

MARYLAND DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

2017-2018 Student-Athlete Handbook



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ACADEMIC SUPPORT & CAREER DEVELOPMENT UNIT (ASCDU)

(XFINITY Center/Gossett Team House)
 8500 Paint Branch Drive, XFINITY Center
 College Park, MD 20742
 301-314-7043 (TEL)
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CAMPUS RESOURCES/SUPPORT SERVICES

Links to related sites:

The Office of Student Conduct <http://osc.umd.edu/OSC/Default.aspx>

Resident Life Rights & Responsibilities <http://reslife.umd.edu/rights/information/facultystaff>

Undergraduate Student Legal Aid Office <http://umddepartments.orgsync.com/org/studentlegalaid>

International Students & Scholar Services
<http://globalmaryland.umd.edu/offices/international-students-scholar-services>

Department of Public Safety/University Police <http://www.umpd.umd.edu>

University Counseling Center <http://counseling.umd.edu>

Disability Support Services <http://counseling.umd.edu/dss>

University Health Center <http://www.health.umd.edu>

Office of Civil Rights & Sexual Misconduct <http://www.umd.edu/ocrsm>

Office of Diversity & Inclusion <http://sph.umd.edu/content/diversity>

Letters & Sciences (Undecided Major Advising) <http://www.ltsc.umd.edu/>

Learning Assistance Services <http://counseling.umd.edu/las>

University Writing Center <http://www.english.umd.edu/academics/writingcenter>

Office of Information Technology <http://it.umd.edu>

University Career Center <http://sph.umd.edu/content/university-career-center-sph>

Maryland Department of Intercollegiate Athletics <http://umterps.com>

The Big Ten Conference <http://www.bigten.org>

NCAA <http://www.ncaa.org> // <http://www.ncaa.com>

Introduction

Maryland Director of Intercollegiate Athletics, Kevin Anderson, welcomes both incoming and returning student-athletes to the 2017-2018 academic year and our fourth as a member of the Big Ten Conference. This chapter highlights the mission, vision, pillars, and core values of the Maryland Way and the importance of serving our WHY.



MARYLAND STUDENT-ATHLETES:

What a great time to be a Terp! Welcome to College Park and the University of Maryland!

Maryland student-athletes continue to exceed expectations athletically – winning a league-best nine Big Ten championships (for a total of 25 conference championships since joining the league in 2014, which is also the most championships in that timespan) – while also excelling in the classroom. During the 2016-17 academic year, 152 student-athletes earned Academic All-Big Ten honors. Furthermore, 198 student-athletes achieved Dean’s List, 510 had a semester GPA of over 3.00, and 23 earned a perfect semester GPA of 4.00 in the fall and/or spring semester. Last but not least, in the spring semester, Maryland student-athletes posted a departmental team GPA of 3.053, which is the third semester in a row that the team semester GPA was higher than a 3.000! However, the most significant achievement was the 106 student-athletes who graduated! For these reasons, I continue to be extremely proud to serve as your Athletics Director!

It is truly important that you understand the responsibilities that come with participating in intercollegiate athletics at the University of Maryland – it is an honor and a privilege. Therefore, the expectation for every student-athlete is to represent the University of Maryland and the athletics program with integrity, honor, sportsmanship, commitment, and **PRIDE!**

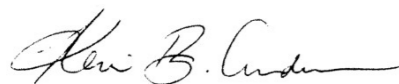
The 2017-18 edition of the Student-Athlete Handbook has been created in order to ensure you understand the expectations of being a Maryland student-athlete. The expectations and guidelines for the Student-Athlete Code of Conduct are presented to you within this handbook, so please make sure you take the time to read them carefully.

The Academic Support & Career Development Unit (ASCDU) is one of the best in the country and the most significant academic resource provided to you. Make sure you take advantage of it, while getting to know each of the staff members in the ASCDU department. Furthermore, the entire athletics staff is here to support you in all of your academic, athletic and career endeavors as you progress towards earning a degree from the prestigious University of Maryland.

Finally, I would like to wish you the best of luck throughout the upcoming academic year! You have been given an incredible opportunity to represent the University of Maryland in all you do! My door is always open if you have any questions or concerns.

Remember to represent your team, the Department of Intercollegiate Athletics and the University of Maryland with **PRIDE** while living the core values of the Maryland Way!

GO TERPS!



Kevin B. Anderson
Director of Athletics
athleticdirector@umd.edu



CORE VALUES:

P assionate	It’s all about our “WHY”
R esponsible	We do the right thing the right way
I nnovative	We challenge the status quo to build a better way
D etermined	We are relentless in our pursuit of success
E xcellent	We are committed to being the best. We win the “WHY” way.

MISSION – We educate, develop and serve student-athletes through a culture of athletic and academic excellence.

VISION – Our vision is to be the best intercollegiate athletics program while producing graduates who are prepared to serve as leaders in the local, state, and global communities.

PILLARS – The Department of Intercollegiate Athletics (ICA) structured its strategic planning efforts around the six pillars outlined below. Each of pillar is equally important and, collectively, the pillars provide the essential platforms for the work we will do to serve our student-athletes:

1. **Academic Excellence & Leadership Development:** Our commitment to the Maryland Way guides our efforts to helping student-athletes build a foundation for a successful life after intercollegiate athletics. Guided by our focus on The Maryland Way, coaches, staff, and faculty provide student-athletes with academic and athletic experiences which will help them develop sound leadership skills, the ability to collaborate with others, and the confidence to persevere through life’s challenges.
2. **Competitive Excellence:** We compete to win National championships. Competition is the force that drives each one of us to be our best. As a department, we are passionate about building competitive programs in every sport we offer. We are all in!
3. **Financial Sustainability:** We run a financially sound program, balance our budget, and make tough decisions with our “WHY” at the center of our decision making. We engage in sound stewardship and focus on every opportunity to enhance operational revenue and donations. Through our efforts, we are committed to advancing the mission of the University.
4. **Image & Branding:** Reaching our vision, “being the best”, is an effort that requires everyone associated with ICA to live our values every day. As a strong and resilient team, ICA contributes to the culture of the University of Maryland through our efforts to collaborate with key constituents throughout the state. Building our brand will contribute to the University’s goal of transforming College Park into a top 10 college town.

5. **Program Integrity:** The integrity of the program provides the foundation in which our successes are built. We live by the rules as we do what is right. We build a vibrant culture that affirms ICA's commitment to our diverse population of student- athletes, coaches, staff, and constituents.
6. **Tradition & Pride:** As a member of the Big Ten Conference, our athletic competitions serve as our front porch, providing a point of entry to our campus. As a family, we have the responsibility and opportunity to support each other. We honor existing traditions and remain steadfast in our commitment to developing innovative ways to strengthen the bond between future and current students, alumni, and other constituents.

HISTORY OF TESTUDO

Testudo, the official mascot of the University of Maryland, is a Diamondback terrapin. In 1932, the then football coach Dr. H. Curley Byrd suggested that the Diamondback terrapin be made the school mascot. The Diamondback terrapin, which is the Maryland State Reptile, is native to the Chesapeake Bay. The origin of the name Testudo is unknown. Some believe it was derived from the scientific classification for turtle, *testudines*, or from *testudo gigantia*, a species native to Africa. The derivation of the word, Testudo, comes from the Latin word for a protective shelter used for Roman soldiers' heads, similar to a tortoise shell.

The Class of 1933 donated the first bronze terrapin. A live Diamondback terrapin had been used as a model for the creation of the 300 pound statue. After his unveiling in May 1933, Testudo took his place in front of Ritchie Coliseum. After years of kidnapping, spray painting, and being clothed in opponents' uniforms, Testudo went into hiding until 1951. Testudo was filled with 700 pounds of cement and placed outside of Byrd Stadium. However, after protest from the student body that Testudo should be among the rest of the student population, he was moved to his current location in front of McKeldin Library

Starting in 1992, bronze replicas of Testudo began to appear around campus. In 1992, a duplicate was placed in front of the football complex, and in 1995, another was placed inside the Cole Field House lobby. In the summer of 2002, Testudo moved from the Cole Field House to the XFINITY Center. While Testudo continues to preside over campus, myths continue to surround the 1,000 pound mascot. Rubbing his nose is supposed to bring good luck (hence Testudo's unusually shiny nose).



ALMA MATER

Hail Alma Mater
 Hail To Thee, Maryland,
 Steadfast In Loyalty,
 For Thee, We Stand.
 Love For The Black And Gold,
 Deep In Our Hearts We Hold,
 Singing Thy Praise Forever,
 Throughout The Land

MARYLAND VICTORY SONG

Maryland, We Are All Behind You.
 Wave High The Black And Gold,
 For There Is Nothing Half So Glorious
 As To See Our Team Victorious.
 We've Got The Team, Boys,
 We've Got The Steam, Boys,
 So Keep On Fighting, Don't Give In!
 M-A-R-Y-L-A-N-D
 Maryland Will Win!



THE BIG TEN CONFERENCE - A BRIEF HISTORY

Known as one of intercollegiate sports' most successful undertakings, the Big Ten is home to a lineage of legendary names and an ongoing tradition of developing strong leaders. Even in its infancy, the conference established itself as the preeminent collection of institutions in the nation, where the pursuit of academic excellence prevailed as the definitive goal.

The history of the Big Ten traces back more than 120 years to the Palmer House hotel in Chicago, where on January 11, 1895, then-Purdue president James H. Smart and leaders from the University of Chicago, University of Illinois, University of Michigan, University of Minnesota, Northwestern University and University of Wisconsin set out to organize and develop principles for the regulation of intercollegiate athletics. At that meeting, a blueprint for the administration of college athletics under the direction of appointed faculty representatives was outlined. The presidents' first known action "restricted eligibility for athletics to bonafide, full-time students who were not delinquent in their studies." That important legislation, along with other legislation that would follow in the coming years, served as the primary building block for intercollegiate athletics.

On February 8, 1896, one faculty member from each of those seven universities met at the same Palmer House and officially established the mechanics of the conference, which was officially incorporated as the "Intercollegiate Conference Athletic Association" in 1905.

Indiana University and the State University of Iowa became the eighth and ninth members in 1899. In 1908, Michigan briefly withdrew its membership, and in 1912 Ohio State University joined the conference, bringing its membership total back to nine. Upon Michigan's return in 1917, the conference was first referred to as the "Big Ten" by media members, and that name was eventually incorporated in 1987.

As the 1900s opened, faculty representatives established rules for intercollegiate athletics that were novel for the time. As early as 1904, the faculty approved legislation that required eligible athletes to meet entrance requirements and to have completed a full year's work, along with having one year of residence.

In 1901, the first Big Ten Championship event was staged when the outdoor track and field championships were held at the University of Chicago. The debut event marked what is now a staple of conference competition. Today, the Big Ten sponsors 28 official sports, 14 for men and 14 for women, including the addition of men's ice hockey and men's and women's lacrosse over the last four years. Big Ten schools compete in a total of 42 different sports, furthering the conference's commitment to broad-based programming and providing more participation opportunities than any conference in the country.

One of the conference's proudest traditions began in 1902 when Michigan took on Stanford

in the Rose Bowl, the nation's first bowl game. Big Ten teams only appeared in Pasadena twice before the conference signed an exclusive contract with the Tournament of Roses in 1946, making it the first bowl game with permanent conference affiliations. But Michigan's appearance in 1902 cultivated a relationship that has endured for more than a century. In January 2014, Michigan State defeated Stanford in the 100th Rose Bowl Game. Coupling the academic goals set forth by the leaders of the charter members of the conference and their steadfast commitment to athletics, the conference instituted the Big Ten Medal of Honor in 1915. It is awarded annually by each conference institution to a student of the graduating class who has attained the greatest proficiency in scholarship and athletics. For more than 100 years, it has been the most prestigious honor a student competing in Big Ten athletics can receive.

In 1922, Major John L. Griffith became the conference's first "Commissioner of Athletics." Griffith was the first of five men to assume the role of commissioner in the conference's history, followed by Kenneth L. "Tug" Wilson in 1945, Bill Reed in 1961, Wayne Duke in 1971 and current commissioner James E. Delany in 1989.

After nearly 30 years with 10 members, the conference consolidated to nine schools when the University of Chicago formally withdrew its membership in 1946. Michigan State College (now Michigan State University) was added to the Big Ten three years later, bringing the number of affiliated conference schools to 10 once again.

In 1955, the Big Ten formulated a revenue-sharing model designed to pool all football television rights of its members and share those proceeds equally. The conference and its members continue to utilize a revenue-sharing model, dividing media rights, bowl payouts and other profits among all conference institutions.

While academics have always played an integral role in the conference, presidents of the Big Ten member institutions formalized the primacy of academics with the establishment of the Big Ten Academic Alliance (formerly the Committee on Institutional Cooperation) in 1958. The Big Ten Academic Alliance is an academic consortium of all Big Ten universities. Annually, the schools currently constituting the Big Ten Academic Alliance produced over \$10 billion in funded research, \$5 billion more than any other conference.

In one of Duke's first actions as commissioner, he oversaw the adoption of the Big Ten Advisory Commission in 1972, designed to study conference programs and make suggestions which would further Big Ten objectives. The Advisory Commission enlists former students that competed in Big Ten athletics to serve as liaisons to the NCAA's Diversity and Inclusion Department, the Big Ten Student-Athlete Advisory Commission and other organizations.

In 1981, the conference presidents and chancellors endorsed a proposal that enabled universities to affiliate their women's intercollegiate programs with the conference, and the first conference championships for women were staged that fall. The Big Ten was the first conference to voluntarily adopt male and female participation goals after launching its Gender Equity Action Plan in 1992.

In December of 1989, the conference agreed in principle to invite Pennsylvania State University for membership. On June 4, 1990, the Council of Presidents officially voted to

integrate Penn State into the conference, giving the Big Ten 11 members.

In 2004, the Big Ten implemented a pilot program of instant replay for college football. Following the season, the conference forwarded replay proposals to the NCAA regarding the future use of instant replay, where it approved country-wide testing in 2005. In 2006, the NCAA approved the use of instant replay for all conferences.

In 2006, Delany announced the creation of the first conference-owned television network, a 20-year agreement with FOX Networks to create what would become the Big Ten Network (BTN). Launched on Aug. 30, 2007, BTN now produces more than 1,500 events across all platforms each year. BTN is in more than 60 million homes in the U.S. and Canada via the nation's major cable, satellite and telco providers and more than 300 additional cable operators across the country. BTN2Go is the digital extension of BTN, delivering live and on-demand programming to computers, smartphones and tablets and also is accessible outside the U.S., Canada and the Caribbean via BTN2Go International.

On June 11, 2010, the Big Ten Council of Presidents/Chancellors (COP/C) approved a formal membership application by the University of Nebraska, expanding the conference to 12 institutions. Nebraska officially joined the Big Ten on July 1, 2011.

The conference expanded its footprint further in 2012 when the COP/C approved formal membership applications from the University of Maryland and Rutgers University on November 19 and 20, respectively. Maryland and Rutgers became official Big Ten members on July 1, 2014, giving the conference almost 9,500 students participating in intercollegiate athletics and more than 11,000 participation opportunities on 350 teams.

On June 3, 2013, the Big Ten announced that Johns Hopkins University had been accepted as the conference's first sport affiliate member. Johns Hopkins' addition in men's lacrosse gave the Big Ten six institutions sponsoring the sport, allowing the debut of men's lacrosse as an official conference sport and building on the Big Ten's tradition of broad-based sports competition. On June 17, 2015, the conference announced that Johns Hopkins was accepted as a sport affiliate member for women's lacrosse beginning with the 2016-17 academic year. On March 23, 2016, the conference announced that Notre Dame will join the Big Ten for men's ice hockey beginning with the 2017-18 academic year.

Since opening in the fall of 2013, the Big Ten conference center hosts more than 300 meetings annually for member institutions, Big Ten Academic Alliance (formerly CIC) related committees and coaches' groups. The headquarters also features an interactive digital museum - the Big Ten Experience - which brings the conference's storied academic and athletic history to life. For more information on the Big Ten Experience, go to bigten.org.

In June 2014, the Big Ten opened a second office in New York City, featuring both office and meeting space in Midtown Manhattan. Big Ten staff members are based in the New York City office to provide expanded coverage and service, while other conference and institutional administrators utilize the space as necessary when conducting business on the East Coast. The Big Ten and its member institutions also have access to satellite office space in Washington, D.C.

Delany and his staff work to meet the educational needs of students competing in

intercollegiate athletics to allow them to excel in all areas of their lives. The conference office manages 28 different championships and tournaments, offers legislative and compliance services, oversees the production and distribution of more than 1,400 events annually, provides staff services to coaching and administrative personnel and services media and fans interest for information on the Big Ten.

More than 120 years after its inception, the Big Ten remains a national leader in intercollegiate athletics on and off the field. Big Ten programs have combined to win more than 450 team and 1,800 individual national championships, consistently taking home individual honors for athletic and academic accomplishments and fulfilling the Big Ten's mission of academic achievement and athletic success.

ABOUT THIS STUDENT-ATHLETE HANDBOOK

The 2017-2018 Student-Athlete Handbook has been prepared for a wide audience but more specifically for University of Maryland student-athletes to become better acquainted with various policies and procedures as established by the University, the Big Ten Conference, and the National Collegiate Athletic Association (NCAA). As a Maryland student-athlete, it is your responsibility to be aware of, and to understand, the various policies and procedures as outlined in this handbook. Athletics department staff will be happy to assist you with any questions you may have and encourage you to always ask questions regarding what regulations and/or policies might govern a particular action as it may impact your eligibility.

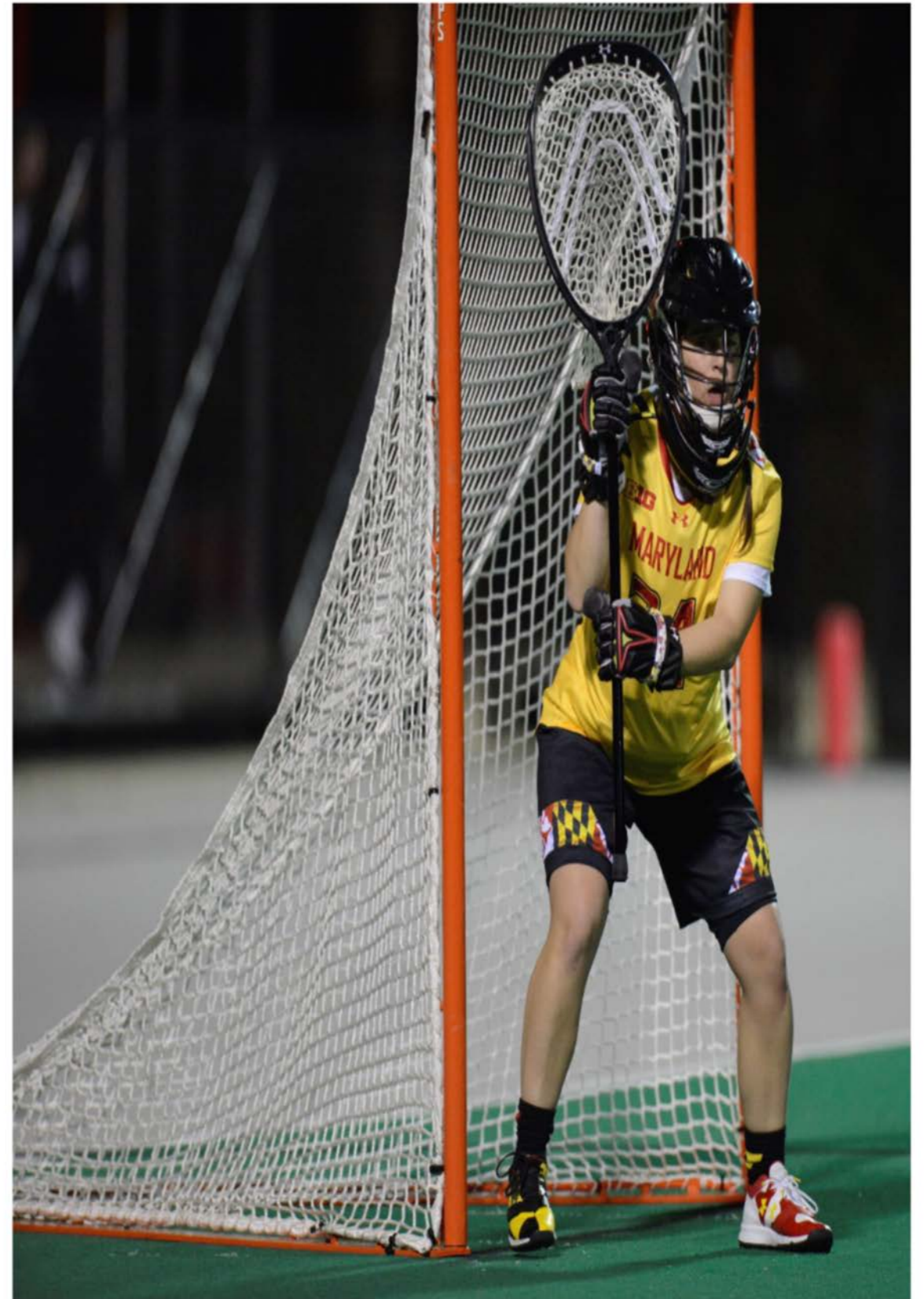
As student-athletes, you also need to be aware of the University of Maryland Code of Student Conduct, which may be found at the following link on the University President's home page - <http://www.president.umd.edu/policies> outlining the rules that govern student conduct at the University of Maryland. The Athletics Department and Head Coaches may have higher standards and expectations for student-athletes than those which are expected of other Maryland students in general. You can find the Code of Student Conduct outlined in this handbook. It is imperative to make sure you are familiar with the University's Code of Student Conduct as well as the expectations set forth by the Athletics Department and your Head Coach.

The University of Maryland is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, The University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principle of truth and academic honesty. Accordingly, the Code of Academic Integrity (<http://president.umd.edu/policies/iii100a.html>) is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with the students. This handbook, specifically Chapter 4 outlining the Student Code of Conduct, will provide you information and act as a resource for understanding what defines academic misconduct and the ramifications of cheating.

Maintain access to this handbook for quick reference as it contains important information you will likely need during your time as a student-athlete at the University of Maryland. This handbook references general guidelines which student athletes will be expected to abide by in addition to all Athletics Department, Big Ten Conference and NCAA policies.

Academic Support & Career Development

The University of Maryland Academic Support & Career Development Unit (ASCDU) is a comprehensive and innovative academic support program developed to serve student-athletes. The goal of the ASCDU and ICA, is to produce graduates who are prepared to serve as leaders in the local, state and global communities.



The mission of the Academic Support & Career Development Unit (ASCDU) is to educate, develop, and support Maryland student-athletes while producing graduates who are prepared to serve as leaders in the local, state, and global communities. The goal of the Unit is to provide Maryland student-athletes academic support services in an enriching and supportive environment to ensure access to all of the resources needed to earn a university diploma. ASCDU provides quality academic support and guidance for student-athlete success while working closely with coaches, faculty and administrators to serve our WHY!

ATHLETIC ACADEMIC COUNSELING

The University of Maryland is among the most comprehensive and successful athletic programs in the United States with 20 sport programs and approximately 500 student-athletes. The University is a member of the prestigious Association of American Universities, the Big Ten Conference (B1G), and the National Collegiate Athletic Association (NCAA).

Athletic Academic Counselors (AACs) in the ASCDU provide academic support for all University of Maryland student-athletes. They are knowledgeable concerning issues of Big Ten Conference and NCAA continuing eligibility and how various academic procedures affect the unique lifestyle of a Maryland student-athlete. The AACs are also responsible for informing and educating student-athletes on all University of Maryland, Big Ten Conference, and NCAA academic standards and regulations. They work cooperatively with College appointed advisors to assist Maryland student-athletes in navigating University Degree programs and academic requirements as well as monitoring ongoing progress towards degree. The AACs are also responsible for meeting with prospective student-athletes and parents during the recruiting process to provide an overview of the academic services provided to student-athletes.

In addition to monitoring and recording academic progress for all assigned student-athletes, AACs assist the various college academic advising offices during new student orientations and throughout priority registration periods. They collaborate with various college offices and identified university units to develop common policies, procedures, and information-sharing processes. The AACs work closely with designated college advisors and the Director of the ASCDU in tracking and reporting Big Ten Conference and NCAA continuing eligibility.

STUDY HALL INFORMATION FOR STUDENT-ATHLETES

The main ASCDU office can be found on the 1st floor of the XFINITY Center. The satellite facility or annex is located in the Gossett Football Team House where the majority of services for football student-athletes take place.

The ASCDU/XFINITY Center offers the following hours of operation:

Sunday	2:00pm - 8:00pm
Monday – Thursday	8:00am - 10:00pm
Friday	8:00am - 5:00pm
Saturday	CLOSED

The ASCDU/Gossett annex offers the following hours of operation:

Sunday	5:00pm - 9:00pm
Monday – Thursday	8:00am - 9:00pm
Friday	8:00am - 5:00pm
Saturday	CLOSED

All freshmen, transfer, and selected returning student-athletes will be required to participate in Objective Based Study Hall (OBSH) based on year in school, academic performance and other mitigating factors. Your AAC and/or coach will inform you of your OBSH requirement.

Academic Hours May Include, but are not limited to:

1. Objective Based Study Hall Hours

Student-athletes will be required to sign in and sign out via GradesFirst with designated ASCDU staff. If a student-athlete fails to do so, those hours completed will **NOT** count toward weekly totals. Study hall hours may be earned while traveling with the team, but only with prior approval of the assigned AAC and/or Head Coach.

2. Computer Lab:

Student-athletes must sign in and sign out with designated ASCDU staff. Only time used for academic purposes will be counted toward assigned academic hours when working in the computer lab.

3. Additional Academic Hours (must be cleared with your AAC)

- hours completed in the University Writing Center
- tutor sessions
- designated departmental review sessions
- designated study skills workshops

LEARNING SUPPORT SERVICES

The mission of Learning Support Services (LSS) is to provide educational support for student-athletes through individualized academic plans designed to promote learning for academic success at the University of Maryland. The program is designed to provide structured assistance to academically at-risk student-athletes in their current classes and to provide instruction and remediation in areas of academic skill and strategy weakness. Ultimately, as student-athletes acquire the necessary skills and strategies, they will become more independent and self-sufficient academically.

Learning Specialists are assigned to provide guidance for those student-athletes experiencing difficulty with academic issues related to their transition to the university

community. Learning Specialists conduct one-on-one meetings to teach and develop the academic skills needed to achieve success. Such areas may include, but are not limited to: time management, reading, note-taking, writing, organization, test-taking, and learning strategies. Learning Specialists are also responsible for assisting student-athletes and AACs in identifying possible learning disabilities by conducting assessments and evaluations, coordinating appropriate neuropsychological/ psycho-educational testing, and acting as liaisons to the University Office of Disability Support Services (DSS).

If a student-athlete has a diagnosed learning disability, ADHD, or other conditions that may impact his/her performance, a Learning Specialist can be a valuable resource. The Learning Specialists work closely with a student-athlete regarding accommodations, assistive technology, campus and community resources, and effective strategies to facilitate success. Learning Specialists can also assist student-athletes in understanding applicable policies and procedures for individuals with disabilities. It is important to note that all student-athletes are free to make an appointment with a Learning Specialist to gain insight into their learning styles, academic strategies, and for support in identifying available services to enhance academic success.

Learning Support Services includes several programs which serve to develop student-athletes and assist them with the challenges they may face while navigating the University of Maryland's academic and collegiate life. These programs provide objective based study hall, educational assistants/academic mentoring, tutors, and a wide variety of academic success workshops while focusing on strategy instruction, academic achievement assessment, individual and group instruction, and independent study time.

TUTORIAL SUPPORT SERVICES

Free tutorial assistance is available to all Maryland student-athletes. These sessions are intended to assist student-athletes in the acquisition and understanding of course material. Tutors are not intended to teach course material, but may be expected to clarify and elaborate on material covered in course readings and lectures; tutorial sessions will not substitute for attending class and receiving instruction from the professor. Student-athletes need to come prepared to tutorial sessions with all necessary course materials: syllabi, course books, lecture notes and any other relevant information. Prior to the tutor session, student-athletes should review the assigned readings and material covered in class. Student-athletes are expected to be active participants in tutorial sessions.

Utilizing a "peer tutor" model, student-athletes are assigned a qualified tutor of similar status (e.g. undergraduate or graduate student) who has completed and demonstrated proficiency in the course material. Tutoring can be an effective means for student-athletes to improve overall understanding of course material, develop strong study skills/habits, and ultimately reach academic goals. If utilized properly, tutoring can be an extremely valuable learning tool for both the tutor and tutee. Student-athletes may request a tutor for a variety of reasons; therefore, tutors may work with student-athletes who are having trouble passing a course or student-athletes who simply wish to raise their course average (e.g. a B to an A) or to improve cumulative GPA.

Tutorial Sessions and Policies:

- Free tutorial assistance is available to all student-athletes.
- The tutor program fills approximately 500 tutor requests each semester and staffs over 100 tutors, academic assistants, and writing/math specialists.
- Tutoring sessions are normally scheduled to occur at least once per week for one hour, although tutoring sessions may vary based on the needs of the student-athlete. Sessions are expected to begin and end on time.
- If a conflict arises and the student-athlete is unable to attend a tutor session, immediate communication with the student-athletes AAC or the Tutorial Program Coordinator must occur.
- Tutor sessions may be suspended by the AAC as a result of excessive missed sessions or related issues and may result in a meeting with the coach, AAC, Program Coordinator, and Sport Supervisor.
- All academic communication related to the tutorial function between tutor and student-athlete must be done in an ASCDU facility. Student-athletes and tutors **MAY NOT** exchange telephone numbers, email addresses, instant messenger screen names, Facebook, Twitter, or any other social media outlets.

ELIGIBILITY REQUIREMENTS (University, Big Ten Conference, & NCAA)

Maryland student-athletes are required to abide by a number of eligibility standards as set forth by the University of Maryland, Big Ten Conference, and the NCAA. The following are some brief highlights of those which may be deemed as most significant:

- To be eligible to practice, compete, and receive aid, undergraduate student-athletes must remain enrolled in and carry a minimum of 12 semester credit hours throughout the duration of a regular academic semester.
- ***Student-athletes whose hours drop below the 12-hour minimum, become immediately ineligible, unless they are in their final semester of school and require less than 12 hours to graduate; and have a less than 12 form on file; or have a documented learning disability outlining this accommodation.***
- To be eligible to compete the next academic semester, student-athletes must pass at least six (6) degree-applicable hours each prior semester (fall and spring). Football student-athletes must pass a minimum of nine (9) credit hours each fall semester.
- To be eligible to compete during the next academic year, student-athletes must *also* pass at least 18 degree-applicable hours during the fall and spring semesters of each academic year (not including summer terms).
- Prior to the third year of college enrollment, student-athletes must designate a program of study leading towards a specific University baccalaureate degree (in other words, declare a major). After declaring a major, all hours used to determine a student-athlete's eligibility must count towards degree requirements, as certified by the designated College.
- To remain academically eligible for competition and aid, student-athletes must meet or exceed minimum grade point average (GPA) and progress towards degree requirements established by the University of Maryland, the Big Ten Conference, and

the NCAA (see the table below). Athletic Academic Counselors will discuss these requirements with student-athletes and assist with working to meet these requirements.

BY THE END OF:	MINIMUM GPA	PROGRESS TOWARDS DEGREE-CREDIT HOURS
1 st Semester	1.29*	Earn 6 (FB must earn 9)
1 st Year	1.80/4.00	Earn 18 (fall/spring) / 24 at UMD
2 nd Year	1.90/4.00	40% of degree
3 rd Year	2.00/4.00	60% of degree
4 th Year	2.00/4.00	80% of degree

**University of Maryland policy as outlined in the Athletics Council Manual.*

Although student-athletes are ultimately responsible for maintaining their eligibility, his/her head coach, AAC, members of the ICA Compliance Office, and the Associate Registrar also play a significant role. Certification of eligibility requires that student-athletes meet/exceed academic standards as outlined by the University of Maryland, the Big Ten Conference, and the NCAA. In addition, student-athletes may be required to maintain standards as dictated by their designated College/Major for either admission into or maintaining enrollment in a designated degree program. Student-athletes should meet regularly with their AAC to ensure their understanding of all academic rules and regulations related to their athletic eligibility.

Incomplete policy

According to University of Maryland policy, an incomplete or “I” must be completed within twelve (12) months before it automatically changes to the default grade as established by the course instructor. **However, when determining eligibility, the Big Ten/NCAA immediately compute an “I” as an “F” grade until the replacement grade is officially submitted and recorded.**

UNDERSTANDING THE NCAA ACADEMIC PROGRESS RATE (APR)

In 2003, the NCAA implemented an academic reform package to monitor the academic success of a team’s performance during the course of an academic year as well as over a four-year period. Each sport program will earn an individual and independent APR score based on academic success in the classroom along with a retention measure for the following academic semester.

The academic performance of Maryland student-athletes not only has the potential to affect their own NCAA eligibility but also that of their team. Sport programs who underperform in the classroom will be penalized by the NCAA - most significantly by imposing post-season bans.

Student-athletes who receive athletics grant-in-aid are deemed “counters” and earn two APR points each semester – one for eligibility and the other for retention/graduation. Those

student-athletes who do not receive any amount of athletics grant-in-aid do NOT count in a sport program’s APR. If a student-athlete is deemed eligible to compete the following regular academic semester, he/she earns the eligibility point. If that same student-athlete returns to the institution the following regular academic semester to continue satisfactory progress towards his/her degree or graduates, he/she will earn the APR retention point. If both the eligibility point and the retention/graduation points are earned, a perfect 2/2 APR score is earned for the semester. This APR score is calculated at the end of each regular academic semester. At that time, all counters’ scores are totaled into a team’s single year APR score. A perfect score would be 1.000. In addition, a 4-year team score (includes all semester scores of all counters for a 4-year period) is calculated and any team who has a 4-year APR score that falls below .930 may be penalized as mentioned earlier.

Student-athletes who do not earn either or both of the possible eligibility and retention points will negatively affect their team’s APR score (both single year and 4-year). A student-athlete who turns professional before graduating may have his/her retention point “waived” but only if he/she successfully earns that eligibility point in his/her last semester of enrollment. Therefore, leaving Maryland early to turn professional while maintaining eligibility will **NOT** have an adverse effect on your team’s APR score.

If a student-athlete decides to transfer to another institution there are certain criteria which, if earned, may also “waive” the student-athlete’s retention point with no negative effect on the team’s APR score. In order to transfer and “waive” the retention point, a student-athlete must be enrolled as a full-time student in the next regular semester and have earned a minimum 2.600 cumulative GPA prior to leaving Maryland. If these marks are met, the retention point will be “waived” and transferring will **NOT** have a negative effect on your team’s APR score.

When a student-athlete graduates from the university in his/her last semester, he/she automatically earns the available retention point and will **NOT** adversely affect his/her team’s APR score. If a student-athlete graduates prior to exhausting his/her eligibility but remains at Maryland, perhaps pursuing another major, graduate school, or Post BA/BS studies, the retention point is no longer calculated.

If you have any questions or concerns about the APR and any potential impact on your team’s APR score, please ask your AAC.

ACADEMIC POLICIES & PROCEDURES

Priority Registration

All student-athletes are provided the privilege of priority registration as an opportunity to strategically arrange their class schedules in order to best meet both academic and athletic needs. Sport specific AACs assist student-athletes in navigating this process in conjunction with their college appointed advisor. Student-athletes will receive an e-mail of their registration appointment in October (for spring pre-registration) and in March (for fall pre-registration). Student-athletes will be required to meet with their AAC to discuss his/her academic schedule **PRIOR** to the assigned priority registration appointment. All student-athletes should be registered for 15 credits each semester, although extenuating

circumstances may be considered. Student-athletes will be required to schedule an appointment with their college advisor at least two weeks before their assigned priority registration date. During that initial meeting, student-athletes will be able to obtain the appropriate electronic stamps required to register for pre-determined classes. All student-athletes will be required to register for classes on the designated priority registration date and confirm their registration with their AAC that same day.

Full-Time Enrollment

NCAA eligibility rules require student-athletes to be enrolled full-time, as determined by the University, to be eligible to participate in intercollegiate athletics. The University of Maryland Office of the Registrar defines full-time enrollment as enrollment in the equivalent of 12 credit hours (for undergraduates) and 48 units for graduate students per semester. If a student-athlete is enrolled in less than 12 credit hours (or 48 graduate units) at any time during a semester, he/she immediately renders himself/herself ineligible for practice and competition purposes.

Exceptions:

1. Student-athletes enrolled in less than 12 credit hours, less than full-time, will be required to file a less than 12 form with their AAC.
2. Student-athletes with a documented learning disability and designated accommodations may enroll in less than 12 full-time hours but will need to file the proper documentation with his/her AAC.

Please contact your AAC immediately if you feel you may have dropped below 12 hours or full-time enrollment.

Schedule Adjustment Period

Schedule adjustments are permitted during the first ten days of each regular academic semester. In order to make any schedule adjustments, student-athletes are required to seek approval from their appointed college advisor and AAC. Student-athletes must request “electronic stamps” in order to make adjustments to their class schedule. “Electronic stamps” are required to assist in monitoring all adjustments to a student-athlete’s class schedule in order to monitor full-time enrollment and degree progress. Only a student-athlete’s college advisor has the ability to provide electronic stamps while AACs do not.

In order to request a class schedule adjustment, student-athletes must:

1. Meet with their college advisor and AAC in order to discuss all adjustment requests (adds or drops) to ensure conference and NCAA eligibility is not affected while monitoring progress towards degree (PTD).
2. Obtain “electronic stamps” from his/her college advisor in order to make the adjustments online (add/drop).
3. Make adjustments on www.testudo.umd.edu while also providing his/her AAC with confirmation of the adjustment (add/drop).

Withdrawals

Student-athletes are **NOT** permitted to withdraw from a class or classes without the prior approval of his/her AAC, head coach, and the Director/ASCDU. There will be absolutely

NO exceptions. Student-athletes must also complete an ASCDU “WITHDRAWAL” form to request such action.

Pass/Fail Option

Student-athletes are **NOT** permitted to choose the PASS/FAIL option for a class without the prior approval of their AAC. There will be absolutely **NO** exceptions.

Repeated Classes

Student-athletes are permitted to have **ONE** repeat of any course in which they previously audited or earned an A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, P, S, W, I, or NG; students cannot register (after the Schedule Adjustment Period) for any class more than twice without prior approval. In order to request an exception to policy, the student-athlete must present a plan for successfully completing the course to the Dean’s office.

Further:

- A student-athlete may **NOT** repeat more than 18 credit hours. All attempts **WILL** be counted towards the total limit for repeatable credits.
- The grade point average will include all attempts at a given course that results in a grade of A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D- or F. However, to assist freshmen and transfer student-athletes’ adjustment to the Maryland campus, the following two exceptions will permit the cumulative GPA to be calculated so that only the higher grade is included:
 - when the repeated course was taken within the student-athlete’s first semester at Maryland; or
 - when the repeated course was taken within the student-athlete’s first 24 credit hours attempted (including transfer credits) or within the semester during which the student-athlete reached the 24th credit hour attempted
- Any grade earned in prior attempts of a repeated course will appear on the student-athlete’s transcript, regardless of whether the grade is dropped from, or averaged into, the student-athlete’s cumulative GPA.
- If a student-athlete repeats, by transfer, a course that was taken before or during the semester in which the student reached 24 credit hours attempted (including transfer credits) and the transfer grade is higher, the original grade in the course will be excluded from the cumulative GPA calculation (with prior college permission).
- If the course was taken after the semester in which the student-athlete reached 24 credit hours attempted, then the transfer course will not replace the original grade in the cumulative GPA calculation. Special exceptions can be requested of the student-athlete’s College Dean.

Once a course is used for satisfactory progress, it may not be used for that purpose again [NCAA Bylaw 14.4.3.5.6(a)].

Developmental Courses

Developmental courses have been designed to specifically improve academic skills in a particular subject area (e.g. MATH003) and are non-credit bearing. Although these courses are not degree applicable, they may be used to meet NCAA progress towards degree (PTD) and the Big Ten freshman 24 hour requirement in the first year of collegiate enrollment (6/18/24 credit hour rules). Developmental courses do not count toward the fulfillment of

PTD requirements (40/60/80 rule) as per NCAA Bylaw 14.4.3.5.4. ***Transfer student-athletes may not count developmental coursework taken at Maryland unless they have attended less than one year of college.***

HLTH 140

All student-athletes are **required** to take HLTH 140 (Introduction to Personal and Community Health) during their first year of enrollment at Maryland as mandated within the policies and procedures outlined in the Athletics Council Handbook.

Timing of Certification

The Big Ten requires that all student-athletes are certified as eligible and have completed and met all requirements for certification of eligibility **PRIOR** to the first day of the fall and/or spring semester(s). The only exception to this policy may occur when a student-athlete has completed all elements required for certification of eligibility but may experience administrative delays by their college that are out of his/her control.

Declaration of Academic Major

While the University of Maryland requires **ALL** students to declare an academic major once they have earned 60 credit hours, the NCAA requires that student-athletes declare a major prior to the beginning of their fifth semester of full-time collegiate enrollment, regardless of the number of credit hours earned at that point. To declare an academic major, student-athletes must attend a change of major workshop as hosted by their designated college. Student-athletes will be notified by their AAC prior to the specified deadlines in order to successfully declare an academic major while maintaining eligibility.

Change of Academic Major

While student-athletes may change their academic major at any time, they will **NOT** be permitted to change their major without the prior approval of their AAC. There will be absolutely **NO** exceptions to this policy. Changing an academic major without the review of the AAC could render the student-athlete ineligible to participate in athletics or receive institutional financial aid if eligibility marks, as set forth by the conference and the NCAA are not met. For example, the credits earned in a semester are applicable only to the academic major that was declared on record at the conclusion of the University schedule adjustment period (the tenth day of classes) of that particular semester. To safeguard eligibility, a student-athlete should see their AAC to discuss any and all eligibility and graduation ramifications of changing one's academic major, while also completing our ASCDU Change of Major form.

GPA Appeals for Institutional Eligibility (Maryland): Student-athletes are not permitted to participate in athletics unless they meet minimum GPA requirements as mandated by the University of Maryland, Athletics Council, Big Ten Conference, and the NCAA. If they have not earned a 1.29 cumulative GPA after their first semester, they may not be eligible, by Maryland standards, but may appeal to the Academic Subcommittee of the Athletics Council (a group of Maryland faculty members). Academic appeal for eligibility involves two steps:

1. Meet with your AAC and your coach to discuss your specific case. Should your coach and your AAC, agree to proceed with an appeal, you must prepare a letter stating your case.

2. A letter should outline the causes of your academic difficulties and provide the committee with solutions you plan to undertake. Your AAC will tell you when the letter is due (usually 3-5 days before the beginning of the next semester). In many cases, you will have to appear before the committee to present your case. Decisions are usually released within 48 hours after your appeal.

Undergraduate Policy on Academic Probation and Dismissal

The University retention standards supersede athletic eligibility standards. Please refer to the Undergraduate Catalog for the entire retention policy. If you have questions or concerns regarding this policy and how it affects you as a student-athlete, contact your AAC or visit: <https://www.president.umd.edu/administration/policies/section-iii-academic-affairs>.

Taking Coursework at an Institution other than Maryland

If you choose to take courses at another institution, you must receive permission from the Dean of your college. To obtain approval, you must complete a *Permission to Enroll at Another Institution* form (or Dean's approval depending on your Major/College). The *Permission to Enroll* form must be completed before you take the course and you must bring a copy of the form to the ASCDU. Athletic financial aid cannot be provided for coursework at institutions other than the University of Maryland, College Park.

NOTE: YOU CANNOT RAISE YOUR GPA THROUGH TRANSFER CREDIT; YOU CAN ONLY RAISE YOUR CUMULATIVE CREDIT TOTAL. YOUR GPA IS DETERMINED ONLY THROUGH COURSES TAKEN AT THE UNIVERSITY OF MARYLAND, COLLEGE PARK.

Meetings with an Athletic Academic Counselor (AAC)

Designated student-athletes will be required to meet weekly with their AAC. Student-athletes will be assigned regular meeting times, and will be expected to check in, report grades, and discuss academic and other concerns during these meetings. Copies of syllabi must be submitted to your AAC at the beginning of each semester for subsequent input into the GradesFirst academic tracking software.

LAPTOP Computers

Laptop computers may be checked out by coaches for their student-athletes' academic use. Laptops must be returned within **24 hours** of return from team travel. Sport programs will be financially responsible if laptops are damaged, lost, or stolen.

Academic Progress Reports

Twice each semester, the ASCDU sends progress reports to instructors, for all student-athletes, to track progress throughout the semester. Instructors are asked to provide feedback on attendance, grades, class participation, and homework assignments. This information is shared with the AAC and with head coaches.

Team Travel & Class Attendance

It is the policy of the University to excuse the absences of students that result from the following causes:

- Illness (where student is too ill to attend class)

- Religious observance (where the nature of the observance prevents the student from being present during class period)
- Participation in University activities (such as team travel) at the request of the university authorities, and compelling circumstances beyond the student's control.

Students claiming excused absences must provide documentation for their assertion that the absence resulted from one of the causes listed above.

The sport specific AAC will provide each student-athlete with a travel letter to take to all instructors at the beginning of each semester. It is **their responsibility** to notify each of their instructors of all potential travel dates (including the possibility of Conference and/ or NCAA Championship participation) by the end of the schedule adjustment period for the semester (first ten days of the semester). Student-athletes should follow up with instructors prior to travel to arrange to make up missed work. Student-athletes are **only** excused for dates listed on the official travel letters.

Important: When a student-athlete is absent due to team travel, the instructor is not required to provide make up points for class participation but cannot penalize the student-athlete as a result. This is particularly important for a discussion class. Instructors are obligated to provide a make-up exam should an exam be missed due to athletic-related travel. Any questions and concerns should be directed immediately to your AAC.

UNIVERSITY OF MARYLAND CODE OF ACADEMIC INTEGRITY III-1.00A

(Approved by President August 1, 1991; Amended May 10, 2001; Amended May 5, 2005; Technical Amendments June 2012; Amended November 7, 2014).

The following is an excerpt from the University of Maryland Academic Integrity Policy. For access to the complete policy, please use the following link:

<https://www.president.umd.edu/sites/president.umd.edu/files/documents/policies/III-100A.pdf>

The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, the Code of Academic Integrity is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, the Code of Academic Integrity is designed so that special responsibility for upholding the principle of academic honesty lies with the students.

DEFINITIONS

1. **ACADEMIC DISHONESTY:** any of the following acts, when committed by a student, shall constitute academic dishonesty:
 - (a) **CHEATING:** fraud, deceit, or dishonesty in any academic course or exercise in an attempt to gain an unfair advantage and/or intentionally using or attempting

to use unauthorized materials, information, or study aids in any academic course or exercise.

- (b) **FABRICATION:** intentional and unauthorized falsification or invention of any information or citation in any academic course or exercise.
- (c) **FACILITATING ACADEMIC DISHONESTY:** intentionally or knowingly helping or attempting to help another to violate any provision of this *Code*.
- (d) **PLAGIARISM:** intentionally or knowingly representing the words or ideas of another as one's own in any academic course or exercise.

RESPONSIBILITY TO REPORT ACADEMIC DISHONESTY

2. Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, a responsibility of all members of the campus community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. Histories of institutions demonstrate that a laissez-faire response will reinforce, perpetuate, and enlarge the scope of such misconduct. Institutional reputations for academic dishonesty are regrettable aspects of modern education. These reputations become self-fulfilling and grow, unless vigorously challenged by students and faculty alike. 2 All members of the University community-students, faculty, and staff-share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

BIG TEN CONFERENCE AWARDS

- **Wayne Duke Postgraduate Award:** This award is given as an annual scholarship of \$5000 recognizing one male and one female Big Ten senior student-athlete pursuing a postgraduate degree for achievements in academics, athletics, civic service, and leadership. Each Big Ten institution may nominate one male and one female student-athlete.
- **Big Ten Postgraduate Award:** Each Big Ten institution will annually present two student-athletes (one male and one female) with a one-time postgraduate scholarship of \$7,500 each. The applicants will be evaluated based primarily on their achievements in academics.
- **Academic All-Big Ten:** Awarded each season to letter winners with a cumulative GPA of 3.0 or better who are in at least their second year of attendance at their institution.
- **Big Ten Distinguished Scholar Award:** Distinguished Scholar Award recipients must be letter winners in at least their second academic year at their institution. The Distinguished Scholar Award encompasses only student-athletes with a minimum GPA of 3.7 or higher for the previous academic year, excluding summer school. The Academic All-Big Ten threshold is a cumulative GPA of 3.0 or higher for a student-athlete's academic career.
- **Big Ten Sportsmanship Award:** One member of each varsity sports team on every campus was chosen by his or her institution as a Sportsmanship Award honoree, and two Outstanding Sportsmanship Award winners will then be selected from each institution. All of the Sportsmanship Award winners will have distinguished

themselves through sportsmanship and ethical behavior. In addition, honorees must be in good academic standing and must have demonstrated good citizenship outside of the sports-competition setting.

- **Big Ten Medal of Honor Award:** The Big Ten Medal of Honor is awarded to one male and one female student-athlete from the graduating class of each member institution who has demonstrated excellence on and off the field throughout their college career.

NATIONAL AWARDS

- **Arthur Ashe Junior Sports Scholars Award:** Recognizes contributions of student-athletes of color who have completed one full academic year, have a GPA of 3.2 or better, and are active in community service.
- **NCAA Division I Degree Completion Award:** Student-athletes who have exhausted their eligibility for institutional financial aid (in five years), are within 30 semester hours of completing their degree requirements may apply. Full-time students receive grants equal to a full athletics grant at the institution; part-time students receive tuition and an allowance for books.
- **The Freedom Forum-NCAA Foundation Sports- Journalism Scholarship:** Eight \$3,000 scholarships are awarded to college juniors pursuing careers in sports journalism and majoring in journalism, or who have experience in campus sports journalism. The scholarship is designed to foster freedoms of speech and press while promoting quality sports journalism education at the collegiate level.
- **GTE Academic All-American Teams:** In order to be nominated, a student-athlete must be a starter or key reserve with at least a 3.20 GPA. Students are eligible only after reaching sophomore level in both athletic and academic standing. Junior college transfers are eligible after one academic year.
- **Jim McKay Scholarship (NCAA):** Annually awards a \$10,000 postgraduate scholarship to one male and one female student-athlete in recognition of their outstanding academic achievement and potential to contribute to the sports communications industry. Eligible recipients must have an overall undergraduate grade-point average of 3.5 or better.
- **NCAA Ethnic Minorities and Women Enhancement Postgraduate Scholarships for Careers in Athletics:** Twenty-six \$6,000 scholarships (13 for ethnic minorities and 13 for women) are available annually to college graduates who will be entering the first semester of their initial postgraduate studies.
- **NCAA Postgraduate Scholarship Program:** The NCAA awards 174 postgraduate scholarships annually to student-athletes who have excelled academically and athletically and who are in their final year of athletic eligibility. Student-athletes are nominated by their institution.
- **NCAA Walter Byers Postgraduate Scholarship Award:** This award recognizes and encourages excellence in academic performance by senior student-athletes. Recipients of the award must have a 3.5 grade-point average (4.0 scale), demonstrate evidence of superior character and leadership and show that participation in athletics has been a positive influence on their personal and intellectual development.
- **1A FAR Academic Excellence Award:** This award was established for graduating student-athletes who have earned a Bachelor's degree in the previous year while earning a cumulative GPA of a 3.80 or above upon graduation. Participation in at

least two (2) years of intercollegiate athletics at a Football Bowl Subdivision (FBS) institution in a sport sponsored by an FBS conference (Big Ten).

LIFE SKILLS & CAREER DEVELOPMENT

With less than one percent of collegiate student-athletes going on to play professional sports and combined with the ever-changing landscape of college athletics, the focus of student-athlete welfare initiatives and programming becomes increasingly important. The Brand U Program assists in preparing Maryland student-athletes with sound personal and leadership skills that provide a foundation for confidence through transition, persistence in everyday challenges and preparation for life after sport. It is one of several departmental initiatives that reflect a commitment to the Maryland Way. The Four Foundation Pillars are:

- Leadership Potential
- Career Aptitude
- Personal Enhancement
- Financial Literacy



Based on multiple theoretical frameworks and using sport as its “leadership laboratory”, Brand U promotes life-long learning to enrich self-awareness, professional advancement and civic engagement. Brand U’s innovative custom design uses multiple delivery methods to offer well-rounded, holistic education and programming for the 21st century student-athlete.

BRAND U PROGRAM HIGHLIGHTS

TERPS-On-The-Go- An ELMS-based platform used to deliver custom-designed curriculum and send daily educational tweets. Topics include: career development, money management, mental health resources, healthy relationships, alcohol awareness, nutrition, leadership and personal wellness

TERPS Wellness Series – Educational seminars hosted each semester with a focus on promoting awareness, education, and motivation for positive behavior change. A primary goal of the program is to positively influence decision-making practices that support personal responsibility and foster a healthy community.

Today in Terps-Brand U News is sent to Athletic Department coaches and staff through the “Today in Terps” in an effort to regularly highlight and preview SAAC and Brand U programming efforts.

TERPS Menu Program- A program designed to afford coaches an opportunity to provide flexible, individualized educational programming to their respective teams. Coaches are encouraged to use this program as a resource to assist in providing additional opportunities to help student-athletes develop sound life skills for college and life after sport.

Business Etiquette Socials- Career development events that prepare student-athletes for the job search and interview process. Student-athletes are taught how to build a professional network, conduct themselves during networking events, prepare for an interview, and recognize the Do's and Don'ts of professional dress.

Career Coach Program-This program provides student-athletes an opportunity to be paired with members of our athletic department staff who can further assist their personal and career exploration while building and advancing their professional skills and network. Career Coaches provide an additional resource for student-athlete career interest self-exploration, resume building, interviewing skills and professional network expansion.

InTERPship Academy- A unique opportunity for student-athletes to participate in a paid, 8-week summer internship within Maryland Athletics, local businesses and government agencies.

Career Corner Updates – Posted to the TERPS on-line Career Board and sent twice each month via email, these updates are designed keep student-athletes informed about internship and employment opportunities, as well as, provide “best practice” tips for career planning.

Senior Career Planning Meetings-Senior student-athletes are encouraged to meet individually with members of the Student-Athlete Development Team in preparation for graduation, the University Career Fair, and Networking Night.

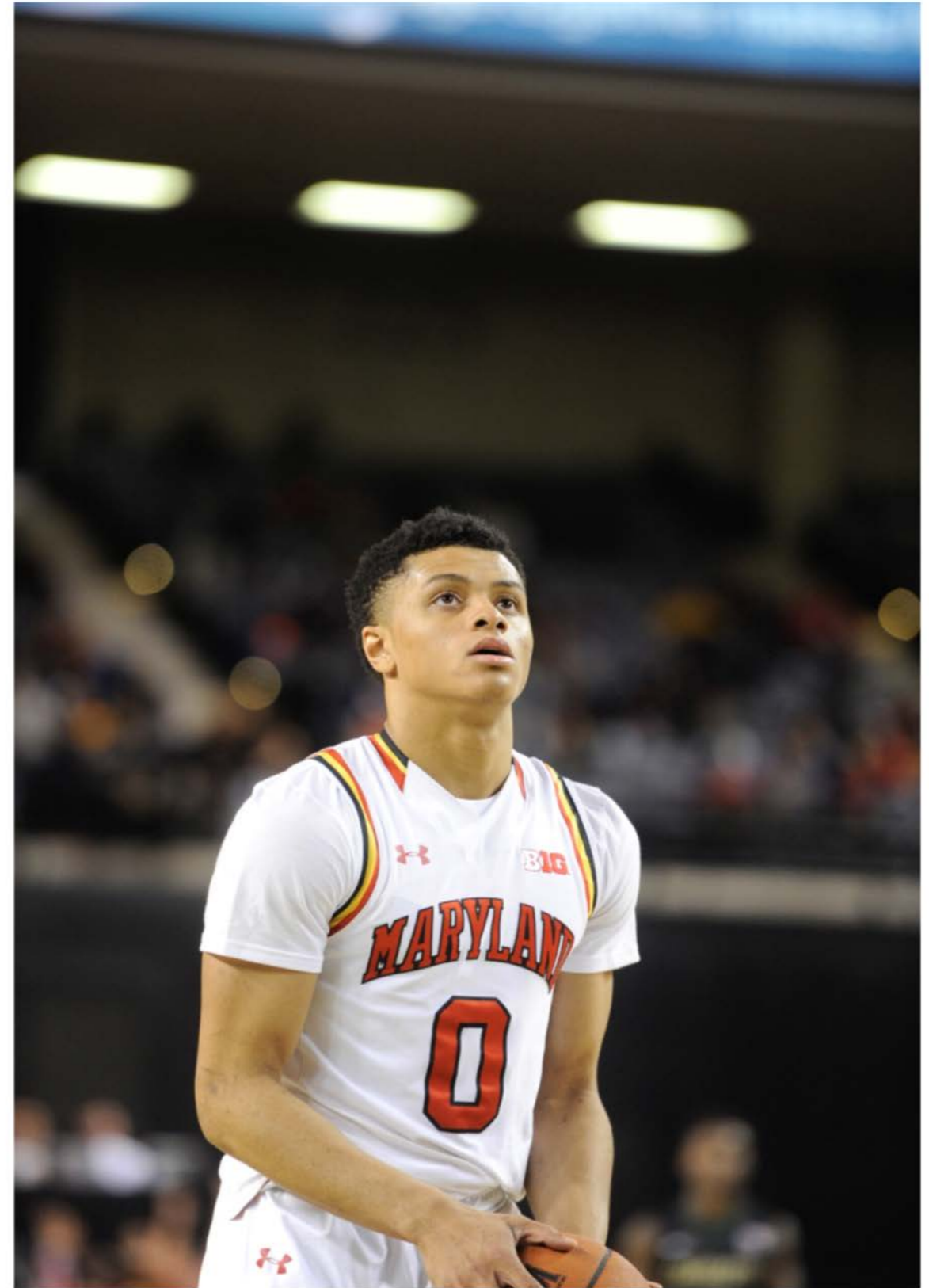
TERPS Leadership Academy-A series of seminars that provide student-athletes an opportunity to achieve their potential by gaining knowledge and practicing effective leadership skills in the areas of team building, relationship building, effective communication and conflict management. *Women in Leadership Development (W.I.L.D)* and *Men in Leadership Development (M.I.L.D)* are subcommittees of the Leadership Academy teaching valuable skills that transition into a “real world” environment.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Student-Athlete Advisory Committee (SAAC) plays an important role in the development of the life skills and career development program within the Department of Intercollegiate Athletics. It is comprised on two representatives from each varsity sport and meets on a regular basis with representatives from the athletic administration. The SAAC mission is to enhance the total student-athlete experience by cultivating leadership skills and service initiatives, promoting student-athlete welfare, and enhancing the student-athlete voice.

Compliance Policies & Procedures

Athletics Compliance is committed to the principle of institutional control while operating Maryland's athletics program in a manner that is consistent with the letter and spirit of the University, Big Ten, and NCAA rules and regulations. Athletics Compliance will emphasize ongoing education, monitoring, and the enforcement of designated policies & procedures.



MAINTAINING YOUR ACADEMIC ELIGIBILITY

All student-athletes are required to abide by a number of standards set by the University, Big Ten, and NCAA. Each student-athlete is ultimately responsible for keeping track of his/her eligibility status, with the support of his/her coach and ASCDU counselor. Each student-athlete should meet regularly with his/her AAC to ensure understanding of all academic rules and regulations that relate to athletics eligibility. Any specific questions regarding academic eligibility should be discussed with the student-athlete's ASCDU counselor and/or college advisor or a staff member of the Athletics Compliance Office.

Additionally, pursuant to Big Ten rules, a student-athlete who is suspended from the institution at any time becomes ineligible to compete immediately upon initial adjudication of the suspension and cannot regain competition eligibility until the first day of classes of the term following the conclusion of the student-athlete's suspension.

TRANSFER PROCEDURE

Request for Permission to Contact

NCAA legislation states that an athletics staff member (e.g. coach) or other representative of athletics interests shall not make contact, directly or indirectly, with a student at any NCAA or NAIA four-year collegiate institution without first obtaining written permission to contact from the first institution's Director of Athletics or athletics administrator designee. Therefore, a student-athlete who wishes to transfer from the University of Maryland to another school must follow the procedure below:

1. Speak with your coach(es) about your intention to transfer.
2. Send an email to a member of the Compliance Office requesting a release that will allow other colleges/universities to have contact with you.
3. Upon receipt of that email, the Compliance Office will contact the student-athlete's head coach to determine whether the coach will grant the release and, if so, what limitations will be in place.
4. Within seven (7) business days of the student-athlete's request, the head coach will notify the Compliance Office whether the permission to contact will be granted and, if so, what (if any) restrictions will be included. If the head coach does not respond to the student-athlete's request within seven business days, the request is considered automatically granted with no conditions.
5. If the request for permission to contact is granted by the head coach, the Compliance Office will draft the written permission to contact and provide it to the student-athlete.
6. If the request for permission to contact is denied, the student-athlete will be notified in writing by the Compliance Office and will have a right to appeal the denial pursuant to the Transfer Appeal Hearing Procedure outlined below.

One-Time Transfer Rule

Pursuant to NCAA Bylaw 14.5.5.2.10, a student-athlete who transfers from one four-year college/university to another may be eligible at the second institution without being required to serve an academic year in residence if he/she meets specific criteria and the student-athlete's first institution certifies in writing that it has no objection to use of the "one-time transfer rule." If a student-athlete transfers away from Maryland and qualifies to use the

"one-time transfer rule," the student-athlete or his/her new institution will send a written request to do so. If the University of Maryland denies the request to use the one-time transfer rule to permit a student-athlete to compete without serving an academic year in residence, the student-athlete has a right to appeal the denial pursuant to the Transfer Appeal Hearing Procedure outlined below. For more information on transferring, please speak with someone in the Compliance Office.

Intra-Conference Transfer Rule

Pursuant to Big Ten rules, a student-athlete who has signed an athletics aid agreement with one Big Ten institution then transfers to a second Big Ten institution must complete one (1) full academic year in residence at the second Big Ten institution and shall be charged with the loss of one (1) season of eligibility in all sports. This rule does not apply to student-athletes who have never received athletically-related aid from a Big Ten institution.

Transfer Appeal Hearing Procedure

The Transfer Appeal Hearing Committee is comprised of those members of the Executive Committee of the Athletics Council who are University faculty and staff outside the Department of Athletics. In addition, the two student-athletes who are members of the Athletics Council serve on the Transfer Appeal Hearing Committee. (If either or both of those student-athletes have a conflict of interest and cannot serve, the student-athlete members of the Transfer Appeal Hearing Committee will be chosen from the members of the Student Athlete Advisory Committee's Executive Officers in rank order).

The Transfer Appeal Hearing Committee shall convene hearings regarding the denial of a request for permission to contact and/or to use the one-time transfer exception. Student-athletes who wish to use the appeal process shall give written notice to the Associate AD for Compliance within five (5) business days of the student-athlete's receipt of the denial notice. The Associate AD for Compliance shall immediately notify the Athletics Council Chair in order to schedule the hearing. The Athletics Council Chair will set the date, time, and location of the hearing and notify the Associate AD for Compliance in writing. In turn, the Associate AD for Compliance shall provide the student-athlete with written notice of the date, time, and location of the hearing.

The institution shall conduct the hearing and provide written results of the hearing to the student-athlete within 15 business days of receipt of the student-athlete's written request for a hearing. The student-athlete shall be provided the opportunity to participate actively in the hearing.

If the institution fails to conduct the hearing or to provide the written results to the student-athlete within 15 business days, the denial being appealed will be granted by default and the institution will provide written permission to the student-athlete. For more information on the appeal process, please contact the Compliance Office.

PREFERENTIAL TREATMENT/EXTRA BENEFITS

Impermissible preferential treatment or extra benefits result from any special arrangement to provide student-athletes, their relatives or friends with a benefit or service not specifically

authorized by NCAA legislation. However, receipt or acceptance of such a benefit/service by a student-athlete and/or his/her relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit/service is available to the University's students, their relatives or friends, or to a particular segment of the student body (e.g., foreign students, minority students) determined on a basis unrelated to athletic ability.

Friendships or acquaintances with individuals established during the recruitment process or after a student-athlete's arrival on campus in most instances are considered to result from the student's status as a student-athlete; therefore, receipt of benefits from these individuals by a student-athlete, their relatives, or their friends is prohibited by NCAA regulations.

The University recognizes that a student-athlete may befriend individuals or families in the community who might wish to provide the student-athlete with a more "home-like" atmosphere. However, student-athletes must keep in mind that friendship with a fan, a representative of the University's athletics interests (also known as a "booster") and/or employee of the University does not change the person's status under NCAA rules; therefore, all rules and restrictions pertaining to extra benefits continue to apply. For example, the provision of any type of material item (e.g., birthday gift, use of car, meals, lodging, loan of money, Christmas gift) by such an individual or family to a student-athlete, his/her relatives and/or friends could result in an NCAA rules violation and jeopardize the student-athlete's eligibility to compete.

Examples of non-permissible extra benefits include, but are not limited to:

- Free or reduced-cost services
- Use of telephone or credit card without charge
- Use of tickets to any event, dinner, use of a car, etc. from commercial establishment without charge or at a discounted rate
- Receipt of loan
- Use of an automobile
- Free or reduced-cost lodging or meals
- Free or reduced-cost transportation
- Receipt of gifts or merchandise
- Receipt of expenses by a student-athlete's friends/relatives to visit the student-athlete (at any site)
- Receipt of free admission or free meals in conjunction with a team and/or booster club function (e.g., tailgates) by a student-athlete's friends/relatives

Receipt of extra benefits by a student-athlete or the student-athlete's friends/relatives will render the student-athlete ineligible.

Student-athletes seeking assistance or clarification regarding the NCAA's extra benefit rules should contact the Compliance Office.

SPORTS WAGERING & GAMBLING

Pursuant to NCAA Bylaw 10.3, student-athletes and Department of Athletics staff members

shall not knowingly:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
2. Solicit a bet on any intercollegiate team;
3. Accept a bet on any team representing the institution;
4. Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has a tangible value;
5. Participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card, the Internet, or any other method employed by organized gambling, including gambling activity conducted in a state sanctioned casino;
6. Solicit or accept a bet on a professional athletics team for a sport that has a NCAA-sanctioned championship; or
7. Provide information to any individual (including students and non-students) involved in organized gambling activities concerning intercollegiate athletic competition. Such information might include (but is not limited to) the mental attitude of a team or certain members of a team, the physical condition of certain individuals on a team, etc.

GAMBLING SANCTIONS

For violations of NCAA Bylaw 10.3, the following sanctions, at a minimum, will apply:

- A student-athlete who **engages** in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., "point shaving") or who solicits or accepts a bet or participates in any gambling activity through a bookmaker, a parlay card, or any other method employed by organized gambling that involves wagering on the student-athlete's institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.
- A student-athlete who **solicits or accepts** a bet or participates in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling, shall be ineligible for all regular-season and postseason competition for a minimum period of one year from the date of the institution's determination that a violation has occurred and shall be charged with the loss of a minimum of one season of competition. A request for reinstatement may be submitted to the NCAA on behalf of a student-athlete who has participated in such activity only upon fulfillment of the minimum conditions indicated above.

EXAMPLES OF NON-PERMISSIBLE GAMBLING ACTIVITIES (this list is not exhaustive):

- Soliciting or accepting a bet on a Bowl Game or a Final Four Game
- Participating in a football or basketball pool, regardless of the size of the entrance fee or prize, **including Fantasy Leagues** via the Internet

- Soliciting or accepting a bet on a NFL, NBA, or MLB game
- Soliciting or accepting a bet on any aspect of an intercollegiate competition even on statistical categories (number of home runs, number of penalties, yardage earned, etc.)

AMATEURISM

As a student-athlete, you are **not eligible** for participation in a sport if you have ever:

- Taken pay, or the promise of pay, for competing in that sport.
- Agreed (orally or in writing) to compete in professional athletics in that sport.
- Competed on any professional athletics team (defined as an organized team that provides any of its player's more than actual and necessary expenses or declares itself to be a professional team).
- Used your athletics skill for pay in any form in that sport.
- Accepted money, transportation, or other benefits from an agent.
- Agreed (orally or in writing) to have an agent market your athletics ability or reputation in that sport.
- Because of your athletic ability, been paid for work you did not perform, paid at a rate higher than the going rate, or paid for the value an employer placed on your reputation, fame, or personal following.
- After becoming 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.
- Local business, friends, or other companies may use your name or picture without your consent. If you find out that has happened, contact the Compliance Office.

AGENTS

The NCAA prohibits any **oral or written** agreement between a student-athlete and a professional team or agent before the student-athlete's eligibility expires. Student-athletes are also prohibited from accepting any money, transportation, or other benefits (e.g., good, services) from an agent or agent's representative.

The NCAA forbids a coach or staff member from representing and/or promoting an athlete, professional team, sports agent, or any other third party. Additionally, institutional staff members are prohibited from receiving extra benefits for arranging meetings between student-athletes and sports agents, agent's representative(s), and/or financial advisors.

COMPLIMENTARY ADMISSION

According to the NCAA, complimentary admissions shall be provided only for individuals designated by the student-athlete through a pass list. "Hard tickets" shall not be issued. You may not receive more than four complimentary admissions to any University of Maryland athletics event. You may not sell or exchange a complimentary admission for any item of

value. Individuals who receive your complimentary admissions are also not permitted to receive any type of payment for these admissions, or assign them for any value. Individuals who receive your complimentary admissions must present a valid photo ID at the time of entering the athletic venue. The name on the pass list and valid photo ID must match. Please refrain from using nicknames, Mr./Mrs., Grandma/Grandpa, etc. All complimentary admission tickets must be requested by the student-athlete using the ACS Athletics software. Please refer to the Tickets section of this Handbook for additional information regarding requesting and receiving complimentary admissions.

STUDENT-ATHLETE EMPLOYMENT

General Rule

As a student-athlete you may receive earnings from legitimate employment throughout the year provided:

- you receive payment for work you actually perform;
- wages received are consistent with what is typical or that which any other employee performing the same duties would receive;
- you do not receive compensation based on athletic ability; and
- compensation does not include any remuneration for value or utility that you may have for the employer because of publicity, reputation, fame or personal following that you have obtained because of athletic ability.

If you are employed during your tenure as a student-athlete, you are required to complete the Employment Form. The Compliance Office will have you complete the Employment Form in ACS at the beginning of each academic year for both summer AND academic year employment. If your academic year employment changes during the year, please contact the Compliance Office for a new Employment Form to be added to your ACS account for you to fill out.

Teaching Lessons

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his/her sport on a fee-for-lesson basis, provided:

- institutional facilities are not used.
- playing lessons are not provided.
- the institution obtains and keeps on file documentation of the receipt of the lesson(s) and the fee for the lesson(s) provided during any time of the year.
- the compensation is paid by the lesson participant (or the recipient's family), not by another individual or entity.
- instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time.
- the student-athlete does not use his/her name, picture, or appearance to promote or advertise the availability of fee-for-lesson sessions.

Prior to teaching or coaching lessons, you must complete and submit to the

Compliance Office a Fee-For-Lesson Form prior to starting any teaching lessons.

EXIT INTERVIEWS

In accordance with NCAA bylaws, student-athletes who have exhausted their athletics eligibility may be asked to complete an exit interview with the Director of Athletics or his designee. Such interviews shall include questions regarding the value of the student's athletics experiences, the extent of the athletics time demands encountered by the student-athlete, proposed changes in intercollegiate athletics, and concerns related to the administration of the student-athlete's specific sport(s). This interview may be done face-to-face or through the completion of a questionnaire.

ENROLLED STUDENT-ATHLETES AS RECRUITERS

Interactions with Prospective Student-Athletes

- Off-campus, in-person, recruiting contacts between enrolled students or student-athletes and prospective student-athletes ("prospects") are permissible only if such contacts are incidental and do not occur at the direction of a coaching staff member.
- An institution may not provide an enrolled student-athlete with transportation or expenses to recruit a prospect, except those permitted when the student-athlete serves as a student host on a prospect's official visit.
- An enrolled Maryland student-athlete may not telephone prospects at the request of coaches or use any intercollegiate athletics resources (e.g., telephones) to contact prospects.

Hosting a Prospective Student-Athlete during an Official Visit:

- A student host may be provided a maximum of \$40 for each day of a prospect's visit to cover the actual costs of entertaining the prospect.
- A student host may be provided with an additional \$20 per day for each additional prospect he/she entertains.
- The student host is prohibited from purchasing or offering alcoholic beverages to a prospect and from taking an underage prospect to bars during an official and/or unofficial visit.
- Several students may host a prospect, but the institution may provide only one student with entertainment money (\$40/day). All other student host(s) shall pay for his or her own entertainment and meals.
- The institution, coach, or any booster may not provide a car for use by a prospect or student host.
- A meal may be held for a prospect on an official visit at the home of a Department of Athletics staff member, provided the meal is not excessive in nature.
- Entertainment on an official visit is limited to the prospect, the prospect's parents (or legal guardian(s)), and the prospect's spouse and may be provided only

within a 30-mile radius of the institution's main campus.

ATHLETICALLY RELATED ACTIVITIES

Competition and Practice Activities During the Declared Playing & Practice Season

A student-athlete may participate in up to a maximum of four hours per day and twenty hours per week of countable athletically-related activities during the official playing season determined by the NCAA. There must also be one scheduled day off per week. Examples of countable athletically-related activities include, but are not limited to:

- competition (counts as 3 hours regardless of the actual duration of the competition).
- practice.
- required weight training or conditioning.
- watching film.
- athletically-related meetings initiated by coaches.

Examples of non-countable activities include:

- training table meals
- training room services,
- study halls, tutoring, and/or other academic meetings,
- compliance meetings,
- travel to and from practice and competition,
- travel to and from a doctor's office, and
- voluntary conditioning drills.

Weekly countable athletically-related activity logs, commonly referred to as CARA logs, are completed and submitted on a monthly basis to the Compliance Office by a member of each coaching staff. Each month, one or more student-athlete(s) will be selected at random and will be sent copies of the completed CARA logs from the previous month. If selected, the student-athlete will receive an email message directing him/her to log in to the ACS software system and review all CARA logs located under "My Inbox." If the logs are accurate, the student-athlete should simply approve all countable hours. If there is an error regarding the hours listed on the CARA log, the student-athlete should not approve it. Student-athletes should make any comments in the "comments" section.

Practice Activities Outside the Declared Playing and Practice Season

During the regular academic year, but outside the declared playing and practice season, student-athletes' participation in athletically related activities is limited to a maximum of eight (8) hours per week, of which no more than two (2) hours per week may be spent on individual skill instruction. **In sports other than football**, from the institution's first day of classes to one (1) week prior to the beginning of the institution's final examination period at the conclusion of the academic semester, only a student-athlete's participation in required weight-training, conditioning, and individual skill instruction shall be permitted.

In football, activities between the institution's last contest and January 1 are limited to

required weight-training, conditioning, and the review of game film. All activities beginning January 1 and outside the playing season shall be conducted pursuant to Bylaw 17.9.6 of the NCAA Manual.

Men’s and Women’s Basketball and Football

Student-athletes may participate in required weight training, conditioning, and skill-related instruction for up to eight (8) weeks during the summer vacation period, provided the student-athlete is enrolled in and attending a summer term or meets the academic benchmarks outlined in the chart below. Countable athletically-related activities are limited to eight (8) hours per week, with no more than two (2) hours of skill instruction per week. Student-athletes who are not enrolled in and attending class are permitted to participate in required summer practice activities only if he/she has achieved a cumulative GPA of at least 2.200 and has successfully completed the following academic benchmarks:

After two semesters: 30 semester	After three semesters: 45 semester
After four semesters: 50% of degree	After five semesters: 62.5% of
After six semesters: 75% of degree	After seven semesters: 87.5% of
After eight or more semesters: Baccalaureate degree	

VOLUNTARY ACTIVITIES

Voluntary Weight Training & Conditioning Activities

Subject to the following guidelines, student-athletes are permitted to engage in voluntary weight training and conditioning activities during the summer and/or at any time during the regular academic year:

- You may meet individually with a coach, provided the meeting occurs at your request and no practice activities occur.
- You are not required to attend.
- All activities are initiated and requested solely by student-athletes.
- Attendance at and participation in summer activities must not be recorded for the purposes of reporting information to the coaching staff.
- You must not be rewarded or subject to penalty for choosing to participate or electing not to participate.
- You are permitted to track your weight lifting and conditioning progress, but any records or progress logs must be kept for your use only and must not be submitted to the coaching staff.

Involvement of Coaches

Strength and Conditioning Coaches may design and conduct specific workout programs. In individual sports, (i.e., Cross Country, Golf, Gymnastics, Tennis, Track & Field, Wrestling), a coach may participate in individual workout sessions with student-athletes, provided the request for the assistance is initiated by the student-athlete(s). In all other sports, coaches **may not** observe student-athletes participating in voluntary athletically-related activities during the summer or at any other time.

TIME MANAGEMENT PLAN (TMP)

Every sport program must develop a time management plan (TMP) to provide student-athletes with greater predictability and transparency in their athletic schedules for the upcoming academic year. TMPs are intended to provide student-athletes adequate advance notice of future athletically-related activities in order to effectively plan their academic and non-athletically related activities. All TMPs must, at a minimum, include the following:

- All countable athletically-related activities (practice, film, weights, conditioning, etc.);
- All required athletically-related activities (institutional promotions, media activities, community service, student host/recruiting duties, etc.);
- One (1) day off per week during the playing season;
- Two (2) days off per week outside of the playing season;
- One (1) day off per week during preseason and vacation periods;
- Seven (7) days off immediately after the end of the championship playing season;
- Fourteen (14) additional days off during the academic year while classes are in session or during breaks that occur within the playing season; and
- Continuous eight-hour overnight period when no required activities can take place (no activities prior to 5AM).

The head coach (or his/her designee) must complete and submit a playing season declaration preliminary and final TMP for each semester to the sport administrator. The sport administrator and head coach will identify two student-athletes from each sport to be involved in the TMP review. An annual end-of-the-year review and report to the university president of all TMPs is required.

OUTSIDE COMPETITION

At any time during the year, you must obtain written approval before participating in “outside competition” (or practice related to the competition). “Outside competition” occurs any time you (a) represent only yourself (i.e., “unattached”) in competition or (b) receive expenses from or represent any team other than the University of Maryland (including, but not limited to, participation in Olympic Games, Pan-American Games, and National Team tryouts).

To request approval, submit a completed Outside Competition Permission Form at least one week prior to participating in outside competition (as defined above), practice-related to that competition, or even travel related to the practice or competition. The form must be completed and signed by your head coach, a member of the Compliance Office, and the Faculty Athletics Representative (“FAR”) before permission can be granted (except the signature of the FAR is not required during the summer). Pursuant to Big Ten rules, if you participate in outside competition after being denied permission to do so, you will become immediately ineligible to travel or compete for Maryland.

Additionally (with the exception of men’s basketball student-athletes who have declared for the NBA Draft), unless you have exhausted your eligibility, you may not try out with a professional athletics team in a sport or permit a professional athletics team to conduct medical examinations during any part of the academic year while in enrolled at the University of Maryland.

FINANCIAL AID

Definition of a Grant-in-Aid

A full grant-in-aid includes the cost of tuition, some mandatory fees, room, board, required course related books, and other miscellaneous costs associated with cost of attendance. A full grant-in-aid does not cover expenses such as application fees, late registration fees, some course fees, reference books, parking tickets, penalty fees, etc.

Yearly Renewals/Non-Renewals

The Office of Student Financial Aid provides all renewal and non-renewal scholarship notifications by July 1 prior to the upcoming academic year.

Effect of Failing a Class

If you fail a class and a contributing factor according to the professor or your ASCDU Academic Counselor is your voluntary absence from class or study hall and/or not utilizing tutors, the Department of Athletics has the right to deny financial assistance to help you “make-up” for those hours in a subsequent term.

Reductions/Cancellations During the Period of the Award

The University of Maryland may reduce or cancel your financial aid during the period of the award if you:

- Drop below full-time enrollment, which is defined as being enrolled in at least 12 credits per semester for undergraduates and 48 units per semester for graduate students (unless enrolled in the final semester of designated degree program and you have received written prior authorization from ASCDU);
- Become ineligible for intercollegiate competition;
- Give false information on your application, letter of intent, or financial aid agreement;
- Engage in serious misconduct warranting disciplinary action;
- Voluntarily withdraw from the sport or the University for personal reasons (if you voluntarily withdraw for personal reasons subsequent to the first competition, the reduction or cancellation may occur on or after the date you withdraw from the sport);
- Violate a non-athletically related condition outlined in your financial aid agreement or violate a documented institutional rule or policy (e.g., academics policies or standards, athletics department or team rules or policies).

Financial Aid Appeals

If you feel that an upcoming reduction or non-renewal of your financial aid is unfair or unjustified, you have the right to request a hearing as provided by NCAA regulations. The request for an appeal hearing must be submitted in writing within 10 days of receipt of the scholarship reduction or non-renewal notification and must come from the student-athlete, not the student-athlete’s parent or guardian.

All written inquiries should be directed to scholarships@osfa.umd.edu or the Office of Student Financial Aid, 0102 Lee Bldg., University of Maryland, College Park, MD 20742. Any request for an appeal will be submitted for consideration to the Athletic Scholarship Hearing Board Committee and a hearing will be scheduled. If you have any questions

regarding the process, please contact the Office of Student Financial Aid at 301-314-9000.

Exhausted Eligibility Aid

Financial aid may be available to a student-athlete who has completed his/her athletic eligibility but has not yet finished his/her degree (such aid may be guaranteed if you signed an aid agreement that contained The Maryland Way Guarantee). Any such aid will be awarded at the discretion of the Director of Athletics and/or his designee and **in no case** may exceed the percentage of athletically related aid that was awarded during the student-athlete’s last period of enrollment.

To apply for exhausted eligibility aid, a former student-athlete must request an application from an ASCDU Athletic Academic Counselor. The former student-athlete will be responsible for completing the designated section(s) while ensuring that the University-designated major/College advisor provides the required academic review (confirming graduation), and that the Head Coach signs and endorses the application. The former student-athlete should return the completed application to his/her sport’s ASCDU counselor by the published deadline for further processing.

The Associate AD for ASCDU will forward all applications for exhausted eligibility aid to the Compliance Office, which will in turn submit the applications to the appropriate Sport Supervisor for his/her required approval and signature. Following the Sport Supervisor’s review of the application, the Compliance Office will provide written notice to the student-athlete regarding whether the student-athlete’s application was approved. Student-athletes who are denied exhausted eligibility aid are permitted to appeal the denial. All such appeals are to be made in writing to the Faculty Athletic Representative (FAR).

Winter/Summer School Athletic Aid Procedure

If you are on an athletics scholarship during the academic year, you may be eligible for winter/summer aid, but winter/summer aid is **not guaranteed** and, if awarded, may not exceed the percentage of athletics aid awarded to you during the academic year. Winter and/or Summer athletically-related financial aid is intended be used by student-athletes who need to enroll in additional classes in order to maintain NCAA eligibility for competition, graduate on time and within the four-year plan filed with each student-athlete’s major College, to attend classes in the summer or winter sessions immediately prior to the start of their competitive NCAA season, to participate in required summer activities if men’s basketball, women’s basketball, or football, or to remain on campus if unable to return home during University breaks (e.g., international student-athletes who do not have the means to return home for holidays and/or University breaks).

A student-athlete may not drop any winter/summer school course without the express written permission of the Associate AD for ASCDU. If a student-athlete drops a course without receiving permission in advance, he/she may be charged the amount that your athletics aid originally covered. Additionally, if a student-athlete drops a course, he/she may be required to meet with the Director of Athletics to explain the drop.

Steps for Winter/Summer School Registration:

1. Request an application from your ASCDU Athletic Academic Counselor,

- complete and return to ASCDU counselor by deadline.
2. The ASCDU counselor will complete the academic review portion of the application.
 3. The ASCDU counselor will meet with the Head Coach to review academic “need” while securing the Head Coach’s signature and endorsement.
 4. ASCDU will pass the completed application to the assigned Sport Supervisors for his/her required approval and signature.
 5. The Associate AD for ASDCU will collect all applications from the AACs and convene a meeting with Winter/Summer Committee to review and approve/deny applications.
 6. The Winter/Summer Committee will let the Compliance Office know whose requests have been approved or denied. Those approved will be sent to the Office of Student Financial Aid.
 7. The Compliance Office will notify student-athletes as to the status of their application – approved or denied – via ACS.
 8. Those student-athletes who were denied summer/winter aid will be permitted to appeal in writing to the Faculty Athletics Representative (FAR).

Failure to Earn Degree Credit when Receiving Winter/Summer or Exhausted Eligibility Athletics Aid

For students receiving Winter, Summer, or Exhausted Eligibility athletics aid, all courses attempted must be completed with a grade that permits the course to count toward your degree and NCAA progress-toward-degree requirements. Failure to complete the course(s) as required may result in a mandatory meeting with the Director of Athletics and/or your student account being charged the amount that your athletics aid originally covered. You may appeal the decision if your student account is charged, but any reasons you assert for failing to earn a grade that can be utilized for your degree program must be supported by documentation.

Winter/Summer Financial Aid “Charge” Policy

Effective Summer 2017 sessions (both I and II), when a student-athlete does not earn a passing or degree applicable grade or drops a class without prior permission, he or she may be held financially responsible for the full balance of financial aid awarded by the Athletics Department. Financial responsibility will be determined by and combination of the Winter/Summer Financial Aid Committee and/or the Director of Intercollegiate Athletics or designee.

The Committee and/or Director of Athletics or designee will always assume good effort/intent, on behalf of the student-athlete, to pass the class but also know that extraordinary circumstance may be present precluding acceptable academic performance. Student-athletes who do not earn a passing or degree applicable grade or dropped or withdrew from a class without prior permission will be reviewed by the Winter/Summer Aid Committee to determine if the student-athlete should be charged for the class or classes. Student-athletes who can demonstrate a good faith effort (i.e., attended all classes, received tutorial support) will not be charged. Those who cannot, may be required to pay for a portion of all of the financial aid costs awarded. The committee's recommendations will be forwarded to the Director of Athletics or his/her designee for review and final determination.

If a student-athlete is charged for a failing a class, not earning a passing grade, or dropping a class without prior permission:

- The head coach will be notified.
- The student-athlete will be charged a one-time fee of \$400.00/per class. The charges will be applied to his/her student account.
- The student-athlete may be denied additional summer or ensuing winter term financial aid as a result of the remaining balance (above and beyond the initial \$400.00 charge)
- If a student-athlete needs additional summer or winter financial aid for eligibility reasons, he/she will be subject to paying both the initial \$400.00 charge as well as the remaining balance of the financial aid award
- In lieu of the student-athlete paying for class(es), the sport program can assume the balance owed and pay the balance (beyond the \$400.00) out of the sport program's budget

Once the entire balance is paid, the student-athlete will be permitted to apply for additional winter/summer financial aid.

Federal Pell Grants

Student-athletes are encouraged to apply for this federal entitlement grant program by completing the Free Application for Federal Student Aid (FAFSA). This grant is based on financial need and may be used to supplement other funds. A student-athlete may receive a Pell Grant in combination with institutional financial aid even if the student-athlete is already receiving a full scholarship up to the cost of attendance. You may complete a FAFSA online at www.fafsa.ed.gov or pick one up at the Office of Student Financial Aid in 1135 Lee Building. If you have additional questions concerning Pell Grants and other sources of financial aid, you may contact the Office of Student Financial Aid at (301) 314-9000.

Student-Athlete Opportunity Fund (SAOF)

All current student-athletes are eligible to apply for support from the SAOF. Applications can be submitted at any time during the calendar year. Funds will be available each year beginning September 1st. Efforts will be made to assure that funds are used by student-athletes in all sports and in a manner that reflects the University’s commitment to gender equity.

Student-athletes shall submit an application for funds to the Compliance Office. In the application, the student-athlete must specify the purpose of the request and justify why the SAOF should be used (i.e., why other sources of funding are not available or appropriate). The Compliance Office will review the application to make sure it is complete and consistent with the purpose of the SAOF. The application may then be reviewed and approved by the Faculty Athletics Representative (FAR) and, if approved, will be submitted to the Compliance Office and Business Office in the Department of Athletics for payment.

When approving applications for funds, the Compliance Office and the FAR will consider the following principles:

1. whether the expenditure is directly related to the academic success or welfare of the student-athlete;
2. whether the request is for an expenditure in the high priority area;
3. whether the need for the expenditure has been clearly demonstrated; and
4. whether the student-athlete has received a previous award from the SAOF during the year in which funds are requested.

If you have questions, please contact the Compliance Office.

Any excess funds in the SAOF account at the conclusion of each fiscal year shall be allocated as such: up to 80% of the remaining funds shall be allocated to ASCDU improvements that directly benefit student-athletes (e.g. laptop computers, computers for the computer lab, printers, etc.). The remaining funds shall be rolled over into the coming year's SAOF account. Any allocation designated for ASCDU improvements shall receive prior approval from a committee comprised of the SAAC Chair, Faculty Athletics Representative, and Associate Athletics Director/ASCDU.

All SAOF funds received by the University of Maryland will be used to directly benefit student-athletes. Funds may be requested for the following reasons:

HIGHEST PRIORITY (NOT RANKED WITHIN THIS CATEGORY):

- Postgraduate or internship fees
- International student fees and taxes
- Graduate school exam fees
- Professional program testing
- Educationally related expendable supplies
- Course related educational supplies
- Learning disability testing
- Medical expenses for student-athletes (not covered by another insurance program)
- Dental/vision expenses for student-athletes (not covered by another insurance program)
- Medical and dental expenses for student-athlete's spouse/dependents
- Clothing allowance. Non-PELL eligible student athletes must complete the FAFSA form in order for the Financial Aid Office to determine unmet need. Only student-athletes determined to have unmet need are eligible for the clothing allowance.
- PELL-eligible student-athletes may request up to \$500 per academic year for clothing needed for team travel, internships, job interviews, and/or work.
- Student-athletes who have completed 60% of their degree or more must limit clothing allowance requests to clothing needed for internships, job interviews, and/or work (up to \$500 per academic year) and must demonstrate financial need that justifies the request.
- Student-athletes who have completed less than 60% of their degree must limit clothing allowance requests to clothing needed for internships and/or work and must demonstrate financial need that justifies the request. Additionally, extensive documentation outlining internship/work details is required prior to approval (up to

\$250 per academic year).

- Student-athletes who request assistance for team travel and/or seasonal clothing must demonstrate financial need which justifies the request (up to \$250 per academic year).
- Emergency travel and expenses up to the state mandated limits (e.g. per diem, mileage) for student-athletes, spouses, parents/guardians and/or dependents.
- Other educational expenses.
- Emergency expenses for student-athletes, spouses and/or dependents.
- Travel expenses for family members to be present when a student-athlete is honored (priority will be given to national recognition of individuals).
- Travel expenses for team members being honored by a governmental body.
- Additional student-athlete travel home (available only to PELL Grant recipients one-time per academic year up to \$500).
- Health insurance premiums and/or supplemental health insurance.

LOWER PRIORITY (Only to be requested when other sources are not available)

- Fifth and sixth year aid
- Post graduate scholarship
- Other personal expenses
- Additional student-athlete travel home
- Other health and safety expenses

TEXT BOOK SCHOLARSHIP INFORMATION

The University of Maryland may provide to a student-athlete financial aid that covers the actual cost of required books and required course materials. Each student-athlete receiving a book scholarship will be notified of the scholarship by his/her coach prior to the start of each academic year (or, for mid-year enrollment, prior to the start of the semester of enrollment). Eligible participants are responsible for adhering to the procedures for receiving and returning the books that are issued through the book scholarship program. Student-athletes receiving a book scholarship are not permitted to get books for non-scholarship student-athletes or other students.

Procedures to receive required books, supplies, and/or course packets

1. Before the start of each academic term, the Compliance Office will send to the University Book Center ("UBC") a list of all student-athletes who have been awarded a book scholarship for the upcoming term.
2. The UBC is located in the Stamp Student Union. In order to receive their required books, student-athletes on book scholarship must present their student identification card (UID) and collect their approved book request order forms at the UBC during hours designated in advance. Student-athletes are advised to bring their course syllabi when picking up their books to ensure they receive all required materials. Upon checkout, student-athletes are also advised to retain a copy of their receipt.
3. If the UBC does not have a student-athlete's required text book(s), supplies,

and/or course packet, the student-athlete must place a special order through the UBC. If the UBC does not have or cannot obtain the required course material(s), the student-athlete may purchase the necessary materials from any online vendor or bookstore.

4. After purchasing their required books, supplies, and/or course packets, each student-athlete must turn in ALL original receipts and syllabus/syllabi to the ASCDU Administrative Assistant. Reimbursements will be reviewed by the Compliance Office and, if approved, credited to the student-athlete's account. However, if there is a balance on the student-athlete's account, the money from the reimbursement will be applied toward the outstanding balance.

Procedure for returning books

All books must be returned by the designated return deadline. Times and locations to return books will be emailed to student-athletes through ACS prior to the last day of scheduled classes. The times and locations will also be posted in ASCDU. The purchase cost of any book(s) not returned, may be charged to the student-athlete's account.

WITHDRAWING FROM SCHOOL/DROPPING BELOW FULL-TIME STATUS

If, for any reason, you withdraw from the University during any semester of enrollment or drop below full-time enrollment (defined as 12 credits for undergraduate students and 48 units for graduate students), you may be billed the entire cost of your athletics aid and/or any other scholarship. You will also immediately forfeit your athletics eligibility for the remainder of that semester and potentially jeopardize your future eligibility status.

Prior to withdrawing from the institution or dropping below full-time status, all student-athletes are expected to:

1. Schedule an appointment with your Academic Counselor in ASCDU to discuss your reason for withdrawal.
2. **YOU** are responsible for contacting the residence life and dining services offices directly. The Department of Athletics is **NOT permitted to process your cancellations** for housing, course registration, room, board, or any other service. In addition to cancellation of all agreements, you must immediately return your textbooks to the Compliance Office. You will be responsible for any and all fees incurred as a result of a failure to complete withdrawal procedures in their entirety.
3. Should you wish to transfer to another institution, refer to the Transfer Procedure section above and follow all relevant steps therein.

Impact on Athletics Aid

If a student-athlete receiving athletically-related financial aid (even exhausted eligibility aid) decides to withdraw from classes, drop below full-time enrollment, or drop/withdraw from any winter or summer course, the Department of Athletics reserves the right to cancel that student-athlete's athletics aid and/or charge the cost of the dropped course(s) back to the student-athlete's account.

ACS ATHLETICS – STUDENT-ATHLETE PORTAL

The Department of Athletics has partnered with ACS Athletics for your use to complete many required University, Big Ten, and NCAA paperwork and forms, request complimentary game tickets for your guests (for those sports that ticket home events) and approve practice/competition logs throughout the year. The Department of Athletics will also be using ACS to connect with student-athletes via email and text message in order to provide timely updates on all matters as it relates to you as a Maryland student-athlete.

How to Log In for the First Time

CLICK BELOW TO ACCESS THE STUDENT LOGIN PAGE:

<https://incontrol.acsathletics.com/TeamManager/PublicPortal/PublicLogin.aspx>

Bookmark the link for future logins!

1. You will need to select the 'First Time Logging In' link and request a password be sent to you using the same email address in which you received this email. The email may take up to 10 minutes to be delivered.
2. **If you are having trouble logging in for the first time using your University of Maryland email address, please try using these domain names: @umd.edu, @mail.umd.edu, and/or @terpmail.umd.edu.**
3. Once you receive your password, simply copy and paste from the email. Your User ID (UIN) is your 9-digit University ID number (UID).
4. Once logged into the portal, you can update your password selecting the Change Password link. If at any time you forget your password, you will need to request a new one.
5. Once you login for the first time, you will need to complete some basic information to update the system!

How to Log In After Setting Up Your ACS Account

1. Access your Student-Athlete Login Page and login to your account at the following link: <https://incontrol.acsathletics.com/TeamManager/PublicPortal/PublicLogin.aspx>
2. Upon logging into the system, you will be prompted to update your personal information. Please make sure this information is completely accurate (In particular, make sure your local address is your on-campus address for the current academic year). You can also update your password by selecting the 'Change Password' link. If at any time you forget your password, the Compliance Office does not have access to your information, so you will need to request a new one using the "Forgot your password" link on the login page. The system will prompt you for your email address and nine-digit UID (referred to as UIN in ACS). Within 5-10 minutes of submitting this information, a temporary password will be sent to your email.

Completing Forms

1. Access your Student-Athlete Login Page and login to your account at the following link: <https://incontrol.acsathletics.com/TeamManager/PublicPortal/PublicLogin.aspx>
2. Review the ANNOUNCEMENTS section for instructions on how to complete your forms.
3. Complete all forms. You will not be permitted to practice until your forms are complete.
4. If any information contained in any of these forms changes during the year, you are

required to contact the Compliance Office in order to update the information.

CARA LOGS

1. Access your Student-Athlete Login Page and login to your account at the following link: <https://incontrol.acsathletics.com/TeamManager/PublicPortal/PublicLogin.aspx2>
2. Select the link to the practice logs found in My Inbox.
3. Select the week to review.
4. Review the hours listed and either approve or deny the log – add any comments as needed.
5. You'll then be prompted to confirm your approval or denial.
6. If there are no logs left to approve, a message will display – click OK.

Student- Athlete Code of Conduct/ Policies & Procedures

In this chapter the Maryland Student-Athlete Code of Conduct and several other significant University Policies & Procedures are outlined in detail. Please familiarize yourself with this section in order to best understand the policies & procedures that may govern your actions.



MARYLAND STUDENT-ATHLETE CODE OF CONDUCT

The University of Maryland has established a tradition of ethical conduct at all levels of university life. In accordance with this tradition, all student-athletes involved in the intercollegiate athletics program are expected to represent the university in an honorable manner at all times.

ACADEMIC CODE OF CONDUCT

The University of Maryland and its Department of Intercollegiate Athletics (hereinafter referred to as “Department of Athletics” or “ICA”) are committed to providing all student-athletes with the best possible opportunities to succeed academically.

In accepting admission to the University, student-athletes assume the responsibility of meeting not only athletic obligations, but also those obligations that come with being serious students interested in earning degrees.

All student-athletes are expected to:

- 1. Acknowledge that earning an undergraduate degree is the primary goal of being a collegiate student-athlete.**
2. Attend all classes except when traveling to represent the University in intercollegiate competition.
3. Be prepared for class and participate in class discussions.
4. Complete all academic assignments on time and take all course examinations.
5. Meet with college academic advisors to seek approval for course registration and assistance with procedures related to course schedule adjustments and academic matriculation.
6. Attend all Academic Support & Career Development Unit (ASCDU) consultations, tutoring, study table, and review sessions as scheduled by assigned Athletic Academic Counselor.
7. Maintain the status of full-time enrollment while obtaining an undergraduate degree within four to six years of the time you first enrolled as a full-time student in any college or university.
8. Make satisfactory progress towards a degree as defined by your designated college and the NCAA.
9. Maintain academic eligibility for practice and competition as defined by the University of Maryland, the Big Ten Conference, and the NCAA.
10. Properly inform instructors (i.e. provide authorized team travel letter), by the 10th day of fall and/or spring semesters, of expected class absences due to travel to official intercollegiate competitions.
11. Abide by the University of Maryland rules and regulations governing student conduct.

STUDENT-ATHLETES ARE SUBJECT TO ALL UNIVERSITY POLICIES

Student-athletes are required to follow all University of Maryland policies regarding academics, residence life, and general conduct. Violations of any such policies are handled by the University in the same manner as for the general student body. Please consult the Code of Student Conduct and Code of Academic Integrity found at the following links:

<http://www.president.umd.edu/administration/policies/section-v-student-affairs/v-100b>

<http://www.president.umd.edu/administration/policies/section-iii-academic-affairs/iii-100a>

Additionally, the Department of Athletics will take additional action pursuant to the procedures as outlined below.

DEPARTMENT OF ATHLETICS ADMINISTRATIVE PROCEDURES FOR STUDENT-ATHLETE CHARGES AND CONVICTIONS:

- Criminal Charges and Convictions
 - University Code of Student Conduct and Student-Athlete Code of Conduct violations, including violations of the codes that occur online or through the use of social media
 - University Code of Academic Integrity
 - Drug Testing Policies
 - The Conference Sportsmanship Policy
- I. **Student-Athlete’s Duty to Notify:** In all instances, a student-athlete shall immediately notify his or her head coach and the sport supervisor when he or she has been charged with a criminal offense, a violation of the Conference Sportsmanship Policy, the University’s Code of Student Conduct, Code of Academic Integrity, or Drug Testing Policy (hereinafter referred to as the “Policies”). Failure to notify the head coach and the sport supervisor will result in appropriate administrative action, which shall be determined by the Director of Athletics and/or his designee. Range of penalties could include probation, loss of practice or playing time, or loss of travel privileges.
1. Additionally, any person may refer one or more student-athlete(s) suspected of violating any laws, or Policies to the Athletics Department. Persons making such referrals are required to provide information pertinent to the case as necessary throughout the investigation of the allegations.
- II. **Review and Investigation:** The Senior Associate Athletics Director/Chief Administration Officer serves as clearinghouse for the Athletics Department in the receipt and sorting of information involving alleged violations of the law or Policies, as well as between departments including the Office of Student Conduct, University

Health Center, UMCP Police, and/or all other necessary departments or units.

1. The Senior Associate Athletics Director/Chief Administration Officer provides notice of the alleged crime or violation to the involved student-athlete's head coach and the applicable sport supervisor. In the event that the Senior Associate Athletics Director/Chief Administration Officer is the accused student-athlete's sport supervisor, written notice of the alleged crime or violation will be provided only to the involved student-athlete's head coach.
2. The accused student-athlete's head coach and sport supervisor meet to discuss the alleged violation(s) and, when necessary, conduct a review of the allegations/charges.
3. When appropriate and/or necessary, the sport supervisor will provide a summary of the review to the student-athlete and to the Senior Associate Athletics Director/Chief Administration Officer. At that time, the student-athlete will be given an opportunity to respond to the information contained in the summary.
4. When appropriate and/or necessary, the Senior Associate Athletics Director/Chief Administration Officer will in turn provide the information to University's Office of Student Conduct and/or law enforcement authorities.

III. **Administrative Actions:** Within 48 hours of completing the review, the head coach and sport supervisor will discuss potential administrative actions including playing and practice status, suspension from team activities, dismissal from the team, community service, loss of scholarship, and make a recommendation to the Director of Athletics or his designee, who will then decide what administrative actions will be imposed subject to the restrictions for specific crimes laid out below.

1. As soon as practical, the sport supervisor prepares a written statement of the administrative actions that will be imposed, including the dates and times related to each administrative action, and provides the statement to the student-athlete.
2. When appropriate and/or necessary, the Director of Athletics or his designee may forward information discovered during the review to the University's Office of Student Conduct and/or law enforcement authorities.

IV. **Specific Crimes and Penalties:** The following categories of crimes have specific procedures and penalties that will be automatically applied by the Department of Athletics:

A. Crime of Violence/Serious Drug Offense

A. Includes the following:

- a. A crime as set forth in Maryland Annotated Code Criminal Law Art. § 14-101 (a) (hereinafter referred to as a "Crime of Violence").
- b. A drug offense that constitutes a felony under Maryland law or U.S.

Federal Law, including, but not limited to, felony offenses set forth in Maryland Annotated Code Criminal Law Art., Title 5 *Controlled Dangerous Substances, Prescriptions, and Other Substances* (hereinafter referred to as "Serious Drug Offense").

- c. A crime in another jurisdiction that would be classified as a Crime of Violence or Serious Drug Offense if committed in Maryland.
- B. If charged with any of the above, a student-athlete shall be suspended immediately from all playing, practice and travel privileges. This suspension will remain in effect at least until final disposition of the student-athlete's case unless and until information arises that clearly warrants review of the suspension.
- C. If a student-athlete is convicted or pleads guilty to (VIII)(A)(1)(a)-(c) above, he/she shall be dismissed permanently from his/her team and, if applicable, lose his/her scholarship.
- D. If a student-athlete pleads no contest or receives probation before judgment for any of the offenses in (VIII)(A)(1)(a)-(c) above, the sport supervisor and head coach will make a recommendation to the Director of Athletics or designee regarding the student-athlete's playing and practice status, travel privileges and scholarship, if applicable.

B. Underage Drinking

A. If a student-athlete is found to have engaged in underage drinking, the following minimum penalties will be imposed:

A. First Offense

- Mandatory Office of Student Conduct alcohol education.
- The head coach and sport supervisor meet with student-athlete.
- The student-athlete will be placed on team probation until he/she reaches legal drinking age or is no longer a student-athlete (whichever comes first). The head coach or sport supervisor will provide written notification of team probation to student-athlete. This notification shall include a statement regarding potential suspension for future offenses.

B. Second Offense

- Mandatory University Health Center counseling.
- The student-athlete shall be suspended from 10 percent of his/her in-season competitions.

- Suspensions will occur only in competitions that are considered “countable” under NCAA rules (i.e. not exhibitions, scrimmages, non-championship segment competitions), but shall be imposed immediately.
 - If a student-athlete is suspended under this section outside his/her sport’s championship segment, the suspension will be applied at the beginning of the next championship segment.
 - If 10 percent of in-season competitions results in a fraction the suspension will be rounded down to the next whole number for fractions between .01 - .49, but will be rounded up to the next whole number for fractions between .50 - .99.
- The student-athlete will also be placed on team probation until he/she reaches legal drinking age or is no longer a student-athlete (whichever comes first). The head coach or sport supervisor will provide written notification of team probation to student-athlete. This notification shall include a statement regarding potential suspension for future offenses. A copy of the written notice will be provided to the sport supervisor and the Director of Athletics.
 - Scholarship reduction or cancellation may be imposed upon approval of the administration.

C. Subsequent Offenses

- The student-athlete shall be suspended from an additional 10 percent of his/her in-season competitions.
 - Suspensions will occur only in competitions that are considered “countable” under NCAA rules (i.e., not exhibitions, scrimmages, non-championship segment competitions), but shall otherwise be imposed immediately.
 - If a student-athlete is suspended under this section outside his/her sport’s championship segment, the suspension will be applied at the beginning of the next championship segment.
 - If 10% of in-season competitions results in a fraction, the suspension will be rounded down to the next whole number for fractions between .01 - .49 but will be rounded up to the next whole number for fractions between .50 - .99.
- Scholarship reduction or cancellation may be imposed.

C. Driving Under the Influence/While Intoxicated

- A. If a student-athlete is charged in any locale with a DWI/DUI and/or refuses

any drug/alcohol/chemical testing, the student- athlete shall be suspended from 10 percent of his/her in-season competitions.

- a. Suspensions will occur only in competitions that are considered “countable” under NCAA rules (i.e., not exhibitions, scrimmages, non-championship segment competitions), but shall otherwise be imposed immediately.
- b. If a student-athlete is suspended under this section outside his/her sport’s championship segment, the suspension will be applied at the beginning of the next championship segment.
- c. If 10 percent of in-season competitions results in a fraction, the suspension will be rounded down to the next whole number for fractions between .01 - .49, but will be rounded up to the next whole number for fractions between .50 - .99.
- d. Scholarship reduction or cancellation may be imposed.
- e. Additional DWI/DUI charges and/or refusals to participate in drug/alcohol/chemical testing may result in additional sanctions including but not limited to, loss of scholarship and/or suspension from all team activities for a year. Such additional sanctions shall be determined after the sport supervisor and head coach make a recommendation to the Director of Athletics or designee, who will then decide what disciplinary action will be imposed.

D. All Other Crimes

- A. If a student-athlete is charged with a crime not listed in (VIII)(A)(1)(a)-(c) or (VIII)(B)(2)(a) or (b) above, the sport supervisor and head coach shall make a recommendation to the Director of Athletics or his designee regarding:
 - the pre-disposition playing, practice, and travel status of the student-athlete; and
 - the post-disposition playing, practice and travel status of the student-athlete.
 - scholarship status

E. Significant Violations - Code of Student Conduct or Code of Academic Integrity

A. Includes the following:

- Any offense identified by the Office of Student Conduct as a potential aggravated violation as defined in Part (2a) of the Code of Student

Conduct.

- A violation of Part 9, Sections (a) through (g) of the University's Code of Student Conduct, resulting in a referral to a judicial board.
- A second violation of the Code of Academic Integrity, resulting in a referral to an honor board.
- Any conduct that falls into a category above that occurs on-line or through social media.

B. If charged with any of the above, a student-athlete shall be suspended immediately from all playing and practice privileges.

- This suspension will remain in effect at least until final disposition of the student-athlete's case unless and until information arises that clearly warrants review of the suspension.

C. If a student-athlete admits responsibility or is found responsible for a violation of the Code of Student Conduct or Code of Academic Integrity, his/her playing and practice status shall be determined by the final sanctions imposed under the applicable code.

F. Other Violations of the Code of Student Conduct or Code of Academic Integrity

- A. If a student-athlete is charged with a violation of the Code of Student Conduct or Code of Academic Integrity not listed in (C)(1)(a)-(c) above, occurring online, through the use of social media or offline, the sport supervisor and head coach shall make a recommendation to the Director of Athletics or his designee regarding the pre-disposition playing and practice status of the student-athlete.
- B. If a student-athlete admits responsibility or is found responsible for a violation of the Code of Student Conduct or Code of Academic Integrity, his/her playing and practice status shall be determined by the final sanctions imposed under the applicable code.

V. As soon as practical, the sport supervisor prepares a written statement of the administrative actions that will be imposed, including the dates and times related to each administrative actions, and provides the statement to the student-athlete.

VI. When appropriate and/or necessary, the Director of Athletics or his designee may forward information discovered during the review to the University's Office of Student Conduct and/or law enforcement authorities.

VII. Student-Athlete Right of Appeal

- A. Violations of the University of Maryland Drug Testing Policy may be appealed through the appeal process outlined in that policy.

B. For alleged violations of the law, the Conference Sportsmanship Policy, or University policies other than the Drug Testing Policy, if the student-athlete disagrees with the course of action, he/she may appeal to the Faculty Athletics Representative (or to the University's Director of Student Conduct if the Faculty Athletics Representative is unavailable) in writing within 72 hours of receiving from the sport supervisor the written summary of the results of the review and the written statement of disciplinary measures that will be imposed (if the summary and statement are not provided to the student-athlete at the same time, the student-athlete must submit his/her appeal within 72 hours of receiving the second of the two).

1. The student-athlete's written request for an appeal must explain what in the summary of the results of the review is incorrect and/or how the recommended disciplinary measures are too harsh.
2. The student-athlete's written request for an appeal must include any and all relevant supporting documentation.
3. The Faculty Athletics Representative (or the University's Director of Student Conduct if the Faculty Athletics Representative is unavailable) will provide a copy of the student-athlete's written request for appeal to the appropriate sport supervisor and the Department of Athletics will be given an opportunity to respond to the student-athlete's assertions.
4. Pending the final outcome of the appeal, any administrative actions identified pursuant to Sections I-X above will be imposed (i.e., the administrative actions will not be suspended during the appeal process).

C. If a particular violation or offense triggers the imposition of a minimum disciplinary measure mandated by University, Conference or NCAA policy, that particular disciplinary measure cannot be appealed through this process. Therefore, if a student-athlete appeals the imposition of a mandated disciplinary measure, the portion of the appeal pertaining to that disciplinary measure will be dismissed immediately.

D. Within ten calendar days of receiving the request for an appeal, the Faculty Athletics Representative will render a decision and notify the student-athlete of the decision in writing. That decision is final and cannot be appealed.

UNIVERSITY TICKETS AND FINES

You are responsible for paying all university fines assigned to you by the Office of the Bursar. This includes, but is not limited to, fines for dorm damages, overdue library books, telephone charges, and unpaid parking tickets. Failure to pay such fines could jeopardize your eligibility and the ability to participate in priority registration.

TEAM RULES

Every head coach is responsible for preparing team rules that apply for each new season and, in some cases, have the ability to add further penalties. Team rules shall be provided to student-athletes in writing.

TEAM TRAVEL CONDUCT

Any student-athlete and/or student serving in an official capacity for the Department of Athletics are representatives of the University of Maryland. As a representative of the University, such students traveling individually or as a team/group to an intercollegiate athletic contest agree to abide by the laws of the State of Maryland and any state(s) through which the student travels, University policies, Department of Athletics policies, and team rules. Student-athletes and/or students serving in an official capacity for the Department of Athletics shall be responsible for acting in accordance with such laws, policies, and rules during the entire period of travel and competition.

ETHICAL CONDUCT – SPORTS PARTICIPATION

- You must compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play [NCAA Bylaw 10.01.1].
- You are **not eligible** to compete if you have shown dishonesty in evading or violating NCAA regulations [NCAA Bylaw 14.01.3.3].
- Review the Policy on Conduct and Ethics for Student-Athletes, V-2.00(C), <http://www.president.umd.edu/administration/policies/section-v-student-affairs/v-200c>

POLICY ON EVENT-RELATED STUDENT MISCONDUCT, V-8.00

Event-related misconduct includes rioting, assault, theft, vandalism, fire-setting, or other misconduct related to an institutionally sponsored event, occurring on or off campus that results in harm to persons or property or otherwise poses a threat to the stability of the campus or campus community. Campus disciplinary action for event-related misconduct may take place regardless of the existence, status, or outcome of any criminal charges in a court of law related to the misconduct. Any decision to impose a sanction less than suspension or expulsion for event-related misconduct must be supported by written findings signed by the Vice President of Student Affairs. A record of any suspension or expulsion under this policy shall be noted on the student's transcript. For more information on this policy see <http://www.usmh.usmd.edu/regents/bylaws/SectionV/V800.html>.

SPORTSMANLIKE CONDUCT (UNIVERSITY OF MARYLAND)

All student-athletes are expected to conduct themselves both on and off the field in a manner that will bring respect to their teammates, coaches, and the University. Inappropriate or unsportsmanlike conduct will be handled in accordance with the current policies of the Department of Athletics, the University, and the State of Maryland. In addition, all student-athletes are expected to adhere to the Maryland Sportsmanship Principles adopted by the President's Commission on Sportsmanship when serving as an athlete and as student. These principles are as follows:

FOUNDATIONS. The University of Maryland College Park fully supports the principles of sportsmanship adopted by the National Collegiate Athletic Association and the Big Ten Conference. It does so not only because it is a member of those organizations, but more importantly because the concept of sportsmanship embodies the principles on which this and other great universities have been established: the attainment and celebration of excellence, respect for and acceptance of those with whom we differ, and our commitment to the highest standards of integrity. Our campus mission statement, the President's Statement of Freedom Expression, the Human Relations Code and the codes of conduct for students, faculty, and staff are the primary campus documents that embody these principles. As the goals for campus sportsmanship are articulated, it must be remembered that sportsmanship in intercollegiate athletics must be connected to these broader campus values and standards of behavior. The approach to intercollegiate athletics must be embedded in our notions of the rights and responsibilities that come with being a member of the campus community.

ATTAINING AND CELEBRATING EXCELLENCE. Whether it is grades, promotion and tenure, or graduation, our university is committed to the principle that the rewards it bestows should be granted on the basis of adherence to community standards. These celebrations are the time when the campus recognizes those who have excelled in meeting these standards and the campus's ultimate goal – acquiring and advancing knowledge. In sponsoring intercollegiate athletics, the University provides opportunities for students not only to achieve excellence in sports, but also to attain the life skills associated with participation in sports that will benefit them personally and professionally. It is entirely appropriate that we as a community enthusiastically support their efforts. In doing so, we gain a source of campus unity and an appreciation of the commitment of student-athletes to achieving personal excellence. Maryland sportsmanship implies, and perhaps requires, that we support our teams as they strive for excellence in their sport.

RESPECT. In an environment that celebrates diversity and freedom of expression, we must respect the opinions and rights of others. As the President's Statement of Freedom of Expression notes, our commitment to freedom of expression must not result in the denial of others' rights and/or the creation of an environment that discourages an individual's participation in campus life. Achieving the right balance amongst these sometimes conflicting interests is one of the most difficult challenges a civil society faces. In intercollegiate athletics, this balance can be achieved only by maintaining respect for the game, our teams, our opponents and our institution. We celebrate the contest and the spirit of competition, but must remember that the value of victory is

measured by the esteem one holds for the opponent. Thus, sportsmanship entails respecting our student athletes and their opponents, as well as the officials, coaches, and fans. It means celebrating performance – by either side. Our campus values require that respect – for the game and our campus – must be a fundamental component of our understanding of sportsmanship.

INTEGRITY. Acts that violate our integrity strike at the very heart of our campus. Whether plagiarism, cheating or fraud by students, faculty or staff, they cannot be tolerated. Increasingly, the campus has focused attention on the integrity of the educational enterprise and research. No less important is an intercollegiate athletics program that meets the highest standards of integrity. For this reason the campus has positioned itself as a leader in the NCAA certification process. Winning within the rules must be one of the components of our understanding of sportsmanship. Maryland sportsmanship means that administrators, coaches and participants must know the rules and be committed to following them.

BIG TEN SPORTSMANSHIP POLICY

AGREEMENT 10. SPORTSMANSHIP POLICY

(Adopted 1974; revised 1991; 1995; 2000; revised 6/2/13 & effective 8/1/13)

10.01 General Purpose and Scope. The Big Ten Conference expects all contests involving a member institution to be conducted without compromise to any fundamental element of sportsmanship. Such fundamental elements include integrity of the competition, civility toward all, and respect, particularly toward opponents and officials. Accordingly, each member institution, through the actions of the individuals or groups of individuals listed in Agreement 10.1.1 below, has an obligation to behave in a way that does not offend the elements of sportsmanship described above. Actions that are offensive to the integrity of the competition, actions that offend civility, and actions of disrespect are subject to review and are punishable in accordance with the terms of this policy. Although this policy will apply most commonly to actions that occur within or around the competitive arena, the scope of its application is intentionally left unrestricted in order to accommodate any behavior, which may occur in any setting, deemed by the Commissioner to offend the underlying objective this policy seeks to achieve. (Note that throughout Agreement 10, use of the term “Commissioner” shall refer to the Commissioner or the Commissioner’s designee.)

10.1 Role of Member Institutions

10.1.1 Responsibility and Accountability. An institution is responsible for, and therefore, may be held accountable for, the actions of its employees, coaches, student-athletes, band, spirit squads, mascot(s), general student body, and any other individual or group of individuals over whom or which it maintains some level of authority. In addition, any member of the above groups may be held individually accountable if found to have committed an offensive action as contemplated by this policy.

10.1.2 Obligation to Cooperate. Each institution is obligated to cooperate with the Commissioner during the course of an investigation as to whether an offensive action has occurred. An institution’s failure to cooperate shall result in a breach of this policy,

which shall be punishable in accordance with the terms of the policy.

10.1.3 Presumption of Commitment to Sportsmanship. Each institution is presumed to be committed to sportsmanship as contemplated by this policy, and is encouraged to take any action it deems appropriate to further the underlying objective of this policy. Such actions may be proactive in nature (e.g., education, sportsman- ship campaigns); such actions may be reactive in nature (e.g., institutionally imposed suspensions in response to offensive actions). Although the Commissioner has the ultimate authority to impose disciplinary action in accordance with Agreement 10.2 below, nothing in this policy shall be construed to suggest that institutions are limited in their ability to impose any disciplinary action deemed appropriate in advance of any action that may be taken by the Commissioner.

10.2 Authority of the Commissioner

10.2.1 Exclusive Authority to Determine Whether Offensive Actions have Occurred. The Commissioner shall have the exclusive authority to determine whether an offensive action, as contemplated in Agreement 10.01 above, has been committed by anyone referenced in Agreement 10.1 above. In making this determination, the Commissioner may consider any evidence that he or she deems relevant. The Commissioner may accept any information provided by any source, but except as outlined in Agreement 10.3.1 below, has no formal obligation to do so.

10.2.2 Authority to Take Disciplinary Action. In the event the Commissioner determines that an offensive action has occurred, the Commissioner shall have the authority to impose any disciplinary action in response to the offensive action, subject to the provisions of Agreement 10.3.3.1 below.

10.2.3 Factors that may be Considered when Deciding upon Disciplinary Action. In deciding whether to impose disciplinary action, factors to be considered by the Commissioner may include, but shall not be limited to, the following:

- a) the general nature or severity of the offensive action
- b) any injury or damage that results directly from the offensive action
- c) the manner in which the offensive action fits within the context of the rules of the game for the sport at issue
- d) any action taken or imposed in accordance with the applicable rules of the game (e.g., actions taken by game officials)
- e) the response of and/or any action taken by the involved member institution(s)
- f) the response of and/or any action taken by any other entity that may have jurisdiction over the offensive action (e.g., law enforcement)
- g) any prior offensive action(s) as contemplated within this policy

10.3 Procedural Elements

10.3.1 Commissioner’s Discretion, Timeliness, and Due Process. The Commissioner has the discretion to pursue, or choose not to pursue, an investigation as to whether an offensive action has occurred. In the event the Commissioner decides to pursue such an investigation, the Commissioner shall commence the investigation as expeditiously as

possible upon notification that such an offensive action may have occurred. Upon commencement of such an investigation, the Commissioner shall determine, as expeditiously as possible, whether an offensive action did occur. Any involved institution or individual at risk of disciplinary action shall be provided an opportunity, which may be waived, to offer its or his or her position as to whether an offensive action occurred. The time frame within which an institution or individual shall provide its or his or her position shall be set by the Commissioner, and shall be reasonable in light of the circumstances. Upon determination that an offensive action did occur, the Commissioner shall, as expeditiously as possible, determine whether disciplinary action should be imposed, and if so, what it should be.

10.3.2 Notice of Disciplinary Action. In the event it becomes clear that an institution is likely to be subjected to disciplinary action, the Commissioner shall notify that institution or individual at the earliest reasonable opportunity. Under no circumstances shall the Commissioner comment publicly regarding either an investigation or disciplinary action without having first provided notice to any involved institution or individual.

10.3.3 Categories of Disciplinary Actions.

10.3.3.1 Standard Disciplinary Action. Standard disciplinary actions shall include admonishment, reprimand, fines that do not exceed \$10,000, and suspensions from no more than two contests. Any combination of the preceding actions shall be considered to be a singular standard disciplinary action. Decisions by the Commissioner to impose a standard disciplinary action shall be final and are not subject to appeal.

10.3.3.2 Major Disciplinary Action. Disciplinary actions exceeding those listed in Agreement 10.3.3.1 above must receive prior approval by the Joint Group Executive Committee (JGEC). In any case for which prior approval is sought, the JGEC shall be provided, in writing, the involved institution's or individual's position as described in Agreement 10.3.1 above. The JGEC may only approve, deny, or lessen the proposed penalty; it shall not increase the proposed penalty. Further, the JGEC may not lessen the penalty to a level lower than that for which its approval is required. Review and action by JGEC shall occur as expeditiously as possible, and its decisions shall be final and are not subject to appeal.

10.3.3.2.1 Interim Action. Prior to receiving approval, the Commissioner may impose as interim action any lesser disciplinary action (i.e., any disciplinary action for which prior approval would not be required), which shall be in effect until the JGEC has had the opportunity to review and act upon any proposed major disciplinary actions.

10.3.4 Annual Review. Any case for which the Commissioner has pursued an investigation as described in Agreement 10.3.1 above shall be reviewed by the Joint Group on an annual basis, regardless of whether any disciplinary action has been imposed. The purpose of the annual review is to ensure the Commissioner is administering the policy in a reasonable, fair, and consistent manner.

10.3.5 Notice of Closure. For any case in which an institution has been provided notice of being at risk, the Commissioner shall notify that institution when the matter is closed, regardless of whether disciplinary action was or has been imposed.

ATTENDANCE POLICY FOR STUDENT-ATHLETES

The University Athletic Council ("Council") has determined that poor academic performance by a number of our student-athletes is significantly influenced by the fact that those students do not maintain consistent class attendance. During the past few years, numerous efforts have been made by coaches and administrators to address this issue, with mixed results. Furthermore, the Council has determined that students who do not meet our academic expectations and who have excessive unexcused absences should not be allowed to fully exercise the opportunity provided them to represent the University of Maryland as varsity student-athletes. Therefore, the Council recommends the following policy:

- A. Teams that have a four-year moving average NCAA graduation success rate below 70% will be subject to the following attendance policy:
 1. Any member of that team who has a cumulative GPA of 2.3 or lower OR who has passed fewer than 9 credits in the previous semester will have his/her class attendance checked by staff from the Academic Support and Career Development Unit.
 2. These students will be allowed a maximum of two unexcused absences per term in each class. Following the third and each subsequent unexcused absence, the coach must withhold the student from the next regularly scheduled competition(s) that are equal to 5% of that sport's NCAA regular season contest maximum, as follows:

Sport	Penalty
Baseball	3 contests
Men's & Women's Basketball	1 contest
Women's Cross Country	1 contest
Field Hockey	1 contest
Football	.5 contests
Men's & Women's Golf	1 date of competition
Gymnastics	1 contest
Men's & Women's Lacrosse	1 date of competition
Men's & Women's Soccer	1 contest
Softball	3 contests
Women's Tennis	1 date of competition
Men's Outdoor Track & Field	1 date of competition

Women's Track & Field	-	1 date of competition
Volleyball		1 contest
Wrestling		1 date of competition

NOTE: Whether a class is missed or not will be determined by the Director of the ASCDU. A missed class occurs when the student-athlete is more than ten minutes late for a class. Appeals of ASCDU missed class decisions will be heard by the Faculty Athletics Representative. Any appeal must be made via email to the Faculty Athletics Representative within 24 hours of the time of the class in question. If a student-athlete is withheld from a contest as a result of this policy, his/her attendance at the contest cannot be deemed an excused absence from classes.

- B. At any time, the Faculty Athletics Representative may place a student-athlete under this policy if the student-athlete has a cumulative GPA of 2.3 or less and, in the judgment of the FAR, is not making sufficient effort to improve her/his academic performance, regardless of the team's NCAA GSR. In addition, nothing in this policy precludes a head coach from implementing more stringent requirements.

SOCIAL MEDIA GUIDELINES

I. Introduction

Examples of social media include, but are not limited to, Facebook, Twitter, MySpace, YouTube, LinkedIn, Flickr, Foursquare, Instagram, Vine, and blogs of all types. The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. Applications that allow you to interact with others online require careful consideration to assess the implications of "friending," "liking," "following," "geolocating," or accepting such a request from another person.

II. Guidelines

These guidelines are designed to help you understand your unique responsibilities as a Maryland student-athlete, identify and avoid potential issues, and protect your reputation and privacy as you utilize social media technologies.

Represent the University of Maryland with Honor

As a Maryland student-athlete, you are responsible for your social media activities and are expected to follow the same behavioral standards on-line as you are in your everyday life. The same laws, rules, and guidelines for interacting with family, friends, teammates, coaches, faculty, staff, and fans apply on-line as in the real world. Conduct or activities that would violate the Student-Athlete Code of Conduct offline are also considered violations online. Never compromise your personal reputation and integrity – or that of your team and university – through your use of social media technologies.

Think Before You Post

There is no such thing as a truly "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry

or passionate about a subject, it is wise to delay posting until you are calm and clear-headed. Post only thoughts and pictures that you would be comfortable sharing with the general public. Use good ethical judgment and always err on the side of caution.

Does It Pass the Publicity Test?

If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this message or image as the result of a Google search tomorrow or 10 years from now? Would I want my mother or my grandmother to see it?

Remember, too, that comments made via social media can be and have been used by members of the media as attributed quotes.

Be Respectful

Remember that with rights come responsibilities. While you may have the right to freely express certain ideas or beliefs, you should weigh the values of civility and mutual respect when deciding to engage in certain forms of expression on-line. Think before you post to consider the hurt that may result from the use of slurs or epithets intended to discredit, for example, another's age, ethnicity, gender, handicap, national origin, political beliefs, race, religion or sexual orientation. Your on-line expressions also reflect on your team and your university.

Be Authentic & Transparent

Be honest about your identity. In personal posts, you may identify yourself as a Maryland student and student-athlete. However, always be clear that you are sharing your personal views and are not speaking as a representative of your team, Maryland Athletics, or the University of Maryland. If you identify yourself as a Maryland student-athlete, ensure your profile and related content are consistent with the Student-Athlete Code of Conduct and how you wish to present yourself to your family, friends, teammates, coaches, faculty, staff, and fans.

Protect Your Identity

While you should be honest about yourself, think twice before providing personal information that could be used by scam artists, identity thieves, stalkers, or others who may wish to do you harm. The same is true for the information of your family, friends, teammates, and coaches. You should avoid providing your home or campus address, phone number or date of birth on social media. It is a good idea to create a separate email address that is used only with social media sites.

Maintain Privacy

Do not discuss a situation involving named or pictured individuals on a social media site without their permission. Do not publish the personal information of others without their explicit permission. Do not collect sensitive information, such as phone numbers, ID numbers, social security numbers, payment information, etc., via social media, as those are not secure channels. As a guideline, do not post anything that you would not present in any public forum.

Understand Your Personal Responsibility

You are personally responsible for what you post on your own site and on the sites of others. Individuals have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous or obscene. Be sure that what you post today will not come back to haunt you.

Abide by NCAA Rules

Ensure that you do not violate NCAA rules in your use of social media. For example, it is impermissible for student-athletes to promote or endorse any product whether on-line or off-line. It is also not permissible for current student-athletes to contact prospective student-athletes (recruits) in any manner, including via social media. Student-athletes must also be cautious in their social media interactions with athletic boosters.

Always “ask before you act” and speak with the Maryland Athletics Office of Compliance Office (301-314-1349; 2601 XFINITY Center) if you have any questions regarding NCAA rules.

Correct Mistakes

Ensure that you have all the facts before you post. If you do make a mistake, correct it quickly and visibly. If you are posting to a blog, you may choose to modify an earlier post – just make it clear that you have done so.

Monitor Comments

Most people who maintain social media sites welcome comments as a way to engage their audience and build community. However, you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

Do Not Use Maryland Logos

Do not use University of Maryland or Maryland Athletics word marks, logos, or images without written permission. Complete University of Maryland logo and trademark guidelines can be found at: www.trademarks.umd.edu.

Respect for Academic Support & Career Development Unit (ASCDU) Time and Resources

Use of social media is strictly prohibited on ASCDU computers and during time spent in study table, with ASCDU Athletic Academic Counselors, and with tutors or other various support staff. ASCDU computers and time spent in ASCDU is exclusively for your academic work. You should participate in personal social media conversations on your own time outside of ASCDU. Any exceptions must be specifically approved by the ASCDU staff member(s) on duty.

III. Additional Team Guidelines

Individual teams and head coaches may implement additional guidelines regarding the use of social media by their student-athletes. For example, a head coach may prohibit the use of social media technologies immediately prior to, during, and following competition. Student-athletes are responsible for knowing and abiding by any such additional guide-

lines implemented by their respective teams. Violations of additional team restrictions regarding the time, place and manner in which student-athletes can use social media may subject student-athletes to progressive remedial actions as determined by their respective head coach.

IV. Safety & Privacy Tips for Social Media

The internet is open to a world-wide audience. When using social media technologies, ask yourself:

1. Did I set my privacy settings to help control who can look at my profile, personal information and photos? Even if you did, you can limit access only somewhat, not completely, and you have no control over what someone else may share.
2. How much information do I want strangers to know about me? If I give them my cell phone number, date of birth, address, email, class schedule or a list of possessions, how might they use it? With whom will my information be shared? Not everyone will respect your personal or physical space.
3. Is the image I am projecting by my communications and photos the one I want my parents, friends, teammates, coaches, faculty/staff, and fans to know me by? What does my profile say to potential graduate school interviewers? Potential employers? Which doors am I opening and which am I closing?
4. What if I want to remove information from my posts? Have I read the social networking site’s privacy and caching statements? Removing materials from network caches can be difficult. Posted material can remain accessible on the internet until you complete the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.
5. Have I asked permission to post someone else’s image or information? Could I be hurting someone? Am I infringing on their privacy? Could I be subject to libel suits or other legal actions?
6. Does my equipment have spyware and virus protection installed and is it up to date? Some sites collect profile information to spam you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up critical files on an external source in case of destructive attacks.

POLICIES IMPACTING STUDENT-ATHLETE HEALTH & WELFARE

I. ALCOHOL & DRUG POLICIES

All students attending the University of Maryland are required to abide by the State of Maryland criminal laws regarding alcohol possession and use, as well as drug possession and use. In the State of Maryland, the minimum age for the purchase and consumption of alcoholic beverages is 21. Those who are of the minimum age and older are prohibited from selling or providing alcoholic beverages to anyone under 21 years of age.

The Department of Athletics does not condone the illegal use of drugs, or irresponsible use of alcohol under any circumstances. If legally of age, student-athletes who consume alcoholic beverages are expected to do so responsibly, understanding the risks associated

with alcohol use and abuse.

All student-athletes are prohibited from the consumption or being under the influence of alcoholic beverages or drugs in connection with any team function. A team function for purposes of this policy includes the following:

- When traveling to or from a site or at that site with the team, as a representative of the team or coaching staff, and/or serving in an official capacity for the Department of Athletics,
- At any intercollegiate athletic event, including parties organized by team members, on or off campus, and
- At any time in public while representing the team or the University (e.g., summer camps, clinics, recruiting activities, community service).

In addition, student-athletes are expected to adhere to the University's Resident Life Alcohol Policy, V-1.00(D) and Drug Policy, V-1.00(E):

<http://www.president.umd.edu/administration/policies/section-v-student-affairs/v-100d>

<http://www.president.umd.edu/administration/policies/section-v-student-affairs/v-100e>.

Any student-athlete violating any of these policies may be subject to disciplinary action according to the policies as well as the Department of Athletics. Please see the Department of Athletics Administrative Procedures for Student Athlete Charges and Convictions section for penalties related to underage drinking. Students serving in an official capacity for the Department of Athletics may be subject to disciplinary action by the Department of Athletics, and/or the University.

II. BINGE DRINKING & HIGH RISK ALCOHOL CONSUMPTION

The University of Maryland adheres to the principle that there is no place in intercollegiate athletics for substance abuse of any kind. The Department of Athletics recognizes that for student-athletes there are additional pressures associated with participation in intercollegiate sports. As a consequence of such pressures, student-athletes may be at higher risk for unhealthy behavior patterns to cope with stress. Therefore, the Department of Athletics considers the misuse and abuse of alcohol as an unhealthy and inappropriate response to stress. Experimental and/or recreational intoxication can have harmful effects on the overall health of student-athletes. Hence, the Department of Athletics does not condone drunkenness and/or public intoxication at any time for any student-athlete.

Student-athletes who become drunk will be held accountable for their actions as stated in this Handbook and according to University policy. "High-risk alcohol consumption" in any form is abusive alcohol consumption. High-risk alcohol consumption is strictly prohibited for student-athletes. Behavioral examples of high-risk alcohol consumption include, but are not limited to, drinking games, drinking to the point of physical illness,

the possession or use of any instrument of alcohol abuse (i.e. beer bong), and binge drinking. Binge drinking, as defined by University of Maryland health professionals, is five (5) or more drinks in a sitting/row for males and 4 or more drinks in a sitting/row for females.

III. USE OF TOBACCO PRODUCTS

The use of tobacco products by a student-athlete is prohibited at any team function (See definition of team function under *Alcohol and Drug Policies* above). Pursuant to NCAA rules, a student-athlete who uses tobacco products during practice or competition shall be disqualified for the remainder of that practice or competition (adopted by NCAA 1/11/94, effective 8/1/94). In addition, smoking is prohibited on University property. For more information, see Policy on Smoking at University of Maryland, VI-8.10(A) - <http://www.president.umd.edu/administration/policies/section-vi-general-administration/vi-810a>.

IV. SEXUAL MISCONDUCT

Sexual Misconduct is a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act. In addition, some forms of Sexual Misconduct violate the criminal laws of the State of Maryland. Sexual misconduct is not tolerated at the University of Maryland. Sexual misconduct is a broad term used to describe behavior of a sexual nature that is unwelcome. Sexual misconduct includes sexual harassment, indecent exposure, non-consensual sexual touching, non-consensual sexual intercourse, relationship violence, and stalking.

The University of Maryland has an affirmative consent policy. Consent means a knowing, voluntary, and *affirmatively communicated willingness* to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment can give Consent. Consent may be expressed either by words and/or actions, as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. **It is the responsibility of the person who wants to engage in sexual activity to ensure that they have consent from the other party, and that the other party is capable of providing Consent.**

- Lack of protest or resistance is not consent. Nor may silence, in and of itself, be interpreted as Consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding.
- Previous relationships, including past sexual relationships, do not imply Consent to future sexual acts.
- Consent to one form of sexual activity cannot automatically imply Consent to other forms of sexual activity.
- Consent must be present throughout sexual activity and may be withdrawn at any time. If there is confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.
- Consent cannot be obtained by use of physical force, threats, intimidating behavior, or coercion. Coercion is pressuring another person into sexual activity.

Retaliation

Retaliation for reporting or participating in a sexual misconduct investigation is prohibited. Retaliation means intimidating, threatening, coercing, or discriminating against an individual for the purpose of interfering with any right or privilege secured by law or University policy relating to Sexual Misconduct, or because an individual has made a report, filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding related to Sexual Misconduct. Retaliation includes retaliatory harassment.

Amnesty for Students Who Report Sexual Misconduct

The University and Athletics Department recognize that a student athlete who is under the influence of alcohol and/or drugs when an incident of Sexual Misconduct occurs, may be reluctant to report the Sexual Misconduct out of concern they may face disciplinary sanctions for engaging in prohibited alcohol or drug use. As such, a student who reports Sexual Misconduct to the University or law enforcement, or who participates in a Sexual Misconduct investigation either as a Complainant or third party witness, will not face disciplinary action for violating University drug and alcohol policies. This amnesty provision applies when (1) the drug/alcohol violation occurred during or near the time of the reported Sexual Misconduct; (2) the student acted in good faith in reporting or participating as a witness; and (3) the violation was not likely to place the health or safety of another individual at risk.

Reporting Sexual Misconduct

Reports of Sexual Misconduct in violation of this Policy may require immediate protective measures to protect the safety and well-being of the parties and/or the University community. Interim protective measures may include a *No Contact Order*. A no contact order is an official University directive that serves as notice to an individual that they must not have verbal, electronic, written, or third party communications or contact with another individual. Other remedies available include *Academic Accommodations*, such as, assistance in transferring to another section of a lecture or laboratory, assistance in arranging for incompletes, leaves or withdrawal from campus, or rearranging class schedules, and *Housing accommodations*, such as, facilitating changes in on-campus housing location to alternate housing, assistance in exploring alternative housing off-campus, and *Employment accommodations*, such as, arranging for alternate University employment, different work shifts, etc., and *Transportation and parking accommodations*.

Student-athletes are expected to conduct themselves in a manner where the rights of others are respected. Violations of the Sexual Misconduct may result in sanctions by the University, Department of Athletics, and criminal or civil authorities.

Victims of sexual misconduct are encouraged to call the Campus Advocates Respond and Educate (CARE) to Stop Violence – a **confidential resource** on campus for students, located on the ground floor of the University Health Center. **CARE 24 hour Resource Line/Text: 301.741.3442.**

V. DISCRIMINATION & HARASSMENT

Discrimination and harassment (a form of discrimination) occurs when someone is treated unequally because of a characteristic or trait they may have such as their religious beliefs or sexual orientation. It is against the law and University Policy to treat people unfairly because

of their religious beliefs, sex, color, age, race, national origin (country or birth), marital status, sexual orientation, gender identity or expression, physical or mental disability, veteran status, political affiliation, genetic information and personal appearance.

At the University of Maryland, student athletes are part of a culturally and socially diverse community. They are expected to respect the dignity and sensitivity of all members of that community. Consistent with the University's Non Discrimination Policy, actions that intentionally intimidate, humiliate, or demean individuals or groups for having certain characteristics or traits are unacceptable and will not be tolerated. Student-athletes are expected to contribute to an environment that promotes community spirit and develops positive understanding and interactions. Discrimination and/or harassment should be reported directly to University's Office of Civil Rights & Sexual Misconduct (OCRSM). OCRSM can also provide additional information and resources about civil rights violations and your rights as a student at UMD.

Office of Civil Rights & Sexual Misconduct (OCRSM) www.umd.edu/ocrsm; 301-405-1142

VI. HAZING

Hazing is a fundamental violation of human dignity. In accordance with the Policy and Procedures on Hazing, V-1.00(K), hazing is strictly prohibited at the University of Maryland. The University defines hazing as conduct when engaged in "for the purpose of admission, initiation, or continued association with a group or organization, recklessly or intentionally: engaging in or enabling an act or situation that subjects another person to the risk of physical harm; emotional distress, humiliation, degradation; harm from unreasonable requirements which interfere with a student's ability to function as a student, including financial requirements outside of membership dues; diminished physical or mental capacity; or causing or encouraging another person to violate any law or University regulation. The implied or express consent of another person is not a defense."

Examples of hazing include, but are not limited to:

- Forced consumption of alcohol or other substances
- Sleep deprivation
- Use of alcohol in drinking games or contests
- Paddling
- Forced tattooing or branding
- Creation of excessive fatigue
- Severe shocks or humiliation (as defined by a reasonable person under all circumstances)
- Compulsory servitude
- Theft or misuse of property belonging to others

"Aggravated" violations of this policy, as defined in Part 2 (a) of the *Code of Student Conduct*, normally result in suspension or expulsion from the University; revocation, suspension, or expulsion from a student group; or denial of recognition or registration for a student group or organization, even for a first offense. Individuals who participate in

acts of hazing are personally accountable under this policy and the *Code of Student Conduct* regardless of the outcome of any related case brought against a student group or organization.

For more information on penalties, procedures and reporting, see the University of Maryland Policy and Procedures on Hazing, V-1.00(K) - <http://www.president.umd.edu/administration/policies/section-v-student-affairs/v-100k>.

All members of the University community share the responsibility to challenge and make known to the Office of Student Conduct acts of apparent hazing.

Apathy in the presence of hazing or acquiescence to hazing are not neutral acts. Individuals who participate in acts of hazing as perpetrators or victims are personally accountable under this policy and the *Code of Student Conduct*.

SCOOTER POLICY

The University of Maryland Department of Public Safety has received numerous complaints from the public about the operation of bicycles and motor scooters on campus contrary to the Maryland Vehicle Laws. Common complaints include:

- ignoring of traffic control devices (stop, yield, and crosswalk signs)
- speeding
- weaving through stopped traffic (especially on Campus Drive)
- passing on a double yellow line
- riding on the sidewalk
- multiple passengers on a scooter designed only for the operator
- failing to yield right of way, and
- parking in a way that impedes pedestrian thoroughfare.

In response to these complaints, the University of Maryland Police will be taking a “zero tolerance” policy in this matter and actively enforcing these laws and regulations through the issuance of Traffic Citations and the impoundment of vehicles.

For clarification, here is a list of prohibitions regarding the use of scooters and bicycles on campus:

- Motor scooters and bikes must be registered with UMD.
- Motor scooters and bikes are not permitted on any sidewalk areas.
- Motor scooters are not permitted within any building, on any handicapped ramp, stairs, or any surfaced not designated or intended to be used by wheeled devices. *Buildings include residences – University Police have taken several scooters out of student's rooms and apartments.*
- No person shall park, store, or leave a motor scooter or bicycle in such manner as to block or otherwise impede the normal entrance to or exit from any building or the access to or egress from any building on the University.
- No bicycle or motor scooter shall be left on any landscaped area except those areas

designated as a bicycle parking area by the presence of racks, other parking devices, or signs specifically indicating the area is a bicycle parking area.

- No bicycle or motor scooter shall be chained or otherwise locked or attached to any handrail, tree, bush, door, signpost, lamp, utility post/ pole, fence, pipe, parking device, or other object not intended or designated for the purpose of securing bicycles.
- Bicycle racks are not to be used for long term bicycle storage.
- Illegally parked motor scooters and bicycles are subject to citation and impoundment at owner's expense.

Please refer to published UM DOTS regulations on bicycle and motor scooter parking regulations: <http://www.transportation.umd.edu/scooter.html>; <http://www.transportation.umd.edu/bike.html>.

Maryland Vehicle Law: Maryland Law requires that an operator of a motor scooter possess a valid Driver's License issued in this State or if the operator is a non-resident of this State, the operator must possess a valid license to drive issued by their State or Country of residence or obtain a Moped Operator's Permit issued by the Maryland Motor Vehicle Administration.

Additionally, scooters and mopeds will be required to be registered and titled with the MVA. Registration will consist of a sticker for the scooter. This is independent of any DOTS requirements.

Liability Insurance on the vehicle is required and the operator must carry proof of insurance.

Operators must wear helmets that meet MVA standards same as motorcycles. Helmets such as bike, baseball, and lacrosse helmets will not be acceptable.

Operators must wear eye protection.

How do you know if it is a scooter or motorcycle? If the motor scooter has a motor rating **greater than 2.7 brake horsepower** or has an internal combustion engine **greater than 50 cubic centimeter piston displacement**, it is a motorcycle.

If it is a motorcycle, the operator is required to comply with all legal requirements in operating a motorcycle such as titling and registering, obtaining insurance, having a motorcycle license, and complying with applicable safety requirements (i.e. helmet & eye protection).

SPORT SUPERVISORS

Each team at the University of Maryland is assigned a Department of Athletics administrator who serves as the program's sport supervisor. Student-athletes are encouraged to contact their respective sport supervisor to discuss any special issues or concerns that may arise during their time at the University of Maryland. Sport supervisors work closely with their respective head coaches and support units within the Department

of Athletics. At the conclusion of each academic year, student-athletes are provided the opportunity to fill out a “Year-End Evaluation Form” in order to provide anonymous feedback on various services provided by the Department.

FACULTY ATHLETICS REPRESENTATIVE

The Faculty Athletics Representative (“FAR”) is appointed from the faculty by the President of the University for a five-year term. The FAR chairs the University Athletics Council and, with the assistance of the Council, advises the President on policies of the intercollegiate athletics program. The FAR is the voting representative of the campus to the Big Ten and the NCAA. The full duties of the FAR and the role of the University Athletics Council can be found on

http://www.umterps.com/ViewArticle.dbml?ATCLID=206829060&DB_OEM_ID=29700&DB_OEM_ID=29700&DB_OEM_ID=29700. You may contact the FAR to discuss any aspect of your experience as a student-athlete. If you wish to recommend policy changes that you think the Athletic Council should consider, start by asking the Student-Athlete Advisory Council (SAAC) to support those changes.

The current FAR is Dr. Nicholas Hadley. He can be reached by phone at 301-405-6063 or by email at hadley@umd.edu.

Sports Medicine

In this section you will find important information specific to the policies and procedures governing the comprehensive services offered by an industry leading sports medicine team. In addition, University of Maryland, Big Ten, and NCAA drug testing policies and procedures are outlined for ongoing reference.



MEDICAL CERTIFICATION FOR INDIVIDUAL STUDENT-ATHLETE PARTICIPATION

The University of Maryland Department of Athletics requires all student-athletes to complete a pre-participation physical examination prior to the student-athlete being issued equipment, being permitted to attend any practice or strength and conditioning session, and/or competing in any intercollegiate athletics activities. The pre-participation physical examination **MUST** be administered by a University of Maryland Team Physician and/or his/her designee and must be completed on an annual basis. The examination includes, but is not limited to:

- Primary Care Physical Exam
- Orthopedic Physical Exam
- Baseline Concussion Testing
- Sickle Cell Screening/Lab-work
- Completion of Supplemental Forms:
 - Initial Health Appraisal History Questionnaire
 - ADD/ADHD Education, Acknowledgement, and Medical Exception Form
 - Assumption of Risk
 - Big Ten Injury and Illness Reporting Acknowledgement Form
 - Concussion Education and Acknowledgement
 - Medical Examination and Authorization Waiver
 - Nutritional Questionnaire
 - Policy & Procedure on the Disclosure of Health Information
 - Release and Waiver of Liability
 - Sickle Cell Education and Acknowledgement

Selected individuals may be required to complete additional tests and/or examinations as needed. Upon successful completion of the aforementioned pre-participation physical examination process, the student-athlete will receive approval/certification from the University of Maryland Sports Medicine Department and be issued equipment prior to participate in practicing, strength and conditioning sessions, and/or competition.

If, for any reason, the student-athlete is not approved/certified for intercollegiate athletics participation, he/she will be notified by the University of Maryland Team Physician and/or a member of the University of Maryland Sports Medicine Department at the end of the pre-participation physical examination.

INSURANCE COVERAGE OF STUDENT-ATHLETES:

THE UNIVERSITY OF MARYLAND REQUIRES ALL UNDERGRADUATE STUDENTS TO BE ENROLLED IN A HEALTH INSURANCE PLAN. PROOF OF AN INDIVIDUAL HEALTH INSURANCE PLAN MUST BE PROVIDED BEFORE PARTICIPATING IN ANY PRACTICE, GAME, AND/OR COMPETITION.

The student-athlete's insurance will be considered the **PRIMARY** insurance coverage for all athletically related injuries. The student-athlete must complete a Medical Examination & Authorization Wavier form and supply a photocopy (front & back) of the health insurance card on a yearly basis.

The University of Maryland Department of Athletics provides a medical and catastrophic insurance program for its student-athletes. ***THIS POLICY, HOWEVER, IS SECONDARY TO, OR IN EXCESS OF, PERSONAL FAMILY MEDICAL INSURANCE COVERAGE,*** and covers only injuries/illnesses/accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-seasons as approved by the Director of Athletics according to NCAA regulations.

Compliance with Insurance Company Requests:

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

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

HMOs:

If a student-athlete's primary insurance is an HMO, the University of Maryland Sports Medicine Unit strongly encourages the student-athlete and/or his/her parent(s)/guardian(s) to **change the primary care physician (PCP) to a University of Maryland Team Physician or local physician.** This will allow the student-athlete to have a network of physicians in the Washington, DC/Baltimore metropolitan area, as well as better access to care. University of Maryland Sports Medicine personnel can assist in this process.

Insurance Policy Changes:

The University of Maryland Sports Medicine Unit **must** be notified of any changes to a health insurance policy as soon as they occur. If proper notification is not received, the University of Maryland Department of Athletics may not be responsible for any delays in payment, collections notices, credit reports, etc. that occur.

Medical Bills:

In the event that a student-athlete should receive a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at the University of Maryland, the student-athlete must submit the bill/statement to a University of Maryland certified athletic trainer in a timely manner. Bills not received in a timely manner may be the responsibility of the student-athlete and/or the student athlete's parent(s)/guardian(s). ***The University of Maryland Department of Athletics and/or the University of Maryland Sports Medicine Unit WILL NOT be responsible for any delays in payment, collections notices, credit reports, etc. that occur due to bills not being submitted in a timely manner.*** Submit all correspondence to:

University of Maryland Sports Medicine
Attn: Insurance Coordinator
4068 Field House Drive
Gossett Football Team House
College Park, MD 20742
Fax: 877-863-2802
Email: umdsportsmed@umd.edu

INJURY/ILLNESS REPORTING PROCEDURES

Any certified intercollegiate athletics participant who is injured/becomes ill must **IMMEDIATELY** report the injury/illness including, but is not limited to, signs and symptoms of concussions to University of Maryland Sports Medicine personnel. Costs pertaining to an injury and/or illness not reported in a timely manner may be the responsibility of the student-athlete and/or his/her parent(s)/guardian(s).

CONCUSSION

A concussion is a mild traumatic brain injury that damages the brain and affects normal brain functioning (e.g. concentration, balance, memory, vision, hearing, reaction time, analytical thinking etc.). Concussions range from mild to severe and present differently for each student-athlete. Concussions can happen even if you do not lose consciousness.

What are some of the signs and symptoms of a concussion?

- Confusion
- Headache/“Pressure in the Head”
- Memory difficulties
- Difficulty concentrating
- Loss of consciousness
- Balance problems
- Dizziness
- Sensitivity to light and/or noise
- Nausea and/or vomiting
- Concentration problems
- Slowed reaction time
- Double and/or blurred vision
- Feeling sluggish, foggy, or groggy
- Neck pain
- Fatigue/drowsiness
- Irritability
- Sadness/Depressed feeling

What should I do if I think I have a concussion? DON'T HIDE IT! REPORT IT IMMEDIATELY TO YOUR ATHLETIC TRAINER, TEAM PHYSICIAN, AND/OR COACH!

Get checked out by your athletic trainer and/or team physician BEFORE returning to practice or a game. Take the appropriate time to recover. While your brain is healing, you are much more likely to have a repeat concussion which can cause severe and permanent brain damage.

MISSED DOCTOR'S APPOINTMENT POLICY

Student-athletes who are late and/or fail to show-up for scheduled appointments with the team physician, medical consultants, and/or diagnostic tests/procedures will be financially responsible for any and all charges resulting from the missed appointment. In addition, the student-athlete may be responsible for rescheduling the appointment and providing his/her own transportation.

CONTACT LENS POLICY

Student-athletes in need of an eye exam and/or contact lenses will be referred to an optician by University of Maryland Sports Medicine personnel. If appropriate, student-athletes will receive an applicable supply of contact lenses during the athletic calendar within an academic year. Prescription polycarbonate goggles may be substituted for contacts. Student-athletes may not:

- Schedule an appointment without prior authorization and the proper referral from University of Maryland Sports Medicine personnel;
- Receive colored and/or novelty contact lenses; or
- Receive glasses / sunglasses in lieu of contact lenses.

PHYSICIAN REFERRALS/CONSULTATIONS

The University of Maryland Department of Athletics and Sports Medicine Unit have fostered positive relationships with many medical providers in the Maryland and Washington, DC area who have consistently provided high quality service to University of Maryland student-athletes. Members of the University of Maryland Sports Medicine Department will refer student-athletes to these providers, unless extenuating circumstances necessitate a different provider. Student-athletes with HMO policies are strongly encouraged to have a local primary care physician (PCP), so that timely care can be given.

All student-athletes must be seen and evaluated by a member of the University of Maryland certified athletic trainer before a referral to a physician will be made. A member of the University of Maryland Sports Medicine Department must authorize and properly refer all student-athletes to see a physician or medical consultant, and/or to receive diagnostic tests. ***If a student-athlete decides to see a physician/medical consultant (including the University of Maryland University Health Center) and/or undergo a diagnostic test WITHOUT prior authorization/referral from a member of the University of Maryland Sports Medicine Department, the student-athlete and/or the student athlete's parent(s)/ guardian(s) will be financially responsible for any and all medical bills incurred.***

Physical Therapy / Rehabilitation Procedures:

At times, it may be necessary for a student-athlete to utilize an “off-campus” physical therapy facility. In such situations, authorization must be granted from a team physician with a referral form. Arrangement for “off-campus” physical therapy should be made in advance of the student-athlete departing campus. The following correspondence must be sent to the physical therapy facility to assist with communication and proper billing of services:

1. Authorization for medical services form completed and approved (e.g., yellow form)
2. Prescription for therapy from Team Physician
3. Encounter Referral Form (e.g. from Presagia)
4. Student-athlete demographic and insurance information
5. Student-athlete insurance cards
6. Request for a release of all treatment notes with University of Maryland Authorization for the Release of Health Information Form

Aforementioned items can be faxed and/or mailed to the physical therapy facility. All bills, statements, EOBs, and/or other insurance correspondence regarding the physical therapy visits should be submitted to and processed by the University of Maryland Sports Medicine Insurance Coordinator.

If a student-athlete decides to utilize physical therapy / rehabilitation services without authorization from University of Maryland Sports Medicine personnel, the student-athlete and/or the student athlete’s parent(s) / guardian(s) may be financially responsible for any and all medical bills incurred.

ORTHOPEDIC AND/OR MEDICAL SECOND OPINIONS

If a student-athlete desires another physician’s opinion on an orthopedic and/or medical injury/illness, a University of Maryland certified athletic trainer will make arrangements for the second opinion with a qualified local physician. ***If a student-athlete decides to see an orthopedic and/or medical physician without the authorization of the Director of Athletic Training Services at the University of Maryland, the student-athlete and/or the student athlete’s parent(s)/guardian(s) may be financially responsible for any and all medical bills incurred.***

DENTAL CARE

Mouthguards will be provided for student-athletes participating in contact sports (e.g. football, basketball, lacrosse, field hockey, wrestling) and other student-athletes that express a desire for them. Custom mouth guards are offered and available upon request.

The University of Maryland Department of Athletics’ medical insurance program will assume financial responsibility for dental care resulting from the direct participation in the intercollegiate athletics program as approved by the Director of Athletics according to NCAA regulations. As with other injuries, this insurance is SECONDARY to/or in excess

of, personal family medical insurance coverage.

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

RETURN TO PLAY POLICY

A University of Maryland Team Physician or his/her designee, in consultation with a University of Maryland certified athletic trainer, has the final authority in deciding if and when an injured student-athlete may return to practice and/or competition. A student-athlete’s private physician does not have any jurisdiction as to the participation status of the student-athlete.

Any student-athlete seen by a physician other than the University of Maryland Team Physician, must return to the athletic training room for follow-up and final clearance prior to active participation status. If a student-athlete is under the care of a private physician for an injury or illness and the physician’s treatment precludes or alters activity in intercollegiate athletics, the student-athlete must secure, **in writing**, a release to reinstate the student-athlete to full participation. No student-athlete will be allowed to return to participation until the University of Maryland Sports Medicine Unit has received a release from the private physician and the student-athlete is examined by a University of Maryland Team Physician and cleared for participation.

University of Maryland Drug Policy for Student-Athletes, V-2.00(B)

(APPROVED BY THE PRESIDENT August 1, 1991; Amended May 10, 1997; Amended June, 2004; Amended August 7, 2006, Revised July 12, 2011, Revised March 28, 2016)

A. Policy

The University of Maryland College Park adheres to the principle that there is no place in intercollegiate athletics for substance abuse of any kind. The primary intent of the University's policy concerning drug testing and screening is to preserve the well-being of the student-athlete. The University is interested in the prevention and control of drug abuse, as well as in helping student-athletes with drug abuse problems. The drug testing and screening program is regarded as a preventative measure for a potentially serious illness.

B. Definitions

For the purpose of this policy "student-athlete" is defined as:

1. All student-athletes who have been declared eligible for practice and/or competition by Big Ten and NCAA standards; and
2. All members of the Spirit Squad, student managers, video assistants, and student trainers.

For the purposes of this document a "confirmed positive result" is defined as positive result from Gas Chromatograph Mass Spectrometer testing.

C. General Information

Each student-athlete that enters the intercollegiate athletics program is provided with a copy of the University's Drug Policy for Student-Athletes and Substance Abuse Testing Procedures for Student-Athletes and required to sign a Consent to Testing of Urine Samples and Authorization for Release of Information Form which stipulates that he/she has read and understands the University's policy on drug testing and agrees to participate in the administering of drug screening, as required. If the student-athlete is a minor, the form must also be signed by the student's parent(s) or legal guardian(s).

D. UMCP Drug Education and Testing Program

The University of Maryland College Park recognizes that use of certain drugs (other than under a physician's care) is not in the best interest of the student-athlete or the intercollegiate athletics program. Use of these drugs:

1. can affect the physical and mental well-being of the student-athlete;
2. can alter the athletic and academic performance of the student-athlete;
3. can be dangerous to the student-athlete or to others, especially during any athletic activity; and
4. in most cases is illegal.

Accordingly, the College Park Campus provides a mandatory drug education and testing program under the direction of the Head Team Physician/Medical Review Officer (MRO). The Athletic Director is responsible for assuring the full cooperation of Athletic Department personnel and student athletes with the policy. The purpose of the program is:

1. to educate student-athletes about the problems of drug abuse;
2. to prevent drug abuse by student-athletes;
3. to avoid the problems attendant upon such drug abuse; and
4. to provide a common mechanism for the detection, sanction and treatment of specific cases of drug abuse.

Participation in a general program of drug education is required of every student-athlete.

E. Screening and Testing for Use of Illicit Drugs

The testing program is under the control and supervision of the Head Team Physician/Medical Review Officer. Tests may or may not be announced in advance. The number, timing, and other procedures for testing are determined by the Head Team Physician/Medical Review Officer. A detailed account of the procedures which are followed to administer the tests is contained in The University of Maryland Substance Abuse Testing Procedures for Student Athletes document.

The urinalysis may include procedures for detection of any one (1) or any combination of the following drugs:

1. all drugs or harmful substances prohibited as controlled dangerous substances under Schedule I through V of Article 27, Sec. 279 of the Annotated Code of

2. Maryland (as amended from time to time);
2. all harmful substances, the inhaling or smelling of which is prohibited by Article 27, Sec. 301 (as amended from time to time);
3. all prescription drugs as defined in Article 27, Sec. 300 (as amended from time to time);
4. all harmful substances prohibited by NCAA By-law 31 (a copy of which is maintained in the office of the Director of Athletics and available for student review); and
5. all forms of steroids.

This testing of drugs includes, but is not specifically limited to, the commonly abused drugs:

Amphetamines	Phencyclidine (PCP)
Barbiturates	Cocaine Methaqualone (quaalude)
Benzodiazepam (librium)	Marijuana
Opiates (Narcotics)	Synthetic Cannabinoids
Anabolic Steroids	

F. Notifications

The Head Team Physician/Medical Review Officer shall notify the Athletic Director of any student-athlete's confirmed positive drug test. The Athletic Director in turn shall notify the Head Coach of that student-athlete's team. The Athletic Director may make a determination to notify others, including the student-athlete's parents or legal guardians, as permitted by law and University policy. The Athletic Director may delegate the notification of the student-athlete's parents or legal guardians to the Head Coach.

G. Confidentiality

It is University policy to maintain the confidentiality of all drug testing results, including confirmed positive drug tests. Confidentiality means test results shall be disclosed only to those who have a legitimate need-to-know. The Athletic Director shall have sole authority to determine which Athletic Department personnel have a legitimate need-to-know drug test results. University personnel who receive information about a student-athlete's test results shall not disclose that information to any other person or entity, except as specifically authorized by the Athletic Director, or as permitted by law and University policy.

H. Sanctions

The following are sanctions adopted by The University of Maryland College Park for the imposition upon student-athletes testing positive for the abuse of drugs. Any attempt to adulterate or any actual adulteration of a urine sample will be treated as a positive test result. Failure to comply in the specified time to a notice to appear for testing will be subject to the same sanctions as those imposed for a positive test unless otherwise determined by the Head Team Physician/Medical Review Officer.

Sanctions in addition to those listed below shall be imposed solely by the authority of the Head Team Physician/Medical Review Officer and/or Athletic Director. Additional team specific sanctions concerning drug (and alcohol) use in season are permitted with the approval of Sports Supervisor.

For all drugs except positive tests exclusively for marijuana:

1. First Offense

After a confirmed positive test, the student-athlete is subject to mandatory counseling at the Health Center in a program approved by the Head Team Physician/Medical Review Officer. Failure to attend mandatory counseling sessions result in a second offense status for the student-athlete. In addition to attending counseling sessions, the student-athlete is required to undergo further drug testing, as determined by the Head Team Physician/Medical Review Officer or his/her designee.

2. Second Offense

The student-athlete who incurs a second offense is suspended from any mandatory team activities, including team practice, and scheduled team events for two (2) weeks. Continued counseling and drug testing, as determined by the Head Team Physician/Medical Review Officer or his/her designee, are required.

3. Third Offense

The student-athlete who incurs a third offense, at the minimum, will be suspended from the team and all athletic activities, including but not limited to competition, practice, strength training, and team meetings for a period of one (1) year from the date of the test and shall be prohibited from entering Athletic Department facilities, except for the purpose of using the services of the Academic Support and Career Development unit and services authorized by the Athletic Department's Sports Medicine unit.

A student-athlete who incurs a third offense may be subject to additional sanctions, including but not limited to termination of athletic housing and/or financial aid, and expulsion from the team, based on the recommendation from the Head Coach to the Director of Athletics. Continued counseling and drug testing, as determined by the Head Team Physician/Medical Review Officer or his/her designee, are required.

Following the imposition of the minimum sanction of a one (1) year suspension from the team, the student-athlete will be given notice and provided the opportunity to appeal the matter to the Faculty Athletic Representative and to present information of any mitigating or other relevant circumstances. The student-athlete must institute the appeal within seven (7) calendar days after receiving notification of the sanction.

For positive tests exclusively for marijuana:

1. First Offense

After a confirmed positive test, the student-athlete is subject to mandatory counseling in a program approved by the Head Team Physician/Medical Review Officer. Failure to attend mandatory counseling sessions result in a second offense status for the student-athlete. In addition to attending counseling sessions, the student-athlete is required to undergo further drug testing, as determined by the Head Team Physician/Medical Review Officer or his/her designee.

2. Second Offense

After a confirmed second positive test, the student-athlete is subject to continuing and more intensive mandatory counseling in a program approved by the Head Team Physician/Medical Review Officer. Failure to attend mandatory counseling sessions

results in a third offense status for the student-athlete. In addition to attending counseling sessions, the student-athlete is required to undergo further drug testing, as determined by the Head Team Physician/Medical Review Officer or his/her designee. The student-athlete will also be assigned an appropriate community service project as determined by the Athletic Compliance Office.

3. Third Offense

After a confirmed third positive test, the student-athlete will be suspended from competition for a number of contests equal to 50% of their sport's regular season. (The suspension may include part or all of the post-season if the third positive test occurs in the second half of the regular season or during the post-season.) The student-athlete will continue to be subject to continuing and more intensive mandatory counseling in a program approved by the Head Team Physician/Medical Review Officer. Failure to attend mandatory counseling sessions results in a fourth offense status for the student-athlete. In addition to attending counseling sessions, the student-athlete is required to undergo further drug testing, as determined by the Head Team Physician/Medical Review Officer or his/her designee.

4. Fourth Offense

The student-athlete who incurs a fourth offense, at the minimum, will be suspended from the team and all athletic activities, including but not limited to competition, practice, strength training, and team meetings for a period of one (1) year from the date of the test and shall be prohibited from entering Athletic Department facilities, except for the purpose of using the services of the Academic Support and Career Development unit and services authorized by the Athletic Department's Sports Medicine unit.

A student-athlete who incurs a fourth offense may be subject to additional sanctions, including but not limited to termination of athletic housing and/or financial aid, and expulsion from the team, based on the recommendation from the Head Coach to the Director of Athletics. Continued counseling and drug testing, as determined by the Head Team Physician/Medical Review Officer or his/her designee, are required.

Following the imposition of the minimum sanction of a one (1) year suspension from the team, the student-athlete will be given notice and provided the opportunity to appeal the matter to the Faculty Athletic Representative and to present information of any mitigating or other relevant circumstances. The student-athlete must institute the appeal within seven (7) calendar days after receiving notification of the sanction.

BIG TEN CONFERENCE DRUG TESTING POLICIES AND PROCEDURES

(Adopted 4/14/07; effective 8/1/07; effective 8/1/09)

1.0 MEDICAL CODE

1.1 The presence in a student-athlete's urine of a substance and/or metabolite of such substance belonging to a class of substances currently banned by the National Collegiate Athletic Association ("NCAA") or the Big Ten Conference ("Big Ten") other than a "street drug" may be cause for loss of eligibility.

1.2 Evidence of presence of a banned substance and/or metabolite will be determined from analysis of a student-athlete's urine and confirmation by analytical testing methods approved by the Big Ten (i.e., gas chromatography/mass spectrometry, liquid chromatography, isotope ratio mass spectrometry, or other methods deemed appropriate to confirm the presence of a banned substance and/or metabolite) in a laboratory designated by the Big Ten.

1.3 The Big Ten Conference has adopted the NCAA List of Banned-Drug Classes, with the exception of "street drugs" (which are not tested by the Big Ten Conference but may be tested by the NCAA and/or individual institutions). The current NCAA List of Banned- Drug Classes can be found on the NCAA website www.ncaa.org (Academics and Athletes/ Health and Safety/Drug Testing links).

2.0 ORGANIZATION

2.1 These procedures are developed pursuant to Rule 2.3 of the Rules of Organization and Procedures of the Big Ten Conference.

2.2 The Drug Testing Review Subcommittee ("Subcommittee") of the Academics, Compliance and Eligibility Committee will review the procedures of the Big Ten drug testing program on an annual basis.

2.3 The Big Ten staff will support, coordinate and be responsible for the general administration of the drug-testing program. The Big Ten staff may contract with an outside agency to assist in the administration of the program including, but not limited to, specimen collection and laboratory testing services. For 2016-2017, The National Center for Drug Free Sport ("Drug Free Sport") will assist the Big Ten in the administration of the drug-testing program.

2.4 The host institution for a Big Ten championship or tournament, including events that are conducted at a neutral site, will designate an individual to serve as drug-testing site coordinator for the event. The site coordinator must be an individual that has a reporting line external to a coaching staff member and he/she may not have any coaching-related responsibilities. In addition, the site coordinator must be on site at all times during the championship. In any sport that hosts a championship at a neutral site, the Big Ten drug testing liaison ("Big Ten liaison") will be responsible for designating a site coordinator. *(Editorial revision 7/09)*

2.5 All institutions are required to designate a site coordinator for year-round drug testing (hereinafter "non-championship testing"). The site coordinator must be an individual that has a reporting line external to a coaching staff member and he/she may not have any coaching-related responsibilities.

2.6 The Big Ten Commissioner or his/her designee will approve any contracts between the Big Ten and outside drug-testing agencies and/or laboratories. In addition, any drug testing laboratory with which the Big Ten contracts will be required to demonstrate, to the satisfaction of the Big Ten Commissioner or his/her designee, proficiency in detection and confirmation of the banned-substance categories on the Big Ten list of banned-drug classes.

3.0 CAUSES FOR LOSS OF ELIGIBILITY

3.1 Each academic year, each Big Ten student-athlete shall sign a form in which he or she consents to be tested for the use of substances prohibited by the Big Ten list of banned drug classes in Section 1.3. A student-athlete must complete and sign the consent form prior to being eligible for any participation (i.e., practice or competition) in a given academic year. Failure to complete and sign the consent form prior to practice or competition (whichever occurs earlier) shall result in the student-athlete's ineligibility for participation (i.e., practice or competition) in all intercollegiate athletics. *(Editorial revision 7/09)*

3.1.1 The institution shall administer the consent form individually to each student-athlete (including walk-ons) each academic year.

3.1.2 Violations of this procedure do not impact a student-athlete's eligibility provided the violation occurred due to institutional administrative error or oversight and the student-athlete subsequently completes the form. However, the violation shall be considered an institutional violation per Conference Rule 15.B.

3.2 All student-athletes found to test positive for a substance belonging to a banned-drug class are subject to loss of eligibility.

3.3 A student-athlete who refuses to sign the Student-Athlete Notification Form or the Drug-Testing Chain of Custody Form, fails to arrive at the collection station at the designated time without adequate justification, leaves the collection station before providing a specimen according to protocol, attempts to alter the integrity or validity of the urine specimen and/or collection process, or fails to provide a urine specimen according to protocol will be deemed to have tested positive for a banned substance. Additional causes for loss of eligibility may be found in Section 6.3.

3.4 Any individual employed by the intercollegiate athletics program that has knowledge of a student-athlete's use of a substance on the list of banned drug classes shall follow institutional procedures for reporting his or her knowledge of such use.

4.0 CHAMPIONSHIP AND STUDENT-ATHLETE SELECTION

4.1 The method for selecting championships at which testing will occur and the method for selecting student-athletes to be tested (for both championship and non-championship testing) will be evaluated on a year-to-year basis to determine if the current protocol is appropriate for the program. If it is determined that excessive or insufficient testing occurred or if there are significant logistical problems, the DTRS may modify (1) the numbers of tests conducted at any championship; and (2) associated sports-specific selection procedures used to define the number of tests. The process will be approved in advance of the testing occasion by the Big Ten Commissioner or his/her designee. *(Editorial revision 5/15/08)*

4.2 At Big Ten individual championships and tournaments, the selection of student-athletes may be based on any combination of Big Ten-approved random selection and/or position of finish. Crew chiefs will be notified which method or combination of methods the Big Ten Commissioner or his/her designee has approved.

4.3 At Big Ten team championships and tournaments, student-athletes may be selected on the basis of any combination of playing time, position, and/or Big Ten-approved random selection. Crew chiefs will be notified which method or combination of methods the Big Ten Commissioner or his/her designee has approved.

4.4 All student-athletes shall be subject to year-round drug testing, including testing during the summer vacation period and vacation periods during the academic year. For non-championship testing, student-athletes may be selected on the basis of any combination of position, playing time, athletics financial aid status, and/or Big Ten approved random selection. Crew chiefs will be notified which method or combination of methods the Big Ten Commissioner or his/her designee has approved.

4.4.1 Student-athletes will be selected from the official institutional squad list by the Big Ten or its authorized agent.

4.4.1.1 Students that have exhausted their intercollegiate eligibility or have career-ending injuries will not be selected for testing by the Big Ten. A multiple-sport athlete would be eligible for selection if he/she has eligibility remaining in any of the sports.

4.5 In addition to the criteria set forth above, the Big Ten will have the authority to select a student-athlete for one or more follow-up tests under the following circumstances: (1) student-athlete has previously tested positive (as defined in Sections 3.3 or 6.3) during a Big Ten Conference test; (2) student-athlete has a testosterone/epitestosterone ratio of greater than 6:1; (3) student-athlete provides three or more dilute samples during a single test; (4) laboratory reports that sample was contaminated/ degraded in some manner such that it is inadequate for testing; (5) laboratory reports a finding of no endogenous steroids, unusually low endogenous steroids, or another unusual finding that could be a result of either a student-athlete's use of a banned substance or an attempt to mask the use of a banned substance; (6) objectively suspicious behavior documented by the testing crew (e.g., student-athlete significantly late to test, student-athlete spilled beaker during test. In circumstances (2) through (6) above, any selection of an individual student-athlete for follow-up testing will be based on recommendations from either the collection crew, the testing agency, or the laboratory that tests the specimen (i.e., UCLA Laboratory). (*Revised & effective 10/16/08; updated 7/09*)

4.6 In addition to the selection criteria set forth above, persons who test positive for a banned substance and subsequently have their eligibility restored will automatically be tested at any subsequent Big Ten championship or tournament at which they appear and at which testing is being conducted. The student-athlete is also subject to drug testing during the period of their suspension. (*Editorial revision 7/09*)

4.6.1 It is the responsibility of the institution to notify the drug-testing crew chief that a student-athlete who is present must be tested to satisfy the retesting requirement outlined in section 4.6.

4.7 Student-athletes may be tested at any time before, during, or after Big Ten championships and throughout the calendar year (including vacation periods and summer).

5.0 NOTIFICATION

5.1 Tournament directors and drug-testing site coordinators for Big Ten championships and tournaments will be notified of the drug-testing plan not more than seven calendar days prior to the day of testing.

5.2 For non-championship testing, the site coordinator will be notified not more than two calendar days prior to the day of testing.

5.3 Team events. At Big Ten team championship events, a student-athlete selected for drug testing will be handed a Student-Athlete Notification Form by a designated official. The Notification Form will instruct the student-athlete to report to the collection station within one hour, unless otherwise directed by the crew chief or designee. An official representative of the student-athlete's institution must be in the collection station during any testing – including next-morning testing – to certify the identity of any student-athletes being tested. The official representative of the student-athlete's institution must remain in the collection station at all times during the testing. (*Editorial revision 7/09*)

5.3.1 At Big Ten team championship and tournament events, when competition begins at 10 p.m. or later local time, student-athletes will be notified according to section 5.3. The institution will have the option of deferring testing until the following morning. This decision as to whether to defer testing must be made on a team-by team (as opposed to student-athlete by student-athlete) basis.

5.3.1.1 Determination of the time of testing (i.e., post-contest or the following morning) will be established by the institution no later than immediately following the contest. In the event that the institution elects to conduct testing the following morning, the institutional representative and the crew chief will be responsible for establishing a collection site for any next morning tests. The site coordinator shall make the host's facility available for any next-morning tests, if necessary. If testing occurs the following morning, testing shall begin prior to 10 a.m. (*Updated 7/09*)

5.3.1.2 Exception: If testing is conducted after final rounds at team championships, both teams will be tested after the contest.

5.4 Individual events. At Big Ten individual championship events, a student-athlete will be handed a Student-Athlete Notification Form by an official courier. The Notification Form will instruct the student-athlete to accompany the courier to the collection station within one hour, unless otherwise directed by the crew chief or designee.

5.4.1 If the selected student-athlete is scheduled to compete in another event during that day's championship, the student-athlete may defer testing until the completion of his/her final event that session/day.

5.4.1.1 In order to defer testing until completion of the student-athlete's final event that session/day, the courier and selected student-athlete will be required to obtain an official institutional representative's signature on the Notification

Form.

5.4.1.2 If testing is deferred under this provision, the institutional representative must present the student-athlete to the collection station no later than one hour after completion of his/her final event and must certify the identity of the student-athlete.

5.4.1.3 If testing is deferred under this provision, the Big Ten may require personal observation of the student-athlete until the time of collection.

5.5 The designated official (team event) or courier (individual event) will record the time of notification and the Notification Form will be read and signed by the student-athlete.

5.5.1 Upon returning to the collection station, the designated official or courier will give the crew chief (or his/her designee) the signed Notification Form. The student-athlete and site coordinator will be given a copy of the testing process form at the completion of the collection process.

5.6 A witness may accompany a student-athlete to the collection station. The witness will be asked to remain during the entire collection process.

5.7 For Big Ten non-championship testing, the student-athlete will be notified of and scheduled for testing by the institution. Notification shall be in-person or by direct telephone contact (e.g., not solely by e-mail, voicemail, or other methods of indirect contact). The institution will notify the student-athlete of the date and time to report to the collection station and will have the student-athlete read and sign any Student-Athlete Notification Form.

5.7.1 An institutional and/or Big Ten representative must be in the collection station at all times during non-championship testing. The representative will certify the identity of student-athletes and will be responsible for security of the collection station and for student-athlete compliance with the collection protocol. Student-athletes shall provide identification when entering the drug-testing station. Picture identification is preferred but not required.

5.8 At selected championships and non-championship testing, alternative methods of student-athlete notification may be used, subject to the limitations in Section 5.7.

6.0 SPECIMEN-COLLECTION PROCEDURES

6.1 Only those persons authorized by the crew chief will be allowed in the collection station.

6.1.1 The crew chief may release a sick or injured student-athlete from the collection station or may release a student-athlete to return to competition or to meet academic obligations only after appropriate arrangements for having the student-athlete tested have been made and documented.

6.2 Upon entering the collection station, the student-athlete will be identified by the crew chief or a designee who will record time of arrival and name.

6.2.1 The student-athlete will provide the crew chief or a designee with the Student-Athlete Notification Form.

6.2.2 When ready to provide a urine sample, the student-athlete will select a sealed specimen beaker.

6.2.3 A crew member will monitor the furnishing of the specimen by observation in order to ensure the integrity of the specimen. At least 85 mL of specimen must be provided by the student-athlete.

6.2.4 Fluids given to student-athletes who have difficulty providing a sample must be from sealed containers (certified by the crew chief) that are opened and consumed in the station. These fluids must be caffeine- and alcohol-free and free of any other banned substances.

6.2.4.1 Drug-testing crews will not provide food to student-athletes. Student-athletes or their institutions may supply food subject to the approval of the crew chief.

6.2.5 If the specimen is incomplete, the student-athlete must remain in the collection station under observation of a crew member until the sample is collected. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.

6.2.6 Once a specimen of at least 85 mL is provided, the crew member who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated.

6.2.6.1 The crew member will check the specific gravity and pH of the specimen. The specific gravity and pH shall be recorded. If the urine has a specific gravity below 1.005 or has a pH outside of the range 4.5-7.5, or any other abnormalities are observed, they will be documented and the student-athlete will be required to remain in the station until an adequate specimen is provided

6.2.6.2 Once a specimen has been provided that meets the on-site specific gravity and pH parameters and it has been recorded by the crew member, the student-athlete will select a specimen collection kit and a uniquely numbered set of bar codes from a supply of such.

6.2.6.3 The crew member will pour approximately 60 mL of the specimen into the "A vial" and the remaining amount into the "B vial" in the presence of the student-athlete.

6.2.6.4 The crew member will place the cap on each vial in the presence of the student-athlete; the crew member will then seal each vial in the required manner under the observation of the student-athlete and witness (if present). Vials and

forms (if any) sent to the laboratory shall not contain any identifying information of the student-athlete (e.g., name).

6.2.7 The student-athlete will select a new specimen-collection beaker for each specimen collected.

6.2.8 The laboratory will make the final determination of specimen adequacy. If the laboratory determines that a student-athlete's specimen is inadequate for analysis, at the discretion of the Commissioner or his/her designee, another specimen may be collected.

6.2.8.1 The student-athlete, crew member and witness (if present) will certify that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded at that time. If deviations are alleged, the student-athlete will be required to provide another adequate specimen.

6.3 A student-athlete who refuses to sign the Student-Athlete Notification Form or the Drug-Testing Chain of Custody Form, fails to arrive at the collection station at the designated time without adequate justification, leaves the collection station before providing a specimen according to protocol, attempts to alter the integrity or validity of the urine specimen and/or collection process, or fails to provide a urine specimen according to protocol is cause for the same action(s) as evidence of use of a banned substance. The crew chief will inform the student-athlete of these implications (in presence of witnesses) and record such. If the student-athlete is not available, the crew chief will notify the institutional representative or the Big Ten official responsible for administration of the event. The student-athlete will be considered to have withdrawn consent and will be ineligible on that basis.

6.4 All sealed specimens will be secured in a shipping case. The crew member will prepare the case for forwarding.

6.5 After the collection has been completed, the specimens will be forwarded to the laboratory, and all copies of all forms forwarded to the designated persons. The specimens become the property of the Big Ten.

7.0 CHAIN OF CUSTODY

7.1 A Big Ten forwarder's agent will receive the shipping case(s) and deliver the case(s) to the air carrier.

7.2 A laboratory employee will record that the shipping case(s) have been received from the carrier.

7.3 The laboratory will record whether the numbered bar-code seal on each vial arrived intact.

7.3.1 If a specimen arrives at the laboratory with security seals not intact, at the discretion of the Commissioner or his/her designee, another specimen may be collected.

8.0 NOTIFICATION OF RESULTS AND APPEAL PROCESS

8.1 The laboratory will use a portion of Specimen A for its initial analysis.

8.1.1 Analysis will consist of sample preparation, instrument analysis and data interpretation.

8.1.2 The laboratory director or designated certifying scientist will review all results showing a banned substance and/or metabolite(s) in Specimen A.

8.1.3 The laboratory will inform Drug Free Sport of results by each respective code number.

8.2 Upon receipt of the results, Drug Free Sport will identify any specimens with positive findings and inform the Big Ten liaison and institution as follows:

8.2.1 For Big Ten championships, only positive test results will be reported to the Big Ten. Positive results should be made available within approximately 30 days of the collection.

8.2.2 For student-athletes who have a positive finding, Drug Free Sport will notify the Director of Athletics or a designee of the finding by telephone as soon as possible. The telephone contact will be followed by "overnight/signature required" letters (marked "confidential") to the chief executive officer and the Director of Athletics. The institution shall notify the student-athlete of the finding.

8.2.2.1 Drug Free Sport will, during the telephone conversation, advise the Director of Athletics that Specimen B will be tested. The student-athlete may be present at the opening of Specimen B.

8.2.2.2 The institution and/or the student-athlete will be given the option to be represented at the laboratory for the opening of Specimen B. Notification by the institution and/or the student-athlete of intent to be represented must be given to the Big Ten liaison.

8.2.2.3 If the institution and/or the student-athlete desire representation but cannot arrange for such representation in 48 hours, Drug Free Sport will arrange for a surrogate to attend the opening of Specimen B. The surrogate will not otherwise be involved with the analysis of the specimen.

8.2.2.4 The student-athlete, the student-athlete's representative, and the institution's representative or the surrogate will attest by signature as to the code number on the bottle of Specimen B, that the security seal has not been broken, and that there is no evidence of tampering.

8.2.2.5 Sample preparation for Specimen B analysis will be conducted by a laboratory staff member other than the individual who prepared the student-athlete's Specimen A.

8.2.2.6 Specimen B findings will be final, subject to the results of any appeal. The laboratory will inform Drug Free Sport of the results. Drug Free Sport will inform the Big Ten liaison of the Specimen B finding.

8.2.2.7 The institution shall immediately notify the student-athlete of the positive test and of the right to appeal. A positive finding may be appealed by the institution to the Drug Testing Review Subcommittee (“Subcommittee”) by written notification of its intention to appeal. Upon notification of the Specimen B positive finding, the institution shall be required to declare the student-athlete ineligible and shall be obligated to withhold the student-athlete from additional intercollegiate competition. In the event that a student-athlete tests positive for a substance for which the institution desires a medical exception, the eligibility of the involved student-athlete will be maintained during the period of time the exception is being reviewed by the Subcommittee.

8.2.2.7.1 The institution shall appeal if so requested by the student-athlete. The student-athlete may not appeal independently of the institution. *(Editorial revision 7/09)*

8.2.2.7.2 Such an appeal will be conducted by telephone conference with the student-athlete and the institution’s athletic administrator required to participate therein. It is recommended that the head coach or a designee participate in the appeal. The student-athlete may have others available to participate on the call on his/her behalf.

8.2.2.7.3 A minimum of 5 members of the Subcommittee must be available to hear an appeal of a positive finding. *(Revised & effective 5/15/08).*

8.2.2.7.4 Copies of reports from the laboratory that contain results from the A Specimen and B Specimen will be forwarded to the Director of Athletics before the appeal call.

8.2.2.7.5 A technical expert may serve as a consultant to the Subcommittee in connection with such appeals.

8.2.2.7.6 The crew chief may serve as a consultant to the Subcommittee in appeal phone calls involving matters of collection protocol.

8.2.2.7.7 Prior to the appeal call, the institution shall provide the basis of its appeal in writing to the Subcommittee. In addition, the institution shall be required to submit to the Subcommittee a written summary (no more than 2 pages) describing the institution’s drug-education policy and practices, which were operational and applicable to the student-athlete for whom an appeal is being made. *(Revised & effective 5/15/08).*

8.2.2.8 Medical Exception. In the event that a student-athlete tests positive for a substance for which the institution desires a medical exception, the eligibility of the involved student-athlete will be maintained during the period of time the

exception is being reviewed by the Subcommittee (See Appendix F-1 for complete Medical Exception Policies and Procedures). *(Revised & effective 5/15/08).*

8.2.2.8.1 Review of requests for medical exceptions will be conducted by a three-person panel consisting of the Subcommittee’s two team physicians and the Subcommittee’s chair.

8.2.2.8.2 In the event that all three individuals vote on the medical exception request, two affirmative votes are required to grant the exception request.

8.2.2.8.3 In the event that only two individuals vote on the medical exception request (e.g., due to recusal or unavailability), two affirmative votes are required to grant the exception request.

8.2.2.8.4 If only two individuals vote on the exception request and a one-to-one vote occurs; the request shall be forwarded to the full subcommittee for review and vote. In this instance, affirmative votes from a majority of voting Subcommittee members shall be required to grant the request.

8.2.2.8.5 In the event that the medical exception request is not granted, the institution may appeal the denial to the full Drug Testing Review Subcommittee using the procedures outlined in Section 8.2.2.7.

8.3 The Big Ten office will notify the institution’s chief executive officer and Director of Athletics of the findings and the result of any appeal to the Subcommittee. This notification will be initiated by telephone to the Director of Athletics. This will be followed by another “overnight/signature-required” letter (marked “confidential”) to the chief executive officer and the Director of Athletics. It is the institution’s responsibility to inform the student-athlete.

8.4 The Big Ten Joint Group, at the request of a member institution, shall have the authority to review and modify the action of the Subcommittee. Any review and modification shall be in accordance with Conference policy. (See Rules 32.10, 32.11)

8.5 The following is a recommended statement concerning a positive test which results in a student-athlete’s ineligibility. If inquiries are received, this statement could be released: “The student-athlete in question violated Big Ten eligibility rules and has been declared ineligible.”

8.6 The Big Ten, its agents, and the institution of the involved student-athlete shall maintain strict confidentiality with regard to information related to a positive test and appeal thereof pending final resolution.

9.0 SANCTIONS FOR USE OF BANNED SUBSTANCES

9.1 A student-athlete who tests positive for the use of a banned substance (as defined in Section 1.3) shall be declared ineligible to represent a Big Ten institution in intercollegiate

competition during the time period ending one calendar year after the date of the student-athlete's positive drug test, and shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one season of competition in all sports if the student-athlete tests positive during his or her season of competition. In addition, the student-athlete's institution shall impose an educational and/or counseling requirement on the student-athlete.

9.2 A student-athlete who tests positive on a second occasion for the use of a banned substance (as defined in Section 1.3) shall be declared permanently ineligible for all further intercollegiate competition in all sports. In addition, the student-athlete's institution shall impose an educational and/or counseling requirement on the student-athlete.

9.3 Team eligibility sanctions (e.g., contest forfeiture) may be imposed in the event that the institution, after having been notified of a positive test in accordance with Section 8.2.2, knowingly permits a student-athlete to compete.

10 RESTORATION OF ELIGIBILITY

10.1 Student-athletes must fulfill any reinstatement conditions and will be drug tested by the Big Ten in order to be considered for restoration of eligibility. (*Editorial revision 6/08*)

10.2 Student-athletes who are ruled ineligible as a result of a Big Ten positive drug test will be subject to testing by the Big Ten at any time during their period of ineligibility. In addition, these student-athletes will be subject to a mandatory Big Ten exit test no sooner than the 11th month of their minimum one-year period of ineligibility, with the results of the retests provided to the Subcommittee. If a lesser sanction is imposed, the exit test may occur sooner. (*Editorial revision 7/09*)

10.2.1 Institutional requests for exit retesting should be submitted to the Big Ten drug testing liaison. The Big Ten drug testing liaison will contact Drug Free Sport to schedule the exit test with the institution. The Big Ten drug testing liaison shall determine the date the student-athlete will be retested. Requests for restoration of a student-athlete's eligibility shall be submitted to the Subcommittee. Requests for restoration of eligibility will not be considered until after the student-athlete submits to the mandatory exit test, tests negative, and the Subcommittee has received the negative result.

10.2.2 Retests for restoration of eligibility are conducted by the Big Ten at the institution's expense.

APPENDIX F1 - Medical Exception Procedures for Big Ten Drug Testing Policy

The Big Ten Conference recognizes that, in some cases, student-athletes will need to use banned substances for legitimate medical purposes. If a student-athlete tests positive for use of a banned substance because of legitimate medical usage, a medical exception may be requested using the following procedures:

1. The institution should maintain medical documentation that supports the use of any

medication that may contain a banned substance in the student-athlete's medical record on campus. The medical documentation may include a letter from the prescribing physician, copies of treatment notes from the prescribing physician, or other appropriate documentation demonstrating that the student-athlete's medical history requires the use of such medication. The documentation should contain information as to the diagnosis, basis for diagnosis, relevant medical history, and dosage information. The documentation upon which the exception request is based must be contemporaneous with the time of treatment, though non-contemporaneous documentation (e.g., explanatory letter from physician) may also be included in the exception request as a supplement to the contemporaneous documentation. A student-athlete's medical records should not be sent to the Big Ten Conference until after the institution has been notified (in accordance with Section 8.2.2 of the Drug Testing Policies and Procedures) that the student-athlete's "A Sample" has tested positive.

a. Medical Exception Request for Treatment of ADD/ADHD. Medical exception requests for treatment of ADD/ADHD shall be submitted on a conference approved form.

2. Once the institution has been notified that the student-athlete's "A Sample" has tested positive, the institution may request an exception by submitting to the Big Ten liaison appropriate medical documentation (per Section [1] above). The institution may also submit other information deemed relevant to the review of the medical exception request (e.g., copy of NCAA approval of medical exception request for the same student-athlete's use of the same substance).

In the following two instances, the student-athlete shall remain eligible during review of the medical exception request:

- The institution submits a documented request for a medical exception (per Section [1] above) to the Big Ten liaison prior to the testing of the "B Sample"; or
- Prior to the testing of the "B Sample," the institution notifies the Big Ten liaison in writing of its good faith intent to pursue a medical exception. If such notification occurs, the student-athlete shall remain eligible for up to seven calendar days from the initial notification of the positive "A Sample" (see Section 8.2.2 of the Drug Testing Policies and Procedures) prior to the institution's submission of the medical exception request. If a documented request is made within the seven calendar day grace period, the student-athlete shall also remain eligible during the Conference's review of the medical exception request. If a documented request is not made within the seven calendar day grace period, the student-athlete shall be ineligible upon the conclusion of the grace period (unless the "B Sample" test has not occurred before the end of the grace period, in which case the student-athlete will not be deemed ineligible until the testing of the "B Sample") and shall remain ineligible during the Conference's review of any subsequently-submitted medical exception request.

If, at the time of testing of the "B Sample," the institution has provided neither a documented request for a medical exception nor written notice of its good faith intent to pursue a medical exception, the student-athlete shall be deemed ineligible immediately upon a positive "B Sample" test result and shall remain ineligible during the Conference's

review of any subsequently-submitted medical exception request.

3. The NCAA requires that use of an anabolic agent or peptide hormone be pre-approved before a student-athlete may participate in intercollegiate athletics while taking these medications. While the Big Ten does not have a separate pre-approval procedure for these substances, it is expected that documentation evidencing pre-approval from the NCAA will be submitted along with any request for a medical exception for use of an anabolic agent or peptide hormone.

4. Review of requests for medical exceptions will be conducted by a three-person panel consisting of the Subcommittee's two team physicians and the Subcommittee's chair. In the event that all three individuals vote on the medical exception request, two affirmative votes are required to grant the exception request.

In the event that only two individuals vote on the medical exception request (e.g., due to recusal or unavailability), two affirmative votes are required to grant the exception request. If only two individuals vote on the exception request and a one-to-one vote occurs, the request shall be forwarded to the full Subcommittee for review and vote. In this instance, affirmative votes from a majority of voting Subcommittee members shall be required to grant the request.

5. The Big Ten liaison will inform the institution's director of athletics regarding the outcome of the medical exception request.

6. In the event that the medical exception request is not granted, the institution may appeal the denial to the full Drug Testing Review Subcommittee using the procedures outlined in Section 8.0 of the Drug Testing Policies and Procedures.

NCAA DRUG-TESTING PROGRAM

In addition to institutional and Big Ten drug testing programs, student-athletes are subject to NCAA random drug testing year-round. All NCAA Division I student-athletes are subject to year-round drug-testing.

Before consuming any nutritional/dietary supplement product, **review the product with your Sports Nutritionist, Team Physician or your staff athletic Trainer!**

- Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplement products are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is **taken at your own risk.**

It is your responsibility to check with the appropriate athletics staff before using any substance.

You can also contact the Resource Exchange Center for confidential review of supplement and

medication products.

COMMONLY ABUSED SUBSTANCES AND THEIR IMPACT ON ATHLETIC PERFORMANCE AND ELIGIBILITY

ALCOHOL: Alcohol is a nervous system depressant. At high dosages, effects include mood swings, impaired judgment and inability to control motor functions. Alcohol can impair an athlete's performance through dehydration, depleting vital nutrients and interfering with restful sleep and recovery.

TOBACCO: Tobacco contains nicotine, a stimulant, and a multitude of damaging chemicals. Smoking damages lung tissue and reduces lung capacity. Spit tobacco use contributes to inflammation of soft tissue in the mouth and raises the risk of oral cancer. Tobacco use in all forms **is prohibited during practice and competition** by student-athletes and game personnel, and may result in ejection from the game.

MARIJUANA (BANNED): Marijuana contains the active ingredient THC. Marijuana use is linked to anxiety and panic reactions, respiratory damage, short-term memory impairment and a decreased focus on goals and personal achievement. Marijuana use is **BANNED by the NCAA** and can result in suspension.

COCAINE (BANNED): Cocaine is a stimulant that can contribute to agitation, elevated heart rate and increased blood pressure; toxic levels can result in respiratory failure and heart attack. Cocaine is an illegal drug and is **BANNED by the NCAA.**

ANABOLIC STEROIDS (BANNED):

Anabolic steroids are synthetic versions of the male hormone testosterone. Steroid use changes the body's hormonal balance, exaggerating male sex characteristics, and can contribute to increased acne, mood swings, secondary sex characteristic changes and violent behavior. Long-term heavy use has been implicated in organ damage. All anabolic steroids are **BANNED by the NCAA.**

NARCOTICS: Narcotic analgesics (pain killers) block pain and cause sleepiness, and at higher doses affect breathing, heart rate and blood pressure. Narcotics are not banned by the NCAA, but are controlled substances and should be obtained only from qualified medical personnel through a prescription.

STIMULANTS (BANNED): This group of drugs includes a wide variety of chemicals, ranging from caffeine and ephedrine to Ritalin and Adderall (amphetamine). Stimulant abuse can cause anxiety, panic, paranoia and delusions. Stimulant use during exercise can contribute to increased body temperature and dehydration. Stimulants are **BANNED by the NCAA** — see "Medical Exceptions" for prescribed drugs.

Please visit the following website to read about the program details, sanctions, and the list of banned drug classes and example substances:

<http://www.ncaa.org/health-and-safety/policy/drug-testing>

Athletics

Ticket Policies

In this chapter student-athletes will find all of the policies and procedures specific to Tickets. The NCAA rules are very specific when providing and distributing complimentary tickets to student-athletes. Complimentary tickets can be requested through ACS and how to do so is clearly outlined in this chapter.



Player Guest Tickets in Your Sport

The University of Maryland abides by NCAA regulations with regard to player guest tickets. Each student-athlete can have up to four (4) guests admitted to each home event in the student-athlete's sport. For all sports that require a ticket (i.e., football, men's basketball, women's basketball, men's soccer, women's soccer, women's volleyball, wrestling, men's lacrosse, women's lacrosse, and baseball), guest names are to be submitted on a pass list through ACS and those guests will be admitted into the event only after presenting valid photo identification.

A Ticket Office staff member will conduct a training session each year to review policies on submitting guest names.

Student Tickets for Football, Men's Basketball, and Women's Basketball

All students register for tickets to home games in football, men's basketball, and women's basketball on-line at: umterps.com/student. All pertinent ticket distribution information will be posted on that website. Student-athletes must follow the same procedures for ticketed events as the general student population. Higher demand games will sell out so make sure you request a ticket during the initial phase in order to have a chance at obtaining a ticket.

Admission for all other sports

For all athletic events with the exception of football, men's basketball, and women's basketball, you can show your student ID to gain entrance into the event.

ACS ATHLETICS – REQUESTING COMPLIMENTARY TICKETS

Building Your Guest List

1. Under Menu Options, click Update Complimentary Guest List.
2. For each guest, you must provide the correct first name, last name, and contact number as well as the guest's relationship to you.
3. After you have entered the required guest information, select the SAVE button.
4. You can add guests to your Master List anytime throughout the year, but you must always include the information listed in (2) above.
5. A guest will not be permitted to receive complimentary admissions until after the Compliance Office reviews and approves the request. Therefore, it is imperative

that you provide as much information as possible about each guest and submit your requests well in advance of the game the guest plans to attend.

Requesting Tickets

1. After you have created your guest list, you can request tickets for games that are available by clicking Request Complimentary Tickets under Menu Options on the Main Page. Remember that if your guests have not yet been approved by the Compliance Office, they will not receive tickets.
2. Select the game for which you want to request tickets by clicking on the event name.
3. Select a person on your guest list or choose to transfer a ticket to a teammate. If you choose to transfer a ticket, that ticket will disappear from your list of available tickets.
4. If you have transferred a ticket to a teammate and want to get it back, you will have to speak with your teammate to get the ticket transferred back to you.
5. You may change the names of people for whom you are requesting complimentary admission so long as you do so before the deadline for requesting tickets to the event has passed. Deadlines for requesting tickets for guests on your approved guest list are as follows:
 - a. Home games
 - 1) Football student-athletes must submit requests no later than 11:30pm on the Thursday prior to the game for which you are requesting tickets.
 - 2) All other student-athletes in ticketed sports must submit requests no later than four (4) hours before the start of the game for which you are requesting tickets.
 - b. Away games
 - 1) Football student-athletes must submit requests no later than 11:30pm on the Thursday prior to the game for which you are requesting tickets.
 - 2) Men's and women's basketball student-athletes must submit requests no later than six (6) hours before the start of the game for which you are requesting tickets.
 - 3) For all other sports, tickets for away games are requested using a hard copy paper form that will be given to you on the road.
6. If you have questions or issues, contact the Ticket Office at (301) 314-7070.