports team or organization that are based in any degree on the recipient’s athletics ability (except for financial aid that is received from a team or organization that conducts a competitive sports program by an individual who is not a member of that team or organization (see Bylaw 15.2.2.3)), even if the funds are given to the institution to administer to the recipient.
   (i) Receipt of Cash Award for Participation. Receipt of cash, or the equivalent thereof (e.g., trust fund), as an award for participation in competition at any time, even if such an award is permitted under the rules governing an amateur, non-collegiate event in which the individual is participating. An award or a cash prize that an individual could not receive under NCAA legislation may not be forwarded in the individual's name to a different individual or agency.

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(k) Expenses or Awards Not Permitted by Amateurism Rules Governing Events. Receipt of expenses incurred or awards received by an individual that are prohibited by the rules governing an amateur, non-collegiate event in which the individual participates.

(l) Expenses Above Actual and Necessary Expenses From Outside Amateur Sports Team or Organization. Receipt of expenses from an outside amateur sports team or organization in excess of actual and necessary travel, room and board expenses, and apparel and equipment (for individual and team use only from teams or organizations not affiliated with member institutions, including local sports clubs as set forth in Bylaw 13.11.2.4) for competition and practice held in preparation for such competition. Practice must be conducted in a continuous time period preceding the competition except for practice sessions conducted by a national team, which occasionally may be interrupted for specific periods of time before the competition.

(m) Expenses From Nonpermissible Entities. Receipt of any expenses, including actual and necessary expenses or any other form of compensation, to participate in athletics competition (while not representing an educational institution) from a sponsor other than an individual on whom the athlete is naturally or legally dependent or the nonprofessional organization that is sponsoring the competition.

(n) Unspecified or Unitemized Expenses. Payment to individual team members or individual competitors for unspecified or unitemized expenses beyond actual and necessary travel, room and board expenses for practice and competition.

(o) Payment Based on Place Finish. Any payment, including actual and necessary expenses, conditioned on the individual’s or team’s place finish or performance or given on an incentive basis, or receipt of expenses in excess of the same reasonable amount for permissible expenses given to all individuals or team members involved in the competition.

(p) Prize for Participation in Institutional Promotional Activity. Receipt of a prize for participation (involving the use of athletics ability) in a member institution’s promotional activity that is inconsistent with the provisions of Bylaw 12.5.

(q) Pay for Competition Involving Use of Overall Athletics Skill. Participation for pay in competition that involves the use of overall athletics skill (e.g., “superstars” competition). (See Bylaw 12.5.2.3.3 for exception related to promotional contests.).

(r) Preferential Treatment, Benefits or Services. Receipt of preferential treatment, benefits or services because of the individual’s athletics reputation, skill or pay-back potential as a professional athlete, unless such treatment, benefits or services are specifically permitted under NCAA legislation. [R]

(1) Donations Credited to or Earmarked for an Individual. Donations credited to or earmarked for an individual for athletics participation (e.g., as an individual or a member of a team) from a sponsor (e.g., neighbor, business) other than the individual’s relatives or legal guardians are considered improper benefits. (Adopted: 10/16/12)

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

(a) Accepts and remuneration for or permits the use of his or her name or picture to advertise, recommend or promote directly the sale or use of a commercial product or service or any kind, or

(b) Receives remuneration or endorsing a commercial product or service through the individual’s use of such product or service.

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

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

Period of Institutional Financial Aid Award (NCAA 15.6.3.1)If a student’s athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period in excess of one academic year nor for a period less than one academic year.

Reduction or Cancellation Permitted (NCAA 15.6.4.1) Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient;

(a) Renders himself or herself ineligible for intercollegiate competition;

(b) Fraudulently misrepresents any information on an application, letter or intent or financial aid agreement;

(c) Engages in serious misconduct warranting substantial disciplinary penalty

(d) Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may no be reduced or canceled. A student-athlete’s request for written permission to contact another four

Reduction or Cancellation Not Permitted (NCAA 15.6.4.3) Institutional financial aid based in any degree on athletics ability may not be increased, decreased or canceled during the period of its award:

(a) On the basis of a student-athlete’s athletics ability, performance or contribution to a team’s success;

(b) Because of an injury, illness, or physical or mental medical condition; or

(c) For any other athletics reason.
Renewals and Non-renewals Institutional Obligation (NCAA 15.6.5.1) The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded in the previous academic year (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and non-renewals must come from the institution’s regular financial aid authority and not from the institution’s athletics department.

POLICY FOR ATHLETIC GRANT-IN-AID APPEALS
If a student-athlete’s athletic grant-in-aid is reduced or cancelled during the period of the award or is reduced or not renewed for the following academic year, the student-athlete has the opportunity for a hearing to appeal the decision. Student-athletes will have 3 business days from the date of receipt of the letter notifying them of the reduction or non-renewal decision to request an appeal of that decision. Requests for appeal must be made in writing to the Office of the Director of Academic Advising and Retention.

STUDENT-ATHLETE EMPLOYMENT

Criteria Governing Compensation to Student-Athletes (NCAA 12.4.1) Compensation may be paid to a student-athlete:
(a) Only for work actually performed; and
(b) At a rate commensurate with the going rate in that locality for similar services.
(c) An employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer’s product or services.

Specific Athletically Related Employment Activities (12.4.2)
12.4.2.1 National Team Practice and Competition. A student-athlete may receive actual and necessary expenses and reasonable benefits associated with national team practice and competition (e.g., health insurance, broken-time payments).

12.4.2.2 Fee-for-Lesson Instruction. A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided all compensation received by the student-athlete is consistent with the criteria governing compensation to student-athletes (see Bylaw 12.4.1).

Employment at a Camp or Clinic: Student-Athletes (NCAA 13.12.2.2.1) A student-athlete who is employed in any sports camp or clinic must meet the following requirements:
(a) The student-athlete must perform duties that are of a general supervisory character in addition to any coaching or officiating assignments.
(b) Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of the athletics skills of the student-athlete.
(c) A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic.

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

OUTSIDE COMPETITION
14.7.1 Outside Competition, Sports Other Than Basketball. A student-athlete becomes ineligible for intercollegiate competition in his or her sport (other than basketball) if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any non-collegiate, amateur competition (e.g., tournament play, exhibition games or other activity) during the institution’s intercollegiate season in the sport (see Bylaw 14.7.5 for exceptions) until eligibility is restored by the Committee on Student-Athlete Reinstatement.

14.7.2 Outside Competition, Basketball. A student-athlete who participates in any organized basketball competition except while representing the institution in intercollegiate competition in accordance with the permissible playing season specified in Bylaw 17.3 becomes ineligible for any further intercollegiate competition in basketball.

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

UNETHICAL CONDUCT (NCAA 10.1)
Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) may include, but is not limited to, the following:
(a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual’s institution;
(b) Knowing involvement in arranging for a fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
(c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
(d) Knowingly furnishing the NCAA or the individual’s institution false or misleading information concerning the individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
(e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative or an agent or advisor (e.g., “runner”);
(f) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law;
(g) Failure to provide complete and accurate information to the NCAA or institution’s admissions office regarding an individual’s academic record (e.g., schools attended, completion of coursework, grades and test scores);
(h) Fraudulence or misconduct in connection with entrance or placement examinations;
(i) Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
(j) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution’s athletics department regarding an individual’s amateur status.

GAMBLING ACTIVITIES (NCAA 10.3)

DON’T BET ON IT!
Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not engage in sports wagering or provide information to individuals involved in any type of sports wagering activities. Sports wagering includes placing, accepting or soliciting a wager (on a staff member or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.
A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (“point shaving”) or who participates in any sports wagering activity involving the student-athlete’s institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.
A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum of a period of one year from the date of the institution’s determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If the student-athlete is determined to have been involved in a later violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

KNOWLEDGE OF BANNED DRUGS (NCAA 10.2)
UDC student-athletes are subject to random drug testing by the NCAA throughout the year, including the summer, and during NCAA Championships. Per NCAA Constitution 3.2.4.6 and NCAA Bylaw 14.1.4 you must sign the NCAA Drug Testing Consent Form prior to beginning practice each year. A student-athlete who is found to have utilized a substance on the list of banned drugs shall be declared ineligible for further participation in postseason and regular-season competition in accordance with the following provisions: A student athlete who tests positive shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student athlete or a minimum of the equivalent of one full season of competition in all sports if the student athlete tests positive during his or her season of competition (i.e., the remainder of contests in the current season and contests in the subsequent season up to the period of time in which the student athlete was declared ineligible during the previous year). The student athlete shall remain ineligible for all regular season and postseason competition during the time period ending one calendar year (i.e., 365 days) after the student athlete’s positive drug test, and until the student athlete retests negative and the student-athlete’s eligibility is restored by the NCAA. If the student-athlete tests positive a second time for the use of any drug, other than a “street drug”, he or she shall lose all remaining regular-season and postseason eligibility in all sports. If the student-athlete tests positive for the use of a “street drug” after being restored to eligibility, he or she shall lose a minimum of one season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. (NCAA 18.4.1.5)
The following is the list of banned-drug classes: (NCAA 31.2.3)

a. Stimulants:
   - amiphenazole fencamfamine
   - amphetamine meclofenoxate
   - bemigride methamphetamine
   - benzphetamine methylphenidate
   - bromantan nikethamide
   - caffeine
   - chlorphentermine pentetrazol
   - cocaine phendimetrazine
   - cropropamide phentemazine
   - crothetamide phentermine
   - diethylpropion picrotoxine
   - dimethylamphetamine pipradol
   - doxapram prolintane
   - ephedrine strychnine
   - ethamivan and related compounds
   - ethylamphetamine

b. Anabolic steroids:
   - boldenone clenbuterol
   - clostebol methyl testosterone
   - dehydrochlormethyl-testosterone (DHEA) nandrolone
   - dihydrotestosterod norethandrolone
   - dromostanolone oxandrolone
   - fluoxymesterone oxymesterone
   - mesterolone oxymetholone
   - methandienone stanozolol
   - methenolon and related compounds

c. Substances banned for specific sports:
   - Rifle:
     - alcohol pindolol
     - atenolol propranolol
     - metoprolol timolol
     - nadolol and related compounds

d. Diuretics:
   - acetazolamide hydrochlorothiazide
   - bendroflumethiazid hydroflumethiazide
   - benzthiazide methyclothiazide
   - bumetanide metolazone
   - chlorothiazide polythiazide
   - chlorothalidone quinethazone
   - ethacrynic acid spironolactone
   - flumethiazide triamterene
   - furosemide trichlormethiazide
   - and related compounds

e. Street drugs:
   - heroin THC (tetrahydrocannabinol)
   - marijuana

f. Peptide hormones and analogues:
   - chorionic gonadotrophin corticotrophin (ACTH)
   - (HCG-human chorionic growth hormone gonadotrophin) (HGH, somatotrophin)
   - erythropoietin (EPO)

g. Definition of positive depends on the following:
   - 1 for caffeine-if the concentration in the urine exceeds 15 micrograms/ml.
   - 2 for testosterone-if the administration of testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1; unless there is evidence that this ratio is due to a physiological or pathological condition.
   - 3 for marijuana and THC-if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.
   - All the respective releasing factors of the above-mentioned substances also are banned.
SPORTS MEDICINE

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

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

Forms/Documents to Participate
All forms for first-time UDC student-athletes and returning student-athletes can be found at http://udcfirebirds.com/information/SportsMedicine/index. The following outlines the forms and documents that every student-athlete must complete and hand in to the athletic trainer in order to participate in UDC athletics.

1. Contact Information and Health Insurance/Authorization Form
2. Insurance and Medical Expenses Acknowledgement Form
3. Copy of Insurance Card (front and back)
4. Student-Athlete Physical Examination Form
5. Student-Athlete Assumption of Risk Form
6. Initial Health History Questionnaire (first-year student-athletes only)
7. Student-Athlete Medical Update (returning student-athletes only)
8. Student-Athlete Supplement Notification Form
9. Sickle Cell Trait Screening Results (first-year student-athletes only)
10. ADHD Reporting Form (if applicable)

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

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

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

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

For student health insurance fees, registration, waivers, and other information please visit: http://www.firststudent.com/schools/UniversityoftheDistrictofColumbia.html.
Secondary Insurance Coverage
The Department of Athletics may provide secondary insurance coverage of medical costs directly from “athletic related” injuries provided proper procedures are followed by the student-athlete. “Athletic related” injuries arise from activities such as practices, scrimmages, games both home and away, and team weight-training sessions. “Nonathletic related” activities include, but is not limited to: intramurals, pick-up games, individual workouts not sponsored by team, and summer training. The secondary insurance has a deductible of $500.00 per student athlete, per injury.

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

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

Secondary Insurance Provider Information:
BMI Benefits, LLC
PO Box 511
Matawan, NJ 07747
1-800-445-3126

52-Week Limitation on Secondary Insurance Coverage
The UDC’s medical and catastrophic insurance program will pay for necessary medical treatment and the resulting expenses incurred within 52 weeks (1 year) of the initial date of the injury/illness/accident.

If you have any questions regarding an insurance claim, please contact Athletic Trainer Alison Hammer at 202-274-6269 or alison.hammer@udc.edu

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

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

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

The importance of having a major medical health insurance policy cannot be over emphasized. Medical bills resulting from the aforementioned activities will be submitted to the student-athlete’s primary medical insurance. Any unpaid balances are the responsibility of the student-athlete and/or the student-athlete’s parent(s)/guardian(s).
Physical Examinations
Pursuant to NCAA Bylaw 17.1.5, pre-participation physical examinations are required for all student-athletes who wish to try out or participate on an intercollegiate athletics team at the University of the District of Columbia. This is required every year. No student-athlete will be permitted to participate, in any way, until all referrals, or recommendations by the examining physician are completed, and the physician has signed and approved eligibility for participation. There are no exceptions to this policy. All costs related to pre-participation physicals are the full financial responsibility of the student-athlete, including any additional charges generated from supplemental tests (e.g. echocardiogram, blood work).

Confidential medical updates and physicals must be completed after May 30th to be valid for the upcoming academic year. All medical results are subject to final approval by the University of the District of Columbia team physician. All medical records on file in the training room are the confidential property of the University of the District of Columbia Athletic Department and cannot be used for non-athletics purposes. Physical examination forms can be found on the website.

Medications
Prescription Medications - The Department of Athletics does not provide or pay for any prescriptions or over the counter medication prescribed by a physician. This includes payment of medication for both illnesses and injuries. Student-athletes with inhalers are responsible for bringing their inhaler to all practices and games. Student-athletes may give the athletic trainer their inhalers to carry during home games.

Non-prescription Medications - The UDC athletic training department provides its student-athletes and staff with a small assortment of non-prescription medications. Non-prescription medications are kept secured in a locked cabinet. It is the student-athlete’s responsibility to purchase these medications if they will require a maintenance dose. The athletic training room is stocked with the following non-prescription medications:
- Antihistamines
- Anti-Inflammatories
- Cough suppressants
- Fever reducer/Pain reliever
- Antacids

Sickle Cell Information
The NCAA requires all new student-athletes, incoming freshman, and transfers to provide documentation of a Sickle Cell Trait screening (one time only). Information regarding Sickle Cell can be found on the sports medicine website. Student-athletes may provide documentation of a prior blood test for Sickle Cell status and satisfy the NCAA requirement. Student-athletes may sign a waiver that is valid for participation for up to two (2) weeks during which time they must receive their Sickle Cell status to continue participation.

Sickle Cell Testing
- Howard University Hospital provides free Sickle Cell testing on Wednesdays from 9am-12pm. More information can be found at http://huhealthcare.com/healthcare/hospital/specialty-services/sickle-cell-disease-center/patient-services.
- Testing can also be performed at a different laboratory or physician’s office of the student-athlete’s choosing. Fees for these tests will be the responsibility of the student-athlete.

Concussion
The National Athletic Trainers’ Association Position Statement regarding the management of Sport Concussion defines a concussion as “trauma-induced alteration in mental status that may or may not involve loss of consciousness”.

All coaches and student-athletes will receive education on concussions and complete paperwork documenting it. Student-athletes will complete baseline concussion testing in order to be eligible to participate. Baseline concussion testing includes a symptom evaluation, a cognitive assessment, a balance examination, and a coordination examination. Post-injury concussion testing is the same as the baseline testing, with a variance in the cognitive assessment to limit learned response error.

Return to Play
In the event of a concussion, the student-athlete will complete sideline or post-injury concussion testing. If there is a loss of consciousness, the student-athlete will be immediately sent to the hospital by EMS for evaluation. If there is no loss of consciousness, the student-athlete will make an appointment with Health Services to be evaluated by the Nurse Practitioner (NP). With the NP’s approval, the student-athlete can resume activity under the athletic trainer’s supervision. When the student-athlete is symptom-free and has a normal post-injury concussion test as compared to the baseline, the student-athlete may begin the return-to-play progression.
Emergency Action Plan

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

Emergency Personnel

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

Emergency Communication

During an Emergency Situation it is very important to have open lines of communication between the coaching staff and the athletic trainer as well as with responding EMS personnel. Coaches are responsible for having a 2 way radio on Channel 2 with them while on the playing surface as well as a cellular phone to contact the athletic

Concussion at Away Game/Road Trip

If there is a loss of consciousness, the student-athlete will be taken directly to the nearest hospital for evaluation. The student-athlete will be out of participation until returning to UDC campus for evaluation by Health services and the athletic trainer. UDC student-athletes may not begin or resume any stage of the return-to-play progression unless they are on UDC campus being supervised by the UDC athletic trainer.

Coverage and Provided Materials

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

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

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

Cheerleading- An athletic trainer is not responsible for providing coverage at cheerleading practice. The athletic trainer will treat and manage acute game-day injuries. The athletic trainer will not provide long term care or concussion management for cheerleaders. The team is responsible for filling a cooler with water and the DC water bottles for the home game(s). Cooler and bottles are to be returned drained to the athletic training room.

Stage 1- No activity and symptom free for 24 hours
Stage 2- Light exercise: <70% age-predicted maximal heart rate
Stage 3- Sport-specific activities without the threat of contact from others
Stage 4- Non-contact training involving others, resistance training
Stage 5- Unrestricted training
Stage 6- Return to play/competition

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

Concussion at Away Game/Road Trip

If there is a loss of consciousness, the student-athlete will be taken directly to the nearest hospital for evaluation. The student-athlete will be out of participation until returning to UDC campus for evaluation by Health services and the athletic trainer. UDC student-athletes may not begin or resume any stage of the return-to-play progression unless they are on UDC campus being supervised by the UDC athletic trainer.

Return to Learn

When student-athletes are diagnosed with a concussion, the athletic trainer will inform the Athletic Director who will in turn inform the Academic Dean. Student-athletes diagnosed with concussions are advised to go to class as regularly as possible. In the event that studying, writing notes, or typing papers is worsening the concussion symptoms, the student-athlete should take a break and rest before resuming academics. The Athletic Director may also inform specific professors at the student-athletes’ request if there is an upcoming project or deadline that is unattainable due to concussion symptoms. It is at the professor’s discretion whether to allow an extension on projects, tests, or papers. If the student-athlete believes they need more time and the professor is not allowing it, the student-athlete can meet with the Disability Resource Center (Building 44, Room A-39) and discuss if they are eligible.

Coverage and Provided Materials

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

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Cheerleading- An athletic trainer is not responsible for providing coverage at cheerleading practice. The athletic trainer will treat and manage acute game-day injuries. The athletic trainer will not provide long term care or concussion management for cheerleaders. The team is responsible for filling a cooler with water and the DC water bottles for the home game(s). Cooler and bottles are to be returned drained to the athletic training room.

Emergency Action Plan

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

Emergency Personnel

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

Emergency Communication

During an Emergency Situation it is very important to have open lines of communication between the coaching staff and the athletic trainer as well as with responding EMS personnel. Coaches are responsible for having a 2 way radio on Channel 2 with them while on the playing surface as well as a cellular phone to contact the athletic
trainer in the event of an emergency. First attempt should be made with 2 way radio if available, and then the cell phone. Once EMS is initiated, the athletic trainer will notify Athletic Director Patricia Thomas of the event.

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

Emergency Phone Numbers
Athletic Trainer Alison Hammer Cell Phone- 202-754-2696
Campus Security- 202-274-5050
Director of Athletics Patricia Thomas Cell Phone- 202-329-2042

Emergency Action Plan: Soccer/Lacrosse Field
Address: 4200 Connecticut Avenue, NW, Washington, DC 20008

Entrance for EMS to soccer/lacrosse field is 3373 Van Ness Street, NW, unpaved road east of closest cross streets Van Ness and International Court.

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

Emergency Phone Numbers
Athletic Trainer Alison Hammer Cell Phone- 202-754-2696
Campus Security- 202-274-5050
Director of Athletics Patricia Thomas Cell Phone- 202-329-2042

Emergency Communication
In the case of an emergency, the following communication protocol will occur:
1. Coach contacts Athletic Trainer by 2-way radio or cell phone (if athletic trainer is not on site)
2. Athletic Trainer or first responder responds to scene and if applicable, calls Campus Safety to activate EMS

**IF ATHLETE IS NOT BREATHING, CONTACT CAMPUS SAFETY IMMEDIATELY, contact the Athletic Trainer once EMS/CPR has been initiated**
3. Once EMS is initiated, the athletic trainer or first responder will notify Athletic Director Patricia Thomas of the event.

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

Roles for First Responder
The Athletic Trainer (if not on site) will be contacted via 2 way radio or cell phone in the event of an injury or emergency. If spine injury is suspected, DO NOT ATTEMPT TO MOVE THE ATHLETE unless the athlete is not showing signs of breathing.
1. Control the scene for injured athlete, provide immediate care if applicable
2. If athlete is breathing, contact the athletic trainer who will then advise next step: 202-754-2696
3. If athlete is not breathing, contact Campus Security: 202-274-5050
4. Provide name, address of field, phone number, number of people injured, any treatment receives, and any other information as directed/requested.
5. Public Safety will direct EMS off of Van Ness Street to the field, however you need to continue to control the scene. Only necessary first aid providers may be present and the area must be cleared of bystanders.
6. Athletic trainer or first responder calls Director of Athletics to notify about the event: 202-329-2042

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

Emergency Action Plan: Tennis Courts
Address: 4200 Connecticut Avenue, NW, Washington, DC 20008
Entrance for EMS to tennis courts is 3401 Yuma Street, NW, closest cross streets Yuma Street and Connecticut Ave.

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

Emergency Phone Numbers
Athletic Trainer Alison Hammer Cell Phone: 202-754-2696
Campus Security: 202-274-5050
Director of Athletics Patricia Thomas Cell Phone: 202-329-2042

Emergency Communication
In the case of an emergency, the following communication protocol will occur:
1. Coach contacts Athletic Trainer by 2-way radio or cell phone (if athletic trainer is not on site)
2. Athletic Trainer or first responder responds to scene and if applicable, calls Campus Safety to activate EMS
   **IF ATHLETE IS NOT BREATHING, CONTACT CAMPUS SAFETY IMMEDIATELY, contact the Athletic Trainer once EMS/CPR has been initiated**
3. Once EMS is initiated, the athletic trainer or first responder will notify Athletic Director Patricia Thomas of the event.

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

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The Athletic Trainer (if not on site) will be contacted via 2 way radio or cell phone in the event of an injury or emergency. If spine injury is suspected, DO NOT ATTEMPT TO MOVE THE ATHLETE unless the athlete is not showing signs of breathing.
1. Control the scene for injured athlete, provide immediate care if applicable
2. If athlete is breathing, contact the athletic trainer who will then advise next step: 202-754-2696
3. If athlete is not breathing, contact Campus Security: 202-274-5050
4. Provide name, address of field, phone number, number of people injured, any treatment receives, and any other information as directed/requested.
5. Public Safety will direct EMS off of Van Ness Street to the field, however you need to continue to control the scene. Only necessary first aid providers may be present and the area must be cleared of bystanders.
6. Athletic trainer or first responder calls Director of Athletics to notify about the event: 202-329-2042

Emergency Action Plan: Gymnasium
Address: 4200 Connecticut Avenue, NW, Washington, DC 20008
Entrance for EMS to gymnasium is back entrance to Building 47, 3415 Yuma Street, NW, closest cross streets Yuma Street and Connecticut Ave.

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

Emergency Phone Numbers
Athletic Trainer Alison Hammer Cell Phone: 202-754-2696
Campus Security: 202-274-5050
Director of Athletics Patricia Thomas Cell Phone: 202-329-2042

Emergency Communication
In the case of an emergency, the following communication protocol will occur:
1. Coach contacts Athletic Trainer by 2-way radio or cell phone (if athletic trainer is not on site)
2. Athletic Trainer or first responder responds to scene and if applicable, calls Campus Safety to activate EMS
**IF ATHLETE IS NOT BREATHING, CONTACT CAMPUS SAFETY IMMEDIATELY, contact the Athletic Trainer once EMS/CPR has been initiated**

3. Once EMS is initiated, the athletic trainer or first responder will notify Athletic Director Patricia Thomas of the event.

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

Roles for First Responder
The Athletic Trainer (if not on site) will be contacted via 2 way radio or cell phone in the event of an injury or emergency. If spine injury is suspected, **DO NOT ATTEMPT TO MOVE THE ATHLETE** unless the athlete is not showing signs of breathing.

1. Control the scene for injured athlete, provide immediate care if applicable
2. If athlete is breathing, contact the athletic trainer who will then advise next step: 202-754-2696
3. If athlete is not breathing, contact Campus Security: 202-274-5050
4. Provide name, address of field, phone number, number of people injured, any treatment receives, and any other information as directed/requested.
5. Public Safety will direct EMS off of Van Ness Street to the field, however you need to continue to control the scene. Only necessary first aid providers may be present and the area must be cleared of bystanders.
6. Athletic trainer or first responder calls Director of Athletics to notify about the event: 202-329-2042

*During home basketball contests, University security will be on site and will respond to any emergency accordingly.*
A student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. Approximately two representatives from each team will be selected to participate, and it is an honor to be selected and serve on SAAC. The SAAC also offers input on the rules, regulations and policies that affect student-athletes’ lives at UDC. (NCAA.org) SAAC is expected to meet regularly, and to provide leadership and plan community and student-athlete events.

If you are interested in playing an active role in the athletic program and want to become part of this committee, please contact Assistant Director of Athletics Eric Zedalis.

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

**Student-athletes are NOT to speak to any members of the media, UDC student media included, under any circumstance without prior approval by the Assistant Director of Athletics for Marketing and Communications.** If a member of the media contacts you, refer them to Eric Zedalis, Assistant Athletic Director, by telephone (202) 274-5064-w, (202)495-8845 - c, or e-mail eric.zedalis@udc.edu.

**Overview**

Social Media: As part of our Athletic Department marketing efforts, we ask that all student-athletes and coaches follow the UDC Athletic Department on Facebook and Twitter, Instagram and YouTube. See page 14 of the student-athlete handbook for Online Social Networking Policies. Please follow us on Facebook at UDC Athletics, Twitter at @UDCAthletics, Instagram at @udcathletics, and on YouTube at UDCAthletics1.

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

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

University of the District of Columbia’s Sports Information Office serves as a link between the Firebird student-athletes, coaches and administrators and the media and general public. We attempt to provide timely and accurate coverage of District of Columbia athletics by coordinating interviews, servicing the information needs of reporters, and compiling and maintaining statistics, photos and historical records. We do NOT “manage” the news or publicity. We are NOT part of the media, and we do NOT (and can’t) write or speak for the media.

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

Interviews for features stories and game previews will be done in the gym, in your coach’s office, in the Sports Information Office, or in the Office of one of the Athletic Directors. They will be scheduled around class schedules, practices, and road trips.

**Phone Interviews**

**NO member of the media is to call you at home or on your cell!** If this happens, please let us know and we will speak with the media member and inform them of our policies. **This includes writers from university newspapers.** For phone interviews, the media is to call the Sports Information Office to request the interview. We will get in touch with you to check your availability. **REMEMBER, you’ll know in advance from us before you have to do any interviews – that way there are no surprises.**

**Postgame Interviews**

For **home games**, all interviews will be done in the gym after the team has its postgame talk. Zedalis will coordinate. For **away games**, Zedalis coordinates with your coaches. Remember to take the time to clear your head before doing an interview. Think about what you will say before you answer. **Never criticize officials or teammates.**

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**10 Media Interviews Do’s**

1. Be Prepared
2. Listen!
3. Praise your teammates
4. Talk in sound bytes
5. Be positive: SMILE!
6. Be enthusiastic
7. Dress appropriately
8. Be available and cooperative
9. Be polite in difficult situations
10. Say thank you at the end

**10 Media Interviews Don’ts**

1. Don’t be negative
2. Don’t hide
3. Don’t lose your cool
4. Don’t talk about officials
5. Don’t forget you’re always “on”
6. Don’t be sarcastic
7. Don’t blame your coaches or teammates
8. Don’t use slang
9. Don’t say “No Comment” or “Off the Record”
10. Don’t be rude

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**Facebook Security Tips**

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

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

3. **Don’t accept random friends**
   Keeping your social network limited to those you know is a good way to keep personal information private.

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

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

6. **Be cognizant of your groups and applications**
   Joining a group with an amusing name or installing an application may seem funny, but before you do stop and think about what others outside the situation may see that as.

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

8. **Stop stories from showing up in news feeds**
   This is another privacy setting that can help you avoid embarrassment down the road. Personal changes to your profile should not be public knowledge.
9. **Remove yourself from Google**
   Google now has the capability to search Facebook profiles. Avoid random people finding you by turning this setting off.

10. **Remove yourself from Facebook searches**
    Don’t allow outside threats to access your profile through a simple search by changing the security so people can’t find you with a simple search.

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

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

2. **Make your account private**
   Like Facebook, remove yourself from Twitter searches and only allow friends to see your profile.

3. **Only accept followers that you know**
   Don’t accept random followers so you can have some control over who sees your tweets.

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

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

**Three Ways to Answer Questions**
- Directly and immediately (yes or no and why)
- After taking time to think
- Don’t answer the question asked (If the question is negative, bridge to a positive answer)
Important Offices and Numbers
Academic Departments
Campus Directory

DIVISION OF SCIENCE AND MATHEMATICS
Department of Biological and Environmental Sciences
(Building 44, Room 103)
Biology and Biology Education........................ 274-7401
Environmental Science.................................. 274-7401
Water Quality and Marine Science........................ 274-7401
Nutrition and Food Science................................ 274-7401

Department of Chemistry and Physics
(Building 44, Room 200-18)
Chemistry.................................................. 274-7410
Physics...................................................... 274-7410

Department of Mathematics
(Building 32, Room B-01)
Mathematics............................................... 274-5153
Mathematics Education................................... 274-5153

Department of Nursing and Allied Health
(Building 44, Room 103C)
Medical Radiology........................................ 274-5940
Mortuary Science.......................................... 274-5940
Respiratory Science....................................... 274-5940
Nursing....................................................... 274-5940

COLLEGE OF ARTS AND SCIENCES
DIVISION OF ARTS & EDUCATION
Department of Education
(Building 52, Room 319)
Child Development and Nursery School Education........................ 274-7404
Early Childhood Education............................... 274-7404
Elementary Education..................................... 274-7404
Health Education.......................................... 274-7404
Special Education......................................... 274-7404
Teacher Education........................................ 274-7404

Department of English
(Building 41, Room 413-04)
English........................................................ 274-5137
Composition and Rhetoric................................ 274-5137

Department of Languages and Communication Disorders
(Building 41, Room 413-05)
English as a Second Language.......................... 274-7405
French......................................................... 274-7405
Spanish......................................................... 274-7405
Speech and Language Pathology.......................... 274-7405

Department of Mass Media, Visual, and Performing Arts
(Building 42, B-107)
Art.............................................................. 274-7402
Mass Media, Journalism, & Television.................. 274-7402
Music........................................................ 274-7402
Theater Arts................................................ 274-7402

DIVISION OF URBAN AFFAIRS, BEHAVIORAL AND SOCIAL SCIENCES
Department of Urban Affairs, Social Sciences, and Social Work
(Building 41, Room 406-413)

Social Work................................................. 274-7403
Criminal Justice.......................................... 274-7403
History....................................................... 274-7403
Political Science......................................... 274-7403
Sociology.................................................... 274-7403
Urban Studies.............................................. 274-7403

Department of Psychology and Counseling
(Building 44, Room 200-34)
Psychology.................................................. 274-7406
Clinical Psychology....................................... 274-7406
Counseling.................................................. 274-7406

SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION
Department of Accounting, Finance, and Economics
(Building 38, Room 123)
Accounting.................................................. 274-7002
Computer Accounting Technology........................ 274-7002
Economics................................................... 274-7002
Finance....................................................... 274-7002

Department of Management, Hospitality, and Graduate Studies
(Building 38)
Administration............................................ 274-7001
Business Administration.................................. 274-7001
Business Technology..................................... 274-7001
Business Management.................................... 274-7001
Entrepreneurship Certificate Program......................... 274-7001
Hospitality Management & Tourism........................ 274-7001
Administrative Office Management........................ 274-7001
Master of Business Administration......................... 274-7001
Master of Public Administration........................ 274-7001

Department of Marketing, Legal Studies, and Information Systems
(Building 38)
Administration............................................ 274-6510
Computer Science Information Systems.................... 274-6510
Legal Assistant............................................ 274-6510
Marketing.................................................... 274-6510
Procurement & Public Contracting......................... 274-6510

SCHOOL OF ENGINEERING AND APPLIED SCIENCES
Department of Computer Science
(Building 42, Room 112)
Computer Science......................................... 274-5147
Computer Science Technology........................... 274-5147

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

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

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

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

2. CAMPUS BOOKSTORE
Building 38, A-Level
(202) 274-5110

3. CASHIER'S OFFICE
Building 39, Room 201
(202) 274-5112

4. OFFICE OF THE REGISTRAR
Building 39, Room A-135
(202) 274-6200

5. FINANCIAL AID
Building 39, A-111
(202) 274-5060

6. LEARNING RESOURCES (LRD)/LIBRARY
Building 41, A Level (LRD); 5th Floor (Library)
(202) 274-6009

7. TUITION MANAGEMENT SYSTEM (TMS) INSTALLMENT PAYMENT/AGENCY PAYMENT
Student Accounts
Building 39, A-Floor
(202) 274-5188

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

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

10. OFFICE OF RESIDENCE LIFE
Student Center, B level

(202)274-6360

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

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

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

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

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

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

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

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

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

20. ATHLETICS
Building 47, A-04
(202) 274-5024

21. COUNSELING AND STUDENT DEVELOPMENT CENTER
Building 39, Room 120
(202) 274-6000