University of Michigan-Dearborn

Student-Athlete Agreement

The University of Michigan-Dearborn is committed to excellence in academics and athletics. Participation in athletics is a privilege, not a right. The Student-Athlete Handbook functions as a comprehensive overview of University and the Department of Athletics & Recreation rules, policies, procedures, and regulations. All of these are established to provide you, the student-athlete, the tools, support, and guidance needed to be successful in all aspects of your life and college career.

I understand that a student-athlete’s primary responsibility is one of academic achievement, and completion of a degree in my chosen field of study.

I have received the University of Michigan-Dearborn Student-Athlete Handbook. I understand that I am responsible for knowing the information that is contained within the handbook pertaining to rules, regulations, and my eligibility status. I further understand that I am responsible for all rules of conduct setup by my team.

Further, I am aware of what other services are available on campus that affects my eligibility and my well-being as a student. I agree to abide with all the policies stated within the Student-Athlete Handbook, University Catalogs, Academic Code of Conduct, Student Rights & Code of Conduct, as well as all institutional and department policies included, or inadvertently omitted.

Sport: ____________________________________________

Print Name: ________________________________________

Signature: ________________________________________ Date ___/___/___
National Association of Intercollegiate Athletics

Champions of Character

Student-Athlete Pledge

Each game and practice I participate in will provide me with an opportunity to be a Champion of Character.

I pledge, as a NAIA student-athlete, to accept the five core values of the NAIA and will do my best to represent the NAIA, my institution, my teammates, and myself by:

RESPECTING my opponent, the officials, my teammates, my coach(es), myself and the game; taking RESPONSIBILITY for my actions in all areas of my life; having the INTEGRITY to stand by my word; providing SERVANT LEADERSHIP where I serve others while striving to be a personal and team leader; and being an example of SPORTSMANSHIP by holding myself to the highest standards of fair play.

Student-Athlete’s Name (PRINT):_____________________________________

University of Michigan-Dearborn

Institution: ______________________________________

Sport: ______________________________________________

Student-Athlete’s Signature: ______________________________________

Date: ____ / ____ / ___________
UNIVERSITY OF MICHIGAN-DEARBORN
DEPARTMENT OF ATHLETICS & RECREATION

STUDENT-ATHLETE ACKNOWLEDGEMENT OF USE OF NAME, IMAGE OR LIKENESS

As a student-athlete at the University of Michigan-Dearborn ("UM-Dearborn"), I, _________________________, understand and acknowledge that the UM-Dearborn Athletics Department may from time to time use my name, likeness, image, voice, appearance photograph, and/or biographical information (including without limitation in the form of still or motion pictures/video taken of me) for purposes of promoting or broadcasting UM-Dearborn Athletics programs, my team, or my participation in athletics at UM-Dearborn. These uses may include posters, online information, facilities signage, team promotional materials, Athletics Department publications, broadcast of team or my individual competitions, interviews, and social media platforms (e.g., Facebook, Twitter, Instagram) in any medium now known or later developed, including the Internet. UM-Dearborn’s uses will be in accordance with NAIA rules and regulations and applicable UM-Dearborn policies.

I have read and understand this acknowledgement.

Signature: ___________________________
Printed Name: _______________________
Date: _______________________________

Parent/Legal Guardian (If under 18): ___________________________
Printed Name: _______________________
Date: _______________________________
FERPA Consent to Release Student Information
University of Michigan-Dearborn
Office of the Registrar
Academic Year 2018-2019

<table>
<thead>
<tr>
<th>Name of Student (Last, First, Middle Initial):</th>
<th>Student ID:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>____________________________________________</td>
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Name of Student (Last, First, Middle Initial): __________________________

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Registrar’s Office allowing the release of educational records to specified third parties. Please note that while this form authorizes UM-Dearborn to release education records to third parties, it does not obligate UM-Dearborn to do so.

**Purpose of Release:** This release will allow your current Athletic Coach(es) access to your educational records.

**Information to be Released:**
- G.P.A. (Cumulative and Term)
- Courses Enrolled
- Full Time or Part Time Status
- Total Credits Toward Program
- Grades or Transcript

**Person(s) or Third-party to whom information will be released:** (Add additional sheets if necessary)

<table>
<thead>
<tr>
<th>Coach:</th>
<th>Coach:</th>
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<tr>
<td>_______</td>
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<tr>
<th>Sport:</th>
<th>Sport:</th>
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**Timeframe:** This permission is active for one academic year (September through August) unless revoked.

The information disclosed is governed by the provisions of the Family Educational Rights and Privacy Act. 20 U.S.C. § 1232g. Therefore, the disclosed information may be used only for the purposes identified by the requestor and may not be re-disclosed to others without the specific written authorization of the student.

* I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any written records released pursuant to this consent, and (3) I have the right to revoke this consent at any time by delivering a written revocation to the University Registrar. Any such revocation shall not affect disclosure previously made by the University prior to the receipt of any such writing revocation.

__________________________________________  _______________________
Signature of Student                             Date

____________________________________________  _______________________
Signature of Parent or Guardian (if under 18)     Date
NAIA Official Student Consent Form

A. Requirement to Sign Drug-Testing Consent Form
   1. Name of Institution: ____________________________________________
   2. Name of student-athlete: ___________________________ Sport(s): ________
   3. You must sign this form to participate in any NAIA National Championship competition. This includes but is not limited to Opening Rounds and Final Sites. If you have any questions, you should discuss them with your director of athletics.

B. Consent to Testing
   1. You agree to allow the NAIA to test you in relation to any participation by you in any NAIA national championship or invitational competition. Examples of drugs in each class can be found at www.naia.org/wellness. Note: There is no complete list of banned substances. Check the NAIA Drug Free Sport AXIS for questions about supplements, medications and banned drugs.

C. Consequences for a Positive Drug Test
   1. By signing this form, you affirm that you are aware of the NAIA drug-testing program, which provides:
      2. A student-athlete who tests positive for use of a banned substance as defined by the NAIA banned-drug classes list, shall be sanctioned as outlined below:
         a. A student-athlete’s first offense for testing positive for the use of any banned drug shall be immediately suspended from further competition in any sport; and
         b. The period of suspension will be for a minimum of 365 days from the date of the specimen collection that lead to the positive test result; and
         c. The student-athlete shall be charged one season of competition in all sports because of the positive test result.
         d. A student-athlete testing positive a second time for the use of any banned drug shall lose all remaining NAIA regular season and post-season eligibility in all sports.
         e. Individual placings and honors earned at the national championship at which the positive test occurred shall be vacated.
         f. Team championships will be determined by the National Drug Testing and Education Committee.

D. Signatures
   1. By signing below, I consent:
      a. To be tested by the NAIA in accordance with NAIA drug-testing policy, which provides among other things that I will be notified of selection to be tested;
      b. I must appear for NAIA testing or be sanctioned for a positive drug test; and my urine sample collection will be observed by a person of my same gender;
      c. To accept the consequences of a positive drug test;
      d. To allow my drug-test sample to be used by the NAIA drug-testing laboratories for research purposes to improve drug-testing detection; and
      e. To allow disclosure of my drug-testing results only for purposes related to eligibility for participation in NAIA competition.

I understand that if I sign this statement falsely or erroneously, I violate NAIA legislation on ethical conduct and will jeopardize my eligibility.

Date ___________________________ / ___________________________ Date ___________________________ Signature of parent (if student-athlete is minor)

_________________________________________   /________
Name (please print) Date of birth Age
________________________
Home address (street, city, state and zip code) Sport(s)
Dear Student-Athlete,

Welcome to the start of a new academic year at the University of Michigan-Dearborn. You’re a Wolverine. We are pleased that you have chosen the University of Michigan-Dearborn to pursue your education in addition to academic and athletic interests. The next year(s) will be an exciting time for you. You’ve joined a highly visible segment of our university by becoming a part of our athletics program and family.

As a student-athlete, your goals will need to be consistent with the goals and policies of the University of Michigan-Dearborn, the National Association of Intercollegiate Athletics and the Wolverine-Hoosier Athletic Conference and other applicable governing bodies. There are many ways a student-athlete may positively represent and bring recognition to the University. These include, academic performance, sportsmanship, individual and team development & success and community service.

The N.A.I.A. Champions of Character Program and its five core values of Integrity, Respect, Responsibility, Sportsmanship and Servant Leadership are the foundation of our department and future success. We use this program as a role model for all our teams, NAIA and ACHA. In addition, you, as a Wolverine student-athlete, should make these important values priorities in your life, while at the University of Michigan-Dearborn and beyond.

The Student-Athlete Handbook is designed for use by student-athletes, staff and coaches to assist in accomplishing these goals and objectives. It is a guide for the Department of Athletics & Recreation policies and procedures and identifies resources available to provide assistance to your questions or concerns. Please take time to familiarize yourself with this valuable resource as you start your new academic year as a continuing or incoming student-athlete.

An online version of the Student-Athlete Handbook is available on our website at: athletics.umdearborn.edu, under the Inside Athletics tab.

Please be assured that the University of Michigan-Dearborn Department of Athletics & Recreation is committed to your growth and development in many areas including but not limited to academics, athletics, personal and professional. We are in the pursuit of excellence in order to provide the best possible student experience and preparation for life upon graduation.

We look forward to watching you become a member of the Leaders & Best. Very best wishes for a successful 2018-19 academic year.

Go Blue!

Sincerely,

Matt Beaudry
Director of Athletics & Recreation
Dear University of Michigan-Dearborn Student-Athlete,

On behalf of the faculty, welcome to this important step in your future. You are now part of an incredible team of faculty, coaches, staff, students, and alumni known throughout the world as the University of Michigan.

Faculty expectations for academic achievement at Michigan-Dearborn are high, and we want our student-athletes at UM-Dearborn to be actively involved in the classroom. That means preparing for and attending classes, asking and answering questions, completing all assignments and projects, and knowing and communicating well with faculty.

When you compete as a student-athlete, you are representing this great University. The University values your efforts as a student-athlete who has been chosen to wear the block M. Sometimes your competition will conflict with a class meeting. The faculty will cooperate with you in dealing with those scheduling conflicts, but you must take the initiative. At the beginning of the semester, let your professors know, in person and through the letter from the Athletics Department, the dates you will be missing class to participate in competition. A week before you miss a specific class, remind the professors, and make a plan for how you will make up the work and obtain the notes. When you return, make sure your work is handed in at the agreed time.

Should you have any problems or questions concerning advising, courses, and/or faculty, please do not hesitate to contact me directly through email at desjd@umich.edu or visit my office at SSB 1080.

GO BLUE!

Sincerely,

Dr. Donald E. Shelton
Faculty Athletics Representative
Director, Criminology and Criminal Justice Program
# Department Directory

**ADMINISTRATION**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Athletics &amp; Recreation</td>
<td>Matt Beaudry</td>
<td>593-3534</td>
</tr>
<tr>
<td>Assistant AD, External Operations</td>
<td>Bryan Earl</td>
<td>593-5671</td>
</tr>
<tr>
<td>Assistant AD, Compliance/Internal Operations</td>
<td>Kate Hagenbuch</td>
<td>593-5673</td>
</tr>
<tr>
<td>Faculty Athletics Representative</td>
<td>Don Shelton</td>
<td>593-4681</td>
</tr>
<tr>
<td>Academic/Life Skills Coordinator</td>
<td>Eric Stark</td>
<td>593-4620</td>
</tr>
<tr>
<td>Sports Information Director</td>
<td>Nick McCutcheon</td>
<td>593-3747</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Michelle Wilson</td>
<td>593-3534</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Melisa Wilson</td>
<td>593-6612</td>
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</table>

**DEPARTMENT**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Facilities and Events Manager</td>
<td>Trevor Nutt</td>
<td>593-5672</td>
</tr>
<tr>
<td>Facilities and Events Manager Assistant</td>
<td>TBD</td>
<td>593-5672</td>
</tr>
<tr>
<td>Admissions Liaison</td>
<td>Chris Haltinner</td>
<td>583-6355</td>
</tr>
<tr>
<td>Athletic Training</td>
<td>Kim Collier</td>
<td>593-4627</td>
</tr>
<tr>
<td></td>
<td>Jake Johnson</td>
<td>593-4627</td>
</tr>
<tr>
<td>Club Sports Coordinator</td>
<td>Kate Hagenbuch</td>
<td>593-5673</td>
</tr>
<tr>
<td>Intramurals Coordinator</td>
<td>Jordan Sweeney</td>
<td>593-4759</td>
</tr>
<tr>
<td>Wellness Center Coordinator</td>
<td>Taylor Langley</td>
<td>593-5670</td>
</tr>
<tr>
<td>Graduate Assistant</td>
<td>TBD</td>
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**VARSITY SPORTS**

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<tr>
<th>Sport</th>
<th>Coach</th>
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</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Matt Cunningham</td>
<td>593-3534</td>
</tr>
<tr>
<td>Basketball – Men’s</td>
<td>Taylor Langley</td>
<td>593-5670</td>
</tr>
<tr>
<td>Basketball – Women’s</td>
<td>Jordan Sweeney</td>
<td>593-4759</td>
</tr>
<tr>
<td>Bowling – Men’s and Women’s</td>
<td>Marti Marshall</td>
<td>593-3534</td>
</tr>
<tr>
<td>Cross Country – Men’s and Women’s</td>
<td>Joe Horka</td>
<td>593-3534</td>
</tr>
<tr>
<td>Golf – Men’s and Women’s</td>
<td>TBD</td>
<td>593-3534</td>
</tr>
<tr>
<td>Ice Hockey – Men’s (Varsity-Club)</td>
<td>Chris Haltinner</td>
<td>583-6355</td>
</tr>
<tr>
<td>Ice Hockey – Women’s (Varsity-Club)</td>
<td>Tim Ames</td>
<td>593-3534</td>
</tr>
<tr>
<td>Lacrosse – Men’s</td>
<td>Jason Watts</td>
<td>593-3534</td>
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<tr>
<td>Soccer – Men’s</td>
<td>Matt Quirk</td>
<td>593-3534</td>
</tr>
<tr>
<td>Soccer – Women’s</td>
<td>Danielle Dow</td>
<td>593-3534</td>
</tr>
<tr>
<td>Softball</td>
<td>Vince Alessandrini</td>
<td>593-3534</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Eric Stark</td>
<td>593-4620</td>
</tr>
<tr>
<td>CLUB SPORTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheer</td>
<td>Allysaa Kerby</td>
<td>593-3534</td>
</tr>
<tr>
<td>Tennis</td>
<td>Andre Dupret</td>
<td>593-3534</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Grant MacKenzie</td>
<td>593-3534</td>
</tr>
</tbody>
</table>
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XIII. Student-Athlete Committees
I. Department Office Hours

A. Fall/Winter/Spring (August 1-May 31) Monday through Friday: 8:00am-5:00pm

B. Summer (June 1-July 31) Monday through Friday: 7:00am-3:30pm

II. Affiliated National Organizations

A. The department and university are members of the following organizations:
   - National Association of Intercollegiate Athletics (NAIA)
   - Wolverine-Hoosier Athletic Conference (WHAC)
   - American Collegiate Hockey Association (ACHA)

B. For information on their Statements of Philosophy, Core Values, Mission Statements, please visit their websites using the links below:
   - NAIA: www.naia.org
   - WHAC: www.whac.net
   - ACHA: achahockey.org/view/achahockey

III. Department Vision Statement and Core Values

A. Vision Statement

The University of Michigan-Dearborn Department of Athletics & Recreation strives to produce a campus community whose performance in the classroom and on the fields of competition are reflections of the mission and values of the University.

B. Core Values

1. Excellence
   Be committed to set the bar high, within the department, in the classroom and on the fields of play. Become masters of “attention to detail”, as we achieve our goals.

2. Leadership
   Be a role-model for the “Leaders and Best” in academic, athletic, and social environments. Emulate, every day, the values of teamwork.

3. Sportsmanship
   Demonstrate the combination of respect and integrity as we embody the Champions of Character program as defined by the NAIA.
4. Tradition

Embrace being a Wolverine and all that it encompasses, while continuing to enhance the cultures of community outreach and community service.

IV. Champions of Character Core Values

Note: While the NAIA developed the “Champions of Character” program, we believe there is great value to extend the principles to all of our athletic teams at UM-Dearborn.

A. Respect

Those associated with sport show respect by treating themselves, other persons, institutions and their sport according to the highest standards of conduct. It implies civilized and gracious behavior to student-athletes, coaches, fans, and parents.

B. Responsibility

Student-athletes show responsibility by making academic progress toward graduation their top priority. They solve problems rather than find excuses, and are reliable teammates. Student-athletes should be accountable for their actions and decisions, and coaches and administrators should maintain high standards of competence and conduct.

C. Integrity

For student competitors and their coaches, integrity means keeping commitments and conducting honest behavior. Coaches must subscribe to and practice the Coaches Code and Code of Ethics and student-athletes must know and understand the Champions of Character Student-Athlete Pledge.

D. Servant Leadership

This core value refers to putting the group first and becoming responsible for personal and group roles while performing at your best. Student-athletes demonstrating servant leadership have a primary purpose of serving others while striving to become a personal and team leader. The servant leader provides a critical service to society and the greatest gift of being a good example to follow.

E. Sportsmanship

The conduct of educational sports according to the highest standards is our expectation for sportsmanship. Administrators, coaches, students, fans, and parents are expected to act correctly even when others do not, and demonstrate fairness and equity in all contests and relationships.
V. Department Policies

The following department policies are the responsibility of the student-athlete to understand and abide by:

- Each incoming student-athlete is required to sign a Letter of Intent and Tender of Financial Assistance and every returning student-athlete is required to sign a Tender of Financial Assistance on an annual basis.

- In order to participate in any practices before you begin your eligibility, you must have completed the following:
  - Have graduated from High School and sent Official Transcripts to the University
  - Have proof of personal health insurance coverage on file with the Athletic Trainer
  - Have received a determination by the NAIA Eligibility Center, or Certified by UM-Dearborn
  - Have passed a department physical examination
  - Have completed orientation and registered for at least 12 credit hours at the University of Michigan-Dearborn

- The Department of Athletics & Recreation is under the Enrollment Management & Student Life (EMSL) division. As such, you should be familiar with the mission and values, located on their website at: umdearborn.edu/emsl_mission/

- Current student-athletes who are below 12 credit hours at the University of Michigan-Dearborn shall have their scholarship amount pro-rated or revoked, unless prior approval. If you quit the team, your scholarship will be immediately pro-rated or revoked.

- The official means of communication within the athletic department is by your umich.edu email address. It’s your responsibility to check it regularly.

- Expect as a member of a team, that your team may have team guidelines, rules and expectations that will be in addition to all department rules.

- It is expected that all student-athletes will use appropriate language at all times.

- Warm-up music will be provided by the athletic department.

- It is expected that all student-athletes will be at the following department special events including but not limited to: Student-Athlete Orientation, Annual Holiday
Photo, Hall of Fame Induction Ceremony, Golf Outing and Annual All-Sports Banquet.

- Each team is responsible for fundraising events to supplement their budget. All such events must be approved in advance by administration. Specific information regarding fundraising activities will be coordinated and provided by your coach. Any gambling activities, including 50/50 raffles are prohibited.

- Annually, all student-athletes are required to have an exit interview and/or season ending interview with a department administrator or their coach and complete a Student-Athlete Survey. This is required regardless of whether or not you will be participating in the future.

- All student-athletes, staff and coaches must submit/update your Emergency Notification Contact Info annually with the athletic trainer(s).

- Student-Athletes may visit the Resource Exchange Center to learn and gather information regarding benefits of nutrition, health and wellness. Please visit: www.dfsaxis.com.

- Anyone receiving an academic scholarship is responsible for understanding the GPA and other requirements in order to meet the minimum scholarship requirements to maintain a scholarship.

- There is a Tuition Refund Insurance Plan available on campus, for information go to: www.umdearborn.edu/rr_tuition-fees-refund-plan.

- All student-athletes are responsible to know their Residency Classification. Please visit: www.ro.umich.edu/resreg.php.

- As part of the Champions of Character Program, student-athletes are expected to perform community service as specified by their coach.

- As a current UM-Dearborn student-athlete, if you are contacted by another college about transferring to their institution, you must immediately notify your head coach and Assistant Athletics Director of Compliance and Internal Operations.

A. Student-Athlete Anti-Hazing Policy

The Student-Athlete Anti-Hazing Agreement reads as follows:
My coach has informed me, that the University of Michigan-Dearborn Department of Athletics & Recreation does not condone any type of activity within the department, which may be considered as a hazing or initiation act.

My coach has informed me that any incident on my part in a hazing or initiation will be reported and may result in disciplinary action.

As a member of the University’s Department of Athletics & Recreation, I agree that I will not take part in any hazing or initiation during my career as a student-athlete representing the University.

B. Substance Abuse Policy for Student-Athletes

UM-Dearborn is committed to promoting and preserving the integrity of athletics for the benefit and welfare of the student-athletes. Consistent with that goal, the University is concerned about and resolved to support definitive actions designed to assist student-athletes in striving to cope with substance abuse problems in our society. These substance abuses focus on the use of alcohol, tobacco, smokeless tobacco, and other drugs. The magnitude of the problem compels UM-Dearborn to accept the responsibility for providing leadership in educating student-athletes about the consequences associated with substance abuse.

Regardless of age, student-athletes are prohibited from consumption of alcohol, illegal drugs and/or tobacco on any school sponsored trip, activity or event.

While maintaining institutional autonomy and individual institutional control, UM-Dearborn is committed to establishing and monitoring requirements, which will have a positive impact upon drug use problems as they relate to athletics and student-athletes. The University will communicate in a positive, forceful, straightforward manner to all students and other members of the university community, as applicable.

C. Children on Campus Policy

The University of Michigan Children on Campus Policy provides established guidelines and expectations for program administrators, faculty, staff, students, and volunteers under the SPG 601.34 in an effort to create a positive environment that promotes the health, wellness, safety and security of children and teens interacting with the university both on and off campus. In compliance with the university’s policy, the University of Michigan-Dearborn requires all programs and activities complete program registration, background checks and utilize all processes and procedures detailed at http://childrenoncampus.umich.edu/.

As a department, we require registration of the program and background checks for all student-athletes and coaches who may be working with any programs (i.e. any volunteer
outings are also included), camps or clinics involving minors in addition to adhering to policies and procedures.

D. Sport Exclusivity

Participating in more than one sport per academic year is extremely challenging both athletically and academically and is not encouraged by the department, unless approved. Student-athletes may not participate in any other organized season training programs for another sport during their current season without written permission from both coaches and/or the Director of Athletics & Recreation.

E. Attendance at Practices and Competitions

Student-athletes are expected to attend all practices and competitions. When absent, the student-athlete shall provide a satisfactory explanation to the coach for approval. It is required that you contact preferably by phone the coach, in advance if possible, to notify him/her with an explanation of your absence. Missing practices or competitions without clearance (unexcused absences) may result in disciplinary action.

F. Travel

Transportation will be contracted by the Department of Athletics & Recreation. Team travel will be by a commercially chartered bus unless approved otherwise. Per Diem is not provided. Head coaches manage meals during travel through University business. Student-athletes are required to travel as a team on road trips with the exception noted below. Student-athletes are not permitted to drive themselves to road or home contests or be driven by parents, friends, family members, etc.

EXCEPTION:
Student-athletes and parents (or legal guardians) or spouses wishing to travel to or from together to an away or home contest must obtain and complete the Travel Release Form and submit to your head coach 24 hours prior to departure for approval. Student-athletes are not permitted to drive themselves.

G. Equipment

Student-athletes are financially responsible for all university equipment furnished to them. Individual awards will not be issued for a sport until all of the student-athlete equipment, clothing, etc. has been returned to the head coach and all obligations have been met. Student-athletes may be expected and/or required to purchase clothing and/or equipment as designated by their respective coach. A hold credit may be placed on a student-athlete’s record when necessary. No other equipment will be issued until all obligations have been met.
H. Wellness Center

The Wellness Center is available to you from 6:00am to 10:00pm Monday through Thursday, 6:00am to 8:00pm on Friday, 8:00am-4:00pm on Saturday for fall and winter terms. It is closed on Sunday. Please see Wellness Center information on the website for seasonal changes. It boasts a vast variety of equipment including; free weights, squat racks, cybex machines, cardiovascular machines, and an indoor track. This equipment will provide you the opportunity for strength training, injury prevention, and rehabilitation if used correctly. Always wear proper workout attire (no cut off shirts or shorts, sandals, or flip-flops), and always wipe down the equipment after use. There will be a limited number of student-athletes permitted to work out at one time during peak usage hours. Team workouts must be scheduled in advance with the Wellness Center Coordinator. All student-athletes must complete a PAR-Q form prior to utilizing the Wellness Center. Please be courteous to the other members of the University community when utilizing the Wellness Center.

I. Locker Rooms

The locker rooms must be kept clean and presentable. Student-athletes are responsible for University equipment and clothing issued to them as well as their own personal belongings. Always secure your belongings in the locker rooms. The University is not responsible for lost or stolen items. Locks are available at the front desk of the Wellness Center free of charge with a valid student ID.

J. Gym & Open Gym

The gym is a shared space between the intercollegiate teams, intramurals, UM-Dearborn students, faculty and staff, and occasionally the public (for special events and rentals). Be respectful of practice times and space, and do not interfere with or disrupt these activities.

Scheduled Open Gym is NOT a time for a team to decide to hold a practice – with or without a coach. It shall be open to all interested participants.

For all sports, per NAIA rules, teams are allowed to practice/compete a total of 24 weeks during the academic year. The 24-week period in the NAIA is in effect from August 1 through May 15 each year. Outside of each team’s 24-week period, coaches are not allowed to be involved with any practice or evaluation of their respective team or individual on their team, excluding the summer period of May 16-July 31, as permitted by department policies.
VI. Student-Athlete's Code of Conduct, Citizenship and Bill of Rights

Representing the University of Michigan-Dearborn as a student-athlete is a privilege with related responsibilities. Participation in intercollegiate athletics and club sports are encouraged for all interested students. Every student satisfying the eligibility requirements of the NAIA, ACHA or other governing bodies, and the University, may seek opportunities to participate on varsity or club teams as available. To establish and maintain eligibility, a student-athlete must comply with all aspects of those governing bodies as well as university and department requirements. The University may revoke or restrict the privilege of participation if a student fails to live up to those expectations and standards, as defined by the university.

Student-athletes attend the University of Michigan-Dearborn to earn a quality education. A great future in athletics depends on a great performance in academics. Students who wish to participate in athletics must be aware of and adhere to required academic standards.

The basic objectives of the Department of Athletics & Recreation are:

- To provide a well-rounded schedule of intercollegiate, intramural, and extramural competition in athletics, designed to encourage participation of a major portion of the student body.

- To encourage physical fitness and the development of physical skills and emotional control, to foster good sportsmanship, school spirit, and to afford experiences in team building.

- To develop a permanent interest in individual and team sports, which will enable the graduate to participate in outdoor and indoor athletic activities during an active professional life, thereby assisting health and wellness traits to the betterment of personal and professional endeavors.

A. Citizenship

Student-athletes must act as responsible citizens at all times. Sportsmanlike conduct (holding oneself to the highest standards of fair play) and appropriate behavior during games and athletic events are expected standards for all student-athletes. Each team, each year will be required to submit, in writing, to the Director of Athletics & Recreation, their plan to enhance sportsmanship in their program.

B. Student-Athlete Bill of Rights

- Every student-athlete has the right to be treated with fairness and respect.
Every student-athlete has the right to be provided academic support and guidance necessary to graduate.

Every student-athlete has the right to be taught the proper off-the-field/court conduct expected of him or her as an ambassador of the University of Michigan-Dearborn’s Department of Athletics & Recreation.

Every student-athlete has the right to be treated the same regardless of their athletic talent.

Every student-athlete has the right to a prompt response when they ask us to help them solve a problem, even if it is not related to their sport.

Every student-athlete has the right to request of the coach an honest evaluation of his/her talent.

Every student-athlete has the right to be treated in a professional manner with the understanding that a professional staff member or coach will provide guidance and support, as applicable.

Every student-athlete has the right to be provided with a first-class athletic and educational experience as best as possible.

C. Academic and Student Rights & Code of Conduct

In addition to the information contained in the Student-Athlete Handbook, all student-athletes are responsible to adhere to the information contained in the University of Michigan-Dearborn’s general Student Rights & Code of Conduct and Academic Code of Conduct located at the following links:

- www.umdearborn.edu/policies_st-rights
- www.umdearborn.edu/697817

Every student-athlete is subject to the UM-Dearborn Statement of Student Rights and Code of Student Conduct, Academic Code of Conduct, the applicable school or college Code of Conduct, and the Department of Athletics & Recreation Code of Conduct and Responsibilities. In addition, student-athletes are required to adhere to the policies, rules, code of conducts, and responsibilities of their respective teams.

All student-athletes are also required to sign the Student-Athlete Agreement and the NAIA "Champions of Character" student-athlete pledge annually.
Violation of federal, state or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses are not acceptable behavior for student-athletes and may be reportable offenses under University regulations. Conviction is not necessary to establish a violation of the Athletic Code, but will be determined through an independent investigation and may result in further discipline or action. Cumulative or gross misconduct, or conduct unbecoming of an athlete and/or a representative of UM-Dearborn may result in further discipline or action.

Admissions or NAIA violation(s) resulting in an investigation may result in disciplinary action or discontinuation in sport.

D. Disciplinary Actions

Failure to comply with any of the codes, policies, regulations, responsibilities, etc. presented in this document, higher authorities or inadvertently omitted and presented elsewhere will result in disciplinary action up to dismissal from the team and revocation of any athletic scholarship award.

E. Procedures for Suspension

A suspension from an athletic team may be imposed after the policies and procedures set forth in the applicable University of Michigan-Dearborn Code of Conduct and respective team codes have been reviewed. The Director of Athletics & Recreation will make a decision on reinstatement jointly with the Head Coach after all appropriate circumstances and aspects of the case have been considered and reviewed.

F. Grievance Procedure

Any team member has the right to present a substantive matter of personal concern or dissatisfaction regarding his/her status as a team member and have it considered on its merits. A sincere attempt shall be made to ensure a reasonable and prompt investigation and resolution of all complaints.

Before the following procedures are invoked, it is strongly recommended that every effort be made by all parties to resolve differences informally.

Subject matter for appeal includes, but is not limited to the following:

- Alleged misconduct
- Alleged bias, discriminatory, or intimidating treatment
- Discipline or other action taken related to misconduct
- Alleged unfair or misapplication of rules, regulations, policies or procedures; and
- Arbitrary, capricious, or unprofessional conduct or decision.
Whenever a team member believes that cause for a grievance exists, the member may resolve the conflict through the following courses of action. Resolution time of the grievance shall be determined based on circumstances.

Resolution of any issue may be pursued by the grievant through the following sources only in the sequence given in this document. Only if the resolution is sought and not attained may the issue be presented to the next source. The appeal(s) to subsequent parties must be made within five (5) days of being notified of prior decision.

- Team Head Coach, with possible subsequent appeal to
- Assistant Athletics Director, with possible subsequent appeal to
- Director of Athletics & Recreation, with possible subsequent appeal to
- Vice Chancellor of Enrollment Management and Student Life and/or Dean of Students. The decision of this appellate body shall be final and binding by all parties.

VII. Compliance – Academic Eligibility and Financial Aid

In order for a student-athlete to be academically eligible to participate in intercollegiate athletics at UM-Dearborn, s/he must be progressing, satisfactorily, toward graduation by earning credits in accordance with the applicable NAIA, ACHA, and UM-Dearborn policies. The basic criteria is the successful completion of at least 12 hours of academic credits each fall and winter term, totaling 24 hours in the previous two semesters. The 24-hour rule may also be met by attending spring/summer classes to add to the total credits accumulated on your official transcript. During the summer semester, a maximum of 12 hours may be added, as defined by the NAIA.

Student-athletes participating in their second season of competition must have accumulated 24 institutional credits; 48 institutional credits are required for the third season of competition, and 72 institutional credits (of which 48 institutional credits must be in general education and/or in the student’s major field of study) are required for the fourth season of competition. Student-athletes who are classified as juniors (55+ hours) and above are required to have at least a 2.0 cumulative GPA. All eligibility requirements follow the strictest standard if participation exists in multiple governing bodies, including but not limited to the men’s and women’s ice hockey 2.0 GPA ACHA requirement following your first season of competition.

Student-athletes are allowed 10 terms of total attendance at any college to complete their four seasons of competition. A term is defined as enrolling in 12 credits with the exception of spring/summer classes. (Graduate students must be enrolled full time which equals eight credits.) A student-athlete must remain in good standing with the University, at all times, regardless of when competition occurs to participate as an active member on their team.
A. Additive Credit/Sub 100 level courses

080 & 090 courses do not satisfy the “12-credit hour per term” rule nor do not count toward the “24-hour rule per year” and/or “Progress Toward Degree” rule. A first year participant is required to pass nine (9) credits during their first semester in order to continue eligibility.

The Director of Athletics & Recreation, the Assistant Athletics Director of Compliance and Internal Operations, the Faculty Athletics Representative, and the Registrar verify academic eligibility prior to each term, before the first competition of the respective term. Any student-athlete, who drops below 12 credit hours during a semester in which your team is competing or at any point in time, becomes IMMEDIATELY INELIGIBLE, and must notify their head coach and Assistant Athletics Director of Compliance and Internal Operations immediately.

All incoming student-athletes, both freshmen and transfer students will meet with the Assistant Athletics Director of Compliance and Internal Operations or the Academic/Life Skills Coordinator at the beginning of their first semester at UM-Dearborn. Each team will also meet with the Assistant Athletics Director of Compliance and Internal Operations as a group prior to the academic year at the annual Student-Athlete Orientation and team meetings.

B. Progress Toward Degree

The student must be making sufficient progress toward a recognized baccalaureate degree and maintain the minimum GPA as defined by the institution and the NAIA (when applicable). It is the responsibility of the student-athlete to ensure that s/he is following an academic plan which will fulfill all eligibility and graduation requirements. The University’s Academic Unit Advisor and Office of Student Success, as well as the Athletic Department’s Academic/Life Skills Coordinator, Assistant Athletics Director of Compliance and Internal Operations, and coaching staff will provide assistance, as needed and requested.

C. Repeat Courses – NAIA Policy

Repeating a course that you have received a grade of D- or better in the past, either here or at another institution, is considered a Repeat Course. This is important even if you are a transfer student and the course did not transfer for credit but was passed at your previous institution(s). **Before repeating any course that you have previously passed, you must meet with the Assistant Athletics Director of Compliance and Internal Operations to ensure your continued eligibility.**
D. Transfer Students

Upon entering the University from another institution, you received a Transfer Equivalency Worksheet. That form informs you of what courses, previously taken at a prior institution, you will be given credit. It is important that you understand your transferable credits and their implication to your eligibility. Student-athletes are given full credit from their previous institution(s) for the first semester only at UM-Dearborn. At the beginning of their second semester, only courses that successfully transferred from another institution and applied to the student’s official transcript at UM-Dearborn are counted toward their eligibility.

If you need assistance with understanding the form, the Assistant Athletics Director of Compliance and Internal Operations or the Academic/Life Skills Coordinator are available to assist. While unit academic advisors assist you in planning your future academic plans, they often do not know your specific athletic eligibility requirements.

E. Guest Student at another institution

UM-Dearborn students are allowed to take courses at other colleges that may be added to their transcript here at the university only WITH PRIOR APPROVAL OF THE REGISTRAR and DEPARTMENT OF ATHLETICS & RECREATION. Student-athletes are still required to take at least 12 credits at UM-Dearborn during both the fall and winter semesters. Student-athletes are also required to submit a Verification of Enrollment form from the other institution at the beginning of the current semester to their Head Coach and Assistant Athletics Director of Compliance and Internal Operations. If there is any change to the status at the other institution (i.e. dropping the class, incomplete), all three of those individuals must be notified, in writing, immediately. Any time a student-athlete drops below twelve (12) credit hours in a semester, he/she becomes IMMEDIATELY INELIGIBLE. Upon completion of the course(s), the student-athlete must have an official transcript forwarded to their Academic Unit for verification. Failure to do so may impact your eligibility.

F. Financial Aid

Athletic scholarships are awarded on an annual basis. The Tender of Financial Assistance form is required to be signed each year. In order to renew your scholarship, each student-athlete needs to be enrolled full-time (including graduate students), be in good academic standing, and have followed all the team and department policies, unless approved otherwise.

Student-athletes are encouraged to apply for all federally funded financial aid and the FAFSA as applicable. The Department of Athletics & Recreation DOES NOT offer full rides, per se, but may assist student-athletes defray the cost of tuition through an athletic scholarship program administered by the Department and the Office of Financial Aid.
and Scholarships. Athletic scholarship monies will be discontinued if the student-athlete becomes academically ineligible or does not comply with the guidelines established by the University, Department and their team rules. For the women’s and men’s ice hockey programs, the ACHA does not permit the awarding of athletic scholarships, although those student-athletes may qualify for other financial aid assigned by the university or other federally funded programs.

VIII. Athletics Department Academic Services and Guidelines

A. Academic Enhancement Program

The Department of Athletics & Recreation strives to not only support our students during competition but in the classroom as well. Our goal is to support every student in our department with the resources necessary to have the best start to their academic career and support those returning students to meet our department goal of a 3.0 GPA. Per the AEP guidelines below, any student that is affiliated with a varsity and/or junior varsity sport in the Department of Athletics & Recreation will have added academic responsibilities to the department in order to remain eligible.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Students</td>
<td>2 hours/week of Study Tables for 1 year (3.5 UM-Dearborn GPA exempt)</td>
</tr>
<tr>
<td>2.5-2.99 CUM</td>
<td>2 hours/week of Study Tables</td>
</tr>
<tr>
<td>&lt;2.5 CUM</td>
<td>6 hours/week of Study Tables plus bi-weekly meetings with A/LSC</td>
</tr>
<tr>
<td>&lt;2.0 Semester w/ &gt;3 CUM</td>
<td>2 hours/week of Study Tables</td>
</tr>
</tbody>
</table>

Hours must be completed in the Library or at the Fieldhouse unless the Academic/Life Skills Coordinator has approved special arrangements.

Additionally, we will recognize up to one hour per week of SI session work to go toward student’s study table responsibilities, pending you sign-in correctly to the session and you notify the Academic/Life Skills Coordinator by email of your attendance. The Library is available to students for completion of study tables Sunday-Friday each week, and a student ID must be shown in order to gain access to the sign-in sheet. The Fieldhouse is available Monday-Friday only. Also, if a freshman student-athlete enrolls in the University Life Course, attendance each week will count toward one hour of study table requirements.

If a student fails to fulfill their responsibilities, the department will follow the protocol below. All communication will be made through the “umich” email system.
• First Offense: A written warning will be emailed by the Academic/Life Skills Coordinator to the student, and cc’d to the Head Coach, Athletics Director, and Assistant Athletics Directors
• Second Offense: Suspension from one countable competition (as defined by the NAIA)
• Third Offense: Suspension from one week’s worth of team-related activities
• Fourth Offense: Suspension from one week’s worth of team-related activities, and loss of privilege to conduct early registration the following semester
• Fifth Offense: Suspension from one week’s worth of team-related activities, and loss of scholarship or opportunity to receive Athletic Aid the following semester or Academic Year

**NOTE:** Any failure past the fifth offense may result in the student’s immediate and indefinite removal from their respective program.

Below demonstrates the progressive combination of failed responsibilities for both meetings and study table hours.

<table>
<thead>
<tr>
<th>Study Tables Warning</th>
<th>Missed Meeting Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2. One Game Suspension</td>
<td></td>
</tr>
<tr>
<td>3. One Week Suspension</td>
<td></td>
</tr>
<tr>
<td>4. Suspension/Early Registration</td>
<td></td>
</tr>
<tr>
<td>5. Suspension/Loss of Scholarship</td>
<td></td>
</tr>
</tbody>
</table>

Students may appeal their offenses in writing to the Assistant Athletics Director within 24 hours of when written notice was sent by the Academic/Life Skills Coordinator. The Athletics Director reserves the right to modify all consequences, at any time, regardless of whether an appeal was made.

Any consequence accrued outside the playing season or while unable to participate (i.e. health related) will be applied to a countable contest as defined by the NAIA during your traditional season. In some cases this may mean that there is a carryover from a previous
academic year into future playing seasons. While any consequences may carryover between years, every student under the AEP with an obligation to study tables starts the academic semester anew and without any offenses. As a student’s intercollegiate eligibility expires, they will no longer maintain an academic obligation to the department. We do, however, strongly encourage those student-athletes to utilize this program and the resources of the Academic/Life Skills Coordinator in order to maintain personal, team, and department academic success.

B. Missed Class Policy

The University of Michigan-Dearborn Department of Athletics & Recreation values the balance between academics and athletics. As such, the Department has put in place the following policies to ensure varsity competition does not put an excessive burden on the student-athlete in regards to their academic endeavors.

- When scheduling practices and competitions coaches shall be mindful of the dates and times in which they occupy the student-athletes’ schedules. When possible, competition and travel should be scheduled during comparable times to practice.
- Outside of post-season competition, student-athletes may miss three sessions of a class that meets twice or more a week, and two sessions of a class that meets once a week. Once a student-athlete has missed the allowable amount of class time for athletic competition, the student-athlete will be required to attend class.
- Post-season competition does not count toward the number of missed classes.
- Student-athletes will be provided class excuse letters before the start of each semester. These are expected to be presented and explained to all professors on the first day of class. If the student-athlete is missing the first day of class for any reason, the expectation is to hand deliver this letter prior to the beginning of the semester. An addendum will be produced for any scheduling changes that occur throughout the semester.
- It is the responsibility of the student-athlete to discuss any missed class due to competition two weeks prior to the missed class with the professor to ensure all parties are in agreement. The student-athlete must work with the professor to make up any missed class material, assignments, exams, projects, etc. Simply handing the class excuse letter to the professor at the beginning of the semester does not automatically excuse you from future classes.
- Lack of adherence to this policy could result in missing assignments and loss of grades, as well as competition.
- All competition schedules and/or scheduling changes must be approved by the Faculty Athletics Representative or Director of Athletics & Recreation, prior to or during the season.
• Any waiver or exemption to the Missed Class Policy must be presented to the Faculty Athletics Representative and Director of Athletics & Recreation two weeks prior to the date requested for approval.

Practice never takes priority over class. It is the student-athlete’s responsibility to attend class unless excused by the professor’s policy as defined in the course syllabus. When scheduling classes the student-athlete should be aware of their practice and competition dates and times. The Department of Athletics & Recreation strongly suggests meeting with your academic advisors to map out a long-term academic plan that covers multiple semesters. By having such a plan, the student-athlete should be able to avoid most conflicts, as applicable. Student-athletes must remain in good academic standing and be an active member of their team/department to be eligible for early registration privileges.

C. NAIA Academy

As an NAIA institution, the University of Michigan-Dearborn Department of Athletics & Recreation believes whole-heartedly in the five core values as defined by the NAIA Champions of Character initiative. As such, the department participates in the NAIA Academy. The Academy is a series of videos to help student-athletes understand the effects of supplements and banned substances, and includes other informative information for student-athletes as they progress through college. In addition to the Academy videos, there is a section of videos referred to as the Live 5 series, which are specific to the five core values.

As a student-athlete in the Department of Athletics & Recreation at UM-Dearborn, you are responsible for completing at least one Academy and Live 5 video per year. While the Live Five series is completely open to you beginning your first year, the Academy videos are directly correlated to your year of eligibility. The Department’s Academic/Life Skills Coordinator will sign all student-athletes up for the Academy. You will be notified by email of your account and password. In most cases, this will be the same email you used to register with www.PlayNAIA.org or your University of Michigan-Dearborn email account.

D. Academic Registration Account Holds

In an effort to decrease the chance of a student-athlete becoming ineligible through dropping a class or changing your academic schedule, the department and the Office of Registration and Records have instituted an “ATHLETICS HOLD” policy. Except during designated registration periods, a student-athlete will need to come into the department and complete a Class Change Authorization form in order to change their schedule, before proceeding to the Office of Registration and Records, or COB, to complete the change(s).
IX. University Academic Services and Guidelines

A. Repeat Policy

When a prior grade or mark other than "W" is recorded for a course, or its equivalent, or its cross listing, a subsequent enrollment ("repeat") of the course, or its equivalent, or its cross-listing, will result in an adjustment of the grade point average and credits earned.

1. Students may repeat a course up to two times (total of three attempts).
2. Regardless of whether it is higher or lower than the previous grade(s), the last grade assigned in a course will be used in computing the student's cumulative grade point average and credits earned toward degree.
3. If a student takes a course three times (the maximum allowed), the previous two grades will not be reflected in the GPA.
4. Most courses can be elected only once for credit. The maximum number of credits/elections allowed in courses designed for multiple enrollments are indicated in the Undergraduate Announcement. For information regarding these courses, students may contact their Unit Academic Advisor.

This policy applies to all undergraduate degree and non-degree students in all academic units. An exception not to accept the final grade in a repeated course cannot be petitioned.

The use of an Audit Grade Mode or Pass/Fail Grade Mode may not be used to adjust grade point averages for courses previously elected under any other existing grade mode. The limitation of the three-course rule will be monitored by the Office of the Registrar. Students who elect a course more than three times will be dropped from the course and notified of the election change.

B. Absence from Final Examinations

A student who is unavoidably absent from a final examination may be granted the privilege of making up the examination within five weeks after the closing date of the term involved. If granted this privilege, a mark of X will be recorded. Failure to take the examination within the specified time, or the denial of this privilege by the instructor, will result in a mark of E for the final grade. In extenuating circumstances an extension beyond the stated period may be requested by means of a petition that has been endorsed by the instructor. However, such arrangements for completing the work must be made within the above five-week period. The grade of X will automatically be converted to XE and reflected in the student's grade point average as a failing grade if the Supplementary Grade Report is not submitted by the end of the five-week period.
C. Unofficial Drop

Students deciding not to attend their elected courses are NOT automatically withdrawn or dropped from these courses, and remain liable for all tuition, fees, and penalties. Students must follow the proper drop procedures of the University.

D. Dropping a Course with no Penalty

Students may drop courses at walk-in registration during the first two weeks (or by the official drop deadline defined by the university) of a full term, or the first week of a half term or mini-term, with the appropriate signed authorization form from the Athletics Department.

E. Walk-in

Forms for the purpose of dropping a course may be picked up from the school or college in which the student is enrolled, the Enrollment Services counter, or the "Registration and Records Forms" section. Class Change Authorization Forms are required to begin this process for all student-athletes. Those forms are available from the Assistant Athletics Director of Compliance and Internal Operations and the Academic/Life Skills Coordinator. Completed forms must be returned to Enrollment Services. The effective date of the drop is the date the drop form is received and signed at the Enrollment Services counter. Enrollment Services is open Monday through Thursday from 8:00 a.m. until 6:30 p.m. and Friday from 8:00 a.m. until 5:00 p.m.

F. Dropping a Course with Penalty - Walk-in Only – with signed Authorization Form

After the first two weeks of a full term, or the first week of a half term or mini-term, there is no reduction in fee assessments for dropped courses. In addition a "W" will be recorded on the academic record for course(s) dropped after this deadline. Students in the College of Arts, Sciences and Letters and College of Education, Health & Human Services require instructor signatures to drop courses. Engineering students should contact the Engineering Records Office for required signatures to drop courses. Business Management students must have instructor signatures to drop non-management courses.

The deadline to drop courses with academic and financial penalty is available on the "Academic Calendar". Any exceptions for dropping courses after this date must be approved by petition to the school or college in which the student is enrolled.
G. Dropping for Less than One-Month Mini Courses

A student may drop from a less than one-month mini-course on or before the first class meeting of such a course without financial penalty. Thereafter, full tuition will be assessed and academic record will reflect the symbol for withdrawal ("W").

H. Degree Works and Canvas

Degree Works is a web-based degree audit tool that will help students electronically monitor their progress toward degree completion. This tool enhances and assists students in navigating curriculum requirements.

Canvas is the home for all online courses, as well as some assignments, discussions, and resources for hybrid and on-campus classes. This Canvas portal page will provide you with up-to-date Canvas policies, help & support, and other more specific information for faculty and students.

Both programs will assist you in navigating your chosen field of study.

I. Undergraduate Grading System

Grade point averages (scholastic averages) are computed by dividing the quality points a student has earned by the hours elected. The term grade point average and the cumulative grade point average are computed for each student at the end of each term and become part of the student's official University of Michigan-Dearborn academic record.

Symbols used in the grade reporting system common to all units are: F, failed (pass/fail option election); I, incomplete; NR, grade not reported; P, passed (pass/fail option election); S, satisfactory (courses graded S/E or S/U); NC, no credit; U, unsatisfactory (courses graded S/U); UE, unearned fail; VI, audit; W, withdrawal; X, absent from final examination; Y, indicates the course extends beyond the term.

The grades of E, IE, UE, or XE are assigned zero honor points and thus will lower the student's grade point average. The grade NC is used only for certain courses. When this grade is officially granted, the grade NC and the course will appear on the student's transcript, but the course will not be used in computing a grade point average.

The recording of grades on a student's official academic record is governed by the following (4.0) grading system:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Honor Points</th>
<th>Letter Grade</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A+</td>
<td>4.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.4</td>
<td>D+</td>
<td>1.4</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>D</td>
<td>1.0</td>
</tr>
</tbody>
</table>
B- 2.7  D- 0.7
C+ 2.4  E 0.0

*Note: The A+ and D- grades are not used by Engineering instructors.*

*Note 2: The A+ grade is not used by Education instructors.*

**J. Family Educational Rights and Privacy Act (FERPA)**


The Department has an additional FERPA form which allows access of student-athletes academic records to their Head Coach and a designated Assistant Coach which will allow them to monitor and assist with academic progress and eligibility, as well as the Sports Information Director and Administration for including but not limited to statistical awards and promotional purposes.

**K. START Program**

START is an academic advising office at the University of Michigan-Dearborn that will provide advising services to all freshmen and undecided students, as well as CASL, CECS and CEHHS transfer students. The professionally trained advising staff will assist your transition into the university, ensuring a foundation for success at UM-Dearborn. For further information, please address your questions to umd-start@umich.edu.

**L. Office of Student Success**

Success in college is earned by the student. The Office of Student Success works with students to help them define, clarify, and succeed academically, personally, and professionally by providing comprehensive and collaborative support services.

The Office of Student Success offers counseling, training, workshops, and resources to help students achieve success today and tomorrow. Whether it’s tutoring in math, learning to set goals, finding the right career path, or making good career choices, the Office of Student Success helps students gain the confidence needed to reach their full potential.

Most importantly, the Office of Student Success supports the instructional objectives of the faculty as well as the retention efforts of the University. Additionally, the Office of Student Success is able to refer students to specialized programs and centers as needed.
For further information on the Office of Student Success, please visit: www.umdearborn.edu/success01.

X. Sports Medicine

The University of Michigan-Dearborn and Henry Ford Health System work in a cooperative effort to provide quality health care throughout the athletic year to all varsity, varsity-club, and junior varsity student-athletes. The athletic training staff will provide student-athletes with the basic health care needs and will direct them to the appropriate physician when referral is necessary.

A pre-participation physical examination (PPE) or annual medical review by the University’s team physician is REQUIRED before any participation with any team may begin. This includes all practices, games, weights, and conditioning sessions. The physical will be arranged by the athletic trainer and team physician and will be valid for the entirety of the respective athletic year.

Any restrictions that result from the PPE or annual medical review must be complete prior to participation and will be the financial responsibility of the student-athlete unless otherwise discussed. This includes but is not limited to: imaging, diagnostic testing, formal rehabilitation, or additional physician appointments.

All student-athletes are required to maintain their own concurrent injury/medical insurance coverage while a member of any University of Michigan-Dearborn varsity, varsity-club, or junior varsity team. This policy will function as the primary insurance policy for the student-athlete in the event of an injury. If a student-athlete has an ailment that is deemed a pre-existing injury or a “medical problem” (i.e. sickness, vaccinations, STIs, etc.) then this insurance policy will be the only insurance policy used for billing purposes. If a student-athlete has a change of insurance at any point during the year, it is the responsibility of the student-athlete to provide proof of the new insurance plan. The purpose of the athletic training room and the staff athletic trainers is to prevent, care, treat, and rehabilitate athletic-related injuries for all varsity, varsity-club, and junior varsity student-athletes. Every student-athlete is expected to abide by all rules, policies, and procedures of the athletic training room. Athletic training room usage is a privilege that may be revoked if rules, policies, or procedures are not followed.

A. Medical Care and Secondary Insurance

If a student-athlete is injured it should be reported immediately to the athletic training staff so that a thorough evaluation can be done. Injuries that occur outside of normal athletic training room hours or while traveling for competition should still be reported directly to the athletic training staff as soon as possible.
If a student-athlete is deemed unable to participate, s/he will be expected to participate in a rehabilitation program set forth by the athletic trainer or team physician. In order for a student-athlete to return from an injury as quickly and as safely as possible, it is imperative that the student-athlete be compliant with the rehabilitation plan.

In the event an athletic related injury occurs, the University of Michigan has a secondary insurance policy that will pay any bills not covered by the student-athlete’s primary insurance. All bills received after an athletic injury should be brought to the attention of the head athletic trainer for submission to the University of Michigan Risk Management Department.

The University team physician and the athletic trainers make all final medical decisions. Coaches and student-athletes, regardless of medical experiences or education, shall not make any medical decisions without consulting the athletic trainers or team physician. Student-athletes found to be violating restrictions set forth by the athletic trainers or team physician may lose athletic training room privileges.

**B. Drug Education and Testing Program**

The use of illegal drugs, misuse of illegal drugs and supplements, use of performance enhancing substances, misuse of alcohol, and inappropriate use of tobacco products are completely inconsistent with the standards expected of student-athletes at the University of Michigan-Dearborn. The University of Michigan-Dearborn Department of Athletics 7 Recreation has chosen to take a proactive stance against student-athletes use and/or involvement with alcohol, tobacco, performance enhancing drugs, and illicit drugs.

The overall goal of the University of Michigan-Dearborn’s Substance Abuse Education and Testing Program is to promote a year-round drug free environment in the University of Michigan-Dearborn athletics program.

University of Michigan-Dearborn student-athletes are required to participate in this drug education and testing program. A student-athlete who fails to appear at the testing at the designated date/time without prior approval of the athletic trainer on site or the Assistant Athletics Director for External Operations, fails to provide a specimen, fails to sign or complete the necessary documentation at the time of testing, and/or attempts to adulterate or adulterates the test sample, will result in sanctions as if the sample returned a positive test for an impermissible substance(s).

The Department of Athletics will conduct and all University of Michigan-Dearborn student-athletes will participate in a drug education program at least once a year. These programs will be designed to review team, department, conference, and/or NAIA policies. Educational materials will be available for all participants. All student-athletes are required to attend the educational session unless prior arrangements are made and the student-athlete’s absence is approved by the athletic trainer.
Voluntary participation in an assistance or rehabilitation program for alcohol or other substance abuse-related problems will not be, in and of itself, cause for disciplinary action. A student-athlete who seeks help for any substance abuse-related problem will receive support and assistance to facilitate his/her continued participation in intercollegiate athletics at the University of Michigan-Dearborn and academic, athletic and social success. Pursuit of and participation in substance abuse treatment assistance by any student-athlete experiencing substance abuse problems is the primary goal of this Policy. Whether through the confidential services of the Counseling and Disability Department, the Safe Harbor Program outlined below, or other available resources, all student-athletes are encouraged to voluntarily seek assistance for alcohol or other substance-abuse problems before a violation of this or other application University policy or law occurs. Voluntary counseling, treatment, and rehabilitation costs are the responsibility of the student-athlete.

A student-athlete eligible for the Safe Harbor Program may refer himself or herself to the Program for voluntary evaluation, testing, treatment and counseling by contacting any athletic trainer, athletics counselor, team physician, and/or member of the coaching staff or athletics administration. While in compliance with the Safe Harbor Program and treatment plan, the student-athlete will not be included in the list of student-athletes eligible for random drug testing.

Once the decision to schedule a drug test has been made, a representative from the Department of Athletics will notify the selected student-athlete population of the upcoming test no more than twenty-four (24) hours prior to the test. Head Coaches of selected student-athletes will also be notified.

The testing program will consist of five (5) types of testing:

- Random drug testing;
- Reasonable suspicion drug testing;
- Full team testing;
- Re-entry/follow up testing;
- Physician-Directed testing.

Student-athletes may be tested for any one or more of the following substances:

- Marijuana or synthetic marijuana in any form;
- All drugs or controlled substances that are illegal under Michigan law;
- Prescription drugs that are not medically indicated or illegal as obtained or used;
- All forms of performance enhancing drugs.

Testing will include, but is not specifically limited to:

- Amphetamines;
- Marijuana/THC;
- Methaqualone (Quaalude);
- Phencyclidine (PCP);
- Synthetic THC;
- Benzodiazipam (Librium);
- Opioids;
- Cocaine;
- Barbituates.

First Positive Test: The student-athlete will be suspended from the intercollegiate athletics program for a minimum of 10% (rounded to the next whole number) of the NAIA Frequency of Play and Scheduling maximum number of games/contests/dates for that student-athlete’s respective sport.

Second Positive Test: The student-athlete will be suspended from the intercollegiate athletics program for a minimum of 30% (rounded to the next whole number) of the NAIA Frequency of Play and Scheduling maximum number of games/contests/dates for that student-athlete’s respective sport. In addition to the suspension, the student-athlete will be required to be in attendance at each drug testing day for 6 months from the date of the second offense.

Third Positive Test: The student-athlete will lose all remaining regular and post-season eligibility for all sports at the University of Michigan-Dearborn. At the discretion of the head coach and Director of Athletics, and in accordance with NAIA and/or UM-Dearborn rules, any or all athletic financial scholarship may be revoked.

The student-athlete will be required to serve the full suspension regardless of whether games/contests/dates are regular-season or post-season. In the case where a team’s season ends before the suspension can be fulfilled, the remaining games of the suspension will carry forward to the next season.
<table>
<thead>
<tr>
<th>Sport</th>
<th>Number of Games/Contests/Dates</th>
<th>Suspension for Positive Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volleyball</td>
<td>28 dates</td>
<td>First: 3 dates. Second: 9 dates.</td>
</tr>
<tr>
<td>Cross Country</td>
<td>8 meets</td>
<td>First: 1 meet. Second: 3 meets.</td>
</tr>
<tr>
<td>Softball</td>
<td>28 dates</td>
<td>First: 3 dates. Second: 9 dates.</td>
</tr>
</tbody>
</table>

A student-athlete may appeal a positive test result by requesting testing of the “B” specimen. A student-athlete may also appeal a sanction issued as a result of a positive drug test result by filing a written notice of appeal and explanation of the basis for the appeal with the Director of Athletics within seven (7) days of notification of a positive test result. The appeal must be based a claim of procedural error or evidence that the sanctions applied are unreasonable or unwarranted under the particular circumstances.

Dietary and nutritional supplements, even when purchased from chain stores, are at risk of contamination and may include ingredients that are banned from this Program. Student-athletes are responsible for any substance they ingest and may be at risk for testing positive for banned substances. Student-athletes taking any product containing dietary or nutritional supplements do so at their own risk. Student-athletes are expected to check supplement ingredient lists with the Resource Exchange Center (REC).

https://dfsaxis.com/welcome
Login: NAIA Password: naialive5

**XI. Social Media Guidelines**

Student-athletes must be concerned with any behavior that may not represent themselves, their teams, and/or the University in a positive manner. This includes any activities conducted online. The student-athlete should be aware they are responsible for the content of anything they post on Facebook, Instagram, Twitter, Snapchat, group chats and/or any other type of social media site.
Before participating in any online community, understand that anything posted online is available to anyone, anywhere. Pictures and information posted on the Internet are considered public information (including sites such as Facebook, Twitter and Instagram). Any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site.

For the student-athlete’s safety, we recommend not posting home address, local address, phone number(s), date of birth or other personal information, photos, or other items online that may negatively impact you, your team, or the University. This includes information, photos, and items that may be posted by others on your page.

Examples of improper social media activity as defined by the UM-Dearborn Department of Athletics & Recreation that may result in disciplinary action:

- Photos with illegal drugs, regardless of the owner of the substance
- Sexually suggestive photos
- Posting of obscene or sexually explicit quotes, or photos of profane gestures
- Posting of quotes that may be interpreted in a way that may damage the reputation of a student-athlete, team, coaches, or the University
- Use of profanity or other language which is derogatory or disrespectful to any individual or group

Remember that potential employers and internship supervisors often use these sites to screen candidates. Also, many graduate programs and scholarship committees now search these sites to screen applications, as well.

We advise UM-Dearborn student-athletes to exercise extreme caution and excellent judgment in their use of social networking sites. Understand any inappropriate activity or information published is subject to disciplinary action at the discretion of your coach, the Department of Athletics & Recreation and/or the University administration.

XII. University Services and Departments

A. Ombuds Services

Ombuds Services provides students with individual, informal assistance in resolving concerns and addressing issues regarding student rights and responsibilities. The office is impartial and advocates for fair and consistent treatment for all parties. Ombuds Services provides information on grievance policies and procedures relating to: academic issues, non-academic issues, faculty/student relations, parking problems, discrimination, and harassment. Ombuds Services also assists with: untangling a
complicated situation, cultural misunderstandings, disciplinary action, appropriate ways to discuss and frame issues, and any other University related concerns.

To contact the office: (313) 593-5440 / ombuds-office@umich.edu

**B. Title IX**

Title IX is a part of the Educational Amendments of 1972 which bans sex discrimination in educational institutions. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The University of Michigan-Dearborn is committed to providing a safe learning, working and living environment, and does not tolerate violence of any type, including crimes of sexual assault, domestic violence, dating violence and stalking.

To report discrimination and/or harassment prohibited by university policy, please contact:
Office of Human Resources & Institutional Equity
1020 Administration Building
Office: (313) 593-5190
Email: HumanResourcesDearborn@umich.edu

To speak with someone without making a formal complaint, students are encouraged to contact:
Counseling Services
2157 University Center
Phone: (313) 593-5430

If you are or someone you know is in immediate danger:
Dial 911 (Emergency)
Call the University of Michigan-Dearborn Police Department at (313) 593-5333

For immediate confidential crisis intervention or support:
Call SAPAC’s 24-hour crisis line at (734) 936-3333

Additional information on reporting incidents can be found by visiting the following website:  https://umdearborn.edu/offices/enrollment-management-student-life/incident-and-complaint-reporting

Incidents include:
- Bias-Related Incidents and Hate Crimes
- CARE Team Reporting (complaints related to disruptive behavior)
- Discrimination and Harassment
The following student sexual misconduct policy must be read, understood and adhered to: https://umdearborn.edu/about/policies/student-sexual-misconduct-policy. Any violation may result in disciplinary action.

C. Counseling Services

Counseling provides a safe and private setting to address the personal concerns and issues, which cause people distress. Many people report a significant reduction in their distress after their first meeting while for others it may take additional sessions.

Students may find that their academic performance improves. Often problem solving and communication skills are enhanced. Personal growth and self-awareness are important additional benefits.

For all the services available to UM-Dearborn students, please consult their website at: www.umdearborn.edu/css_counselingservices.

XIII. Student-Athlete Committees

A. Student-Athlete Advisory Council

The Student-Athlete Advisory Council (SAAC) is made up of student-athlete representatives from each intercollegiate sport. The SAAC acts as the “voice” of the student-athletes and strives to unite themselves and the administration by encouraging involvement in leadership opportunities, community service, workshops, events, games, etc.

Members of the SAAC can look forward to personal enrichment and professional development activities that will prepare them to be “leaders & best” in the workforce upon graduation.

To express interest in being a member of the SAAC, please contact the department’s Academic/Life Skills Coordinator or Admissions Liaison, who serve as the advisors to this committee.

B. Emerging Leaders Counsel

One representative from each team will meet with the Director of Athletics & Recreation on a monthly basis during the academic year. Discussions will include, but will not be
limited to, leadership initiatives, case studies, and best practices pertaining to their sport, academics and life upon college.

### Important Dates

#### 2018
- **Sept 4**  
  Student-Athlete Orientation
- **Sept 5**  
  Fall Semester Begins
- **Nov 27**  
  Holiday Picture
- **Dec 12**  
  Study Day
- **Dec 13-19**  
  Finals
- **Dec 15**  
  Commencement

#### 2019
- **Jan 7**  
  Winter Semester Begins
- **March 2**  
  Spring Break Begins
- **March 10**  
  Spring Break Ends
- **April 20**  
  Study Day
- **April 22-26**  
  Finals
- **April 28**  
  Winter Commencement
- **April 29**  
  All-Sports Banquet
- **June 14**  
  Hall of Fame Golf Outing