Student-Athlete Handbook

NEW YORK’S PUBLIC POWERHOUSE
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Introduction

The University at Buffalo Student-Athlete handbook was developed for the exclusive use of the UB Division of Athletics. All Student-Athletes are expected to become familiar with the information provided. Be sure to read each policy carefully, as ultimately, adherence to Division of Athletics and University policies is your responsibility.

The Mid-American Conference (MAC)

The University at Buffalo joined the Mid-American Conference (MAC) in 1998 in all sports, except football, and became a playing member for football in 1999. The MAC consists of twelve schools and is broken down into two divisions—East and West—for competition in six mandated sports. The East consists of Akron, Bowling Green, Buffalo, Kent, Miami of Ohio and Ohio. The West includes Ball State, Central Michigan, Eastern Michigan, Northern Illinois, Toledo and Western Michigan. UB competes for division and MAC championships in football, basketball, volleyball, baseball and softball. UB also competes for MAC championships in soccer, cross country, wrestling, tennis, track and field and swimming and diving.

For more information about the MAC, go to the conference website at http://www.mac-sports.com

Student-Athlete Rules & Regulations

In order to participate in intercollegiate athletics, each student-athlete is personally responsible for maintaining his or her own athletic and academic eligibility. Your coaches, the entire Division of Athletics’ staff, the Faculty Athletic Representative and the President of the University work together to ensure adherence to all NCAA and Mid-American Conference rules and regulations.

The NCAA and the Conference rules may seem complicated, however, they are in place to ensure all teams play according to the same rules, with no team having an unfair competitive advantage. Great effort is made by the university administration to see that you and all staff members are familiar with these rules and that you also understand that any deviation from them, whether knowingly or unknowingly, is not condoned by the Division of Athletics or by the university.

NCAA bylaws require that, prior to participating in intercollegiate athletics each academic year, a student-athlete must sign the Student-Athlete Statement, which provides information relating to eligibility, and must also sign a Drug Testing Consent Form. These forms are administered each year by the Division of Athletics in ARMS and kept on file in the student’s profile.

At the time these forms are administered, each student-athlete is given a Summary of NCAA Regulations which may, at some point, affect his or her eligibility. As a student-athlete, in order to maintain eligibility, you are responsible for learning, understanding and abiding by these regulations.

Summary of NCAA Regulations – Division One

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics.
If you have questions, please stop by the Office of Compliance in 166 Alumni Arena or refer to the 2016-2017 NCAA Division I Manual, which you can review online at http://www.ncaa.org/sites/default/files/Summary%20of%20NCAA%20Regulations.pdf.

You can also review the PowerPoint shown at your team compliance meeting here—Summary of NCAA Rules 16-17 complete version.

Ethical Conduct—Gambling
You must compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play. [Bylaw 10.01]

You are not eligible to compete if you:
- knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- solicit a bet on any intercollegiate team;
- accept a bet on any team representing the institution; or
- participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]

You are not eligible to compete if you have shown dishonesty by evading or violating NCAA regulations. [Bylaw 14.01.3.3]

DO NOT INVOLVE YOURSELF WITH ANY KIND OF ONLINE GAMBLING ON PROFESSIONAL OR COLLEGIATE ATHLETICS. DO NOT PARTICIPATE IN POOLS, BRACKETS OR ANY OTHER FORM OF RECREATIONAL OR CASUAL GAMBLING. DO NOT PARTICIPATE IN ANY TYPE OF FANTASY FOOTBALL, BASEBALL, HOCKEY ETC LEAGUE IF THE LEAGUE INVOLVES ENTRY FEES AND/OR ANY TYPE OF PRIZES (CASH, GIFT CERTIFICATES OR ANY TANGIBLE ITEM) FOR THE WINNERS.

Amateurism
Some of our upperclassmen who still have remaining eligibility may have agents contacting them for the purposes of representation for a future professional athletics career.

BE VERY CAREFUL BECAUSE A VIOLATION OF NCAA AGENT RULES WILL RENDER YOU 100% PERMANENTLY INELIGIBLE.

What does this mean?
- No more collegiate eligibility at UB...you’d be done for good.
- No more athletic aid at UB...how will you finish your degree and pay your rent, bills, food?

What should I do?
- Direct all agents to the Compliance Office so we can have them register with us...we want all of their information on file.
- Work with your Coaches and the Compliance Office if you have questions.
• Do not commit in writing OR verbally—“yes, you will be my agent next year” = permanently ineligible. “I will contact you next year to discuss my career and my representation, thanks for meeting with me.” = OK
• Take NOTHING from anyone other than your family! NOTHING...no gifts, meals, transportation, tickets, etc.
• ASK...ASK...ASK...never assume you know the answer to questions in this area. The Compliance Office will get you any information you need but you need to ask!

A student-athlete shall lose his or her amateur status and shall not be eligible for intercollegiate competition in a particular sport if:

1. The student-athlete or family member negotiates, signs or enters into any written or oral agreement with an agent for representation at that time or in the future.
2. The student-athlete or family member accepts or receives any extra benefits from an agent or anyone who wishes to represent the student-athlete.
3. The student-athlete signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability.
4. The student-athlete competes with a professional sports team or competes as a professional in an individual sport and receives any compensation for participation.
5. The student-athlete receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA rules and regulations.
6. The student-athlete uses his or her athletic skills for pay or promise of pay.
7. The student-athlete shall be ineligible if he or she (or his or her relatives or friends) accepts transportation or other benefits from any person who represents any student-athlete in the marketing of his or her athletics ability. The receipt of such expenses constitutes compensation based on athletics skill and is an extra benefit not available to the student body in general.
8. You are not eligible in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allow your name or picture to be used for promoting a commercial product or service. [Bylaw 12.5.2]
9. You are not eligible in any sport if, because of your athletic ability, you were paid for work you did not perform, paid at a rate higher than the going rate or were paid for the value an employer placed on your reputation, fame or personal following. [Bylaw 12.4]

Player Agents
If, at any time, you have any dealings with an agent you will immediately become permanently ineligible. This means that you may not enter into any agreement—written or oral—with an agent, nor may you accept any money or material goods from such a person, even if you agree to repay it as a “loan” later. The University at Buffalo has a panel in place to advise student-athletes who want to enter professional athletics after leaving the university. Check with the Office of Compliance if you have such plans.

The State of New York has a law (http://www.dos.ny.gov/licensing/lawbooks/AthleteAgents.pdf) that regulates the interaction of Professional Sports Agents with student-athletes. This law may impact you in several ways. First, you should understand that all persons acting as an agent must be registered and approved by the State of New York. Even if you or your representative initiates the contact with the
“agent”, an unregistered agent has only seven days in which to register with the State. Secondly, agents are not allowed to furnish you or any other person or agent with anything of value prior to the signing of an agency contract.

In addition, all agency contracts must contain the following information:

- The amount the agent is charging you as well as any other consideration paid or due the agent from any other source for the signing of the contract or any other services provided.
- The name of any person not on the agent registration who will receive compensation related to the signing of the agency contract.
- A description of the services provided to you.
- A description of the expenses that you agree to reimburse.
- The duration of the contract.
- The date of execution of the contract.

The **Warning to Student Athlete** must also be included in the agency contract and includes the following information:

- Signing a contract may cause you to lose your eligibility.
- You and the agent both must notify the Athletic Director within 72 hours of entering into the contract or before your team’s next scheduled contest whichever comes first.
- You may cancel the contract within 5 (five) days of signing but this is NOT cause for reinstatement of eligibility.
- You may void contracts not conforming to the legislation (however this is NOT cause for reinstatement of eligibility.)
- The agent must provide you with a copy of the contract at the time of its execution.

**Disability Insurance and Catastrophic Insurance**

The NCAA offers both disability insurance and catastrophic insurance. To see if you’re eligible, please visit [http://www.ncaa.org/about/resources/insurance/student-athlete-insurance-programs](http://www.ncaa.org/about/resources/insurance/student-athlete-insurance-programs)

Please make an appointment with the Office of Compliance if you’re interested in participating in one of these programs.

**Financial Aid**

You are not eligible for intercollegiate athletics participation if you receive financial aid other than the financial aid that your institution distributes. However, it is permissible to receive:

- Received from one upon whom the student-athlete is naturally or legally dependent (parents, legal guardians, family members); or
- Awarded solely on bases having no relationship to athletics ability; or
- Awarded through an established and continuing program to aid students under the conditions listed in Bylaw 15.2.6.3.

You must report to your institution any financial aid that you receive from a source other than your institution. However, you do not need to report financial aid received from anyone upon whom you are naturally or legally dependent.
Athletic Scholarships
You may have been awarded a grant-in-aid to attend the University at Buffalo based upon your athletic ability. Frequently referred to as an athletic scholarship, this aid may range from a partial amount of money to a full grant covering tuition, fees, room, board and textbooks.

Please read the following information regarding grants-in-aid carefully.

1. An athletic scholarship may not exceed the cost of attendance for a single academic year. Partial scholarships may also be awarded.
2. Athletic scholarship renewals for the following academic year must occur on or before July 1 prior to the academic year in which it is to be effective.
3. If your scholarship is not renewed, NCAA rules mandate that you be provided with the opportunity for a hearing to review the reduction or cancellation of your athletic scholarship.
4. It may be recommended that your grant-in-aid be reduced or canceled if you fail to:

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<td>I become ineligible for competition by failing to meet NCAA eligibility standards or UB academic standards</td>
<td>I fail to be on time and/or am late for any required meeting, practice or strength and conditioning session</td>
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<td>I fail to attend class and/or scheduled academic meetings (e.g., advisor, tutor, mentor)</td>
<td>I engage in any act that is detrimental to the team (e.g., fighting, theft, dishonesty, vandalism, etc.)</td>
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<td>I fail to meet required study hall hours on a weekly basis</td>
<td>I repeatedly violate other team policies</td>
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<td>I engage in any form of academic misconduct (e.g. plagiarism, cheating on exam, academic fraud)</td>
<td>I am suspended or withdraw from any regular academic term for any reason</td>
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<td><strong>Behavior</strong></td>
<td>I quit my team or otherwise voluntarily withdraw from team activities</td>
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<td>I am involved in any incident that results in suspension of games, per the UB Athletics student-athlete code of conduct</td>
<td>I receive other aid that causes me to exceed my individual or the team limit as defined by the NCAA</td>
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<td>I have a positive drug test from either the UB Athletics or NCAA drug testing program</td>
<td>I fail to timely and promptly report to athletic trainers, team physicians, and/or coaches any physical or mental conditioning incurred and existing as the result of playing a sport during college eligibility.</td>
</tr>
<tr>
<td>I violate the campus code of conduct or violate local, state or federal law(s)</td>
<td>I fail to timely and promptly report to athletic trainers, team physicians and/or coaches physical</td>
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<td>I violate NCAA rules or my sport playing rules during practice or competition</td>
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Scholarship reductions:
Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient:

1. Renders himself or herself ineligible for intercollegiate competition;
2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
3. Engages in serious misconduct warranting substantial disciplinary penalty, as determined by the institution’s regular student disciplinary authority;
4. Voluntarily (on his or her own initiative) withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or canceled. A student-athlete's request for written permission to contact another four-year collegiate institution regarding a possible transfer does not constitute a voluntary withdrawal; or
5. Violates a non-athletically related condition outlined in the financial aid agreement or violates a documented institutional rule or policy (e.g., academics policies or standards, athletics department or team rules or policies).

Failure to satisfy any of the above conditions constitutes a voluntary decision by the student-athlete not to participate in the athletic program and can result in the termination of a grant-in-aid. Insufficient athletic ability, the failure to make a team, or illness/injury, which prevents participation, will not result in the termination of a grant-in-aid for the term of the agreement.

Note: If you believe your grant-in-aid has been canceled or reduced unjustly, you may appeal the university’s decision under the provisions of NCAA Bylaw 15. Any hearings regarding cancellation or reduction of aid are coordinated by the Office of Judicial Affairs. Your nonrenewal or cancellation letter will outline specific procedures you must follow in order to receive your hearing. You will forfeit your right to a hearing if you do not meet the 14 day deadline, as stated in your athletic grant in aid non-renewal or cancellation letter.

- Any questions regarding the terms of your financial aid agreement may be addressed to your coach or the Compliance Office.
- If an athlete becomes ill or is injured as a result of participation in any university activity, his or her scholarship cannot be withdrawn during the period of the award. The student must follow all prescribed rehabilitation recommendations, and must attend all rehabilitation appointments as prescribed by UB Sports Medicine.
All student-athletes are permitted to earn income through part-time employment. Athletes who begin working anytime during the academic year must fill out UB Student Employment Paperwork.

An athletic scholarship recipient cannot receive countable financial aid from other sources that exceed the total, including the scholarship, of the cost of attendance. Any student-athlete who receives an “outside grant” must report this information to Linda Glose in the Compliance Office.

If you are a non-scholarship athlete who has been offered an athletic scholarship for an upcoming semester by your coach, please keep in mind that your coach, the sport administrator and the Athletic Director will review your academic history and performance prior to awarding an athletic scholarship. Scholarships will not be given to any walk on with failing grades, incompletes or other issues with academic performance. Scholarships are a privilege, and not a right. UB Athletics reserves the right to determine which athletes will be placed on athletic aid.

Copies of UB Financial Aid Agreements and NCAA regulations are available to any student in the Compliance Office.

An athlete on a full or partial scholarship may receive some or all of the following scholarship benefits:

1. Tuition: paid directly to the university, not the student-athlete.
2. Required fees: paid directly to the university, not the student-athlete.
3. Required books: no payment is made to the student-athlete. Payment is made directly to the University Bookstore. (See section on Textbook Policies)
4. Room and board: Student-athletes living on campus will have their full or partial awards paid directly to the Office of Student Accounts.
5. Personal expenses as outlined in the UB published cost of attendance figures.

The following university charges are not covered by a University at Buffalo athletics grant-in-aid:

1. Cost of treatment for non-athletically related injuries
2. “Consumable university charges,” which can be anything from lab fees for breakage to non-required field trips
3. Library fines
4. Fines for damage to university property, including your dorm room
5. Key deposits or replacement of a lost residence hall key
6. Replacement costs for a lost student ID
7. Vehicle registration fees
8. Parking fines
9. Loss of issued athletic equipment

**Summer School Grant-In-Aid**

Summer financial aid is made available by the Division of Athletics annually and is awarded on a gender-neutral basis to student-athletes who meet the NCAA and UB Athletics criteria for receiving the summer financial aid.

Summer financial aid is awarded in accordance with NCAA legislation and cannot be awarded in excess of the percentage of your athletic aid received during the previous academic year.
Summer financial aid is a separate award from those received during the regular academic year and is awarded at the discretion of the Director of Athletics. Decisions made by the Director of Athletics will be based on recommendations of the Academic Advisor, Sport Administrator and the Head Coach. Summer school aid will not be given for courses in a student’s minor, for double majors, or for courses not required for graduation.

Applications for summer grant-in-aid will be considered in the following order:
1. Gross Anatomy ANA 407 offered only in the summer session.
2. Course work necessary to ensure graduation in the current summer term (September 1 graduate) or following the upcoming fall semester (February 1 graduate).
3. Course work necessary for purposes of maintaining/ensuring eligibility for the upcoming fall semester.
4. For extenuating circumstances, as determined by the Division of Athletics, that warrant summer enrollment.

Student-athletes are not guaranteed to receive summer athletic aid. *Please note, student-athletes receiving summer aid still may owe money for housing, tuition, etc. If you have questions about your bill and your summer athletic award, please see Linda Glose in 166C Alumni Arena.

Student-athletes receiving summer GIA accept the financial responsibility for any courses that they fail, receive an incomplete in, or resign, after the last day to resign without financial responsibility.

Students who wish to request summer athletic aid should see their academic advisor and fill out the online summer athletic aid form in ARMS. The online form, made available to only athletes eligible for summer athletic aid, must be submitted by the established deadline each spring (your team advisor will notify you of the date). Late forms will not be accepted.

**Final Semester Athletic Scholarship Provisions**
- Athletes in their final semester before graduation OR athletes in their final semester of eligibility must attend all classes, academic meetings and tutor sessions, and must pass all classes with the grade needed for graduation in the student’s major.
- Athletes on athletic aid who are scheduled to graduate at the end of the semester MUST register for all necessary classes to graduate. Failure to enroll in appropriate coursework will render the athlete ineligible for any future aid.
- Athletes in their final semester before graduation OR athletes in their final semester of eligibility who fail or resign classes risk losing any future athletic aid and risk being billed back for the failed or resigned coursework. This will be determined by the by the Head Coach, the Athletic Director and/or the Associate Athletic Director. Each case will be reviewed individually.
- Final semester athletes who have repeatedly been ineligible, have failed courses, or who are otherwise deemed at risk will be required to submit progress reports to the team academic advisor before any athletic aid will be refunded. A hold will be placed on the student’s account preventing any athletic aid from being refunded. Once the student submits a progress report showing satisfactory academic achievement, the hold will be lifted. This will be done for the 2nd and 3rd refunds of each semester.
Outside Scholarships

- All student-athletes must declare any outside scholarships they receive each year. Examples of outside financial aid include National Merit Scholarships, Lions Club, Booster Club Scholarships, or ANY other agency.
- If you receive any type of outside scholarship, please print the Outside Scholarship Form. Fill out the top portion, then have the awarding agency fill out the bottom portion. The form must then be faxed or scanned back to the Office of Compliance at 716-645-3756 OR via email at glose@buffalo.edu.
- Failure to report outside scholarships can result in loss of eligibility. Questions? Contact the Compliance Office at 716-645-7381.

NCAA Student Assistance Fund

The NCAA has established the Student Assistance Fund (SAF) to financially assist student-athletes who display financial need.

NCAA Student Assistance Fund is a privilege, not a right.

On occasion, applications will be accepted for student-athletes who display an urgent need for the fund for (family emergencies, personal emergencies, medical expenses, etc.). The requests are individually considered and are subject to review by the Assistant AD for Sports Medicine and the Athletic Director.

Please note: if you quit your team, you are no longer eligible for special assistance and you will not have access to these funds.

Health Insurance

The University at Buffalo requires that all full-time students carry a medical insurance policy. The University offers a medical insurance plan for those students not covered by another policy. Students may decline this coverage only by providing physical evidence of comparable coverage by the first bill due date. If you do not need the insurance, you must go online to www.healthinsurance.buffalo.edu and complete a waiver form. This will need to be done in July of each year or you will be billed for medical insurance. Each year the University provides a deadline, after which waivers will no longer be accepted. Please refer the website for all deadlines.

Note: If proof is not presented, the Student Health Insurance Program will cover you, and the amount of the premium will remain on your student account.

The Division of Athletics maintains a policy of insurance covering all student-athletes who may be injured while participating in intercollegiate athletics. This policy is supplemental to your individual coverage and does not cover any illness or injury not related to or sustained during athletic participation.

The Division of Athletics will mail a Proof of Insurance Form to you in the month of July prior to each new academic year. The form must be completed and returned, along with a photocopy of your insurance card, prior to participation in practice or competition. Insurance forms should be returned to the Head Athletic Trainer.
Student-Athlete Employment

The NCAA does not restrict student athlete employment on or off campus during the academic year or during the summer, regardless of your year in school or your amount of athletic aid.

However, you must:

- Be paid for work actually performed
- Be paid the going rate for your particular type of employment and;
- Not receive compensation for the value or utility that you may have for the employer because of the publicity, reputation, fame or personal following you have obtained because of your athletic ability

Your employer may NOT, in any way, use your name, picture, or likeness to promote the business, including on social media and on the business website.

Student-athletes working during the academic year and/or during the summer should print the UNIVERSITY AT BUFFALO’S DIVISION OF ATHLETICS Student-Athlete Employment Written Statement. This form needs to be completed by you and your employer and returned to Linda Glose in 166C Alumni Arena prior to starting employment at the beginning of each new academic year.

If you’re teaching lessons in your sport for money:

- You can't use any UB facilities (the pool, Alumni Arena gym, the UB Stadium track, etc).
- You can't be paid on a lesson by lesson basis to play your sport with the person you’re teaching. In other words, a parent could not pay you to play soccer with their child. You must be teaching the child as well.
- You need to get permission from the Compliance Office first. The Compliance Office needs to document who is receiving the lesson and how much you're being paid per lesson.
- The lesson recipient (or the recipient’s family) must be the person paying you for the lesson.
- If you’re teaching more than one person at a time, your level of instruction should be the same as if you were teaching only one person.
- You cannot use your name, picture or appearance to promote or advertise your lesson availability. *This is critical!! This means you cannot advertise your lessons.

Financial Aid Tips

- FAFSA—Free Application for Federal Student Aid. This form must be completed every year. The easiest procedure to file the FAFSA is through the web at www.fafsa.ed.gov.
- If you are a New York State resident, you must complete a Tuition Assistance Program (TAP) application every year. This form can be completed on the FAFSA website after you have completed the FAFSA.
- The filing of a FAFSA and TAP application must be done in early spring before the upcoming academic year. Some awards received from these two programs are countable athletic aid and must be factored into your grant-in-aid/cost of attendance amount. Receipt of late awards must be accounted for in your total cost of attendance.
- All students, should keep their address or expected graduation dates up to date in HUB. This is your responsibility and failure to do so may result in a delay in financial aid processing.
• If you receive emails or notifications in your HUB "to do" list from the Financial Aid Office requesting any type of documentation, it is your responsibility to follow up on it. You will not receive any financial aid, including an athletic grant-in-aid, without required documentation being submitted.

• Student-athletes are encouraged to consult with Linda Glose, Assistant Director of Compliance/Financial Aid, with any questions regarding financial aid. The advisors of the university Financial Aid Office are also available every day, by appointment only. If you need assistance or need something clarified, you may call the Financial Aid Office at 645-2450 and make an appointment.

• Bills are not mailed home—everything is done through your HUB center. If you have charges, you are responsible for them, not the Division of Athletics. Follow up on your bill! Athletic grants-in-aid covers only expenses associated with tuition, room, board, books, and required fees. Library fines, parking fines, dorm damages, campus cash, etc. are not paid by the Division of Athletics.

Room and Board Policies and Procedures
Student athletes are responsible for housing and meal plan arrangements. This includes room and meal plan selection, signing contracts, application cards, and making payments. This applies to both scholarship and non-scholarship student-athletes. The Division of Athletics, in cooperation with Office of Campus Living, is permitted to reserve a certain number of rooms in specific dormitory quads for incoming freshman only. However, it remains the responsibility of the student-athlete to secure or cancel your arrangements.

For any student-athlete in which the Division of Athletics provides a grant-in-aid award, the award for a room will not exceed the cost of a double room rate unless otherwise noted by agreement of the Head Coach and Sport Administrator. The Division of Athletics is responsible only for the costs incurred for room and board as specified by the student-athletes grant-in-aid award. Any charges made against the student for dorm damages, late fees, fines, etc. are the sole responsibility of the student-athlete.

Meal plans are available in a variety of packages and combinations. Most meal plans include dining dollars. Each time you use money from dining dollars, the amount you have left is reduced by the amount you spend. This amount can run out very quickly if you are careless about your spending. While you may personally add money to your balance, no one will add money for you. This is especially true for athletes whose scholarships include meal plans.

If you have questions about housing, please contact Kelly Cruttenden at kc29@buffalo.edu or 645-7978. For questions regarding meal plans, please contact Linda Glose at 645-7381 or glose@buffalo.edu.

Team Travel/Meals
Team meal allowances are established at a level that will generally accommodate all team sports, levels of competition, and geographic area.

Meals not eaten as a group:

<table>
<thead>
<tr>
<th>MINIMUM ALLOWANCE</th>
<th>MAXIMUM ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Breakfast | $5.00 | $10.00  
Lunch     | $6.00 | $10.00  
Dinner    | $9.00 | $15.00  

Meals eaten as a group:

<table>
<thead>
<tr>
<th></th>
<th>MINIMUM ALLOWANCE</th>
<th>MAXIMUM ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$8.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$14.00</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**Equipment Return Policy**

All apparel/equipment issued to student-athletes is considered to be the property of the Division of Athletics and must be returned to the equipment room unless otherwise indicated.

All competition and travel apparel/equipment issued to the student-athlete must be turned in to the equipment room within one week of the final competition. This includes home and away uniforms, travel bags, travel and game warm ups, polo shirts and any other apparel/equipment issued for competition or travel.

At the conclusion of the season, a receipt will be provided to the student-athlete at their request.

Those teams required, by their head coach, to return competition apparel after each contest, must do so before the next scheduled practice. Receipts will not be issued for these items, however, the student-athlete may request that their bag be opened, inventoried and checked in at the time of return.

If a student-athlete separated from a team for any reason, all competition, travel and practice apparel/equipment and shoes must be returned to the equipment room within one week of separation.

Any practice apparel/equipment designated by the head coach as returnable, must be returned no later than May 1st.

The Equipment Room Managers will submit the names of student-athletes who do not turn in pieces of their apparel and equipment to their respective head coaches, with a copy to the Sport Administrator. A letter from the Head Coach will be sent to each of the student-athletes with outstanding apparel/equipment. The letter will state that the student-athlete has 30 days to turn in missing items, if the deadline is missed, the replacement cost, at retail value, of the missing item(s) will be charged to
their student account. Under no circumstances will any credits be issued to the student-athlete if missing items are turned in after their Student Account has been charged.

Equipment Room Staff
Megan Prunty

Textbook Policy
A student-athlete who receives an athletic grant-in-aid award that includes textbooks will be allowed to purchase only required textbooks for his or her individual classes. The NCAA allows a student-athlete to purchase the following:

- Required textbooks
- Copy center packets
- Limited correspondence books
- Departmental course packets (if required)

A book scholarship does not cover purchases of the following:

- Optional or recommended textbooks
- Notebooks or notepaper
- Pencils or pens

The University at Buffalo will provide REQUIRED COURSE RELATED SUPPLIES for student-athletes who receive a book scholarship provided:

- the course is REQUIRED for graduation in the student-athlete’s MAJOR;
- the course supplies are mandatory for all students in the class
- the supplies are listed on the course syllabus or course description as mandatory for all students in the class

* This policy applies only to specific supplies required for major courses.

* The Division of Athletics will not cover the cost of purchases of basic course supplies such as pens, pencils, notebooks, paper, etc., or equipment such as cameras, racquets, goggles, yoga mats, self-defense class apparel or any other fee for any Athletics classes.

Student-athletes must submit the receipts for supplies to Erik Silis in 166 Alumni Arena for processing of reimbursements. Please be aware that if you purchase books or supplies and they do not fit the above criteria, the reimbursement for such supplies WILL BE DENIED.

Textbook Distribution Procedure
The UB textbook distribution procedure, as dictated by the Division of Athletics, is as follows:

- At the beginning of each semester, the Office of Compliance will send the University Bookstore a list of all student-athletes who will receive books as part of their grant-in-aid award.
- Student-athletes who receive books as part of their grant-in-aid must pick up a book voucher from the Office of Compliance prior to purchasing textbooks at the University Bookstore. This voucher must be presented along with a required book list at the time of book purchase. Only books on the list will be allowed for purchase.
• Students receiving books and/or other required class materials from bookstores other than the University Bookstore, or students who need to pick up additional/different books from the University Bookstore, must contact Erik Silis, in Room 166 Alumni Arena to pick-up an additional book voucher. The Division of Athletics maintains accounts with the following bookstores: The Medical Bookstore, Queen City Imaging, and Great Lakes Printing. When requesting a voucher, students will be required to have a copy of their syllabus listing required texts.

  Note: Separate vouchers must be obtained for each bookstore. The name of each bookstore must be specifically listed in order for the bookstore to accept the voucher. Please pay close attention to your syllabus for instructions on where to purchase your textbooks if the book is at a bookstore other than the University Bookstore.

• For the purchase of books from bookstores other than those the Division of Athletics maintains accounts with, athletes must purchase the books without a voucher and submit the receipt to Erik Silis in 166 Alumni Arena for re-imbursement. Only required textbooks will be considered for re-imbursement.

• For online purchases, please come to the Office of Compliance for assistance - we can purchase online materials for you.

Textbook Return Policy
Student-athletes on textbook aid must return all textbooks to the Compliance Office (166 Alumni Arena, to Brandi Guerinot) before or on the last day of final exams by 5pm each semester. Summer textbooks are always due the last day of classes in the 3rd (M) session.

Any student-athlete who fails to return textbooks by the last day of finals will be charged the full purchase price of all textbooks paid for by the Division of Athletics. If not paid within 10 business days, this textbook non-return fee will be charged to the athlete’s student account. Failure to pay may result in a service indicator being posted to the student-athlete’s account.

Absolutely no books will be accepted after the last day of finals each semester.

Student-athletes are no longer permitted to retain any textbooks-everything must be returned to the Compliance Office.

University at Buffalo Division of Athletics policy prohibits athletes receiving textbook grant-in-aid to sell books back to any bookstore.

Extra Benefits
Receipt by a student-athlete of an award, benefit or expense not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition in the sport in which the improper award, benefit or expense was received. An “extra benefit”, as defined by the NCAA, is any special arrangement by an institutional employee or a representative of the institution’s athletics interests to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. Such activity is not a violation if it is demonstrated that the same benefit is generally available to the general student population, determined on a basis unrelated to athletics ability.

The following are examples of extra benefits that are violations of NCAA rules:
transportation which is not paid for by the student-athlete
- gifts or loans of money
- long distance telephone calls not paid for by the student-athlete
- gifts of clothing or other personal items
- arrangements for the purchase of an automobile on “favorable” terms
- allowing the student-athlete to use an automobile that is not his or her own (perhaps a coach’s car)
- free admission or a special discount not available to all students
- special favors to parents or legal guardians
- unusual housing or living arrangements
- selling (or allowing the sale of) the student-athlete’s tickets to an athletic event, and special entertainment not available to other students

If you have any questions at all about whether or not you should accept any benefit, please consult your coach or the Compliance Office. Don’t jeopardize your eligibility—please check first!!

Recruitment
You may be ineligible for participation in intercollegiate athletics if you were involved in any violations of Bylaw 13—Recruitment—prior to becoming a student-athlete at the University at Buffalo. Please pay close attention to the Summary of Regulations section on recruiting to determine if a violation may have occurred. If there is a question, please contact the Compliance Office for clarification.

Transfer Regulations
- The relevant provisions in the 2016–2017 NCAA Manual shall govern actions by all parties involved in requests for and decisions on the transfer of student-athletes from the University at Buffalo to other institutions.

- Before considering a transfer, please visit the Office of Compliance in Room 166 Alumni, in order to familiarize yourself with the rules and regulations surrounding your individual transfer situation.

- Any student-athlete, with remaining athletic eligibility, who wishes to consider transferring from the University at Buffalo, must first obtain written permission from the Office of Compliance—this is commonly referred to as “permission to contact” and is done via email to the student-athlete.

- The Director of Athletics, not your coach, shall have the authority to determine if permission to contact will be granted. However, in matters concerning transfer release, the Director of Athletics will consult with the Head Coach prior to making a decision.

- THE DIVISION OF ATHLETICS HAS 7 BUSINESS DAYS TO EITHER GRANT OR DENY A PERMISSION TO CONTACT REQUEST, UPON RECEIPT OF A STUDENT’S WRITTEN REQUEST FOR A RELEASE (EMAIL IS ACCEPTABLE—ALL EMAILS SHOULD DIRECTED TO THE COMPLIANCE OFFICE STAFF).

- Typically the UB Athletic Department denies permission to contact to other MAC schools due to the MAC Intraconference transfer policy, as well local Division I institutions Canisius, Niagara and St. Bonaventure. However, each case will be reviewed on an individual basis.

- In considering the request, the Director of Athletics will assess the relative interests of the university and the student-athlete.
If you are denied permission to speak with other schools in regards to your transfer and future competition at another four year NCAA school, then you will be notified by the Office of Compliance via email to your UB email address of your right to a hearing to petition the denial. This hearing is conducted by Judicial Affairs and can be done in person or via conference call.

UPON RECEIVING WRITTEN REQUEST TO PETITION THE DENIAL OF A TRANSFER RELEASE, THE DIVISION OF ATHLETICS HAS 15 BUSINESS DAYS TO CONDUCT AND PROVIDE RESULTS OF A HEARING TO THE STUDENT-ATHLETE

The second piece to all transfer situations is “relief from the residency requirement”—or in other words, the “sitting out for one full year” piece to transferring, if your sport is eligible for immediately eligibility per the NCAA One Time Transfer exception.

Your coach can either grant or deny relief from the residency requirement. If this is denied, you will be notified in writing and have the right to a hearing with Judicial Affairs.

Transferring can be a confusing process—be sure to ask questions, make an appointment with the Compliance Office and check your email often. If you are over 18, transfer issues will not be discussed with your parents/guardians without your written consent.

Keep in mind that if you notify your coach of your desire to transfer, you may lose access to academic services (tutoring, mentoring, computer lab, advisement), athletic training services, and sports performance services, as well as access to any UB varsity athletics facilities (locker room, lounges, etc). Your coach along with the sport administrator will decide which services you will have access to after you declare your intent to transfer. You will be informed in writing as to which services you will retain.

MAC Intra-Conference Transfer Policy
The MAC has an intra-conference transfer policy. Click here to view the full policy and waiver procedures. As always, if you have questions, please contact the Compliance Office in 166 Alumni Arena.

Countable Athletically Related Activities
The NCAA has established time limitations on your athletics participation. Your participation in countable athletically related activities (as defined below) is limited to a maximum of four (4) hours per day and twenty (20) hours per week, with at least one day off (which may include a travel day). Outside of your declared playing season, your participation in countable athletically related activities is limited to a maximum of eight (8) hours per week, and you must have two (2) days with no countable athletically related activity. During the off-season eight (8) hours, a coach may provide individual skill instruction for a maximum of 2 of the 8 hours. ALL countable athletically related activities are prohibited starting one week prior to final exam periods, as listed on the UB academic calendar.

Note: Individual skill instruction is not permissible for football.

Countable Athletically Related Activities include:

- Practice and competition

Note: A “practice” is any meeting, activity or instruction involving sports-related information and having an athletic purpose that is held at the direction of, or supervised by, any member of the university’s coaching staff. A team meeting to discuss only the drug-testing program, academic orientation, etc., would not be considered practice.
• Required weight training and conditioning
• Participation in a Divisional physical fitness class or individual workouts
• Required review of athletic practice or contest films or videotapes
• Required camp, clinic or workshop participation
• Individual workouts required or supervised by a member of the coaching staff
• Mandatory captain’s practices
• Athletically related meetings
• Required on-court/on-field activities

**Countable Athletically Related Activities do NOT include:**

- Training room activities
- Study hall
- Travel
- Academic meetings, SAAC meetings
- Alcohol, drug and other information sessions, presentations and meetings

These hourly limitations are put in place to allow you to be both a student and an athlete at the Division I level. If you feel these limits are being exceeded, please speak with your coach or speak with someone in the Office of Compliance.

**As a reminder, weekly and hourly limitations do not apply during vacation periods (winter break, preseason with some exceptions for football, spring break).**

**Voluntary Athletically Related Activities**

In order for any athletically related activity to be considered “voluntary,” all of the following conditions must be met:

1. The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete’s coach any information related to the activity;
2. The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;
3. The student-athlete’s attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
4. The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may
provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

5. The summer calendar begins the day following commencement. In the event that a spring sport competes after the date of commencement, the summer calendar begins following the final competition. All summer activities are voluntary. Summer ends at the beginning of pre-season or the first day of fall classes, whichever comes first.

**Outside Competition**

(All sports other than basketball)

**Always check with Kelly Cruttenden, kc29@buffalo.edu, prior to engaging in ANY OUTSIDE COMPETITION.**

You are not eligible in your sport for the remainder of the year and the next academic year if, during the academic year, you competed as a member of any outside team in any non-collegiate, amateur competition. You may compete outside of your declared playing and practice season as a member of an outside team in any non-collegiate, amateur competition during any official vacation period published in your institution’s catalog. Winter break begins the day immediately following the last day of finals each fall semester and summer break starts the day after commencement. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted.

Before competing in any outside competition, or “open” event, either on a team or as an individual, check with the Office of Compliance. Competing on outside teams that do not adhere to NCAA regulations can affect your eligibility for intercollegiate athletics. You must always log into your ARMS account and fill out an Outside Competition approval request form prior to engaging in any outside competition.

If you are in an individual sport (swimming, track, tennis, wrestling) and going to open meets as an unattached athlete, keep the following criteria in mind:

- You must compete unattached and not factor into any type of team scoring.
- You must use your own, non-UB issued gear, apparel and equipment.
- You must pay all of your own expenses—meals, lodging, transportation and entry fees. You cannot stay in hotel rooms with your team if your team is also attending and you cannot use UB transportation.
- You cannot accept expenses from any outside groups, clubs, etc.
- No coaching—your coach cannot coach you at these meets.
- **No athletic training services**—your team trainer cannot work with you.
- The meet must truly be OPEN to any entrants who want to sign up—not an invite.
- There must be collegiate and non-collegiates competing. **Meets with only collegiate athletes = intercollegiate competition.**

Do your research and don’t assume any meets are “open”. Always contact Kelly Cruttenden in the Compliance Office prior to participating in any outside competition.

**Exceptions**

- Men’s and Women’s Soccer, Women’s Volleyball and Field Hockey: You may compete on outside amateur teams during the spring outside of the institution’s playing and practice
seasons provided such participation occurs no earlier than May 1, and the remaining provisions of Bylaw 17 are met.

- Basketball only: You are not eligible if, after you become a student-athlete, you participate in any organized basketball competition, except while representing the institution in intercollegiate competition. Competing in the Olympic Games tryouts and competition and other specified national and international competition is permitted. It is permissible to participate as a member of a basketball team in an approved NCAA sanctioned summer basketball event.

Complimentary Tickets
The Ticket Office Manager and each individual head coach handle all complimentary ticket requests. Complimentary tickets are not for resale. You may not receive payment for complimentary tickets from any source or exchange tickets for any item or service of value. Likewise, no one representing you may receive payment for your complimentary tickets or exchange the tickets for any service or item of value. Such transactions are a violation of NCAA rules and may make you ineligible to participate as a student-athlete.

The complimentary ticket policy is as follows:
- Each member of an intercollegiate athletic team is allowed four (4) complimentary tickets to each of his or her team’s home contests.
- Athletes can request tickets online through Ticket-taker (football) or ARMS (volleyball, wrestling and basketball)
- The tickets will be available at the “Will-Call” window for that event.
- The recipient of each complimentary ticket must show picture identification and sign for his or her ticket. Complimentary tickets are nontransferable—i.e. no one but the designated person on the complimentary ticket list may claim a ticket.
- Admission to all athletic events is free to UB undergraduate students who show a valid ID. Students wishing to attend football and basketball (both men’s and women’s) must obtain a ticket with his or her ID card. Tickets may be picked up in advance of the game or on game days.
- Complimentary ticket procedures for away games of an intercollegiate team are the same as those for a home game, subject to any additional restrictions placed by the host institution.

Charitable, Educational and Promotional Activities
Before engaging in ANY charitable, education and promotional activities, you must first receive permission from your Head Coach, from Student Services and The Office of Compliance. NCAA rules are very strict concerning these activities, so please coordinate your event through your coaches, our SAAC representative and Compliance. The following form must be printed, completed and signed by all appropriate parties.

Never let a business or organization use your name or picture to promote their products, services, etc. This includes advertisements and promotions in print, on the radio and on TV. Always check first in order to preserve your eligibility. Every situation is different, so don’t assume an activity is permissible…call the Office of Compliance at 716-645-3146 or email kc29@buffalo.edu.

Student-Athlete Promotional and Community Service Appearance Request
According to NCAA regulations, student-athletes may make promotional appearances under certain conditions.

As a prerequisite to approval, a student-athlete and an authorized representative of the organization requesting the appearance must sign a release statement ensuring that the student-athlete’s name, image or appearance is used in a manner consistent with the following NCAA guidelines:

For institutional, charitable, educational or nonprofit promotions:

- The student-athlete receives prior approval to participate from the Director of Athletics.
- The specific activity or project in which the student-athlete participates does not involve cosponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company’s officially registered trademark or logo on printed materials, such as pictures, posters or calendars. The company’s emblem, name, address and telephone number may be included with the trademark or logo.
- **Do not ask your professor to excuse you from class for these events. You must attend class.**
- All moneys derived from the activity or project go directly to the University at Buffalo, the MAC or the charitable, educational or nonprofit agency.
  * The student-athlete may accept legitimate expenses from the member institution, member conference or charitable, educational, or nonprofit agency related to participation in such activity.
  * The student-athlete’s name, picture, or appearance is not utilized to promote the commercial ventures of any nonprofit agency.
  *Any commercial items with names, likenesses or pictures of multiple student-athletes (other than highlight films or media guides per Bylaw 12.5.1.8) may be sold only at the member institution at which the student-athlete is enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an individual student-athlete’s name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold; and
- The student-athlete and an authorized representative of the charitable, educational or nonprofit agency must sign a release statement ensuring that the student-athlete’s name, picture or appearance is used in a manner consistent with the requirements of this section.

**Student-Athlete Guidelines**

The purpose of intercollegiate athletics is to provide an opportunity for each participant to develop his or her potential as a skilled performer in an educational setting. Educational activities, such as intercollegiate athletics provide opportunities for students to grow emotionally, socially and intellectually. In addition, the student-athlete is given the chance to travel, represent his or her school and learn the art of being a team member. Being a student-athlete at the University at Buffalo carries with it a set of privileges and responsibilities:

- Develop personal habits that enhance healthy living.
- Acknowledge one’s own strengths and weaknesses. Recognize that each person has his or her own strengths and weaknesses, praise the strengths and help to strengthen the weaknesses.
- Respect different points of view.
• Strive for the highest degree of excellence.
• Seek to know and understand one’s teammates.
• Be prepared to give 100%, both mentally and physically, whether in the classroom or on the playing field.
• Understand the importance of being punctual; be on time for every commitment.
• Respect and accept the decisions of all coaches. When decisions are questioned, the student-athlete should direct his or her questions to the coach in private and follow appropriate channels to voice concerns.
• Refrain from the use of drugs that enhance performance or modify mood or behavior at any time, unless prescribed by a physician.
• Refrain from using alcohol while representing the university at competitive events and community service outings.

Code of Conduct

Student-athletes at the University at Buffalo (UB) are representatives of their teams, the Department of Athletics, and the University, and are expected to conduct themselves in a manner that brings pride upon their team, institution and community. It is a privilege, not a right, to be a member of the State University of New York at Buffalo’s Athletic Program; a privilege which is earned and maintained by adhering to UB Athletics Code of Conduct and UB Student Code of Conduct. Additionally, student-athletes are to abide by all University policies, Athletic Department policies, NCAA policies, and Mid-American Conference rules and regulations, along with city, state and federal laws and standards of behavior. Our Code of Conduct is intended to set high expectation standards of how UB student-athletes represent their University and Athletic Department. It runs in line with team conduct rules and is not to replace these. Furthermore, the Student-Athlete Code of Conduct applies to all student-athletes including those whom are not actively participating in their sport, and includes off-season and off-campus behavior.

Team Travel Rules

• Dress appropriately when representing the university, including wearing UB issued apparel during team travel trips. Do not wear apparel with alcohol advertisements or offensive language.
• Act in a respectful and mature manner when in public. Horseplay and using profanity is not acceptable behavior. Maintain an overall business-like manner.
• Vandalism and theft of any kind in hotels, restaurants, competition sites or any other place will not be tolerated.
• Take proper care of hotel rooms and be respectful of other hotel guests.
• Make sure your coaches know your whereabouts at all times. Be on time for all meetings, meals, departures etc. and abide by curfews set by coaching staff.
• Alcohol and drug use is prohibited on trips.

Competition and Good Sportsmanship

• All team members will wear issued equipment/uniforms so that the team is dressed in a unified manner.
• Refrain from all types of behavior that would result in an unsportsmanlike conduct penalty.
• Be respectful of officials. No arguing with or name-calling of officials. Do not taunt the crowd.
Focus your efforts on competing against your opponent.

Congratulate opponents graciously, regardless of the outcome of the contest.

Treat facilities (both home and away) with respect.

Help with any cleanup of the team area after competition.

Show support for your teammates during competition.

The University will not tolerate any of the following behaviors:

- Physically abusing an official, athlete, opponent or spectator
- Throwing objects at an individual, spectators or across a field or arena
- Inciting players or spectators to violent action or any behavior that insults or defiles an opponent's traditions
- Encouraging our fans to boo an opposing team when introductions are made
- Using obscene or inappropriate language or gestures to officials, opponents, team members or spectators including racial and gender slurs.
- Making public statements which are negative, controversial or not in compliance with the Division’s policy on media relations
- Violating generally recognized intercollegiate athletic standards or the values and standards associated with the university as determined by your head coach and approved by the Director of Athletics.
- Your coach may have more specific expectations concerning behavior, dress or sportsmanship. If so, he or she will inform you of these. Support your coach and concentrate on playing well.

Good sportsmanship comes easily if you are proud of your performance.

Use of Social Networks (ie: Facebook, Twitter, Instagram etc.)

The State University of New York at Buffalo (UB) supports and encourages an individuals' expression of the first amendment right of free speech. This includes participating in online social networking sites. While the University at Buffalo and the Athletic Department do not place restrictions on the use of these networking sites, it is critical for our student-athletes to understand that as a member of the University at Buffalo Athletic Department, you are a representative of the University at Buffalo. In this role, you are in the public eye and are leaders in our community.

Posting on personal profiles, groups and chat rooms are part of the public domain and are easily accessible to anyone including reporters, parents, coaches, groupies, predators, employers, graduate school admissions officials and law enforcement agencies. Once information is posted, it can be retrieved by computer-savvy individuals even AFTER it has been deleted. As a UB student-athlete it is your responsibility to reflect the high standards that warrant participation in Division 1 athletics. It is strongly recommended that you should consider some of the following points as you are posting on one of these websites:

- Before participating in any online network, know that anything you post is available to everyone even if you limit access to your site.
- Do not post information, photos, or other items online that could embarrass you, your team, your family or the University. This includes, but is not limited to information, photos, quotes, and items that may be tagged to you from another user.
- Be aware of who you add as a friend to your site.
- Pictures of illegal or irresponsible acts could leave you susceptible to criminal or judicial investigations.
- Potential future employers can and will look you up on one of these social networks.

Student-Athletes who fail to adhere to the University's recommendations could face discipline for violation of the standards or philosophies of the University, the Athletic Department, the NCAA and/or laws of the municipality.

**Athletic Training**

**NCAA Drug Testing Policy**

As a UB student-athlete, you are subject to drug testing by the university Division of Athletics (as described below) and by the NCAA. Under NCAA regulations, any student-athlete involved in an NCAA championship (individual or team) or in a certified postseason football game may be drug tested prior to, during or after the event. In addition, the NCAA may test student-athletes competing in any sport, either in the traditional or non-traditional season, any number of times. The NCAA tests for ALL drugs on the NCAA banned drugs list, and not just for performance enhancing drugs.

**All sports:**

- If the NCAA tests you for the banned drugs listed in Bylaw 31.2.3.4 and you test positive (consistent with NCAA drug-testing protocol) outside your sports season, you will be ineligible to participate in regular-season and postseason competition during the time period ending one calendar year (i.e., 365 days) after your positive drug test, and you will be charged with the loss of a minimum of one season of competition in all sports.
- If you test positive a second time for the use of any drug, other than a “street drug” as defined on the NCAA list of banned drugs on www.ncaa.org, you will lose all remaining regular-season and postseason eligibility in all sports.
- If you test positive for the use of a “street drug” after being restored to eligibility, you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. [Bylaw 18.4.1.5.1]
- A policy adopted by the NCAA Executive Committee establishes that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug. You will remain ineligible until you retest negative and the NCAA Eligibility Committee has restored your eligibility. [Bylaw 18.4.1.5.1]

**Non-NCAA athletics organization positive drug test**

**All sports:**

- If you test positive for banned substances by a non-NCAA athletics organization, you must notify your director of athletics regarding the positive drug test. You also must permit the NCAA to test you for the banned drugs.
- If the results of the NCAA drug test are positive, you will lose all remaining eligibility during the season in which you tested positive and an additional season of competition.
- The Director of Athletics must notify in writing the NCAA’s Director of Sports Sciences regarding a student-athlete’s disclosure of a previous positive drug test administered by any other athletics organization.
Summer Drug Testing

The NCAA conducts summer drug testing for all student-athletes. All student-athletes, whether on-campus or away from campus for the summer, are subject to this testing requirement.

NCAA Bylaws 18.4.1.5.2 and 21.2.2.2 provide the authority for this action, and the Student-Athlete Statement and Drug Testing Consent forms provide notice to and consent by student-athletes to the NCAA drug testing program from the date signed through August 31 of the following year.

As the academic year concludes and student-athletes prepare to depart campus, all coaches must ensure that they have on file current and active cellular phone numbers and/or home phone numbers, summer addresses, and email addresses for all student-athletes. Coaches should compile this information and provide it to the Office of Compliance before athletes depart campus each spring.

If you have questions or concerns regarding NCAA summer drug testing, please contact Sue Rocque, UB Athletic Trainer, at 716-645-8790.

UB Drug Testing Policy

University at Buffalo Division of Athletics - Substance Abuse Program for Student Athletes

1. INTRODUCTION

First and foremost, the University at Buffalo and Division of Athletics are concerned with the health, safety, and welfare of the student-athletes who participate in its programs and represent the University in competitive athletics. The use of illegal drugs, misuse of legal drugs and dietary supplements, and the use of performance enhancing substances are inconsistent with the standards expected of student-athletes at the University at Buffalo and pose a substantial health and safety risk to all those involved in intercollegiate practice and competition. The importance of physical and mental fitness to success in athletics provides a strong incentive to student-athletes to avoid use of alcohol and other drugs. Nevertheless, some athletes may be attracted to use so-called "performance enhancing" drugs such as anabolic steroids and over-the-counter dietary supplements, even if legally obtained in misguided efforts to increase their strength or endurance. Accordingly, serious attention has been given and is being given to drug-related problems in intercollegiate athletics throughout the country. The University at Buffalo's Division of Athletics is committed to enhancing the quality of life of every student-athlete in our program. The implementation of such a drug education and testing policy will deter the misuse or abuse of chemicals that can adversely affect the health and/or safety of all student-athletes.

2. BASIC PROGRAM REQUIREMENTS

The purposes of this substance abuse program for student-athletes are:

   a) to help student athletes avoid improper involvement with drugs, by insuring that they are well informed about drugs and drug abuse;
   b) to detect possible prohibited drug use through a screening program based on periodic testing designed to reveal the use of drugs;
   c) to assist in the rehabilitation of student athletes found to be misusing drugs; and
   d) in extreme cases, to remove from our athletic programs any student athlete who is found to have ignored repeated attempts of education and has violated the requirements of this policy.
Any student-athlete with eligibility remaining and who is listed on a team's official roster is subject to drug testing. To become and remain a participant in University at Buffalo's intercollegiate athletics programs, you must comply with the terms of this substance abuse program. Accordingly, you must read these requirements carefully, and if you are willing to abide by them you must sign your name on the University at Buffalo Verification of Receipt of Documents. If you decide not to sign, you will not be permitted to participate in university intercollegiate athletic programs.

3. EDUCATIONAL PROGRAM

The most important part of this program is an ongoing educational effort designed to help student athletes avoid any involvement in prohibited uses of drugs. Each member of every intercollegiate athletic team at University at Buffalo shall be required to participate in prescribed drug education activities. Each year, the Division of Athletics will offer one or more educational programs and requires each athlete to attend these drug awareness programs discussing the prohibited use of drugs.

4. PROHIBITED DRUGS

The University at Buffalo drug testing program is separate and distinct from the NCAA drug testing program and may test for substances not listed on the NCAA banned drug classes. Substances may include, but are not limited to:

<table>
<thead>
<tr>
<th>Substance</th>
<th>Screen Cut-Off</th>
<th>Confirmation Cut-Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamines/Methamphetamines*</td>
<td>300 ng. /mL</td>
<td>200 ng. /mL</td>
</tr>
<tr>
<td>Cocaine</td>
<td>100 ng. /mL</td>
<td>50 ng. /mL</td>
</tr>
<tr>
<td>Marijuana</td>
<td>15 ng. /mL</td>
<td>5 ng. /mL</td>
</tr>
<tr>
<td>Opiates</td>
<td>300 ng. /mL</td>
<td>300 ng. /mL</td>
</tr>
<tr>
<td>Ecstasy (MDMA)</td>
<td>300 ng. /mL</td>
<td>200 ng. /mL</td>
</tr>
</tbody>
</table>

5. SCREENING PROGRAM

By agreeing to participate in this program, a student athlete agrees to submit to any tests prescribed by University at Buffalo to reveal the use of any of the drugs listed above. No such test will be administered unless the affected person first has signed an individual notification form which expressly identifies the specific test that he or she has been asked to undergo, at a specified time on a specified date. The basic test to be used for drug screening is a urinalysis. However, other types of tests from time to time may be utilized to determine the presence of drugs. These alternative procedures include, but are not limited to testing samples of blood or hair.

The University's drug-testing program is composed of three different testing regimens. The first of these is unannounced team testing. The second is random testing program. Under the random testing program, a random list of student-athletes’ names will be generated from current team squad lists. These student-athletes will be contacted by members of the Sports Medicine Staff and will be required to be present at the drug-testing site at the prescribed time.

The third testing process is testing based on reasonable suspicion. Reasonable suspicion drug-testing program is the identification of possible drug-users through what is known as individualized reasonable suspicion, based upon the observation of certain symptoms, that an individual may be using either street drugs or performance-enhancing drugs. No reasonable suspicion tests will be carried out unless there is a reasonable suspicion that a student-athlete may be using such drugs. The determination of
individualized reasonable suspicion may be made by: 1) a physician who identifies specific symptoms during the course of a routine or special physical examination; or 2) a coach or trainer who identifies symptoms in a student-athlete which indicate possible drug use. If a physician identifies the symptoms, then testing (as described below) may take place immediately. If a coach or trainer identifies the symptoms, then the student-athlete will be referred to the Head Athletic Trainer immediately for possible testing. Any testing procedure for probable drug use will be done immediately following the determination by a physician that a reasonable suspicion exists that the student-athlete may be using either street drugs or performance-enhancing drugs. The student-athlete must be informed of the reasons for such testing procedures prior to being tested.

The testing procedure will involve the collection of specimens of urine from the student-athlete. The National Center for Drug Free Sport will provide a drug testing crew to conduct the drug testing program on campus, on a date and at a time to be determined by the Head Athletic Trainer and the drug testing crew chief.

Collected specimens are referred to an outside laboratory, a proper and effective chain of custody of collection specimens will be observed. The specimens collected from a student-athlete will be split into two samples, labeled "A" and "B", at the time of collection. Both samples will be sealed in the student-athlete's presence. The samples will then be forwarded to the outside laboratory for analysis. The Center for Drug Free Sport will determine the specific laboratory.

The testing laboratory will test specimen "A" from the student-athlete, using an immunoassay technique. If by immunoassay a student-athlete's urine specimen is found to contain any of the drugs mentioned above or other street drugs or performance-enhancing substances, a secondary confirmation test will be performed by gas chromatography/mass spectroscopy. If this second test is positive, specimen "B" will be retained for possible later evaluation. The urine sample will remain property of the University at Buffalo.

At the time of every testing, the student-athlete will be required to sign a document outlining the drugs being screened for and the drug testing procedures. Failure to sign will result in a positive test.

The testing based on urinalysis will be implemented as follows:

1. When tests will be administered
   a) **Unannounced team testing**
      All student athletes on any varsity team may be subject to periodic unannounced team testing. Specifically, on various occasions during the academic year, any varsity team may be selected to be tested. The Head Coach will be notified of the test and will call a team meeting to announce to the team that they have been selected for team drug testing.
   b) **Unannounced random testing**
      All student athletes may be subject to periodic unannounced random testing. Specifically, on various occasions during the academic year, a percentage of the members of each team will be selected, at random, to be tested. The selection of individuals will be made through a blind drawing of names from the team roster by the Compliance Coordinator upon notification from the Athletic Director or his/her designee of the date on which the testing of selected members of a particular team is to be conducted. The list of persons so selected for testing will be
supplied to the coordinator of drug testing. Student-athlete notification will be given at the
time of testing.

c) **Testing in response to individualized reasonable suspicion.**
A student athlete may be subject to testing at any time when, in the judgment of a team
physician there is reasonable suspicion to suspect the student may be engaged in the use of
any of the drugs prohibited by this policy. Such individualized reasonable suspicion may be
based on information from any source deemed reliable by the Athletic Director or his/her
designee and or Head Athletic Trainer, including, but not limited to:

1. Observed possession or use of substances that reasonably appear to be drugs of the type
   prohibited;
2. Arrest or conviction for a criminal offense related to the possession, use or trafficking in
drugs of the type prohibited;
3. Observed abnormal appearance, conduct or behavior, including unusual patterns of
   absence from training or competition, reasonably interpretable as being caused by the
   use of drugs of the type prohibited.

Upon receipt of such information, the Athletic Director or his/her designee and/or the Head
Athletic Trainer shall confer with University legal and medical representatives in determining
whether there is reasonable cause to suspect that the student is engaged in prohibited drug
use. Individualized reasonable suspicion means: if the available facts were conveyed to a
reasonable person unfamiliar with the student or the athletics program, that person would
conclude that there is a factual basis for determing that the student is using a prohibited
drug.

If individualized reasonable suspicion is found to exist, the Athletic Director or his designee,
will contact the student-athlete and inform them of their selection for drug screening. The
Athletic Director or his designee will provide written notice specifying the date, time and place
at which the student will be tested unless the student provides an explanation for his/her
behavior, which is satisfactory to the Athletic Director or his designee. The test will be
conducted in accordance with the procedures established for conducting drug tests. The
consequences of failure to participate in or cooperate with such testing and the consequences
of impermissible drug use discovered through such testing shall be the same as those
applicable to unannounced random testing.

Consequences of failure to participate in or cooperate with testing.
- If the student declines to execute the required Individual Notification Form, eligibility to
  participate in intercollegiate athletics will be canceled for the balance of the academic year. The
  procedures prescribed in Section 7 apply to such a cancellation.
- If a student athlete fails to report for a scheduled test, it would be treated as a positive test.
- If the student fails within a reasonable period of time to produce a required urine specimen, it
  will be considered a positive test.

6. **CONSEQUENCES OF IMPERMISSIBLE DRUG USE**
When prohibited drug use has been verified through positive test results, the following consequences
will apply.

a) **First Occasion**
Confidential meeting to evaluate the nature and extent of drug involvement. The student will be required to meet privately with the Team Physician, Head Athletic Trainer and Athletic Director (or his/her designee) to ascertain the facts about the nature, extent, and history of the problem. In eliciting information from the student, responses are to be oral, are not to be given under oath, and are to be revealed only to University officials, persons authorized by the student, and the parents. No other persons or agencies will be given information except in response to a valid subpoena or court order.

Notification of parents. The student-athlete will be required to notify his or her parents in the presence of Team Physician, Head Athletic Trainer and Athletic Director (or his/her designee) of the known facts concerning his/her drug abuse and of the conditions to be imposed by the institution in response to those facts.

Counseling and rehabilitation. The nature and extent of institutional counseling and medical intervention that may be required by the Team Physician, Head Athletic Trainer and Athletic Director (or his/her designee) as a condition of continued athletic eligibility will depend on the nature of the individual's drug involvement. The student will be required to attend a mandated counseling assessment.

Follow-up testing. The student may be subject to follow-up testing for as long as is deemed appropriate by the Team Physician, Head Athletic Trainer and Athletic Director (or his/her designee).

Suspension or discontinuation of athletic eligibility. Even with respect to a first known occasion of drug abuse, if the problem is deemed by the Team Physician, Head Athletic Trainer and Athletic Director (or his/her designee) to be sufficiently serious the student may be suspended from athletic participation for a stated interval of time or may have his or her eligibility canceled by the institution. If eligibility is canceled, a student will not be eligible for renewal of any athletic scholarship, and an existing scholarship may be subject to cancellation. Any such suspension or cancellation may be imposed only in accordance with the procedures specified in Section 7. The parents of minor students and dependent students will be notified of any such cancellation of eligibility.

b) Second Occasion

Notification of parents. The student-athlete will be required to notify his or her parents in the presence of Team Physician, Head Athletic Trainer and Athletic Director (or his/her designee) of the known facts concerning his/her drug abuse and of the conditions to be imposed by the institution in response to those facts.

Suspension or loss of eligibility. The student will be suspended from participation in intercollegiate athletic activities for ten percent of the team's regular season contests. If eligibility is canceled, a student will not be eligible for renewal of any athletic scholarship, and an existing scholarship may be subject to cancellation. Any such suspension or cancellation may be imposed only in accordance with the procedures specified in Section 7.

Counseling and rehabilitation. Appropriate medical and psychological monitoring and counseling may be supplied to the student, for the duration of any period of suspension, and
thereafter for as long as the team doctor or Athletic Director deem appropriate. The student will be required to attend a mandated counseling assessment.

Follow-up testing. During the period of suspension and at any time following reinstatement, the student may be subject to follow-up testing for as long as deemed appropriate by the team physician, Head Athletic Trainer or Athletic Director (or his/her designee).

c) **Third Occasion**
Cancellation of eligibility. The athletic eligibility of the student will be canceled permanently and the student's athletic scholarship will be canceled. Any such cancellation may be imposed only in accordance with the procedures specified in Section 7.

Notification of parents. The parents of minor students and dependent students will be notified of any such cancellation of eligibility.

Counseling and rehabilitation. A student whose eligibility has been canceled may seek assistance from established University counseling and medical resources otherwise available to students incident to their enrollment at University at Buffalo. Such services will not be initiated or supervised by the Athletic Department, since the student's affiliation with the athletic programs of the institution will have been ended.

7. **PROCEDURES FOR IMPOSING SERIOUS SANCTIONS**

a) Sections 5 and 6 of this policy provide notice of circumstances under which suspension or cancellation of eligibility to participate in intercollegiate athletic activities may be imposed. Such sanctions may be imposed only in accordance with the procedures here prescribed.

b) Written notice. Before any suspension or cancellation of eligibility is imposed, the student will be given written notice by the Athletic Director (or his/her designee) of the intention to suspend or cancel eligibility, of the reasons for the proposed action, and of the right of the affected student to request a hearing on the proposed sanction before it is imposed; provided, that if the proposed sanction is based on a preliminary determination of improper drug use that may threaten the health of the athlete or of other participants in athletics, athletic participation (training, practice, or competition) shall be discontinued immediately, pending a medical determination as to the fitness of the athlete to resume participation in athletic activities; this determination, designed to protect the health of students, shall be made as promptly as possible; information supplied by the student to medical personnel incident to making such a determination shall not be admissible in any institutional disciplinary process and shall be treated as confidential, within the context of the doctor-patient relationship.

c) Request for hearing or waiver of hearing. A student may obtain a hearing by addressing a request in writing to the Athletic Director (or his/her designee) within three calendar days after receiving the written notice referred to in paragraph 7a above. However, following receipt of written notice, the student may signify in writing his or her intention not to request a hearing, and the proposed sanctions may be imposed immediately, without recourse to any institutional grievance or appeals process.

**Hearing:**

*Hearing committee*

If an affected student requests a hearing, it shall be afforded before a standing committee consisting of
three persons appointed by the Athletic Director. No employee of the Athletic Department shall be eligible to serve on such a committee.

Conduct of hearing
The hearing shall be convened promptly, and every effort will be made to hear the case within five days. However, the Athletic Director shall have the authority to reasonably extend this period should the committee be unavailable to hear the case. The hearing shall be conducted in private and only the members of the committee, the affected student and a person of his or her choice (not an attorney), and the Athletic Director (or his/her designee) and a person of his/her choice may attend. No other individuals will be present with the exception of witnesses who are present to give testimony. The Athletic Director, or his/her designee, shall present evidence in support of the proposed suspension or cancellation. The affected student, accompanied by a person of his or her choice, may be present to hear and review all evidence presented in support of the proposed sanction, to challenge such evidence, and to present other evidence in his or her own defense. After hearing all such evidence as it deems relevant, the committee shall deliberate in private for the purpose of making findings of fact. The findings and conclusions shall be based exclusively on information supplied at the hearing. Within three days after it concludes its inquiry, the committee shall report its conclusions concerning the facts of the suspension and/or cancellation of eligibility, as well as any recommendations concerning the severity of the sanctions proposed to the Athletic Director. The decision of the hearing committee will be considered final.

8. CONFIDENTIALITY OF INFORMATION CONCERNING DRUG USE
Any information concerning a student's alleged or confirmed improper use of drugs, solicited or received pursuant to implementation of this program, shall be restricted to institutional personnel and to parents of minors or dependent students. No other release of such information will be made without the student's written consent, unless in response to appropriate judicial process.

The institution cannot guarantee that law enforcement or prosecutorial authorities will not gain access to information in the possession of the institution, since a valid subpoena or other enabling court order might be issued to compel disclosure; the institution, however, will not voluntarily disclose such information in the absence of a court order.

9. IMPROPER PROVISION OF DRUGS BY INSTITUTIONAL PERSONNEL
No officer, employee, or agent of University at Buffalo may supply to any student athlete any performance enhancing agent, including dietary supplements, that may endanger an athlete or affect athletic ability or performance, or otherwise encourage or induce any student improperly to use drugs, except as specific drugs may be prescribed by qualified medical personnel for the treatment of individual students.

Any person who has information about a possible violation of this prohibition should report such information promptly to the Athletic Director, who shall have authority to investigate the allegation and to report the results of any investigation to the President, for appropriate disciplinary proceedings against anyone who is charged with having violated this prohibition.

Supplement Information
A recent study tested 600 supplement products from around the world for substances that were not listed on the label and are banned by the NCAA, and United States Olympic Committee. 28% of the
supplements tested in the United States had banned substances in them with no disclosure on the label. 14% of the supplements tested outside the United States had banned substances in them with no disclosure on the label.

There are two types of supplements, dietary supplements and performance enhancing supplements. Dietary supplements are designed to supplement your diet for the purpose of filling in any gaps that may exist from less than perfect nutrition. Performance enhancing supplements are designed by definition to enhance your athletic performance.

Regarding dietary supplements, you should always try and get all your vitamins and minerals from proper nutrition and the foods you eat. However, supplementing with a multi-vitamin to ensure you are getting all your required vitamins and minerals can be an easy and affordable way to make sure your body is getting the nutrition it needs.

Regarding performance enhancing supplements meaning supplements that claim they can help you gain muscle, reduce fat, help you recover, etc. Since supplements are not regulated by the federal government the University at Buffalo Sports Performance and Sports Medicine Departments do not condone the use of performance enhancing supplements. The University at Buffalo Sports Performance and Sports Medicine Departments understand that some supplements are safe and healthy and will help improve athletic performance, but finding them is not easy and in the process you could mistakenly take a supplement that is banned, and therefore jeopardize your health and future eligibility in your sport. NEVER ASSUME A PRODUCT IS SAFE! ALWAYS CHECK FIRST.

If you are considering taking any form of dietary or performance enhancing supplement, bring the product to Nate Harvey in Sports Performance. Nate is UB Athletics’ designated staff member for all supplement questions. Nate can be reached at 716-645-5469 or at npharvey@buffalo.edu.

Student-Athlete Pregnancy Policy
The Division of Athletics is has instituted a student-athlete pregnancy policy for the protection of the student-athlete and her developing child.

What to Do if You become Pregnant:
As soon as you learn that you are pregnant, you should inform your coach and athletic trainer, as well as, your personal physician/OBGYN, family or others who are important to you.

Can You Continue to Train and Compete?
You will only be permitted to participate athletically if you present a written consent letter from your OB/GYN Doctor detailing the magnitude and extent of the allowable participation. Additionally, your participation must be approved by the University at Buffalo Director of Sports Medicine. Below you can find the Pregnancy Policy text from the 2013-14 NCAA Sports Medicine Guide. This guide is available for free online at www.ncaapublications.com.

The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports acknowledges the significant input of Dr. James Clapp, FACSM, in the revision of this guideline.
Pregnancy Policies
Pregnancy places unique challenges on the student-athlete. Each member institution should have a policy clearly outlined to address the rights and responsibilities of the pregnant student-athlete. The policy should address:

- Where the student-athlete can receive confidential counseling;
- Where the student-athlete can access timely medical and obstetrical care;
- How the pregnancy may affect the student-athlete’s team standing and institutional grants-in-aid;
- That pregnancy should be treated as any other temporary health condition regarding receipt of institutional grants-in-aid; and
- That NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.

Student-athletes should not be forced to terminate a pregnancy because of financial or psychological pressure or fear of losing their institutional grants-in-aid.

See Bylaw 15.3.4.3, which specifies that institutional financial aid based in any degree on athletics ability may not be reduced or canceled during the period of its award because of an injury, illness or physical or mental medical condition.

The team’s certified athletic trainer or team physician is often approached in confidence by the student-athlete. The sports medicine staff should be well-versed in the athletics department’s policies and be able to access the identified resources. The sports medicine staff should respect the student-athlete’s requests for confidentiality until such time when there is medical reason to withhold the student-athlete from competition.

Exercise in Pregnancy
Assessing the risk of intense, strenuous physical activity in pregnancy is difficult. There is some evidence that women who exercise during pregnancy have improved cardiovascular function, limited weight gain and fat retention, improved attitude and mental state, easier and less complicated labor and enhanced postpartum recovery. There is no evidence that increased activity increases the risk of spontaneous abortion in uncomplicated pregnancies. There are, however, theoretical risks to the fetus associated with increased core body temperatures that may occur with exercise, especially in the heat.

The fetus may benefit from exercise during pregnancy in several ways, including an increased tolerance for the physiologic stresses of late pregnancy, labor and delivery. The safety of participation in individual sports by a pregnant woman should be dictated by the movements and physical demands required to compete in that sport and the previous activity level of the individual. The American College of Sports Medicine discourages heavy weight lifting or similar activities that require straining or valsalva.

Exercise in the supine position after the first trimester may cause venous obstruction, and conditioning or training exercises in this position should be avoided. Sports with increased incidences of bodily contact (basketball, ice hockey, field hockey, lacrosse, soccer, rugby) or falling (gymnastics, equestrian, downhill skiing) are generally considered higher risk after the first trimester because of the potential risk of abdominal trauma. The student-athlete’s ability to compete also may be compromised due to changes in physiologic capacity, and musculoskeletal issues unique to pregnancy. There is also concern that in the setting of intense competition a pregnant athlete will be less likely to respond to internal cues to moderate exercise and may feel pressure not to let down the team.
The American College of Obstetrics and Gynecology states that competitive athletes can remain active during pregnancy but need to modify their activity as medically indicated and require close supervision.

If a student-athlete chooses to compete while pregnant, she should:
- Be made aware of the potential risks of her particular sport and exercise in general while pregnant;
- Be encouraged to discontinue exercise when feeling overexerted or when any warning signs (see page 91) are present;
- Follow the recommendations of her obstetrical provider in coordination with the team physician; and
- Take care to remain well-hydrated and to avoid overheating.

After delivery or pregnancy termination, medical clearance is recommended to ensure the student-athlete’s safe return to athletics. (See Follow-up Examinations section of Guideline 1C.) The physiologic changes of pregnancy persist four to six weeks postpartum; however, there have been no known maternal complications from resumption of training. Care should be taken to individualize return to practice and competition.

**What Happens to Your Scholarship?**
Your Athletic scholarship for the current year will not be revoked due to pregnancy. Consideration of future athletic scholarships will be at the discretion of the head coach. NCAA rules permit a one-year extension of the five-year period of eligibility for female student-athlete for reasons of pregnancy.

**Who Pays for Your Medical Expenses?**
All medical expenses that are a result of pregnancy are the responsibility of the student-athlete.

**Where Can You Go For Support?**
The Office of Student Athlete Excellence will provide counseling and referrals for student-athletes who become pregnant. Additional support information can be found at:

- Planned Parenthood
- Centers for Medicare and Medicaid Services
- Maternal & Child Health Bureau
- Child Welfare Information Gateway

**Concussion Education and Management Policy and Procedures**

**Introduction**
This policy is written to provide two purposes. The first is to educate student-athletes, coaches and those associated with athletics at the State University of New York at Buffalo on the signs, symptoms and management of a concussion. The second purpose is to identify the necessary steps that the State University of New York at Buffalo Sports Medicine department will take in order to properly assess, diagnose and treat a concussion. This includes acute care, return to play and return to learn protocols for the student-athlete.

**Procedures**

*Informational meetings*
- **Student-Athlete:** When a first year student-athlete arrives at the State University of New York at Buffalo, they will attend a meeting with other first year student-athletes
detailing processes and procedures in the athletics department. During this meeting, they will be instructed on the details of concussions and concussion management. They will receive an NCAA developed fact sheet to take with them for future reference. After the presentation and handout, they will sign a form developed by the State University of New York at Buffalo Sports Medicine Department acknowledging that they have been made aware of the risks of participation and procedures to follow when a concussion has been sustained. In the successive years, prior to participating in the season, athletes will receive the same fact sheet to refresh their understanding of concussions followed by signing the acknowledgement form. These forms will be maintained electronically within the University forms system (Appendix A).

b. **Coaches:** All coaches employed by the State University of New York at Buffalo (paid, volunteer and graduate assistant) will receive a fact sheet developed by the NCAA outlining the signs and symptoms of a concussion. This sheet will be followed up by a concussion acknowledgement form that will be signed and dated by the head coach and sent to the Mid-American Conference offices for record. (Form B)

### Baseline Testing

a. **Health History:** Prior to participating in athletics at the State University of New York at Buffalo, a student-athlete will complete a health history questionnaire. This questionnaire details all prior injuries and health concerns with specific dates of injuries including, but not limited to, orthopedic injuries, concussions and illnesses.

b. **Cognitive Testing:** In accordance with NCAA Sports Medicine Guidelines, the State University of New York at Buffalo requires all student-athletes to complete a pre-participation cognitive assessment utilizing the ImPact (Immediate Post-Concussion Assessment and Cognitive Testing) computerized concussion evaluation system. This creates a baseline for comparison of the student-athlete during a suspected concussive episode. Due to the maturation of the brain during tenure at the collegiate level, student-athletes will complete an additional baseline in their third year of participation as well as fifth year if student-athlete is participating in intercollegiate sports.

c. **Vestibular Testing:** In accordance with the NCAA Sports Medicine Guidelines, the State University of New York at Buffalo requires all student-athletes to complete a pre-participation physical balance assessment utilizing the VOMS (Vestibular/Ocular Motor Screen). This creates a baseline for comparison of the student-athlete during a suspected concussive episode. (Appendix C)

### Medical Staff Review of Protocols and Standards

a. Prior to the start of the academic year and pre-season sports practices, the State University of New York at Buffalo Sports Medicine Staff, including athletic trainers, physicians and all associated health professionals, will partake in a meeting to discuss and practice current emergency techniques and procedures.

b. Prior to the start of the academic year and pre-season sports practices, the Director of Sports Medicine at the State University of New York at Buffalo will discuss with the Sports Medicine staff, including athletic trainers, physicians and all associated health
professionals, the emergency action plans for each of the facilities that will be utilized for practice or participation for any student-athlete.

c. Prior to the start of the academic year and pre-season sports practices, the Athletic Director and executive staff at the State University of New York at Buffalo will partake in a meeting to discuss current emergency techniques and procedures.

**Suspected Head Injury/Concussive Symptoms**

a. In the event that a head injury occurs or concussive symptoms are present in a student-athlete, a member of the State of New York at Buffalo Sports Medicine staff will remove the student-athlete from participation for evaluation. At this time, the Sideline Concussion Assessment Test, edition 3 (SCAT 3) will be administered. This evaluates both the cognitive and physical status of the student-athlete initially. (Form D)

b. Following the completion of the SCAT 3 evaluation by a member of the State University of New York at Buffalo Sports Medicine staff, if a concussion is suspected, the student-athlete will not be allowed to participate in practice or competition for the remainder of the day. There are no exceptions to this rule.

c. In the event that the head injury or concussive symptoms present secondary to an emergency situation (e.g. loss of consciousness, spinal cord injury, etc...), the State University of New York at Buffalo Sports Medicine staff will activate the emergency medical services (EMS) for assistance and transport to medical facilities.

**Follow up examination**

a. **Cognitive**: After sustaining a concussive injury, a student-athlete will complete an ImPact computerized assessment within 48 hours of sustaining the injury to compare results with the baseline testing in order to assist in the diagnosis and formulation of a treatment plan. The results will be discussed with the appropriate medical staff in order to assure proper treatment of the student-athlete.

b. **Vestibular**: After sustaining a concussive episode, a student-athlete will complete the VOMS test within 48 hours of sustaining the injury to compare results with the baseline testing in order to assist in the diagnosis and formulation of a treatment plan. The results will be discussed with the appropriate medical staff in order to assure proper treatment of the student-athlete. (Appendix C)

c. The State University of New York at Buffalo Sports Medicine staff will schedule a follow up appointment for the student-athlete with the athletic trainer associated with the team and/or a physician depending on severity and previously discussed treatment plans.

d. Following a concussive episode, the student-athlete will report to the State University of New York at Buffalo Sports Medicine Staff for daily updates on symptoms. In the event that they symptoms continue for more than a week (7 days), an ImPact retest and VOMS will be scheduled weekly until symptoms resolve. If symptoms persist and further medical attention is required (e.g. Neurologist, Neuro-Ophthalmologist, etc...) an appointment with the appropriate specialist will be scheduled in accordance with primary physician orders.
Take Home Handout (Appendix E)

a. When a concussive injury has been diagnosed, and the athlete is being released to parents/guardians, roommates, teammates or of his/her own recognizance, a take home handout will be given to them for further care.

b. This handout details a definition of a concussion, name of student-athlete that suffered the injury, follow-up appointment date, time and place, worsening signs and symptoms and how to get the appropriate care if needed, recommendations for care and things to avoid, and the State University of New York at Buffalo athletic trainer to follow up with and associated phone number.

Return to Participation

A student-athlete is allowed to begin the return to play protocol as dictated below and directed by the head team physician or physician that has monitored the individual case.

Return to Physical Activity:

i. The student-athlete is required to be symptom free for a minimum of 24 hours before any physical activity can be initiated. Once ALL symptoms have resolved, a return to participation protocol can begin. Each phase of the return to participation protocol MUST be met and the student-athlete is not allowed to skip phases or complete more than one phase in a 24-hour period.

ii. The first phase of returning to physical activity will be a non-impact exercise (e.g. stationary bicycle, treading water, etc...) that does not allow the athlete to reach a heart rate above 70% of calculated maximum heart rate (equation= 220-age of student-athlete in years).

iii. The second phase of returning to physical activity includes ambulating activities (e.g. ground running, treadmill running, etc...) that do not allow the athlete to reach a heart rate above 70% of calculated maximum heart rate (equation= 220-age of student-athlete in years).

iv. The third phase of returning to physical activity includes activities that are specific to the student-athlete’s designated sport (e.g. drills that do not include contact, dribbling drills, etc...) that do not allow the athlete to reach a heart rate above 70% of calculated maximum heart rate (equation= 220-age of student-athlete in years).

v. The fourth phase of returning to physical activity includes activities specific to the student-athlete’s designated sport with minimal contact and no heart rate restrictions.

vi. Following the completion of the fourth phase of returning to physical activity, with no recurrence of concussive symptoms, the student-athlete is allowed to participate in practice situations with no restrictions due to the concussion.

vii. When full participation in practice activities are completed with no recurrence of symptoms, the student-athlete may return to participation in competitions.
Return to Learning Activities

viii. Once a student-athlete has been diagnosed with a concussion he/she will not be required to attend any classroom activity on the same day. The State University of New York at Buffalo athletic trainer working with the student-athlete will communicate directly with the Learning Specialist within 24 hours about the injury and subsequent restrictions.

ix. The Learning Specialist will then reach out to the student-athlete’s professors, if the student will be missing class.

x. If the student-athlete cannot tolerate light cognitive activity, he or she should be advised to remain at home or in the residence hall in order to rest.

xi. Once the student-athlete can tolerate cognitive activity without return of symptoms (new or recent), he/she should return to the classroom.

xii. If at any point during the Return to Learn process the student-athlete’s symptoms return or their cognitive measures decline, a representative from Return to Learn team will contact the primary athletic trainer for that sport, who will arrange further evaluation.

Academic Accommodations

1. All academic accommodations and/or schedule adjustments for student-athletes with concussions will be made through a multidisciplinary approach with Athletic Academic Services (Academic Advisor and Learning Specialist) coordinating any recommended accommodations with the Office of Accessibility Resources (OAR).

2. The Learning Specialist will coordinate academic advisors, academic mentoring, and tutoring services consistent with OAR’s recommended modifications.

In cases where extended academic accommodations and/or schedule adjustments (longer than 2 weeks) are recommended, re-evaluation by the team athletic trainer or team physician and possibly other members of the multi-disciplinary team shall occur. Contact with the Office of Accessibility Resources will be made by the Learning Specialist and recorded on the ATC checklist (Appendix F)

a. When a student-athlete suffers a concussive episode, the State University of New York at Buffalo certified athletic trainer (ATC) will document all of the steps that were completed to assist in the recovery. This checklist will remain in the possession of the State University of New York at Buffalo Sports Medicine department for no less than 7 years in the student-athletes specific file.

b. The checklist includes name of student-athlete, sport that the student-athlete participated in to incur the concussion, mechanism of how the injury occurred, actions taken by the ATC, Initial and follow up dates of ImPact testing completed, Post-injury VOMS testing, date of delivering the take-home sheet for student-athlete, physician appointment date, specialty physician appointment (if necessary), date of contacting the academic specialist within the State University of New York at Buffalo, date of student-athlete being symptom free, date of return to play progression commencing, and date of full return to participation in sport.
c. Once this form is completed, the State University of New York at Buffalo ATC will sign and date the form and place in the student-athlete’s file for record.

**Academic Services**

UB Athletics Academic & Student Development Services (AADS) provides opportunities for student-athletes to participate in seminars throughout the year that explore topics such as academic preparation, time management and organization, eligibility rules, and CHAMPS-Life Skills programs. AADS emphasizes the importance of education to help student-athletes develop the skills necessary to become independent and successful learners. AADS achieves its mission by providing programs and services to its students in order to facilitate their academic and personal development. The Office Athletics Academic & Student Development Services assists in the development of its students by promoting scholarly pursuits and academic excellence with integrity.

**Academic Responsibilities**

- Identify yourself as a student-athlete at the beginning of each semester to inform your instructors of any class time that may be missed due to athletic-related travel. Assure the instructor that you are aware that you will accept the responsibility for time and work missed while away.
- Maintain communication with the staff of the Office of Athlete Academic and Student Services.
- Maintain communication with the coaching staff regarding academic issues and problems.
- It is the athlete’s responsibility to seek help when academic trouble arises. Tutoring is available for all student-athletes for all courses.
- Make up all work that is missed due to competition and travel.
- Do not use your status as an athlete to get out of work/class time or to get special treatment from instructors.
- Remember that you are in school for academics first.
- Abide by all university rules regarding academic honesty and integrity.

**Academic Enrichment**

Academic Services will regularly monitor academic progress toward graduation, as well as analyze student-athlete academic wellness issues. These issues include, but are not limited to, academic preparation, scheduling, grade and attendance reports, continuing eligibility results and projections, and NCAA, Mid-American Conference (MAC), and UB academic standards. Athletics Academic Advisors maintain frequent contact with departmental advisors and the Office of the Registrar to ensure those rules and policies are followed in regards to academic progress towards degree and University at Buffalo graduation requirements.

**Referral Services**

Academic Services assists student-athletes to connect with Division of Athletics and campus support services to accommodate their individual needs. Staff members work closely with the UB Counseling Services, the Vice Provost for Undergraduate Programs, and other academic, student, and personal support programs to help diagnose and assist student-athletes.
**Tutoring**
Athlete Academic Services provides opportunities for all student-athletes to acquire the proper study and learning skills and course-specific information through tutoring. Tutors and students work together to develop the independent thinking and learning skills necessary to achieve positive results without compromising the integrity of the educational process. All tutors are introduced to NCAA rules and regulations, and are closely monitored to ensure that student-athletes are receiving excellent academic assistance.

**Tutoring Rules Education Presentation**

**Tutor NCAA Rules Contract**

**Bulls Study Center**
Athlete Academic Services provides educational and study environments for its student-athletes in the form of learning centers. Student-athletes are strongly encouraged to utilize the Bulls Study Center as often as necessary to develop the appropriate study and learning skills to become better students. Study groups, learning strategists, and tutors are also available at these Study Centers.

**Academic Celebration**
Athlete Academic Services recognizes student-athletes with exceptional academic records at the annual Academic Celebration. University administrators, faculty members, and athletics department personnel gather in celebration of the academic accomplishments of UB student-athletes.

**Laptop Policy**
The Office of Student-Athlete Services has laptop computers available to be loaned out for academic use by student-athletes during time away from campus for athletic related events.

Procedures:
- A checkout request form must be filled out to reserve a laptop prior to the date it is needed. Forms can be obtained through Patti Kindron in the Office of Academic Services, (169 Alumni Arena). The schedule of availability will be maintained through the Office of Academic Services.
- Checkout request forms MUST be signed by your Head Coach in order to be accepted as valid.
- Priority will be given first to student-athletes who are in season, and after that on a first come, first serve basis.
- Laptops MUST be returned by noon on the day of return to campus.
- Damage to or loss of a laptop will be considered the responsibility of the Head Coach and the team, and will be paid for out of the team's budget at the discretion of the Office of Student-Athlete Services.

**Academic Requirements**
A student-athlete’s academic standing and eligibility are determined by two key measurements of coursework attempted and hours earned. They are (1) your progress toward your degree on a semester-by-semester basis and (2) the certifiable hours toward eligibility you earn on the same semester-by-semester basis.
The following are conditions that must be satisfied each year to remain academically eligible for participation in intercollegiate sports. Keep in mind that these are minimum standards and each student-athlete should strive for academic excellence and not merely academic eligibility.

- To be in good standing with the University and the NCAA you must be registered for at least 12 credit hours during the fall and spring semesters. Should you ever go below 12 credit hours, for any reason, you immediately become ineligible for both practice and competition. Do not drop a class without first checking with your athletics academic advisor.
- Student-athletes must maintain a certain percentage of degree requirements each year in order to maintain eligibility. The following percentages need to be met:

<table>
<thead>
<tr>
<th>Year of Collegiate Enrollment</th>
<th>Requirements Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third</td>
<td>40%</td>
</tr>
<tr>
<td>Fourth</td>
<td>60%</td>
</tr>
<tr>
<td>Fifth</td>
<td>80%</td>
</tr>
</tbody>
</table>

- You are required to choose a major before the start of your third year of enrollment. Upon beginning your junior year, you may not switch from one major to another without the approval of your athletics academic advisor. If you are considering changing your major, please see your athletics academic advisor, as any change may affect your athletic eligibility.
- You have four seasons of eligibility in any one sport and you must complete that eligibility within five years of your first full-time enrollment in any college.

Maintaining academic eligibility for athletic competition is the responsibility of each student-athlete. If you are ineligible as a student-athlete it will likely be because of something you did or failed to do academically. It is your responsibility.

Continuing Athletics Eligibility Requirements
Below are the academic requirements for all UB student-athletes to maintain athletics eligibility:

- pass 6 credit hours each semester
- pass 18 credit hours during the academic year (fall and spring only)
- pass 24 hours prior to the beginning of his/her second year of enrollment
- complete 40% of his/her degree entering the third year of enrollment, 60% entering the fourth year of enrollment and 80% entering the fifth year of enrollment
- stay in good academic standing at the University

There is no limit on the number of summer hours a student may take in order to meet the degree completion requirements.

Sample Eligibility Scenario:
For example, after the fall 2012 semester, if you only passed 4 hours but met every other eligibility standard and you were in good academic standing, you would be ineligible for competition for the spring 2013 semester. Also, you must still need to pass 18 hours for the 2012-2013 academic year and still meet your degree completion requirement, if applicable, and pass 6 hours in the spring 2013 semester to be eligible for the fall 2013 semester.
Academic Probation
Student-athletes placed on academic probation are no longer considered to be in “good academic standing” and are considered by UB and the NCAA to be ineligible for competition. If you are on academic probation, you must meet with your athletics academic advisor to discuss your situation immediately.

The following conditions must be satisfied each semester in order for a student-athlete to avoid UB academic probation and maintain his or her eligibility:

- A minimum cumulative grade point average (for work attempted both at this university and at any other post-secondary institution the student may have attended) of 2.0 or above.
- The student’s cumulative grade point average for work attempted at UB is 2.0 or above.

Timely Progress Towards a Degree
The University at Buffalo considers undergraduate students who have completed a semester or more at UB to be making timely progress toward a degree only if, in addition to meeting the conditions for “good academic standing”:

- GPA for the most recent semester is a minimum of 2.0

Note: Students who are found not making timely progress toward a degree in two or more consecutive semesters are on academic probation and subject to eventual dismissal.

Grading System

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Equivalent</th>
<th>Grade Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>High Distinction</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>High Distinction</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Superior</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>Superior</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>Average</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>Minimum Passing Grade</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Minimum Passing Grade</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Note: Instructors are not obligated to use +/- grades.

How to calculate your grade point average:

- Add the number of letter-graded credit hours attempted each semester.
- Add the number of grade points earned each semester.
• Divide the total grade points by the total number of attempted credit hours

The result is your grade point average.

Sample

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours Attempted</th>
<th>Grade</th>
<th>Credit Hours Completed</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 101</td>
<td>5.0</td>
<td>C (2.00)</td>
<td>5</td>
<td>10.00</td>
</tr>
<tr>
<td>Math 141</td>
<td>4.0</td>
<td>A (4.00)</td>
<td>4</td>
<td>16.00</td>
</tr>
<tr>
<td>English 101</td>
<td>3.0</td>
<td>C+ (2.33)</td>
<td>3</td>
<td>6.99</td>
</tr>
<tr>
<td>Philosophy 115</td>
<td>3.0</td>
<td>B (3.00)</td>
<td>3</td>
<td>9.00</td>
</tr>
</tbody>
</table>

Credit Hours Attempted: 15.00
Grade Points: 41.99
Grade Point Average: 2.799
(41.99 divided by 15.00)

Note: After enrollment at UB, classes taken elsewhere that are transferred back to UB DO NOT affect your GPA at UB.

Course Registration

Student-athletes at UB receive special registration privileges. You should schedule an appointment with your team advisor to discuss course selection. Consider the following when planning your schedule:

• Know your scheduling needs as early as possible.
• Take advantage of early or pre-registration (usually the prior semester).
• Research your professors—choose those with outstanding teaching reputations.
• Drop/Add until you get what you want. If you add a class late, catch up promptly.
• Be persistent about getting into the class you want. Talk to the professor. Professors often have the final say of overriding the “closed class” status. Do not let the computer run your academic life.
• Read and understand the college catalog—your education is your responsibility.

* Be aware of the early registration window dates. If you miss this, you will be forced to register based on your class standing.

Student-Athlete Class Attendance Policy

UB student-athletes are required to attend all scheduled classes.
• Classes which are in conflict with official athletics-related travel and competition should be brought to the attention of the instructor through official travel notification letters provided by the Athletics Academic Services Office.
• Classes missed due to athletics-related travel, documented illness, or documented personal emergency are exempt from the policy.
• Student-athletes are required to provide the notification letter to the instructor and make arrangements to complete any missed assignments due to athletics-related travel and/or competition.
• Student-athletes are responsible for all assignments, quizzes, or exams missed due to athletics-related travel and/or competition.
• Student-athletes are NOT permitted to miss classes due to practice or community service activities under any circumstance.

Penalties
UB student-athletes in violation of the Student-Athlete Class Attendance Policy are subject to the following penalties (number of classes missed per course):
1st Reported Absence – Warning message sent to the student-athlete and academic advisor.
2nd Reported Absence – Notice sent to the student-athlete, head coach, and academic advisor with warning message that subsequent absences will result in suspension from practice and competition.
3rd Reported Absence – Notice sent to the student-athlete, head coach, academic advisor, sport administrator, and athletics director of the suspension immediately from practice and competition for the next scheduled competition.

# Contact Academic Services Office if you have any questions #

Missed Class Policy
University at Buffalo Class Absence Policy Adopted 11 December 2001

Alternative Testing Policy
When travel and competition exigencies conflict with scheduled exams, quizzes or presentation, please contact your athletics academic advisor immediately.

Academic Review Board
After the Fall semester grades are available, those students who have fallen below a 2.0 for that semester receive letters to let them know the importance of meeting with the Academic Review Board. The purpose of this meeting is to determine the cause of the students’ difficulties and take steps to correct the situation in order for the student-athlete to achieve academic success. The Academic Review Board is composed of the team academic advisor, as well as other academic advisors, the Director, Compliance staff and coaches.

Drop/Add
Student-athletes cannot add or drop a class without prior approval of your Athlete Academic Advisor. This includes the two-week drop/add period at the beginning of each semester.
Tips for Academic Success

- Attend class. Tests are most often based on material covered in class. If you are going to be away from campus for a game, alert your instructors ahead of time. Get your assignments in advance, if possible, and determine when the work is due. Let your instructor know when you are ill. Your class attendance may be one criteria used by your professor when assigning final grades.
- Go to class prepared. You should have all reading and written assignments completed on time. If you go to class unprepared, it is often difficult to understand the material presented in class. Also, your instructor may tag you as a student with a poor attitude, which may influence your grade.
- Know your instructor. Introduce yourself to your instructor; this is especially important in large section classes. If you have any questions relative to the course, meet with your instructor. Your professor is interested in your performance in the classroom and will generally be happy to discuss material related to your course.
- Make a good impression. Go to class on time. Entering class late causes a disruption. Do not read papers, listen to radios, wear headphones etc., in class.
- Do not let little problems become big problems. If you feel yourself falling behind in class, contact your Athlete Academic Advisor for help. Also, remember, instructors are here to teach. Don’t be afraid to make an appointment and ask questions about material that you don’t understand. Make sure someone knows you need help before you reach the point where you cannot possibly do well in the course.
- Attend study centers. Supervised study center is provided in order to help you develop good study habits and learn the importance of time management. You should set aside at least two hours a day for studying and use your study center constructively.

For more information on developing effective study habits, tips on effective notetaking or for test-taking strategies, contact your Athletic Academic Advisor or stop by the office in Alumni Arena, Room 169.

Student-Athlete Development Services
The Office of Student Services is committed to offering a variety of services focused on enhancing the quality and diversity of the student-athlete experience at UB. Services include the NCAA CHAMPS/Life Skills Program, Sport Psychology services, community outreach opportunities, the Student-Athlete Advisory Committee, textbook vouchers, the Athletes For Athletes program, and laptop sign-out.

UB CHAMPS/Life Skills Program
The Division of Athletics and the Office of Student-Athlete Services are committed to assisting student-athletes reach their full potential academically, athletically and personally. We are proud to participate in the NCAA-sponsored CHAMPS/Life Skills program. This program provides educational experiences and services to our student-athletes in order to assist them in the development of well-balanced lifestyles.

The CHAMPS/Life Skills program is focused on five areas viewed as critical to the personal growth of the University at Buffalo student-athlete:

Commitment to Academic Excellence - To support the academic progress of the student-athlete toward intellectual development and graduation. Services provided within this component include tutoring,
academic counseling and advising, learning assessments, orientation classes, structured study sessions, and other related services.

Commitment to Athletic Excellence - To build philosophical foundations for the development of athletics programs that are broad based, equitable and dedicated to the well-being of the student-athlete. Services provided within this component include leadership training, performance enhancement/mental toughness training, strength and conditioning, athletic training, and other related services.

Commitment to Personal development - To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, personal growth and decision making skills. Services provided within this component include presentations, workshops and individual sessions on topics such as stress management, nutrition, drugs and alcohol, communication skills and other topics related to student-athlete well-being.

Commitment to Career Development - To encourage the student-athlete to develop and pursue career and life goals. Services provided within this component include drop-in and scheduled sessions with UB Career Services, online and written career resources, resume and interview skills training, and other related services.

Commitment to Community Service - To engage the student-athlete in service to his/her campus and surrounding communities. UB student-athletes participate in both on-campus and WNY community based programs, including opportunities for peer education, guest speaking at campus and community events, mentoring local children, volunteering at local hospitals and charitable organizations, and other related activities.

Performance Enhancement Program
As part of the Office of Student-Athlete Services, the Division of Athletics offers a comprehensive sport performance enhancement program for our student-athletes.

Topics may include:
- Goal Setting
- Relaxation/Stress Management
- Imagery (Visualization)
- Attentional Skills/Concentration
- Positive Self-Talk/Confidence
- Motivation
- Teamwork
- Playing Time/Role Clarification
- Leadership
- Staleness/Burnout/Slumps
- Injury Management/Retirement
- Athletic Identity
- Healthy Behaviors
- Other

Goals of the Program:
- To improve the overall quality of the student-athlete experience at UB.
• To provide services in the area of performance enhancement/mental training to student-athletes.
• To provide continuing education to coaches and athletics staff regarding the mental/emotional aspects of collegiate sport participation.
• To provide counseling/referral services for student-athletes who present with clinical issues.
• To act as a resource for coaches/athletics staff/student-athletes, in a confidential environment, with research, information, and advice surrounding the issues of sport performance enhancement.
• To instill in the athlete the importance of overall health, wellness, and personal development.

Available Services
• Scheduled workshops for teams throughout the academic year
• Additional drop-in educational workshops for athletes on various topics
• Educational workshops for coaches and staff on various topics
• Individual coach consultations
• Individual athlete consultations
• Clinical referrals
• Other services as needed

Student-Athlete Advisory Committee
The Student-Athlete Advisory Committee (SAAC) is made up of a designated group of student-athletes, assembled to provide insight on the entire student-athlete experience and to offer input on the rules, regulations and policies that affect student-athletes’ lives. Its purpose is to:
• act as a liaison between the University and the Buffalo community by providing information on the unique needs and accomplishments of student-athletes;
• recognize the student-athlete in the fields of academics and athletics;
• implement programs that will promote a positive image of intercollegiate athletics and the student-athlete;
• Solicit student-athlete response to proposed NCAA legislation and review, react and comment to the governance structure on legislation, activities and subjects of interest.
• serve as community ambassadors of the Division of Athletics and the University at Buffalo;
• actively participate in the administrative process of athletics programs and the NCAA

Committee Structure
• The committee is composed of at least two (2) representatives from each varsity team.
• Representatives must attend the University as a full-time student and be officially listed on a varsity sport squad list.
• Head coaches and/or team members select representatives by the beginning of the fall semester. While these 2 student-athletes are the team SAAC representatives, all other student-athletes are more than welcome and encouraged to attend SAAC meetings.
• Hold bi-weekly meetings

Mission Statement of the National Collegiate Athletic Association Student-Athlete Advisory Committee:
“The mission of the National Collegiate Athletic Association Student-Athlete Advisory Committee is to enhance the student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.”

2012-2013 SAAC Executive Board

President- Marissa Murphy, Women's Swimming & Diving
Vice President- Cory Folk, Baseball

AFA Officer- Elizabeth Murphy, Women's Rowing
Community Outreach Officer- Megan Abman, Women's Soccer

Athletes-For-Athletes (AFA) Program
The purpose of this program is to give athletes the opportunity to support each other and learn more about the various sports through attendance at competition. One AFA event is scheduled for each team during a home competition each season, and all athletes who are not traveling or in class are asked to attend.

Additional Policies

1. Dismissal and Alterations in Scholarship Renewal
In line with the NCAA and respective governing bodies, UB Athletics has the right to dismiss any student-athlete who fails to abide by NCAA rules and regulations, UB Code of Conduct, and/or Team Rules.

Scholarship can be adjusted or altered at any point of a student-athletes collegiate career. This process will follow NCAA guidelines.

Additional Information:
NCAA: http://www.ncaa.org/student-athletes/current

2. Substance Abuse and Misuse Policy
State University of New York at Buffalo’s (UB) State Law sets a minimum age for the purchase of alcoholic beverages at 21 years of age. Alcohol consumption is illegal and unacceptable for student-athletes under the age of twenty-one. Even after reaching 21 years of age, student-athletes are prohibited from drinking alcoholic beverages when traveling with or representing their teams.

UB Division of Athletics is committed to enhancing the quality of life of every student-athlete in our program. With this in mind, the following rules and regulations exist regarding alcohol and/or drug related offenses:
1. UB student-athletes are responsible for abiding by all UB campus and residence hall regulations, as well as all applicable New York State laws regarding drug use, possession and/or sale; and alcohol use, possession and purchase.
2. In a situation of a drug or alcohol offense in the UB residence halls, or on the UB campus, student-athletes will be held to all applicable New York State laws and University at Buffalo residence hall and campus regulations.

3. If the student-athlete commits any of the following acts, the Division of Athletics will take appropriate action, in addition to possible UB sanctions and New York State legal action:
   - is arrested for an alcohol or drug related offense
   - participates in practice or competition under the influence of alcohol or illicit drugs
   - purchases or consumes alcohol or illicit drugs on a UB team trip
   - drives or operates a vehicle under the influence or impaired and/or other vehicle violations involving alcohol or drugs
   - is public intoxicated
   - is drunk and disorderly
   - violates local, state or federal law involving alcohol or drugs, including possession
   - is a minor in possession

   Student-athletes will continue to receive alcohol and substance abuse education, and will participate in the designated alcohol education programs.

**Objectives for education:**
- To deter the use of illegal drugs and the abuse of alcohol.
- To have an informed student-athlete.
- To prevent the misuse of over-the-counter and/or prescribed drugs.
- To create an awareness of problems related to the use of illegal drugs and the consumption of alcohol.
- To present an overview of the social decisions facing all student-athletes getting acclimated to campus life.
- To provide all student-athletes with an education that will enable them to approach their decision making process in a knowledgeable and objective manner.
- To provide an awareness of drug misuse/abuse-related problems that apply to all male and female athletes.
- To provide information regarding the effects of the misuse-/abuse of drugs and alcohol on health and athletic performance.

   All student-athletes are required to attend a sport specific drug and alcohol education seminar sponsored by the Division of Athletics as a condition of their eligibility at the University at Buffalo. Additionally, student-athletes are expected to participate in selected projects and activities sponsored by other departments within the university that relate to substance awareness.

   Finally, through involvement in the Office of Student-Athlete Excellence and the Student-Athlete Advisory Committee, it is hoped that student-athletes will begin to initiate ideas and programs of their own in the area of substance awareness and that they will exert influence over their peers, encouraging substance awareness, education and responsibility.

3. **Hazing Policy**
   The University at Buffalo Division of Athletics supports only those activities which are constructive, educational, inspirational, and that contribute to student-athletes' intellectual and
personal development. UB Athletics unequivocally opposes any situation created intentionally to produce mental, emotional or physical discomfort, embarrassment, harassment, or ridicule.

The University at Buffalo’s Code of Student Conduct defines hazing as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student, or that willfully destroys or removes public property for the purpose of initiation or admission into, or affiliation with, or as a condition for continued membership in, any registered student organization.

The NCAA defines hazing as: Any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent.

### Hazing vs. Team Building

<table>
<thead>
<tr>
<th>Hazing</th>
<th>Team Building</th>
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<tbody>
<tr>
<td>humiliates and degrades</td>
<td>promotes respect and dignity</td>
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<tr>
<td>tears down individuals</td>
<td>supports and empowers</td>
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<td>creates division</td>
<td>creates real teamwork</td>
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<tr>
<td>lifelong nightmares</td>
<td>lifelong memories</td>
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<tr>
<td>shame and secrecy</td>
<td>pride and integrity</td>
</tr>
<tr>
<td>is a power trip</td>
<td>is a shared positive experience!</td>
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</tbody>
</table>

**New York State Hazing Law:**

*Section 120.16- Hazing in the First Degree:* A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the first degree is a class A misdemeanor.

*Section 120.17- Hazing in the Second Degree:* A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which created a substantial risk of physical injury to such other person or a third person. Hazing in the second degree is a violation.

**Prohibited Behaviors:**

Actions and activities that may be prohibited under The University at Buffalo’s Code of Student Conduct, the Division of Athletics Hazing Policy and the NCAA; and may be a violation of New York State law, regardless of the person's intention or willingness to participate, include, but are not limited to, the following:

1. **Subtle Hazing:**

   Behaviors that emphasize a power imbalance between new members and other members of the group or team. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect, and place new members on the receiving end of ridicule, embarrassment and/or
humiliation. Some examples include but are not limited to: deception, name calling, social isolation, and deprivation of privileges others have access to.

2. Harassment

Hazing:
Behaviors that cause emotional anguish or physical discomfort, confuses and frustrates, and causes undue stress. Some examples include but are not limited to: verbal abuse, threats, humiliating acts or attire, sleep deprivation, personal service acts (such as carrying books, cooking meals, cleaning etc.).

3. Violent Hazing:
Behaviors that have the potential to, and frequently do, cause physical and/or emotional, or psychological harm. Some examples include but are not limited to: any form of assault, branding, public nudity, exposure to extreme weather, forced or coerced ingestion of substances.


Hate Crimes:
A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. Hazing based on any of the following could be considered a hate crime:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

- **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

- **Gender Identity.** Gender identity means having or being perceived as having a gender identity, self-image, appearance, behavior or expression whether or not that gender identity, self-image, appearance, behavior or expression is different from that traditionally associated with the sex assigned to that person at birth.

- **Gender Dysphoria.** Gender dysphoria is a recognized medical condition related to an individual having a gender identity different from the sex assigned to him or her at birth.

- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

- **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

- **Transgender.** A transgender person is an individual who has a gender identity different from the sex assigned to him or her at birth.

- **Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Questions for Athletes to Consider:
If you are uncertain about specific activities, take into consideration the following:
• Is the activity required for team membership? If not required, is there an expectation or peer pressure for a team member to participate?
• Would you object to the activity being videotaped and shown to parents or athletics administrators?
• Does the activity have one group (i.e. upperclassmen) doing something to another group (i.e. new players)?
• Is there risk of psychological damage?

If "yes" is answered to one or more of the above questions, it most likely will be interpreted as hazing. Spending a considerable amount of time questioning whether or not a particular activity violates the hazing policy is usually a good indication that the activity is indeed hazing.

Reporting Suspected Hazing Activities:
It is the responsibility of the Division of Athletics staff, as well as the student-athletes, to help ensure compliance with this policy. As such, the following guidelines apply:
• Individuals who have knowledge of (either by viewing or participating in) hazing activities, or who suspect that hazing activities may occur or have already occurred, must report such activities to the appropriate Division of Athletics staff/administrator. The individuals must thoroughly cooperate in an investigation by university officials as stated in the University Code of Conduct.
• Those not reporting hazing activities, not cooperating, or providing false or misleading information will be subject to team and University sanctions.

Corrective Measures/Sanctions:
When the University has determined that hazing has occurred, corrective measures may be applied to those individuals involved in the incident, as well as any individuals who fails to report/act on hazing information. This may include, but is not limited to:
• Sanctions from the University, including a reprimand, educational sessions, University probation, dismissal from the University.
• Sanctions from the Division of Athletics, including reduction in practice/competition participation, alteration of athletics grant-in-aid, suspension/dismissal from the team
• Sanctions from the NCAA
• Possible criminal charges

For the complete outline of the Student Code of Conduct, please visit:
http://www.student-affairs.buffalo.edu/judicial/15rulesp.pdf

4. LGBTQ Inclusion Policy
The State University of New York at Buffalo is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. This includes, but is not limited to, recruitment, the application process, examination and testing, hiring, training, grading, disciplinary actions, rates of pay or other compensation, advancement, classification, transfer and reassignment,
discharge, and all other terms and conditions of employment, educational status, and access to university programs and activities.

-For more information please see UB policy for Discrimination and Harassment (see resources for link)

The State University of New York at Buffalo’s Inclusion policy is in accord with the NCAA on equity for LGBTQ student-athletes. As stated in the NCAA Office of Inclusion’s NCAA Inclusion of Initiative Framework:

As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all student-athletes and enhance excellence within our UB department.

- Adopted by the NCAA Executive Committee, April 2010

Our Athletic Department’s inclusion policy is committed to an inclusive environment that will provide programming and education, which sustains the foundations of a diverse and inclusive culture across dimensions of diversity including, but not limited to age, race, sex, national origin, class, creed, educational background, disability, gender identity, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences.

**Terminology**

**Ally** - A person who is not a member of a targeted social group who takes action or speaks up to challenge discrimination or prejudice against a targeted social group.

**Bisexual** - A sexual orientation toward women and men in which gender is not a determining factor in romantic or sexual feelings toward another person.

**Cisgender** - An adjective often used to refer to someone whose gender identity is the same as the gender assigned to them at birth.

**Gay** - An adjective describing sexual orientation toward others of the same sex. Gay is also used to refer exclusively to gay men

**Gender Expression** - A term which refers to the ways in which we each manifest masculinity or femininity. It is usually an extension of our “gender identity,” our innate sense of being male, female, etc. Each of us expresses a particular gender every day – by the way we style our hair, select our clothing, or even the way we stand. Our appearance, speech, behavior, movement, and other factors signal that we feel – and wish to be understood – as masculine or feminine, or as a man or a woman.

**Gender Fluidity** - Gender fluidity conveys a wider, more flexible range of gender expression, with interests and behaviors that may even change from day to day. Gender fluid individuals do not feel confined by restrictive boundaries of stereotypical expectations of girls or boys.

**Gender Identity** - The sense of “being” male, female, genderqueer, etc. For some people, gender identity is in accord with physical anatomy. For transgender people, gender identity may differ from physical anatomy or expected social roles. It is important to note that gender identity, biological sex, and sexual orientation are separate and that you cannot assume how someone identifies in one category based on how they identify in another category.
**Genderqueer** - This term represents a blurring of the lines around gender identity and sexual orientation. Genderqueer individuals typically reject notions of static categories of gender and embrace a fluidity of gender identity and sexual orientation.

**Lesbian** - An adjective or noun used to describe the sexual orientation of women who are sexually attracted to women.

**LGBTQ** - A shorthand description of sexual orientations and gender identities/expressions typically included when discussing lesbian, gay, bisexual, transgender, questioning or queer issues.

**Queer** - An umbrella term that is sometimes used to refer to gender and sexual minorities. Because of its history as a negative description of lesbian and gay people and its association with radicalism, the use of queer is somewhat controversial.

**Questioning** - An adjective used to describe people, especially young people, who are in the process of defining their sexual orientation or gender identity.

**Sexual Orientation** - Refers to being romantically or sexually attracted to people of a specific gender, or in the case of bisexually orientated people, any gender. Our sexual orientation and our gender identity are separate, distinct parts of our overall identity.

**Trans** - Umbrella term used to denote the increasingly wide spectrum of identities within the gender variant spectrum. Aimed at promoting unification among gender variant communities by placing focus on gender transgression over specific identity labels, genders, or bodies.

*Adopted from NCAA Champions of Respect*

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**Title IX: NCAA Champions of Respect**

The intentions of all civil rights legislation, of which Title IX is one example, is to eliminate inequality and to provide a “level playing field” where all people, regardless of individual or group differences, have access to the resources and opportunities they need to achieve personal goals in a climate that is equitable, safe and respectful. A student’s sex, gender expression or sexual orientation should not be grounds for harassment or discrimination in any school programming. Title IX is an effective legal tool for helping schools assure that all students are treated fairly and respectfully. School athletics should provide equitable and safe competition for all participants, male and female, gay and straight. Title IX can be an effective legal resource for challenging discrimination that threatens this ideal.

*For more information please see here:*


**Best Practices for Creating an Inclusive Culture**

- Learn more about LGBTQ issues in sport and how prejudice and discrimination based on differences, such as race, sexual orientation, gender identity/expression and religion, can affect teams/individuals.
- Assume that LGBTQ people are on your athletics teams and among your coaching and support staff, even if they have not identified themselves. Be prepared to provide resources to parents or guardians of LGBTQ student-athletes, and to coaches or staff who require them.
- If LGBTQ student-athletes or coaches identify themselves to you, respect their right to confidentiality and privacy. Always be careful not to out a student to anyone.
- Monitor your beliefs or assumptions about LGBTQ people and commit yourself to evaluating others on the basis of their character and competence, not sexual orientation or gender identity/expression.
Know what resources are available locally and nationally for LGBTQ students, parents and staff, and what resources and advocacy organizations for addressing LGBTQ discrimination or harassment in athletics are available.

Be a visible and active role model of respect and fairness for your school’s coaches and student-athletes, including attending Safe Zone training.

Use language that is inclusive of LGBTQ athletes and coaches and do not make anti-LGBTQ slurs, jokes or other comments. Make it clear to student-athletes and coaches this language will not be tolerated.

Treat all student-athletes, coaches and parents fairly and respectfully regardless of their sexual orientation or gender identity/expression. Make clear to coaches and staff your expectations of respectful and fair treatment for all student-athletes and other coaches or staff.

Expect the same standards of behavior from all student-athletes, coaches and staff regardless of their sexual orientation or gender identity/expression.

Make information accessible about nondiscrimination and anti-harassment policies and laws to athletics department staff and parents or guardians of student-athletes.

Provide accessibility to educational programs about LGBTQ issues in athletics for student-athletes, coaches, staff and parents.

Understand and comprehend the following definitions and issues that may arise:

- **Heterosexism** - A social system of individual beliefs and actions, institutional rules and laws and cultural norms that privileges heterosexual relations and people and disadvantages same-sex relationships and lesbian, gay and bisexual people.
- **Transphobia** - The fear, hatred, or intolerance of people who identify or are perceived as transgender or the fear and hatred of all those individuals who transgress, violate or blur the dominant gender categories in a given society.
- **Bi-phobia** - The fear, hatred, or intolerance of people who identify or are perceived as bisexual.
- **Homophobia** - Describes a range of negative feelings toward lesbian and gay people as individuals or as a group. Homophobia is manifested in hostile or derisive language or actions directed toward lesbian and gay people or those assumed to be gay or lesbian.

**Best Practices for Coaches**

- At the beginning of your sport season, make clear your expectations of respect for diversity among all members of athletics teams, including LGBTQ coaches and student-athletes.
- Communicate to student-athletes, staff and coaches that anti-LGBTQ actions or language will not be tolerated.
- Enlist the leadership of team captains and assistant coaches to set a climate of respect.
- Know campus resources for addressing LGBTQ issues (UB Wellness Center, Office of Equity, Diversity and Inclusion, Counseling Services).

**Best Practices for Student-Athletes**

- Treat diversity among teammates as a team strength, and treat teammates as you would like to be treated: Be respectful.
- Learn more about prejudice and discrimination based on such differences as race, sexual orientation, gender identity/expression and religion.
- Understand the important role that allies can play in making athletics inclusive and respectful for everyone.
- Use your visibility and leadership role as a student-athlete in your school to promote respect for diversity. If you or someone you know is targeted by anti-LGBTQ discrimination, harassment or violence, tell someone who can help (coach, teacher, Title IX athletic coordinator).
- Judge teammates, coaches and support staff on the basis of their character, not their sexual orientation or gender identity/expression. Do not make assumptions about teammates’ or coaches’ sexual orientation or gender identity based on appearance or stereotypes.
- Respect the rights of all teammates to be safe and included, and support LGBTQ teammates who choose to identify themselves to others.
- Use language that is inclusive of LGBTQ coaches, student-athletes and staff (Don’t assume that everyone on your team is heterosexual). Do not make anti-LGBTQ slurs, jokes or comments.
- Use your leadership role to set an example of fairness and respect for other members of the team, including LGBTQ teammates.

What to do if you think you have been discriminated against on the basis of Sexual Orientation or Gender Identity/Expression?

- Identify teammates or staff whom you can count on and who will provide emotional support to you.
- If you have an anti-LGBTQ experience, tell administration or a coach. Additionally, if an experience occurs during a game or match, let security or a facilities member know.
- Refer to UB Title IX policy for your rights.
- Every person has a right to be treated with respect and fairness. When you stand up and demand to be treated fairly, you will help to make athletics a safe, respectful and fair place for others, too.

- Adopted from NCAA Champions of Respect

Enforcement and non-Retaliation

- Enforcement — Any member of an athletics department who has been found to have violated this policy by threatening to withhold athletic opportunity or harassing any student on the basis of their gender identity or expression, or by breaching medical confidentiality, will be subject to disciplinary action. Any member of the athletics department who becomes aware of conduct that violates this policy should report the conduct to the appropriate official such as the Senior Associate Athletic Director/ Senior Woman Administrator.
- Retaliation — Retaliation is specifically forbidden against anyone who complains about discrimination based on gender identity or expression, even if the person was in error. If retaliation is known to have occurred the offender will be subject to disciplinary action.
- Any Title IX violations will be reported to the UB Office of Equity, Diversity and Inclusion.

Resources

- NCAA ‘Champions of Respect’:
- Go! Athletes: A support network for past and current student-athletes
  - http://www.goathletes.org/
5. Transgender Inclusion Policy
The State University of New York at Buffalo’s Inclusion policy is in accord with the NCAA on equity for transgender student-athletes. As stated in the NCAA Office of Inclusion’s *NCAA Inclusion of Transgender Athletes*:

> As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all student-athletes and enhance excellence within our UB department.

- *Adopted by the NCAA Executive Committee, April 2010*

Our Athletic Department’s inclusion policy is committed to an inclusive environment that will provide programming and education, which sustains the foundations of a diverse and inclusive culture across dimensions of diversity including, but not limited to age, race, sex, national origin, class, creed, educational background, disability, gender identity, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences.

**Purpose**

In August of 2011, the NCAA’s Office of Inclusion issued guidance to ensure that colleges and universities provided inclusive access to transgender athletes. The purpose of the NCAA resource was to ensure that transgender student-athletes receive fair, respectful, and legal access to collegiate sports teams based on current medical and legal knowledge. The NCAA guidance provides best practice and policy recommendations to provide transgender student-athletes with fair and equal opportunities to participate. This NCAA resource provides guidance for implementing our UB policies to ensure the safety, privacy, and dignity of transgender student-athletes as well as their teammates.

**What Does Transgender Mean?**

According to the NCAA guidance:
“Transgender” describes an individual whose gender identity (an internal, deeply held sense of one’s gender) and/or gender expression differs from what is typically associated with the sex they were assigned at birth. For example, a male-to-female (MTF) transgender person is someone who was born with a male body, but who identifies as a girl or a woman. A female-to-male (FTM) transgender person is someone who was born with a female body, but who identifies as a boy or a man. It is important that all people recognize and respect the transgender person’s identification as a man or a woman. In order to feel comfortable and to express their gender identity, transgender people may take a variety of steps: changing their names and self-referencing pronouns to better match their gender identity; choosing clothes, hairstyles, or other aspects of self-presentation that reflect their gender identity; and generally living, and presenting themselves to others, consistently with their gender identity. Some, but not all, transgender people take hormones or undergo surgical procedures to change their bodies to better reflect their gender identity. Some people are confused by the difference between transgender people and people who have intersex conditions. The key feature of being transgender is having a self-understanding and identification as a man, woman or another gender that differs from gender assigned to the person’s sex at birth. Apart from having a gender identity that is different than their bodies, transgender people are not born with physical characteristics that distinguish them from others. Some people are confused by the difference between transgender people and people with intersex conditions. People with intersex conditions (which may also be called a “Disorders of Sex Development”), are born with physically mixed or atypical bodies with respect to sexual characteristics such as chromosomes, internal reproductive organs and genitalia, and external genitalia. It should not be assumed that people with intersex conditions may or may not identify with the gender that is assigned to them at birth.

An increasing number of high school- and college-aged young people are identifying as transgender (or trans). This challenges educators to rethink their understanding of gender as universally fixed at birth. Educators must be open to this challenge to create educational institutions that value and meet the needs of all students. Once we recognize that transgender young people are part of school communities across the United States, educational leaders have a responsibility to ensure that these students have access to equal opportunities in all academic and extracurricular activities in a safe and respectful school environment.

- NCAA Inclusion of Transgender Athletes, p. 3

**NCAA Policy on Transgender Student-Athlete Participation**

UB complies with the NCAA Policy on Transgender Student-Athlete Participation. This policy clarifies participation of transgender student-athletes undergoing hormonal treatment for gender transition:

- A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men’s team, but is no longer eligible to compete on a women’s team without changing that team status to a mixed team.

- A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.
Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

- A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men’s or women’s team.
- A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.

The NCAA guidance provides the following best practices to ensure a transgender athlete’s seamless participation:

**The school’s responsibilities**

- The Senior Associate Athletic Director/ Senior Woman Administrator should meet with the student-athlete to review eligibility requirements and procedure for approval of transgender participation.
- If hormone treatment is involved in the student-athlete’s transition, the Senior Associate Athletic Director/ Senior Woman Administrator should notify the NCAA of the student’s request to participate with a medical exception request.
- Available support services will be discussed with student-athlete.
- All discussions among involved parties and required written supporting documentation should be kept confidential, unless the student-athlete makes a specific request otherwise. All information about an individual student’s transgender identity and medical information, including physician’s information provided pursuant to this policy, shall be maintained confidentially.

**The student’s responsibilities**

- In order to avoid challenges to a transgender student’s participation during a sport season, a student-athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition should submit the request to participate on a sports team in writing to the Senior Associate Athletic Director/ Senior Woman Administrator upon matriculation or when the decision to undergo hormonal treatment is made.
- The request should include a letter from the student’s physician documenting the student-athlete’s intention to transition or the student’s transition status if the process has already been initiated. This letter should identify the prescribed hormonal treatment for the student’s gender transition and documentation of the student’s testosterone levels, if relevant.

The NCAA guidance also provides best practices that inform the UB Athletics community on providing a supportive and inclusive environment for transgender athletes. These include the following:

**Best practices for Student-Athletes**

- Focus on respectful behavior, safety, and valuing diversity.
- Use respectful and preferred language and terminology when discussing transgender student-athlete participation or interacting with a transgender teammate.
- Become familiar with departmental and school policy governing the participation of transgender student-athletes in athletics.
• Learn about school non-discrimination and harassment policies that include gender identity and expression.
• Encourage other student-athletes to use respectful language when discussing transgender issues in sports or interacting with a transgender student-athlete.
• Respect the right to privacy of all student-athletes with respect to personal information (including whether a student is transgender) when discussing gender identity and expression.
• If taunting or harassment from spectators or opponents occurs during competition, take the approach that these actions are never acceptable for any reason including taunting or harassment based on gender identity or expression.
• Make your coaches aware of discriminatory or harassing behavior and ask them to report this occurrence to the athletic director.
• Ask your student-athlete advisory committee to plan an activity that focuses on the participation of transgender athletes in sports and frame the issue as one of equal opportunity in sports and fair treatment for all.

Best Practices for Athletic Department

Facilities Access
• Changing Areas, Toilets, Showers — Transgender student-athletes should be able to use the locker room, shower, and toilet facilities in accordance with the student’s gender identity. Every locker room should have some private, enclosed changing areas, showers, and toilets for use by any athlete who desires them. When requested by a transgender student-athlete, schools should provide private, separate changing, showering, and toilet facilities for the student’s use, but transgender students should not be required to use separate facilities.
• Competition at Another School — If a transgender student-athlete requires a particular accommodation to ensure access to appropriate changing, showering, or bathroom facilities, school leaders, athletic directors, and coaches, in consultation with the transgender student-athlete, should notify their counterparts at other schools prior to competitions to ensure that the student has access to facilities that are comfortable and safe. This notification should maintain the student’s confidentiality. Under no circumstances should a student-athlete’s identity as a transgender person be disclosed without the student’s express permission.
• Hotel Rooms — Transgender student-athletes generally should be assigned to share hotel rooms based on their gender identity, with a recognition that any student who needs extra privacy should be accommodated whenever possible.

Language
• Preferred Names — In all cases, teammates, coaches and all others in the school should refer to transgender student-athletes by a student’s preferred name.
• Pronouns — Similarly, in all cases, pronoun references to transgender student-athletes should reflect the student’s gender and pronoun preferences.

Dress
• Uniforms — All team members should have access to uniforms that are appropriate for their sport and that they feel comfortable wearing. No student should be required to wear a gendered uniform that conflicts with the student’s gender identity.

Enforcement and non-Retaliation
• Enforcement — Any member of an athletics department who has been found to have violated this policy by threatening to withhold athletic opportunity or harassing any student on the basis of their gender identity or expression, or by breaching medical confidentiality, will be subject to disciplinary action. Any member of the athletics department who becomes aware of conduct that violates this policy should report the conduct to the appropriate official such as the Senior Associate Athletic Director/ Senior Woman Administrator.

• Retaliation — Retaliation is specifically forbidden against anyone who complains about discrimination based on gender identity or expression, even if the person was in error. If retaliation is known to have occurred the offender will be subject to disciplinary action.

• Any Title IX violations will be reported to the UB Office of Equity, Diversity and Inclusion.

This information is from the NCAA website. For more information visit the NCAA at: https://www.ncaa.org/sites/default/files/Transgender_Handbook_2011_Final.pdf

Other useful information: On Campus
Wellness Education Services:
http://www.student-affairs.buffalo.edu/shs/wes/
Office of Equity, Diversity and Inclusion:
http://www.buffalo.edu/equity/obtaining-assistance/lgbtq-information-and-support.html
Intercultural and Diversity Center
http://student-affairs.buffalo.edu/idc/
Equity and Inclusion
http://www.buffalo.edu/inclusion.html

6. Sexual Harassment and Assault Policy
The Mission of THE EQUITY, DIVERSITY AND INCLUSION OFFICE AT the State University of New York at buffalo:

• To provide assistance in the University’s goal to promote diversity and a climate welcoming of a diverse faculty, staff, student body and the University community.

• To effectively oversee policies governing discrimination, harassment, reasonable accommodation, religious accommodation, child protection and recruitment.

• To ensure that issues of harassment, discrimination and accommodation are addressed in a timely and effective manner that does not tolerate retaliation.

• To assist the University in its commitment to foster and sustain a working and learning environment where each member of the community can succeed.

The State University of New York at Buffalo sustains a diverse and inclusive culture across all dimensions including but not limited to race, sex, age, national origin, creed, socioeconomic class, disability, gender expression, gender identity, sexual orientation, marital status, and parental status.

“Nobody in our culture is untouched or immune to the effects of sexual assault and interpersonal violence. Athletics has a unique platform on most campuses from which it can visibly and vocally support its colleagues across campus who are working to make the campus safer for all students.
Students who are survivors of violence often experience a negative impact on their academic performances, relationships with peers and the ability to be involved in or benefit from campus life. Athletics can be a powerful and effective partner in changing the culture of our college campuses.”

(Athletics Role in Support of Healthy and Safe Campuses, NCAA)

NCAA

Executive Committee Statement on Sexual Violence Prevention and Complaint Resolution:

WHEREAS NCAA Constitution Article 4.1.2 charges the NCAA Executive Committee with identifying core issues that affect the Association as a whole and with overseeing Association-wide issues and ensuring that each division operates consistent with the basic purposes, fundamental policies and general principles of the Association;

WHEREAS the Executive Committee regularly takes action to preserve and enhance student-athlete health, safety and well-being and promote nondiscriminatory and effective learning and competitive environments;

WHEREAS NCAA Constitution Article 2.2.3 requires each member institution to protect the health of, and provide a safe environment for, each of its participating student-athletes;

WHEREAS the U.S. Department of Education Office for Civil Rights has issued guidance related to sexual harassment, bullying and violence against all students under Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681et seq, which applies to all educational activities, including athletics programs, of higher education institutions receiving federal financial assistance and which states that sexual harassment includes rape, sexual assault, sexual battery, sexual coercion and gender-based harassment. Now, Therefore, Be It Resolved, that the Executive Committee recognizes the importance of addressing the abhorrent societal issue of sexual violence, especially when it occurs on our campuses. The Executive Committee acknowledges that it is our members’ collective responsibility to maintain campuses as safe places to learn, live, work and play. The Executive Committee expects NCAA members to ensure that the values and principles articulated in the Constitution to protect the health and safety of student-athletes, operate fairly and ethically, and further to assure that student-athletes are neither advantaged nor disadvantaged by special treatment and that institutions’ athletics departments must:

- Comply with campus authorities and ensure that all athletics, staff, coaches, administrators and student-athletes maintain a hostile-free environment for all student-athletes regardless of gender or sexual orientation; know and follow campus protocol for reporting incidents of sexual violence; report immediately any suspected sexual violence to appropriate campus offices for investigation and adjudication;
- Educate all student-athletes, coaches and staff about sexual violence prevention, intervention and response;
- Assure compliance with all federal and applicable state regulations related to sexual violence prevention and response; and
- Cooperate with but not manage, direct, control or interfere with college or university investigations into allegations of sexual violence ensuring that investigations involving student-athletes and athletics department staff are managed in the same manner as all other students and staff on campus.

Defining consent

Affirmative consent is defined as “the knowing, voluntary and mutual decision among all participants to engage in sexual activity.” The definition of consent does not differ based upon participant’s sexual orientation, gender identity or gender expression. Consent can be given in the form of words and/or actions, as long as they provide a clear permission regarding willingness to engage in the activity. Therefore, silence or lack of resistance, in or of itself, does not provide consent, and consent can be withdrawn at any time.

Consent to any sexual act or prior consensual sexual activity, does not constitute consent for any other sexual activity. It is required whether the person initiating the act is under the influence of alcohol and/or drugs. Therefore, consent cannot be given when a person is incapacitated which is stated as when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation maybe caused by lack of consciousness or being asleep, being involuntarily restrained, or if an individual can otherwise not give consent. Additionally, consent cannot be given when it is the result of any coercion, intimidation, force or threat to harm.

When consent is withdrawn or can no longer be given, all sexual activity must stop immediately.


Equity, Diversity and Inclusion

UB is committed to providing victims of sexual assault, domestic violence, dating violence and stalking with options, support and assistance to ensure that they can continue to participate in University programs and activities.

The State University of New York at Buffalo Victim Rights Statement
http://www.buffalo.edu/content/dam/www/equity/University%20at%20Buffalo%20Victim%20Rights%20Statement.pdf

The State University of New York at Buffalo Discrimination and Harassment Policy
http://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/discrimination-harassment.html

Confidentiality and Reporting Protocol

If You Have Experienced Sexual Assault

Sexual Assault and Harassment Guidelines
Sexual Assault

Assess the victim’s immediate safety and take reasonable steps to assist in alleviating further concerns for safety. Offer a private area to talk.

Explain that an anonymous sexual assault or domestic violence report will be filed with the University and Office of Equity, Diversity and Inclusion (Title IX). Explain the reason for this report.

If the assault occurred in the last 72 hours, inform the student about the optional services in the area which include a medical evidentiary exam, emergency contraception, HIV PEP counseling, and a physical examination. Offer to arrange transportation through University Police and if available, accompaniment by community advocate, to the hospital or UHS.

University Health Services for medical advice and appropriate follow-up care, such as HIV/STI testing 6-8 weeks post-exposure.

Encourage student to consider taking advantage of counseling services available at University Counseling Services and offer to facilitate such a meeting. Also, present counseling options in the community and offer to connect them by calling for an appointment, or walk them over if the student needs immediate crisis counseling.

Encourage the student to consider filing a report with campus police, Judicial Affairs, or the Title IX office. Some options for reporting can be anonymous or confidential.

Support services
Resources are available to you on a voluntary and confidential basis. Medical care and emotional support are provided to you through campus, community and national resources. These resources are to be used at your comfort level with respect to your rights to privacy.

When addressing the issue of sexual assault or interpersonal violence it is never too late to ask for help. Delayed reactions to what you have experienced can be anywhere from days to years after the event has occurred. Please do not hesitate to seek the help you need.

To make the best decisions for yourself, you must understand your options and have resources available that best fit your needs. Please use the following resources in order to best meet your needs.

http://upolice.buffalo.edu/whattodo.php

Athletic educational programs and resources

Contact: Kellie Peiper, Assistant AD of Student- Athlete Excellence (716)870-7023

- HAVEN online education program for incoming students through Wellness Education
- Annual healthy choices programming on various topics
  - Bystander intervention component included annually
- Fall 2014 Tough Talks program
  - Emphasis
    - Recognize, Response, Relay
- UB 101 and CPM 203 (Freshman Experience) courses for student-athletes
  - Includes sexual assault education component
- Students of Concern Action Plan
- Student- Athlete UB Bulls I.C.E Key tag (Ask Kellie Peiper for key tag)
- Workplace Harassment Training
  - Athletics is placing a high importance on this mandatory training. All coaches/faculty and staff are required to take this training every year.
    - http://slate.workplaceanswers.com/ubuffalo/
- Sport Supervisors:

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<th>Donald Reed</th>
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Center for Excellence in Academic and Athletic Performance

Student-Athletes of Concern Action Plan (Student-Athlete Version)

Emergency

Suicidal Risk, Homicidal Risk, Panic Attack, Acute Grief/Loss, Sexual Assault, Acute Depressive Episode, etc.

Legal Issues

Behavioral and Mental Health

Alcohol/drugs, Anger management, Anxiety, Body Image, Bullying, Communication, Conflict mgmt., Coping, Depression, Eating disorders, Erotic behavior, Harassment, Injury, LGBTQ, Mood disorder, Mood swings, Nutrition, Pre-existing diagnoses, Relationships, Risky behavior, Self-esteem, Sexual health, Stress mgmt., etc.

Physical Health, Injury, or Medication Management

Learning Concerns

Reading Comprehension, ADHD, LD, medication management, diagnosis/testing

Learning Concerns

Reading Comprehension, ADHD, LD, medication management, diagnosis/testing

Learning Concerns

Reading Comprehension, ADHD, LD, medication management, diagnosis/testing

CONTACT

Societal Action:
Call 911 (off-campus) or University Police 645-2720 (on-campus)

24/7 Kellie Peiper:
cell: 716-870-7023
office: 716-645-6472
On/Off campus during business hours:
Call UO Counseling Services at 716-645-2720 or On/Off campus after hours/weekends
Call 716-645-2222 and ask for counselor on call

KELLIE PEPER
kpeiper@buffalo.edu
office: 716-645-6472

BRIAN BRATTIA
bbratta@buffalo.edu
office: 716-645-8790

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kpeiper@buffalo.edu
office: 716-645-6472

BRIAN BRATTIA
bbratta@buffalo.edu
office: 716-645-8790

Center for Excellence in Academic and Athletic Performance

Student-Athletes of Concern Action Plan (Coach/Staff Version)

Emergency

Suicidal Risk, Homicidal Risk, Panic Attack, Acute Grief/Loss, Sexual Assault, Acute Depressive Episode, etc.

Legal Issues

Behavioral and Mental Health

Alcohol/drugs, Anger management, Anxiety, Body Image, Bullying, Communication, Conflict mgmt., Coping, Depression, Eating disorders, Erotic behavior, Harassment, Injury, LGBTQ, Mood disorder, Mood swings, Nutrition, Pre-existing diagnoses, Relationships, Risky behavior, Self-esteem, Sexual health, Stress mgmt., etc.

Sport Physical Health, Injury, or Medication Management

Learning Concerns

Reading Comprehension, ADHD, LD, medication management, diagnosis/testing

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bbratta@buffalo.edu
office: 716-645-8790
SUNY Policies on Sexual Violence Prevention and Response: Students Bill of rights

The State University of New York at Buffalo is committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

The right to:

- Have disclosures of sexual violence treated seriously.
- Make a decision about whether or not to disclose a crime or incident and participate in the conduct or criminal justice process free from outside pressures from college officials.
- Be treated with dignity and to receive from college officials courteous, fair, and respectful health care and counseling services.
- Be free from any suggestion that the victim/survivor is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such a crime.
- Describe the incident to as few individuals as practicable and not to be required to unnecessarily repeat a description of the incident.
• Be free from retaliation by the College, the accused, and/or their friends, family and acquaintances.
• Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the College.

Options in Brief:
Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:
• Receive resources, such as counseling and medical attention; confidentially or anonymously disclose a crime or violation.
• Make a report to: An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or a Human Resources employee; University Campus Police; local law enforcement; and/or Family Court or Civil Court.

FOR MORE INFORMATION:
http://wellnessed.buffalo.edu/rapesa.php

COMMUNITY RESOURCES
Crisis Services of Erie county (716)834-3131
NYS Domestic and Sexual Violence 24 Hour Hotline (1-800)942-6906
Erie County Medical Center (716)898-3161

NATIONAL RESOURCES
National Dating Abuse Helpline
This 24-hour online and telephone resource offers real-time, one-on-one support for teens and young adults who may be involved in abusive dating relationships or are concerned for friends or loved ones. Additional information and resources can be found at www.loveisrespect.org.
National Coalition of Anti-Violence Programs
The NCAVP is a national coalition dedicated to reducing violence and its impacts on lesbian, gay, bisexual, transgender, queer, and HIV-affected (LGBTQH) individuals and communities in the United States. The website includes information and resources, as well as a 24-hour hotline.
National Sexual Assault Hotline
The Rape, Abuse, and Incest National Network (RAINN) operates the National Sexual Assault Hotline at 1-800-656-HOPE (4673) in partnership with 1,100 rape crisis centers across the nation, providing free, confidential advice 24/7. This page also includes helpful information for supporting friends or finding local counseling and advocacy organizations.
One Love Danger Assessment App
If you feel that you or a friend may be in an abusive relationship, this free and anonymous app can help you assess the relationship and gauge the level of risk or threat that may exist. The app also provides national resources for additional support.
7. Misdemeanor Arrest, Charge, Conviction or Plea of No Contest

Any student-athlete who is arrested, charged, convicted or pleads no contest to a misdemeanor charge (other than minor traffic infractions) must report the offense as quickly as possible, but in any event, within 24 hours of arrest, to the Head Coach. Failure to report the incident within 24 hours to the Head Coach may result in automatic suspension from the team and/or revocation of any athletic scholarship.

Any student-athlete who is arrested, charged, convicted or pleads no contest to a misdemeanor charge (other than minor traffic infractions) will then be subject to a review process by the Conduct Committee. The Conduct Committee will review the charges and all of the surrounding circumstances. Recommendations by the Conduct Committee will be given to the Director of Athletics. It is at the discretion of the Director of Athletics to impose sanctions. The factors that will be considered include, but are not limited to:

- Nature of charge (violent or nonviolent)
- Prior behavior
- Self-disclosure of the violation
- Cooperation during the investigation
- Alcohol and/or drug use
- Consistency with regard to handling of other cases

The Director of Athletics may then impose sanctions that may include, but are not limited to:

- Warning
- Probation
- Community Service
- Restricted use of athletic services or facilities
- Suspension from play and/or practice for a specified period of time
- Dismissal from the team
- Revocation of athletic scholarship

This review process will be initiated when the Director of Athletics first learns of the arrest and/or charge. This review process will be utilized again, in its entirety, if there is a conviction and/or plea of no contest resulting from the arrest and/or charge.

Felony Arrest and/or Charge

Any student-athlete arrested and charged with a felony, or with a crime involving gambling or game fixing under New York State law or any other jurisdictional equivalent, shall be suspended automatically from practice and playing privileges until the charges are dropped, dismissed or otherwise resolved by Judicial Affairs. The circumstances surrounding the arrest will also be subject to the Conduct Committee review process, and sanctions may be imposed regardless of the disposition of the criminal charge.

Felony Conviction or Plea of No Contest
Any student-athlete convicted of or pleading no contest to a felony charge or a gambling or game fixing charge under New York State law or any other jurisdictional equivalent shall be permanently dismissed from the team. The student-athlete shall retain his/her grant-in-aid for the remainder of the academic year. The Division of Athletics shall recommend non-renewal of the scholarship to the Office of Financial Aid for any succeeding academic years.

Privacy
Any disclosure of sanctions will be made in accordance with State and Federal law.

University at Buffalo Student Conduct Code
The process outlined for misdemeanor arrest, charge, conviction and/or plea of no contest may be followed in the event that a student-athlete is found responsible of a violation of the University at Buffalo Student Rules and Regulations. Any conduct by a student-athlete that is a violation of the University’s Student Code of Conduct will be referred to the Office of Judicial Affairs and Student Advocacy for campus disciplinary action, in addition to any action taken by the Division of Athletics.

Student-athletes are also responsible for notifying the Head Coach at the time of the incident or at the latest within 24 hours of notification of disciplinary proceeding from the Office of Judicial Affairs and Student Advocacy.

Supplemental Information

Media Relations
UB Athletic Communications Staff
The University at Buffalo’s intercollegiate teams generate a high level of public interest and media attention. The Division of Athletics is aware that its image affects the reputation of the entire university and urges you to exercise care when making statements to the media.

You have a responsibility to the university, your coaches and teammates to cooperate with the media whenever possible. The University at Buffalo fans, your hometown fans, as well as fans from across the country, are interested in our athletic program. To aid the Athletic Communications Office with requests for information from the media, you are asked at the beginning of the year to complete an online student-athlete bio form.

In general, when speaking to the media, be confident, courteous and prompt. Perhaps the main thing to remember when dealing with the media is to present an image that is consistent with the ideals and high standards of the University at Buffalo.

Interviews can be a very valuable part of a student-athlete’s life at the University at Buffalo, as they serve as a great learning and growing experience for you. As a freshman, you may be nervous about speaking to the media representatives; however, by the time you graduate, you will have become relaxed, confident and articulate. This growth and personal confidence can be carried with you into the business world.
View the media as friends, not adversaries. However, do organize your thoughts before a scheduled interview. Often a comment that seems innocent verbally looks different when it appears in print.

You should never agree to a telephone interview unless the arrangements are coordinated through the Athletic Communications Office. This rule was established in an effort to avoid having someone contact you who may attempt to gain information for gambling purposes. If you receive an interview request, ask that the media representative make arrangements through the Office of Athletic Communications.

You should never receive calls or visits from the media that have not been arranged by the Athletic Communications Office. If someone shows up at your door in the dorm, as politely as possible, explain you are not permitted to do an interview under such circumstances and refer the person to the Athletic Communications Office.

On rare occasions, the general tone of the interview is such that you may not be comfortable continuing the interview. Should this occur, please notify the Athletic Communications Office.

The longer you are on a team, the more likely it becomes that you will develop a personal relationship with some of the media representatives regularly covering your team. While we encourage these relationships, remember that, regardless of what is said, a reporter’s first obligation is to report the news. Don’t say it if you don’t want it in print!

Helpful Interviewing Tips

- **Remember who and what you represent:** Remember that you are representing the University at Buffalo when you are being interviewed. Your responses to questions will give people who read or listen to the interview not only an impression of you, but also an impression of the UB Division of Athletics and the University in general.

- **Speak only for your organization:** Don’t speak on behalf of other teams or rival schools. Try to turn the focus back on to your team and the University at Buffalo.

- **Know your audience and your message:** Know who you are speaking to, including their level of knowledge and expertise, and what you want them to know about your team or sport. Have a single key point that you can repeat, reinforce and personalize. Don’t stray away from your subject or get off topic just to keep talking. You don’t always have to say a lot if what you say is meaningful.

- **Anticipate questions:** Know the reason for the interview so that you can anticipate what some logical questions may be and formulate your answers ahead of time. Don’t be caught off guard. If you aren’t sure how to answer right away, relax and take the time to think about what you want to say. You don’t have to speak immediately after a question has been asked. A member of the Athletic Communications Office will always be around to help you with this.

- **Avoid “No Comment” and “Off the Record”**: If a media representative asks you a question that you are uncomfortable answering, there is nothing wrong with saying, “I am not comfortable answering that question.” Be careful of phrases like “between you and me” or “I shouldn’t be saying this, but...” If you say it, expect that it will be printed, broadcast or reproduced somewhere. With the extra exposure due to social media, terms like “off the record” do not exist anymore. You are ALWAYS on the record.

- **Do not repeat negative phrases:** Focus on answering questions in a positive manner. Rephrase negative questions to reinforce the positive aspects of a negative situation or to focus on what is
being done to improve a negative situation. In addition, do not criticize your teammates, your coaches, your opponents, game officials, the media or the fans. Give your opponent credit.

- **Avoid jargon**: Avoid words or phrases that may be confusing or that your audience will not understand. Keep your message simple. Be careful of acronyms, clichés and technical terms.
- **Keep your cool**: Respond rationally to emotion. Don’t get flustered or defensive. This is typically the case during post-game interviews. The NCAA mandates a cooling off period after each game. This will help you compose yourself and collect your thoughts after a game. If you have any issues, contact your Sports Information Director.
- **Tell the truth**: Honesty enhances believability.
- **Be aware of your physical presence**: Your voice and body work together. Use physical movement to enhance your vocal delivery. Be energetic, smile and always look directly at the reporter or camera while being interviewed. Also, do not chew gum or eat during an interview.

If you have any concerns or anxieties about doing interviews, please talk to a member of the Athletic Communications Office. Their office is located at 21 Alumni Arena (next to the Athletic Training Room). They will be happy to help you get more comfortable with the experience.

**IT Services**

The Office of Technology Services is the centralized support organization for the Division of Athletics for information technology. They are responsible for maintaining the computing environment within the Division and supporting all academic and administrative departments in the effective and efficient use of these technologies, and promoting an understanding of evolving technologies.

The Student Athlete computing lab is operated and maintained by the Office of Technology Services, and is available exclusively for student-athletes with a valid UBIT account. This lab is designed to help meet the demand for general purpose computing support on campus. It provides network access to UBFS, E-mail, the World-Wide-Web, and provides access to general software applications and laser printing resources.

If at any time you share your UBIT username and password with anyone in order for that person to gain access to the SA lab, you will lose your SA lab privileges for the remainder of the academic year. Sharing usernames and passwords is a violation of UBIT policy, and could result in suspension of your account. For the complete UBIT policy, visit the following link: [http://www.itpolicies.buffalo.edu/Conditions_Of_Use/](http://www.itpolicies.buffalo.edu/Conditions_Of_Use/)

If you have trouble logging on to a computer, please fill out the form available in the computer lab, and bring the form to your academic advisor. Your advisor will then verify with IT Services that you are a student-athlete.

The student computer lab is located in 170 Alumni Arena, and is available for use Monday through Friday from 8 AM-5 PM.

**Student-Athlete Housing**

The Division of Athletics only arranges housing for new students. New incoming freshmen and transfers will be placed in dorms (or apartments if qualified) on campus, per the request of the Head Coach and the student.
Continuing student-athletes must meet all deadlines and requirements from the UB Residents Halls and Apartments. No exceptions. The Division of Athletics will not be able to assist any student-athlete who misses the housing deadlines of fails to apply through the normal process.

If a student-athlete qualifies for a deferment for the dorm deposit, the Head Coach will be notified and the student-athlete will pick up a deferment card in the Office of Compliance in room 166 Alumni Arena. Deferments are for DORM deposits only. All student-athletes must pay the on-campus apartment application fee and deposit. These fees cannot be waived by UB Housing.

Once a deferment has been submitted or a deposit has been paid, the student-athlete will receive emails and a letter from the Housing office regarding the timeframe and the instructions to select a dorm room online. Student-athletes MUST be pick their own dorm rooms--Athletics does not do this. Pay attention to all information from the Housing Office and be sure to pick your room! You may not pull a non-athlete into an athletic room during the early dorm selection window.

Student-athletes should contact Kelly Cruttenden, Associate Athletic Director for Compliance at kc29@buffalo.edu OR 645-7978, with questions or concerns regarding on-campus housing.