

# **University of Central Florida Student-Athlete Handbook**

**2020-2021**



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Fellow Knights:

On behalf of our coaches and administration, I would like to welcome you to UCF Athletics. You are now part of an elite group of student-athletes that have been and will continue to be successful in the classroom, in competition, and in life.

This year, we all face unprecedented challenges because of the COVID-19 pandemic. Be assured that the UCF Athletics and University Leadership will do everything in our power to keep our student-athletes safe and healthy. Our primary goal is to ensure you have the very best student-athlete experience possible throughout your time on campus. Though things may look a little different, programs will be available to you that will encourage your development academically, personally, and professionally. You will have access to first-class leadership development programming designed to challenge your thinking and help mold you into the community leader we know you can become. In return, we ask that you take full advantage of every opportunity afforded to you by athletics and the university at large.

As a UCF student-athlete, you can make a difference in the local Orlando and international communities. There are many that look up to you and we ask that you take this responsibility very seriously. Whether it be displaying proper social distancing or wearing a mask when appropriate, please know that others are following your lead. We encourage you to get involved in our many community service opportunities and always conduct yourself in a manner that will make you, your family, and your university proud. Additionally, I highly suggest you participate in events put on by our uKnights Nations Action Committee. This group is made up of student-athletes, coaches, and administrators with a goal of enhancing the lives of all members of the UCFAA Family through continued growth and understanding in areas of diversity and inclusion. If you are interested in joining this group, please get in touch with a member of our SAWD staff.

To be sure, the expectations for comprehensive excellence at UCF is extremely high. We will provide you with everything you need to thrive academically, graduate with your classmates, and compete at the highest level of your chosen career path. We have no doubt that you will continue to act with integrity and class both on and off the field of competition.

Finally, we understand that your time is valuable, and part of our responsibility is to help you use it wisely. This handbook was designed to help you balance your time while you attempt to navigate through your college career. Please use this book as a tool to help organize your daily, weekly, and monthly schedules.

In an effort to assist you with time management, this book includes information important to you both as a student and as an athlete. You will also find contact information for each department within athletics. Please use it! We would love to hear from you.

Best of luck in the 2020-2021 academic year! We have no doubt that you will have tremendous success!

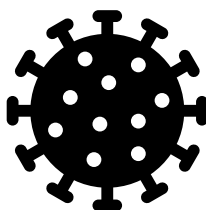
Go Knights!

Respectfully,

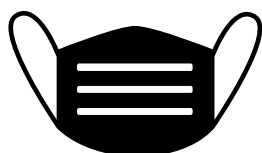
A handwritten signature in black ink, appearing to read "D. White", with a stylized, flowing script.

Dr. Daniel J. White

Vice President & Director of Athletics

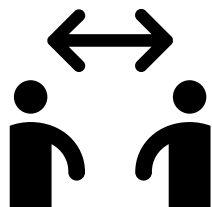


## COVID 19 Information



All student-athletes, coaches and staff are **required to wear masks** and **practice social distancing** as directed by the CDC, County, University and Department of Athletics.

If you or someone else you know are experiencing excessive shortness of breath, persistent pain or pressure in the chest, inability to wake or stay awake, new confusion, cyanosis (blue lips or depleted O2 levels) **CALL 911.**



If you are experiencing body temp of 99.4 degrees F or higher, cough, shortness of breath, body aches you must **stay home, isolate yourself and get appropriate medical treatment.**

### **Health and Safety Protocols:**

Meetings will still be held virtually until further notice.

Smaller groups will be formed that won't cross-contaminate.

Possibly utilize more than one weight room to accomodate the smaller groups.

Employ cleaning protocols for all facilities per CDC guidelines and Orlando Health Recommendations.



CONTACT LIST		
ADMINISTRATION		
TITLE	NAME	EXTENSION
Vice President / Director of Athletics	Dr. Danny White	(407) 823-2261
Deputy Athletic Director, Brand Activation	Scott Carr	(407) 823-3139
Deputy Athletic Director, Competitive Excellence	Dr. Eric Wood	(407) 823-5357
Deputy Athletic Director/Assistant VP, Championship Resources	Mark Wright	(407) 823-2001
Executive Associate AD / Chief Operating Officer	David Hansen	(407) 823-0499
Executive Associate AD / Chief Revenue Officer	Patrick Ransdell	(407) 823-3884
Executive Associate AD / Chief Financial Officer	Brad Stricklin	(407) 823-6792
Executive Associate AD, Student-Athlete Welfare and Development / SWA	Brandi Stuart	(407) 823-4236
Senior Associate AD, Compliance	Cameron Walker	(407) 823-3349
Director, Executive Operations	Amy Sterk	(407) 823-1954
NCAA Faculty Athletics Representative	Dr. Manoj Chopra	(407) 823-5037
DEPARTMENTS AND SPORTS		
DEPARTMENT/SPORT	EXTENSION	
Academic Services for Student-Athletes	(407) 823-5895	
Baseball	(407) 823-4869	
Men's Basketball	(407) 823-5805	
Women's Basketball	(407) 823-5807	
Business Office	(407) 823-4731	
Communications	(407) 823-2729	
Compliance	(407) 823-3089	
Equipment	(407) 823-2087	
Facilities	(407) 823-0673	
Football	(407) 823-5397	
Golden Knights Club	(407) 823-2086	
Men's Golf	(407) 823-1465	
Women's Golf	(407) 823-6448	
Brand Advancement	(407) 823-3198	
Rowing	(407) 823-4301	
Men's Soccer	(407) 823-2262	
Women's Soccer	(407) 823-6345	
Softball	(407) 823-6891	
Spirit Program (Cheerleading, Mascot & Dance Team)	(407) 823-2143	
Sports Medicine	(407) 823-0963	
Sport Performance	(407) 823-4973	
Sport Nutrition	(321) 445-0827	
Student-Athlete Welfare & Development (Knights PRIDE)	(407) 823-3126	
Men's Tennis	(407) 823-2257	
Women's Tennis	(407) 823-5853	
Ticket Office	(407) 823-4314	
Track & Field and Cross Country	(407) 823-0096	
Volleyball	(407) 823-6229	

# **UCF ATHLETICS DEPARTMENT**

## **MISSION STATEMENT**

To positively transform the lives of our students academically, athletically, and personally through a nationally competitive intercollegiate athletics program that enhances the reputation and visibility of the University.

## **VISION STATEMENT**

To be Florida's preeminent athletics program representing UCF and our community with distinction on the national stage as... "Orlando's Hometown Team.

## **CORE VALUES**

### **STUDENT-ATHLETE SUCCESS**

In support of UCF's commitment to student success, we invest in our student-athletes as individuals and maintain an environment that encompasses their holistic development, empowering them to achieve their personal best in all facets of life.

### **INTEGRITY**

In support of UCF's commitment to excellence, we maintain an unwavering commitment to the highest standards of character and sportsmanship in all we do.

### **PARTNERSHIP**

In support of UCF's role as America's Partnership University, we are committed to fostering teamwork on campus and engaging the community through collaboration and mutually beneficial relationships.

### **INCLUSION**

In support of UCF's commitment to inclusion, we embrace diversity and champion a welcoming and supportive environment for all members of our community.

### **ACCOUNTABILITY**

In support of UCF's commitment to excellence, we set high standards, are reliable and hold ourselves responsible for our actions and results.

## **DIVERSITY STATEMENT**

The UCFAA values diversity, and fosters an environment that is welcoming, inclusive, and supportive for all members of our community. We are committed to developing a culture of leadership through our employees and student-athletes, embracing the backgrounds, life experiences, and perspectives that each individual brings to the UCFAA in Our Quest for Excellence.

## **UCF CREED**

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance and decisions.

### **INTEGRITY**

I will practice and defend academic and personal honesty.

### **SCHOLARSHIP**

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

### **COMMUNITY**

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

### **CREATIVITY**

I will use my talents to enrich the human experience.

### **EXCELLENCE**

I will strive toward the highest standards of performance in any endeavor I undertake.

## **UCF FIGHT SONG**

UCF charge on the field,  
With our spirit we'll never yield  
BLACK AND GOLD,  
Charge right through the line.  
Victory is our cry.  
V-I-C-T-O-R-Y.  
Tonight our Knights will shine!  
U-C-F Knights, UCF Let's Go Knights!!

## **UCF ALMA MATER**

All Hail to Alma Mater whose  
Banner black and gold,  
Will wave in fame and splendor  
As the passing years unfold.  
May loyalty and friendship,  
Within our hearts unite,  
And light the star to guide us,  
Ever upward in our flight.  
With honor and affection our friendship will re-new,  
We sing of thee our alma mater ever true.

## **UCF: A HISTORICAL PERSPECTIVE**

UCF traces its roots back to its founding in 1963 and the first arrival of students in 1968 upon the Orlando campus. Originally named Florida Technological University in anticipation of the impact of the nearby Kennedy Space Center, it is now one of the fastest growing members of the State University System of Florida. Beginning with only 1,500 students, UCF currently serves a student body of over 66,000 and has surpassed the \$100 million mark in research funding annually. As a major metropolitan university, UCF strives to reflect the region it serves by offering a wide range of academic programs, including more than 200 bachelor's and masters' degrees and more than two-dozen doctoral programs. Former President Dr. John C. Hitt defined five specific goals to guide the University through the 21st century:

Goal 1: Offer the best undergraduate education available in Florida.

Goal 2: Achieve international prominence in key programs of graduate study and research.

Goal 3: Provide international focus to our curricula and research programs.

Goal 4: Become more inclusive and diverse.

Goal 5: Be America's leading partnership university.

The design of the main campus reflects the basic philosophy of the University, a philosophy with two main tenets. The first is to accent the individual. The campus has been designed to provide a small college atmosphere with educational and enrichment opportunities normally found only in large university settings. The second tenet is accent on excellence. In embracing this second element of the University's basic philosophy, it is expected that every person at the University - faculty, staff, and students - will reach for excellence in all endeavors.

Along with the academic programs offered on the main campus in Orlando, the University of Central Florida offers a number of educational opportunities at other locations within the Orlando metropolitan area and at campuses and instructional sites scattered throughout the 11-county service area of the University.

UCF also has developed a large cooperative education program in Florida, giving students a chance to apply classroom training in actual jobs while earning competitive salaries. More than 200 employers of all sizes provide work and learning experiences for 1,200 UCF co-op students each year.

The newly-opened UCF College of Medicine will affect students of every major. Programs like biomedical sciences, modeling and simulation, optics and photonics, and health sciences will benefit from resources and the availability of experts. And programs in materials science, psychology, chemistry, film and digital media, and nursing will support and interact with the new college.

UCF is a leading university committed to excellence. As the nation's largest university, UCF has the resources and faculty to provide a quality education in internationally recognized fields such as engineering, hospitality management, digital media and biomedical science. Of course it does not stop at academics. We are a powerhouse in athletic competition as well, and our future is bright.

At UCF, we prepare you for life and a career, while providing the complete college experience on a vibrant and modern campus. no wonder UCF is one of the fastest-growing universities in the country.

## **ATHLETIC CONFERENCE AFFILIATION/TEAM PROFILES**

UCF sponsors 16 varsity sports that compete in the National Collegiate Athletic Association (NCAA) events. All of the Knights' programs began competing in the American Athletics Conference (AAC) in 2013, one of the top conferences in the nation. UCF sponsors six men's sports: baseball, basketball, football, golf, soccer, and tennis. On the women's side UCF's teams consist of basketball, cross country, golf, rowing, soccer, softball, tennis, indoor track and field, outdoor track and field and volleyball. The Knights also boast competitive cheer and dance programs.

UCF has established a reputation for athletic excellence throughout its history and that continues to this day. The Knights have been proven themselves to be leaders in their new conference. UCF won conference titles in three different sports in its first year in the AAC and proceeded to win the schools' first-ever New Year's Day bowl game, defeating Baylor in the 2014 Fiesta Bowl. The football squad followed that up with the first ever undefeated season in program history in 2017, back to back American Athletic Conference titles in 2017 and 2018, and two straight New Year's day bowl game appearances, including a Peach Bowl title and National Championship in 2017. Since joining The American, the Knights have won 22 conference titles.

Upon joining Conference USA in 2005, UCF Athletics quickly transformed itself from a program that was transitioning into its new league to one that would compete for all of the league's titles. In its first C-USA season, the football program won the East Division and secured berths in the inaugural C-USA title game and UCF's first-ever bowl game. UCF accumulated a total of 13 league championships during its membership in the conference.

UCF's varsity programs have made more than 200 postseason appearances. Since the inception of UCF Athletics in 1969-70, its student-athletes have garnered nearly 150 All-American awards. Since elevating to Division I in 1983, UCF student-athletes have earned more than 100 All-American awards. UCF student-athletes have been recognized 23 times with CoSIDA Academic All-America Honors.

UCF student-athletes have earned all-conference honors more than 1,000 times throughout the University's four decades of competition. Additionally, the University has seen more than 100 student-athletes earn conference player of the year honors, while UCF's coaches have earned Coach of the Year honors 70 times.

In the classrooms, UCF's student-athletes have collectively achieved a GPA of at least 3.0 for each of the last 23+ semesters and all of UCF's teams earned a multi-year APR (Academic Progress Rate) of 950 or above this spring.



## **Varsity Letters**

In order to receive a letter award from the University of Central Florida, a student-athlete must accomplish the following (as determined by each sport coach):

- In order to receive a lettermen's award from the University of Central Florida, a student-athlete must be a full-time student-athlete and in good standing with the athletics department and the University. To qualify for a letter award, the student-athlete must participate in 35% of the sport's scheduled contests. The head coach may submit a request to their sport administrator for an exception to this policy.
- Student workers (managers, trainers, video) and student-athletes who have not yet qualified for a letter award will receive a jacket at the conclusion of their third year of participation in their respective area/sport programs.
- If a student-athlete is a two-sport athlete, he/she may only qualify for one award per year.
- Student-athletes are responsible for all replacement costs associated with a lost or stolen award.

## **First-Class Facilities**

From the Bounce House to USTA, UCF student-athletes play and train in top-notch venues. The rapidly developing complex is part of UCF's commitment to provide its student-athletes with exceptional and modern facilities. In the past few years, this commitment has assured that the UCF athletics facilities are not only among the best in the American Athletic Conference, but among the finest in the country.

### **Wayne Densch Center for Student-Athlete Leadership**

The Wayne Densch Center for Student-Athlete Leadership opened on March 7, 2016. This new facility is now the central location for the academic, personal, professional, and leadership development for all UCF student-athletes. The three-story, 22,000 square-foot facility houses the offices of Academic Services for Student-Athletes, Student-Athlete Welfare & Development, and Athletics Compliance.

Additionally, the building also features computer labs, tutoring / mentoring rooms, an assembly hall, numerous study spaces, and two conference rooms.

### **Garvy Center for Student-Athlete Nutrition**

The Garvy Center for Student-Athlete Nutrition is located in the south end-zone of Spectrum Stadium and features a 5,900sf, 200+ seat dining room, outdoor terrace with seating for 38, 2,300sf professional kitchen and restrooms. The center is operated by Southern Food-service Management of Birmingham, AL.

### **The Bounce House**

The largest facility in UCF's Dixon Athletics Village, the Bounce House sprawls over 25 acres and has room for 44,000 fans. The stadium, which opened in September 2007 features nine separate premium seating areas including Florida-style cabanas, giving the Knights a first-class home on campus.

### **Addition Financial Arena**

The state-of-the-art 10,000 seat Addition Arena opened in September 2007 and is home to the men's and women's basketball programs. The Arena's unique design, which includes 16 luxury suites, provides an intimate experience for fans and a great home-court advantage for the Knights.

### **The Venue**

One of the elite volleyball-only facilities in the nation, The Venue seats 2,000 fans for matches. The facility is located inside the former UCF Arena, which was completely renovated and re-opened in 2008 as an 87,000-square-foot multi-purpose venue.

**UCF BASKETBALL PRACTICE FACILITY**

UCF's men's and women's basketball programs both utilize their own practice courts inside the practice facility, which was completed in 2008 inside the Venue. The facility includes locker rooms, player lounges, and staff office suites. The venue also includes training, weight and equipment rooms.

**WAYNE DENSCH SPORTS CENTER**

Opened in 2003, the Wayne Densch Sports Center serves as the home of the UCF football program, as well as UCF's main sports medicine facility and strength and conditioning center. The 44,000-square-foot facility includes the football team's locker room, theatre-style meeting auditorium and coaches' offices.

**NICHOLSON FIELDHOUSE**

The first indoor practice facility belonging to any of Florida's major football programs (including NFL), Nicholson Fieldhouse was completed in 2005. The facility features a 120-yard regulation Field Turf playing surface, allowing the Knights to practice regardless of the weather conditions outside.

**EULIANO PARK**

Maintaining one of the nation's most-intimate college baseball stadiums, Euliano Park expansion opened in 2018 and now has a capacity of 3,842 fans. With wide open concourses and palm trees lining the concession area, fans have an ideal opportunity to get close to the action in one of the best settings in college baseball. The latest renovation added a second deck complete with premium space while adding increased shading to the existing seating and concourses that are now open directly to the playing surface.

**UCF SOFTBALL COMPLEX**

The UCF Softball Complex opened in 2006, giving the Knights a top-notch facility to call its own. In addition to a chair back grandstand and a capacity of 700, the complex contains staff offices, a training room, players' lounge and locker room and a conference room.

**UCF TRACK AND SOCCER COMPLEX**

Recently expanded to seat over 1,500 patrons, the UCF Track and Soccer Complex is located in the heart of the Dixon Village. The facility features a world-class Beynon track and Bermuda prescription turf playing surface.

**UCF EVANS FAMILY ROWING CENTER**

Opened in 2009, the home of Knights Rowing program sits on the south shore of beautiful Lake Pickett in east Orange County. The facility consists of a traditional boathouse along with the program's very own clubhouse, erg training center and locker room.

**USTA NATIONAL CAMPUS COLLEGIATE TENNIS CENTER**

The "Home of American Tennis" features more than 100 courts, including red and green clay courts, hard courts and youth courts. The site, which will be open to the public, will also house a collegiate tennis center that will serve as the competitive home for the UCF Men's and Women's Tennis teams.

The Collegiate Center features 12 Plexicushion hard courts, high mast lighting for televised events and elevated seating for 1,200 people. The area will allow two collegiate matches to be played simultaneously. Additionally, it features a two-story pavilion for concessions, public restrooms, team locker rooms and areas for trainers and officials.

**UCF GOLF TRAINING CENTER**

Located just minutes from the UCF campus at Oviedo's Twin Rivers Golf Club, the facility provides the men's and women's golf programs with one of the top training venues in the country. The 2,800-square-foot teaching building features hitting bays and a state-of-the-art video system to analyze each golfer's swing, and the practice facility also includes a six-acre short-game area, plus a driving range.

## **ACADEMIC SERVICES FOR STUDENT-ATHLETES**

### **(ASSA)**

ASSA's mission is to provide structured, individualized academic support services for all student-athletes, focused on integrity and accountability. We promote academic excellence through collaboration with the UCF community to positively transform the lives of our student-athletes and foster life-long learning.

#### **ASSA OVERVIEW**

ASSA offers a variety of support services to meet the unique needs of the student-athlete population at UCF. Almost half of the UCF student-athletes receive one-on-one learning assistance on a weekly basis, including all new student-athletes to the university. Tutoring is available in more than 75 courses for all student-athletes five nights a week. More than 80% of students have tutoring throughout the year. Over 50 computers are available for use in one of two monitored study areas reserved specifically for student-athletes. In addition, student-athletes may receive academic accommodations when traveling for competition. Learning specialists are also on staff to work closely with students diagnosed with learning differences and help ease their transitional needs.

Every varsity student-athlete has a full-time academic advisor within ASSA. Advisors assist student-athletes with course selection, major exploration and understanding UCF degree requirements. ASSA Advisors also monitor the student's NCAA eligibility and academic progress, and they communicate regularly with coaches and faculty.

ASSA is a unit within the Division of Student Development and Enrollment Services and has strong working relations with several departments throughout the university. ASSA partners with college advisors in helping student-athletes build their academic schedules and members of the University Counseling Center hold weekly walk-in hours specifically for student-athletes. ASSA also maintains strong working relations with Student Accessibility Services, First Year Advising, Academic Services, the Student Success Center, and Career Services.

#### **ASSA OFFICE & STAFF**

ASSA offices are housed in Wayne Densch Center for Student-Athlete Leadership. The ASSA staff is responsible for the academic needs of the 16 varsity teams. Nearly 70 part-time employees, generally graduate and upper-classmen students, make up the learning assistant, tutorial staff, and lab monitors.

#### **HOURS OF OPERATION**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
ASSA Office	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	Closed	Closed
Computer Lab	8am-9pm	8am-9pm	8am-9pm	8am-9pm	8am-5pm	Closed	6pm-9pm
Tutor Sessions	8am-9pm	8am-9pm	8am-9pm	8am-9pm	8am-5pm	Closed	6pm-9pm

\*\*\*Tutor sessions in the Tutor rooms are by appointment only.

\*\*\*See your academic advisor for time and location of study hall and mentoring.

\*\*\*Days and times may be subject to change due to unforeseen circumstances" under Hours of Operation

#### **ACADEMIC ADVISING SERVICES**

ASSA encourages students to be self-advocates and become self-sufficient when handling academic matters; however, in most cases it is extremely important that student-athletes consult with their ASSA advisor prior to making decisions on academic matters.

### **COURSE REGISTRATION**

During each spring term student-athletes may begin registering for classes for the following summer, fall, and spring terms as part of UCF's multi-term registration process. Student-athletes who do not have any holds on their accounts will have priority registration and should get all of the classes they wish to enroll into. Prior to the registration period, student-athletes should check their MyUCF accounts for hold information (Parking tickets, library fines, Health Center holds, etc.) and should meet with their major advisor for a list of courses to enroll into. Afterwards, student-athletes must meet with their ASSA advisor to select classes that accommodate their practice schedule.

Per NCAA rules, student-athletes must always be enrolled in a minimum of 12 credits per semester in order to practice or compete. Furthermore, student-athletes must meet specific progress-towards-degree benchmarks to maintain their athletic eligibility throughout their career.

It is critical that student-athletes do not make any changes to their academic schedules without prior consultation with their ASSA advisor and should communicate with their advisor prior to registering for any classes during any term.

### **LATE REGISTRATION AND ADD/DROP/SWAP**

A student can make changes to their schedules without penalty during the late registration period. The period to add, drop, or swap courses begins at the start of each semester and ends the Friday of the first week of classes. This is an online procedure used to alter class schedules after registration. During this time, students can adjust their schedules through MyUCF (<https://my.ucf.edu>) without penalty by adding or dropping courses. Student-athletes are not allowed to make changes to their schedules without first consulting with their academic athletic advisor.

### **WITHDRAWAL**

A student who wishes to withdraw from a course after the late registration period (while still maintaining the minimum 12 credit hour enrollment requirement) must seek approval by their ASSA advisor before changing their academic schedule. If approved, student-athletes must fill out the proper withdrawal forms located with each advisor, and have the appropriate individuals sign off on the withdrawal form prior to the withdraw deadline. The form will then be processed by your ASSA advisor and the withdrawal should be communicated by the student-athlete and advisor to the head coach or academic liaison. It is important to remember that if a student is on aid from UCFAA, they can still be charged for withdraws.

### **CHANGE OF MAJOR**

A student-athlete must consult with both their ASSA advisor and the department advisor within the college he/she wishes to switch to before the change of major request will be processed. The student must contact the college or school's office of student support prior to submitting the form. A completed and signed form must be submitted to the Registrar's Office (MH 161).

It is important to note that a change in major may affect the NCAA academic eligibility of the student. Progress-towards-degree benchmarks must be met in accordance to the standards set by the NCAA. If these standards are not met upon the completion of the major change, the student would then be rendered ineligible for competition.

Therefore, it is always necessary for student-athletes to consult with an ASSA advisor before officially changing majors.

### **GOOD STANDING**

Good standing indicates that the student is meeting the minimum academic standard for retention by the University (minimum term GPA, 2.0). To meet graduation requirements, student-athletes must have a minimum UCF GPA of 2.0.

## **ACADEMIC PROBATION**

A student is placed on academic probation when his or her UCF cumulative GPA drops below 2.0, or if the student is admitted on academic probation.

Academic probation will continue until both the current term GPA and the UCF GPA reach 2.0 or higher. A student may continue on probation through subsequent terms if he or she earns at least 2.0 each term, but the student may not graduate while on academic probation.

Students on academic probation who fail to achieve a 2.0 GPA -during a subsequent semester are “Disqualified and placed on academic suspension. Student-athletes on probation cannot practice or compete in further competition without approval from the Academic Eligibility and Retention Committee.

## **ACADEMIC ELIGIBILITY AND RETENTION COMMITTEE (AERC)**

A student-athlete who is placed on Academic Probation or continued on Academic Probation must meet with the Academic Eligibility and Retention Committee (AERC). The meeting takes place following semester of their initial or continual probation in order to be granted permission to practice or play in competition. There, the student may appeal their athletic eligibility.

Please note, this appeal is not automatic, as the student-athlete must be otherwise NCAA-eligible (GPA requirement, Progress Toward Degree, etc.) AND the student-athlete must be supported by his/her Head Coach. The AERC hearing is held within the first two weeks of each semester. The AERC will make a recommendation for athletic eligibility, as well as suggest educational support (i.e., study hall hours, mentoring, faculty mentor, etc.). The ultimate eligibility decision will be made by the Director of Athletics. If the AERC approves a student-athlete permission to practice and/or compete and the student-athlete fails to meet all expectations of the AERC, he/ she will be suspended from future practices and/or competition.

## **SUMMER SCHOOL AID**

Summer school approvals are based upon the following considerations: Summer Graduation, Fall Graduation, and Athletic Eligibility.

Each spring semester, ASSA advisors will work with the student-athletes to request summer school aid. The student-athletes will be notified of approval approximately one month prior to the start of the summer semester by the Athletics Department. Priority is given to students that display the most need and will be reviewed by the coach, advisor, and administrator for approval on a case-by-case basis.

## **ASSA SUPPORT SERVICES**

ASSA provides several services to facilitate the academic success of student-athletes at UCF. Along with offering a comprehensive learning assistance, tutoring and study hall program, the ASSA advising staff monitors the academic progress of student-athletes through a detailed, grade monitoring, process.

The advising staff provides student-athletes with travel letters to deliver to faculty, as well as laptops to accommodate their academic needs while competing on the road. Furthermore, the ASSA advising staff monitors student-athletes academic eligibility standing and communicates regularly with coaches and team members to keep all abreast of important academic information in a timely fashion.

## **STUDY HALL & COMPUTER SERVICES**

All new student-athletes and those recommended by their ASSA advisor and head coach, will have mandatory study hours, which need to be completed on a weekly basis. These hours may be earned by logging into the Wayne Densch Center for Student-Athlete Leadership computer room, meeting with ASSA tutors or through weekly mentoring appointments. When prearranged with the team’s academic advisor, student-athletes may also complete hours by utilizing other academic service units on campus (writing center, math lab, Student-Academic Resource Center, etc.). In most cases, assigned students have eight hours a week of study hours to complete.

The Wayne Densch Center for Student-Athlete Leadership computer lab is equipped with computers for the sole use of student-athletes. The room is wireless accessible and students may access the internet with their personal laptop computers. The Wayne Densch Center for Student-Athlete Leadership computer room is open six days a week (see Hours of Operation). Below are rules which students must follow when using the Leadership Center computer lab and information for checking out laptops for team travel.

## **WAYNE DENSCH STUDENT-ATHLETE LEADERSHIP CENTER CONDUCT**

- No food allowed on the second and third floors.
- All student-athletes must be signed in to use the lab including those who do not have mandatory study hall hours. If you are not signed in, you will not receive study hall hours.
- Student-athletes should not save any school work on any of the computers in the lab. School work should be saved on personal disks only. The lab computer files will be cleaned on a regular basis, and ASSA is not responsible for any material saved on them without approval.
- Student-athletes must turn their cell phones on silent while in study hall. If a student-athlete has to make a phone call, they must sign-out and leave the lab to do so. If a student-athlete's phone rings or they are seen leaving study hall to answer a call without signing-out, they will be asked to leave, and will not receive credit for their hours. Additionally, no text messaging will be permitted.
- Please refrain from talking in the lab. If you are working on a group project, you may relocate to the tutor room or request to pull a table into the hall so your group may communicate.
- The use of internet for personal use is prohibited. If you are caught using the computer for anything other than school related activities, you will be asked to do something school related. If you are caught a second time, you will be asked to leave for the remainder of the day and your coach and advisor will be notified.
- Please limit your printing. Those who print excessively will be asked to refrain, and privileges in the lab may be revoked. Don't waste paper!

To receive study hall hours from the lab, student-athletes must be in the lab while earning them. All students are required to sign out of the lab when they leave the room including going to mentor or tutor session. Those who do not log out will have that session terminated and will not receive credit for the hours they completed during that session. If student-athletes would like to receive hours for other activities or study groups, it is their responsibility to acquire permission from their advisor ahead of time. It is also the responsibility of student-athletes to keep an accurate record and report these hours to their advisor.

- Always remember the use of the computer lab is a privilege which may be revoked when lab rules are continuously disregarded.
- Respect the equipment. Do not remove or disconnect any labels, parts, or cords and please refrain from saving documents to the computer. If a computer isn't working properly, please report it to the Lab Monitor or Lab Coordinator immediately.
- Please clean your area before you leave. It will be appreciated by your fellow student-athletes.

## **LAPTOP CHECKOUT POLICY**

The laptop checkout program was developed to provide student-athletes with convenient access to university related software while traveling for intercollegiate competition.

## **CHECK OUT PROCEDURE**

- Laptops are available by request on a first-come, first-serve basis. A 24-hour notification is needed to ensure a laptop is available. Reservations must be made by phone, by email, or in-person with your advisor.
- A student-athlete must complete the Laptop Reservation Agreement. This signed form will be kept on-file within ASSA.
- Laptops may be picked up from Danielle Traylor (SALC 202D). If she is not in the office, please see your advisor for assistance.
- You are given 24 hours after the duration of the scheduled travel time to return the laptop. Exceptions to this rule must be coordinated and approved.

### **CHECK IN PROCEDURE**

- Laptops must be returned to Danielle Traylor (SALC 202D). A Laptop Reservation Agreement will be on file. Thus, do not loan the laptop to someone else.
- Please ensure that you are returning all items and that you charge the laptop battery before returning, if possible.
- Upon return, the computer coordinator will note the condition of the equipment, as well as the return date and time, on the Laptop Reservation Agreement.
- Inform the receiver of any problems that were found with the laptop, so that it may be repaired or reconfigured.
- If any parts were lost, stolen or damaged, a report must be completed, and we will need a signed statement from the borrower concerning how, when, and where the items might have been lost, stolen, or damaged.
- The previously checked-out laptop will not be issued to another sport until the laptop has been reviewed.

### **LAPTOP USE**

While laptop computers are made to withstand the rigors of portable use, they are delicate electronic equipment. The following guidelines are provided:

- When traveling by plane, train, or bus, do not check laptops as luggage or place them in a suitcase for check-through.
- The computer should never be left in the car or exposed to excessive heat.
- The computer should be turned off and placed in its collapsed or folded position any time that it is to be moved. Always place the computer in its carrying case before transporting it.
- To ensure your privacy, remove all stored files from the computer before returning it. ASSA is not responsible for any files remaining on the computer once it is returned.
- Do not plug-in or un-plug an external device, such as a mouse, unless the computer and the external device are turned off.
- Do not install any software to the laptop without prior coordination; it could change the system's set-up and make the unit unusable.
- If the laptop is damaged, lost, or stolen, be sure to report the incident immediately and record or get copies of any documents used to report the incident. These will be needed if the unit is stolen or when the unit is returned.
- Laptops are intended for university-related use, in accordance with ASSA Computer and Network User Policies.

### **SECURITY**

DO NOT, under any circumstances, leave laptop computers or any valuables unattended while traveling. ASSA is not responsible for lost or stolen laptops, their components, or any other items received at the time of check-out. ASSA will maintain the laptops through normal wear and tear. However, any damage beyond that will result in the billing to the borrowing student-athlete to repair the damage.

### **LEARNING ASSISTANCE PROGRAM**

All new and at-risk students are enrolled into LAP, which is an academic and learning assistance program. This service is offered to manage the hectic schedules student-athletes must keep and provides the opportunity to acquire essential skills needed to become a successful student. Furthermore, this program has an emphasis on assignment understanding and completion. Along with developing academic skills and confidence to do well in the classroom, this program provides opportunities for the ASSA staff to record graded assignments and monitor academic progress in each course the student-athlete is enrolled in. Student-athletes must bring their daily planner, all notebooks, and graded assignments to each Learning Assistant session. Approximately 45% of the varsity student-athletes are enrolled in LAP each semester.

### **TUTORIAL SERVICES**

The tutoring program is set up to provide assistance in many of the General Education Program courses that student-athletes take during their freshman and sophomore years. ASSA also provides tutors for other courses that are commonly taken by student-athletes in the most popular majors; over 70 courses, covering 26 subjects.

## **SLS 1501- A FRESHMAN SUCCESS COURSE**

New freshmen student-athletes may be enrolled in SLS 1501 during their first semester if the chosen degree program allots for elective room. This class is designed to help new students make a successful transition from high school to college student. Students learn a variety of academic, personal development, and career planning skills intended to enhance their educational experience.

### **TEXTBOOKS**

ASSA academic advisors assist the UCF Athletics Compliance office in approving required textbooks for all scholarship student-athletes each semester; in collaboration with the UCF bookstore. These books are only on loan to the students and must be returned at the conclusion of each semester, or the student will be charged for them. In addition to a financial hold from UCF Athletics, the hold placed on the student's account will prevent the ordering of transcripts. Furthermore, student-athletes must adhere to the following textbook guidelines:

- Only books, electronic copies of books, and approved access codes that are required and listed as such on the course syllabus may be provided to students
- If a professor does not provide the bookstore with any required material but later displays an item as required on the course syllabus, students can provide the course syllabus with their course schedule to the bookstore to acquire the book at a later time.
- Replacement of books that are lost is the responsibility of the student-athlete. Students are responsible for purchasing these items, and then submitting receipts to Compliance for reimbursement.
- Books that are stolen will not be replaced, unless a copy of a corresponding police report is presented with the claim of book theft to the Director of Compliance.
- All books must be returned to the athletic department upon completion of the last day of final exams for that term. Students who return home at the end of the semester with their books will be charged.
- If a book scholarship student athlete leaves the institution prior to the end of the semester, they are required to turn their books in immediately or be charged.
- Student-athletes who do not return their books within the final exam deadline will be charged 50% of each book's value; estimated by the bookstore at buyback value.

### **TRAVEL LETTERS**

Travel letters are issued to active traveling participants of each team at the beginning of each semester and are intended to notify instructors when student-athletes will miss class on days in which they are traveling for competition. These letters excuse a student from the class, not the assignments associated with the class. It is the responsibility of the student to arrange makeup times for the assignments missed prior to the dates of travel.

In order for these letters to be completed, coaches must fill out a blank travel letter form indicating dates of travel and who will be competing and deliver it to the team's academic advisor. Once this form is completed, ASSA will then produce a sport specific letter for each team. Travel letter disbursements are sport specific. Some teams will use electronic communication while others may opt to use hard copies, both of which must be signed and returned.

Student-athletes are to deliver the letters to their respective instructors in a timely fashion and return the attached acknowledgement letter, signed by their instructor, to their academic advisor. Furthermore, student-athletes are expected to communicate with their instructors each time they are going to miss class for competition throughout the semester.

### **COURSE: PROGRESS REPORTS**

Each semester progress reports are either given to the student-athlete to be completed by each of their professor or emailed directly to faculty by the ASSA staff twice per semester. Hard copy progress reports must be completed and returned to each student-athletes ASSA advisor. ASSA advisors will compile the reports when they are returned and provide information on student-athletes attendance and academic performance to the head coach.

### **GRADE REPORTS (SEMESTER AT A GLANCE)**

At the beginning of each term, ASSA advisors will collect syllabi from all student-athletes being monitored and record when all graded assignments are due for each course. As professors submit grades throughout the semester, ASSA advisors will record graded assignments on the grade report or "Score Sheet" and deliver them to coaches on a regular basis throughout the term.



### STUDENT-ATHLETE FILES

ASSA will maintain up-to-date academic files on all student-athletes on the eligibility rosters. These files will contain all academic records obtained from compliance as part of the admission package and other documents filed with the registrar's office such as changes in major, grade forgiveness, course schedules, etc. These files will also contain personal contact information, information on progress towards degree, general education requirements, learning disability documentation and any other material designated by each student's academic advisor.

### TEAM MEETINGS

At the beginning of each semester, the athletic academic advisor will meet with their respective teams. During these meetings, a Student-Athlete Agreement Form will be signed by each student-athlete. This form lists student-athlete responsibilities, as well as academic advisor responsibilities. During the team meeting study hall, mentor, and tutoring assignments will be provided to each student-athlete who is assigned accordingly during that particular semester. This is also a chance for any student-athletes to learn protocol for tutor requests.

Information covered in the team meetings include but are not limited to: Late Registration and Withdrawal deadline, Grade Forgiveness, tutoring assistance, travel letter procedure, progress report procedure, student holds, intent to graduate forms and academic honor roll.

### STUDENT-ATHLETES WITH DISABILITIES

ASSA collaborates with the Student Accessibility Services (SAS) office to meet the needs of all student-athletes with learning and physical disabilities. Students who are admitted to UCF with learning disabilities, or Attention Deficit Hyperactivity Disorder (ADHD), should provide the documentation of their disability to an ASSA learning specialist prior to enrolling in courses. This information will be held confidential and will not be released to any outside parties, including the coaching staff without prior permission from the student-athlete. The ASSA learning specialist will work with the student-athlete and the SAS office to coordinate accommodations.

In addition to working with pre-existing diagnoses, ASSA uses an academic screener for incoming student-athletes to determine if further diagnostic testing is necessary. If further diagnostic testing is needed, ASSA collaborates with the UCF psychology department and community resources to arrange proper testing. Students should consult with an ASSA learning specialist to learn more about these services.

### ACADEMIC ELIGIBILITY

Continuing academic eligibility is determined by the eligibility coordinator, faculty athletic representative, and the athletic compliance office. Incoming freshmen student-athletes must be certified eligible by the NCAA Eligibility Center to gain initial eligibility. No student-athlete will be allowed to report for preseason or attend the first day of class who is not cleared through the Eligibility Center. Transfers must be deemed as eligible to compete prior to being admitted.

In order to maintain eligibility in subsequent seasons, student-athletes must also remain in good academic standing at UCF (maintain minimum term GPA, 2.0\*) and meet the NCAA standards listed in the following table.

\*For student-athletes who are eligible by NCAA standards but do not maintain a 2.0 UCF GPA, there is an appeal process to the Academic Eligibility and Retention Committee (AERC) to be allowed to practice and/or compete. Please refer to the section on AERC in this handbook for more information.

**NCAA CERTIFICATION CHART (UCF-ASSA)**

	Freshman	Sophomore	Junior	Senior	Redshirt Senior
Fall	6 hrs 9 hrs (FB only)	6 hrs/1.8 Maintain UCFGPA	6 hrs/1.9 Maintain UCFGPA	6 hrs/2.0 Maintain UCF- GPA	6hrs/2.0 UCFGPA
Spring	6/18/24	6 hrs/18 hrs for year	6 hrs/18 hrs for year	6 hrs/18 hrs for year	6 hrs/18 hrs for year
Summer	0 - 6 hrs	Must Declare Major			
Degree Completion	24 hrs	40% Degree (4 Sem)	60% Degree (6 Sem)	80% Degree (8 Sem)	
Minimum Cum. GPA (UCFGPA)	1.8 UCFGPA	1.9 UCFGPA	2.0 UCFGPA	2.0 UCFGPA	

## **FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1976 (BUCKLEY AMENDMENT)**

Each student must sign a Student-Athlete Statement that includes a waiver of the Buckley Amendment prior to their first competition. By waiving the Buckley Amendment, you give consent to disclose your academic records, drug test results, records concerning financial aid, test scores, and any other information that pertains to your NCAA eligibility. This information will be used to determine your eligibility as well as any awards you may be eligible to receive.

## **UCFAA/ASSA ACADEMIC POLICIES, PROCEDURES & PENALTIES**

### **COURSE WITHDRAWAL**

**Policy:** Student-athletes **MUST** seek approval from an ASSA advisor prior to withdrawing from any course. Once the University Drop/Add period has ended, student-athletes **MUST** be registered for a full-time course load in order to practice or compete.

**Procedure:** Student-athletes **MUST** contact the ASSA advisor for the "Course Withdrawal: Supplemental Form for Student-Athletes" prior to dropping a course after the University Drop/Add period. This form must be signed by all parties indicated. After all signatures are garnered, student-athletes will be given permission to stop attending class.

**Penalties:** Based on a totality of circumstances, the Department of Athletics may fine student-athletes \$100.00 or the total cost of a withdrawn course under any of the following conditions (regardless of the approval of the ASSA advisor and/or the sport supervisor):

- The student has withdrawn from a course after the course drop deadline or does this on multiple occasions.
- The student has been accused of academic dishonesty in the course and fails to disclose that information to the academic advisor, coach, or sport supervisor.
- The student-athlete withdraws themselves from a course without seeking prior written approval from their ASSA advisor; or
- The student fails to meet NCAA continuing eligibility benchmarks for the year on multiple occasions.

\* In addition, student-athletes who withdraw from more than two classes over the span of two consecutive semesters will be mandated to meet with their head coach, Sports Supervisor, and ASSA advisor before being allowed to compete in the next term

### **COURSE SELECTION**

**Policy:** Student-athletes **MUST** seek approval from an ASSA advisor on each course selected in each term. It is imperative that student-athletes only take courses that are degree applicable.

**Procedure:** Student-athletes **MUST** contact the ASSA advisor for approval of all class schedules. Each student-athlete must sign up for an advising appointment during the specified times each semester to have all courses approved towards degree completion.

**Penalties:** If the student-athlete is receiving a tuition scholarship and is taking a course outside their degree requirement, UCFAA will **NOT** pay for the course. The student-athlete will be responsible for the full cost of the course regardless of received tuition scholarship aid.

### **COURSE FAILURE**

**Policy:** If a student-athlete receives a tuition scholarship and fails a course, the athletic department may consider the student-athlete responsible for refunding the cost of the course, or a fine in lieu of the full cost of the course.

**Procedure:** Student-athletes who fail any course in two consecutive semesters, or two failures in one semester, will be required to meet with the Sports Supervisor, head coach, and ASSA advisor before being able to compete the next term. The athletic department will consider paying for a repeated course if it is required for graduation. If another course can be substituted for the failed course, your ASSA advisor will consult which course should be taken.

**Penalties:** If the student-athlete fails a duplicate course for a second time and must attempt the class for a third time, the athletics department will **NOT**, under any circumstance, pay a repeat course rate. As previously stated, student-athletes who fail a course may be subject to meeting with the sport supervisor, head coach, and ASSA advisor before being able to compete the next term.

### **EXCESS CREDIT HOUR SURCHARGE**

University Policy: Effective Fall 2009, pursuant to Florida Statute 1009.286, students entering a Florida College System institution or state university for the first time in Fall, 2009, and thereafter, may be subject to the excess hours surcharge for hours exceeding baccalaureate degree program completion requirements. Students should regularly review their degree audits and consult with an academic advisor to make sure they are not enrolling in excess courses. More detailed explanation of the excess hours rule can be found on the UCF's Registrar's Office website at <https://registrar.ucf.edu/excess-hours/>. Students beginning Fall Semester 2009 through Summer 2011 will be charged 1.5 times the tuition rate for each credit hour beyond 120% of the required hours of that degree program. Students beginning Fall 2011 through Summer 2012 will be charged two times the tuition rate for each credit beyond 115% of the required hours of that degree program. Students beginning Fall 2012 and beyond will be charged two times the tuition rate for each credit beyond 110% of the required hours of the degree program.

Penalties: If the student-athlete surpasses the excess credit hour surcharge threshold the athletics department will NOT, under any circumstance, pay the excess credit hour sur charge.

### **ACADEMIC DISHONESTY**

University Policy: Plagiarism and cheating of any kind will not be tolerated. Examples of misconduct include receiving inappropriate help on an examination, quiz, and/or assignment. It is at the discretion of the professor to determine the consequence of the offence.

Department of Athletics Policy: Student-athletes are to inform their academic advisor within 24 hours if he/she is accused of plagiarism in a course.

Procedure: The advisor will inform the Director of ASSA upon notification from the student-athlete and/or professor immediately. Student-athletes may be subject to appropriate referral to the Office of

Student Conduct for further action and the Director of ASSA and/or academic advisor will serve as an advocate for the student-athlete during any university procedures.

Penalties:

- Failure to notify your academic advisor of a plagiarism accusation within 24 hours of the accusation may result in a fine of \$100.00.
- A student who has been found guilty of academic dishonesty and is required to repeat a course because of an unsatisfactory grade, may be required to reimburse UCFAA for the cost of the course, including tuition, fees and/or books.
- The Director of Athletics and/or head coach may establish additional penalties above and beyond reimbursement of the cost of the course (i.e., practice time, competition, etc.).

### **CLASS ATTENDANCE**

Policy: Student-athletes are expected to attend all classes unless excused for athletic competition or a documented illness from the Athletic Training Staff. Student-athletes are not to miss classes for practice, community service, fund raising or other athletic related activities. (NCAA Bylaw 17.1.7.9.2)

Procedure: ASSA will have attendance monitors check on classes and students on a continuous basis. ASSA will also communicate with faculty via e-mail, phone, and academic progress reports to monitor class attendance of all students. The team advisor will notify the head coach each time a student misses class without prior approval or notification to the course instructor.

Penalties:

- The head coach is expected to handle each missed class within the established team rules for such occurrences.
- Upon notification of a student missing three hours of class time in any course, the team advisor and head coach will meet with the student-athlete.
- During the session with the head coach and advisor, the student-athlete may be informed that future unapproved absences may result in a loss of practice and/or playing time.
- The sport supervisor and Director of ASSA will be notified by the team advisor after this initial meeting takes place.
- Should a student miss any additional classes, the student will be required to meet with the director of ASSA and sport supervisor before he or she may be able to practice or play again.
- The Director of Athletics may establish additional penalties above and beyond withholding from practice or competition (i.e., suspension from all athletically related activities, etc.).

### **TUTORING/LEARNING ASSISTANCE PROGRAM ATTENDANCE**

Policy: Student-athletes that have been scheduled for tutoring and mentoring appointments are expected to attend all sessions unless excused for athletic competition or has been excused by advisor/mentor on staff.

Procedure: ASSA will produce a missed appointment report on a daily basis. ASSA will also communicate with the student-athlete to determine if the appointment is an excused or unexcused session. The team advisor will notify the head coach or academic liaison each time a student misses an appointment without prior approval or notification.

#### **Cancellations:**

- ONLY academic advisors are permitted to cancel tutoring sessions.
- All tutoring appointments must be cancelled 4 hours prior to the scheduled time.
- Appointments before 12:00pm need to be cancelled during business hours the day prior (M-F, 8-5).
- Appointments at 12:00pm need to be cancelled by 8:15am the morning of the session.
- Appointments on Sunday need to be cancelled on Friday by 5:00pm. No

#### **Shows:**

- No shows are filed 15 minutes after scheduled time and if a student cannot be located.
- First no show will result in a warning for the student.
- A Second no show will result in a \$10 student charge.
- A Third no show will result in an additional \$10 student charge.
- A Fourth no show will result in an additional \$10 student charge.
- The Fifth no show will result in an additional \$10 student charge as well as the loss of tutoring/mentoring privileges until all fines are paid and a meeting with ASSA Director occurs.

#### **Holds:**

- No show charge(s) will be placed on each student's account and will block the release of student transcripts.
- No show charge(s) may be paid to the Athletics Business Office OR it will be deducted from the student's account i.e. grants, loans, cost of attendance check, etc.

\*\*\*Policies and procedures for no shows are subject to change due to unforeseen circumstances

## **STUDENT CONDUCT**

Your behavior as a student-athlete is subject to the UCFAA Student-Athlete Conduct Code from the time you enter UCF and until the end of your career as a UCF student-athlete. This code of conduct is separate from the UCF code of conduct that applies to all students, including all student-athletes. For more information on the university code of conduct refer to the office of Student Conduct.

<https://goldenrule.sdes.ucf.edu/>

In addition, student-athletes are subject to all rules and regulations that are required for individual participation on a specific team. While those rules may be particular to each team, they are presented to the student-athlete by the coaching staff with the full support of the Athletics Department.

\* Your participation in the UCF athletics program is considered a privilege, not a right.

The following standards and guidelines outline the Student-Athlete Code of Conduct and the UCFAA expectations for your behavior as a UCF Student-Athlete:

### **AMBASSADORS FOR THE UNIVERSITY**

Participation on an athletic team representing UCF is a privilege with attendant responsibilities and expectations.

Student-athletes and coaches must represent themselves in a manner consistent with message of the Athletics Departments and the University of Central Florida.

Fair play and good sportsmanship are basic expectations in the pursuit of athletic excellence. Anything less will not be tolerated and will be grounds for dismissal from athletics.

Respect for the intrinsic dignity and worth of all persons, regardless of race, ethnic origins, religious preference, or gender, is to be acknowledged in the athletes' concrete actions. Any discriminatory or harassing behavior will be summarily disciplined.

Physical abuse (including team members, opposing coaches, players, fans, and officials), on or off the field of play will result in disciplinary action, including possible suspension from athletics participation.

The illegal use or sale of controlled substances is prohibited. Disciplinary action, suspension from athletics, will result from any involvement with illegal drugs.

### **ON-LINE POSTINGS & RESPONSIBILITIES**

#### *Guidelines:*

Student-athletes are precluded from having pictures or statements that could be deemed inappropriate as determined by UCF or the UCFAA. Examples include but are not limited to:

Visible/identifiable alcohol and other drugs (AOD's) and paraphernalia; sexually provocative and explicit photographs; vulgar/obscene language; comments that ridicule, mock or criticize any person or groups of people; comments that reveal the mental or physical condition(s) and or well-being of teammates or other UCF student-athletes.

#### *Sanctions:*

Sanctions and specific guidelines will be determined by each individual coaching, support staff and sport administrator for each team.

### **ACADEMIC RESPONSIBILITIES**

Academic responsibilities are considered the highest priority of student-athletes attending UCF. The Department of Athletics supports the academic mission of the University; therefore, student-athletes are required to do the following:

- Adhere to all class attendance requirements. Attend appropriate tutorial sessions and meetings with the academic advisor. (NCAA rules stipulate that no classes be missed to attend practices or off-season athletic events.)
- Complete all class assignments and take all course examinations as required for successful completion of academic work.
- Understand and apply the academic regulations of the University as described in the Student Handbook. Communicate to the appropriate parties in a timely manner when an academic and athletic conflict occurs.
- Take full responsibility for monitoring own satisfactory progress. This may include seeking assistance from the academic advisor, professor or coach when required.
- Understand the following Policies, Procedures, & Penalties regarding Course Withdrawal, Academic Dishonesty, and Class, Mentor, and Tutoring Attendance.

### **MEDICAL RESPONSIBILITIES**

Participation in athletics at UCF is contingent on medical approval by the Athletic Team Physician, the Student Health Services Staff and the Athletic Training Staff. In addition, the following obligations are conditions for participation:

- Student-athletes are required to show evidence of proper medical insurance and provide a medical history, which is kept on file.
- Student-athletes are required to communicate all necessary health prescriptions as requested by the medical personnel.
- Student-athletes are required (within a reasonable realm) to take responsibility for their physical and mental health. This includes a review of personal practices as well as requesting medical assistance when he/she deems necessary.

## INAPPROPRIATE BEHAVIOR POLICY FOR STUDENT-ATHLETES

The UCF Athletics Association (UCFAA) believes that participation in intercollegiate athletics is a privilege and, in return, its student-athletes are expected to uphold high standards of conduct and to be positive role models within the academic, athletics and overall community.

The UCFAA recognizes that a clearly defined approach regarding the disciplinary process and any resulting sanction is a necessary component in, proactively and reactively, addressing acts involving inappropriate behavior.

For purposes of this policy, inappropriate behavior is defined as a violation or charge involving Federal or State criminal laws or a violation of the UCF rules of student conduct, or non-criminal actions that are identified by the Student-Athlete Conduct Committee to involve inappropriate behavior.

Therefore, the following sanctions will be applied when a UCF student-athlete is involved in any of the following situations involving inappropriate behavior:

**Felony Charge** - Any student-athlete arrested and charged with a felony, or with a crime involving gambling or game fixing under Florida law, or any other jurisdictional equivalent, shall be suspended automatically from practice and playing privileges until the charges are dropped, dismissed, or otherwise resolved. The student-athlete may appeal such a decision pursuant to the Appeals Procedure found in this policy.

**Felony Conviction** - Any student-athlete convicted of, or pleading guilty or no contest to a felony charge, or a game fixing charge, under Florida law or any other jurisdictional equivalent, shall be permanently dismissed from the team. The student-athlete shall retain her/his grant-in-aid for the balance of the academic year. The UCFAA shall recommend to the Office of Financial Aid that the grant-in-aid shall not be renewed for any succeeding academic years. The student-athlete may appeal this decision pursuant to the Appeals Procedure. Student-athletes involved in gambling violations shall also be subject to the sanctions contained in Section 10.4 of the NCAA Manual.

## NCAA AND CONFERENCE RESPONSIBILITIES

All student-athletes are required to adhere to applicable NCAA rules as addressed in the NCAA Student-Athlete Statement which is administered annually. This includes those activities relative to the student-athlete role as a prospective student-athlete (PSA), recruited student-athlete, and amateur. In addition, all conference regulations must be adhered to.

**Misdemeanor Charge and/or Conviction**- Any student-athlete who is arrested, charged and/or convicted of a misdemeanor charge (other than gambling or game fixing which are addressed above and other than minor traffic infractions) will be subject to an initial review process by the Student-Athlete Conduct Committee. The Student-Athlete Conduct Committee will review the charges and all of the surrounding circumstances. Particular attention will be paid to offenses resulting in extended trials that bring undue public attention and negative publicity upon the university and athletics department. These offenses, once identified as such, will incur an automatic suspension from practice and playing privileges until the charges are dropped, dismissed or otherwise resolved. The Student-Athlete Conduct Committee will identify a misdemeanor case that fits the above description at the earliest possible occasion.

In addition, the Student-Athlete Conduct Committee will review each case, in light of, but not limited to the following:

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

Sanctions imposed by the Student-Athlete Conduct Committee can include, but shall not be limited to:

- Warning
- Probation
- Restricted use of athletic services or facilities
- Suspension from competition and/or practice for a stated period of time
- Dismissal from the team (only available following a conviction or if the student-athlete pleads guilty or no contest to a misdemeanor). In the event of dismissal from the team, the student athlete shall retain her/his grant-in-aid for the balance of the academic year. The Athletics Department shall recommend to the Office of Financial Aid that the grant-in-aid not be renewed for any succeeding academic years.
- Referral to the Head Coach for discipline

This review process will be used when UCFAA employees first learn of the charge and/or arrest. This review process will be utilized again, in its entirety, if there is a subsequent conviction resulting from the initial charge and/or arrest. The student-athlete may appeal any decision made pursuant to this review process by following the Appeals Procedure found in this policy.

**UCF Rules of Conduct or Other Non-Criminal Acts Involving Inappropriate Behavior:** At the recommendation of the Student-Athlete Conduct Committee, the Athletics Director may utilize the process in this policy, which is followed for a misdemeanor charge and/or conviction, should a student-athlete be found in violation of the Rules of Conduct contained in the Policies for Student Conduct. This policy may also be used to address situations that concern non-criminal acts involving inappropriate behavior.

**Privacy Concerns:** A student-athlete grants to the university the right to publicly disclose a student- suspension or dismissal. However, in recognition of each student-athletes right to privacy, no other information concerning the violation will be disclosed unless required by law.

**Appeals Procedure:** Any student-athlete sanctioned under these procedures may appeal within five working days, in writing to the NCAA faculty representative. In the event of an appeal, a Review Committee shall consider all factors, including any extenuating circumstances. The student-athlete may appear personally before the committee, with or without a representative of her/his own choosing. The representative may assist the student-athlete in the appeal process but shall not speak for or present the appeal on behalf of the student-athlete. The Review Committee shall be composed of:

- An individual appointed by the President
- An individual appointed by the Athletics Director
- The NCAA Faculty Representative (who shall chair the committee).

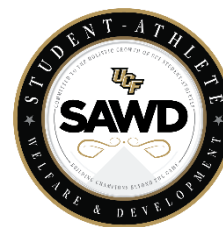
Within five working days after hearing the appeal, the Committee shall issue its decision, which shall be final with no further right of review.

**Controlling Policy:** This policy shall supplement, not replace, the student conduct process. In the event of a conflict, the student conduct process shall take precedence.

## STUDENT-ATHLETE WELFARE & DEVELOPMENT

**Mission:** The Office of Student-Athlete Welfare & Development is committed to the holistic growth of all UCF student-athletes through personal, career/professional, and leadership development, as well as community service initiatives.

**Vision:** Equip each student-athlete with the skills, knowledge, and experience to be confident and independent leaders in all.



Preparation | Responsibility | Involvement | Degree | Excellence

*The Office of Student-Athlete Welfare & Development focuses on four foundational areas including:*

- Personal Development Professional Dress, Personal Finance, Athletic Identity, Dining / Business Etiquette, & more. Additionally, psychological services are available for all student-athletes.
- Professional Development Resume, Portfolio & Cover Letter Review, Mock Interviews, Networking Opportunities, Graduate School Assistance, First Round Draft Choice Program (Career Opportunities).
- Leadership Development Student-Athlete Leadership Institute, Student-Athlete Advisory Committee. Community Service Student-athletes will have an impact on the local and international communities.

### STUDENT-ATHLETE LEADERSHIP INSTITUTE

*“Developing Effective Leaders for a Lifetime of Service and Success”*

**Mission:** To provide an opportunity to enhance student-athlete’s leadership potential.

**Vision:** The Leadership Institute will develop, challenge, and support student-athletes and in their continual quest to become effective leaders in academics, athletics, and life. The Leadership Institute will provide comprehensive and cutting-edge leadership development programming through interactive retreats, one-on-one coaching, peer mentoring, and educational resources. The Knights Leadership Retreat will be a one-day, deep dive into the foundations of leadership. Unique and mind opening activities will be used to foster diverse leadership education. Each student-athlete will leave with an in depth understanding of their personal identity, a personalized leadership philosophy, and tools to continue growing in their leadership journeys.

**Programs:** Leadership development programming for student-athletes includes Phase 1 (up and coming leaders) and Phase 2 (veteran & captain student-athletes) and it delivered through one day leadership retreats.



### STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

*“The voice of the Student-Athletes”*

SAAC is a select group of student-athletes that work as a connection between teams, administration, and the UCF community. They provide opportunities for leadership, networking, and community outreach. In order to enhance student-athlete welfare, each team has representatives who serve on SAAC. SAAC provides student-athletes an opportunity to voice concerns to athletic department administrators and provide up-to-date information that directly impacts student-athletes. Additionally, members of SAAC take the lead in community service programs, vote on NCAA legislation, provide feedback to and from the administrative staff and serve as advocates for student-athletes on campus.



### KNIGHTS WITHOUT BORDERS

*Local and International Service Initiative*

An international/domestic week-long service-learning initiative aimed at providing cross-cultural experiences while developing a sense of world unity. The inaugural KWOB trip was in 2013, since then trips include: Costa Rica, Ireland, New Orleans, Panama, St. Vincent and the Grenadines, Puerto Rico, and Colombia. International trips go out every summer in either May or August to allow both Fall and Spring sports to attend. Selection of student-athletes is based on an application process and coach approval.



## **KNIGHTSHIP PROGRAM**

*Experiential Learning Opportunity*

An eight-week professional learning experience exclusively for junior and senior student-athletes within the athletic department. Areas within the athletics department include marketing, communications, knight's hospitality, business office, SAWD, events and facilities, human resources, and others. Student-athletes will acquire:

- Transferrable experiences in a work setting providing them with a better understanding of the type of career they wish to pursue.
- An understanding of work etiquette and key communication skills by being immersed in a professional work environment.
- Professional experience to add to their resume.

\*\*Student-athletes interested in the knightship program will be able to apply and go through an interview process.

## **ADDITIONAL SERVICES/PROGRAMS**

- Mental Health Counseling
- Sexual/Gender Violence Prevention Training
- The Launch- Staff & Student-Athlete Welcome Back BBQ
- Swords Awards
- TSA Precheck

## **CONTACT INFORMATION**

**Website:** [http://ucfknight.com/SportSelect.dbml?SPID=181640&SPSID=1176258&DB\\_OEM\\_ID=34100](http://ucfknight.com/SportSelect.dbml?SPID=181640&SPSID=1176258&DB_OEM_ID=34100)

\*\*More information along with a copy of this handbook can be found at the website listed above

### **Social Media:**



Twitter.com/ucf\_sawd




Instagram.com/ucf\_sawd


**Office Location:** Wayne Densch Center for Student-Athlete Leadership First Floor, Garvy Family Commons


***BUILDING CHAMPIONS BEYOND THE GAME***

## STUDENT-ATHLETE PORTFOLIO EXAMPLE



**FIRST ROUND  
DRAFT CHOICE**  
Knightro Knights  
Student-Athlete  
Team Knightro  
**2016-2020**





**THE UNIVERSITY OF  
CENTRAL FLORIDA**

College Experience

- Student-Athlete Advisory Committee (SAAC):
  - Social Media Committee (2015-2016)
  - Fundraising Committee (2016-2017)
  - Secretary of SAAC and oversee Armor (student-athlete engagement) and community service (2017-2018)
- 2017 NCAA Student-Athlete Leadership Forum participant
- Member of the Sports Business Management Club
- Student-Athlete Leadership Institute: Phase I and II
- Dean's list 2015-2019
- Sports Business Minor
- Expected Graduation: Spring 2020

Career Highlights

- *All-America Scholar*
- *Helped UCF to its first ever National Championship*
- *Only Knight to start all games in 2016-2017*
- *Voted MVP of the team at Swords Awards*

*Please contact our office to get the full template*

# **STUDENT TITLE IX RESOURCES AND STATEMENT OF POLICY ON SEXUAL MISCONDUCT**

(Excerpts taken from the UCF Golden Rule Student Handbook)

The University of Central Florida and UCFAA, Inc. are committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct, including but not limited to, sexual harassment, sexual assault, sex related stalking, dating violence and domestic violence. Our community expects that all interpersonal relationships and interactions especially those of an intimate nature be grounded upon mutual respect and open communication. When learning of conduct or behavior that may not meet these standards, community members are expected to take an active role in promoting the inherent dignity of all individuals.

Any member of the UCF community can report sexual misconduct by completing the online reporting form at <https://letsbeclear.ucf.edu/>. and clicking the “Report link in the upper right hand corner or at <https://osrr.sdes.ucf.edu/titleix/>

Individuals may report incidents of sexual misconduct to university administrators and officials, faculty and staff that are then responsible for promptly notifying the Title IX Coordinator or Deputy Title IX Coordinator of the reported incident. All University employees can serve as a resource for any student who needs help. Depending on the circumstances, the filing of a complaint or report of sexual misconduct may be voluntary or compulsory. Those University employees, not in Counseling & Psychological Services, Student Legal Services, Student Health Services, Victim Services or the University Ombuds office, and who are classified as a “Responsible Employee” must notify Matt Ricke— Assistant Director, Title IX Coordinator, Brandi Stuart Executive Associate Athletics Director/SWA and Deputy Title IX Coordinator for Athletics, or Dana Juntunen Deputy Title IX Coordinator for Students of all alleged sexual issues.

For more information on campus resources addressing Title IX and Sexual Misconduct please visit one of the following websites:

- Counseling & Psychological Services: <https://caps.sdes.ucf.edu/>
- Student Health Services: <https://studenthealth.ucf.edu/>
- UCF Victim Services: <https://victimservices.ucf.edu/>
- Student Care Services: <https://scs.sdes.ucf.edu/>
- UCF Cares: <https://cares.sdes.ucf.edu/>
- UCF Police: <https://police.ucf.edu/>
- Let’s Be Clear: <https://letsbeclear.ucf.edu/>
- UCF Office of Student Rights and Responsibilities: <https://osrr.sdes.ucf.edu/>
- Wellness and Health Promotion Services: <https://whps.sdes.ucf.edu/>

## **PREGNANT AND PARENTING STUDENT-ATHLETES:**

Federal Laws Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant and parenting students. 1 This means that our student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. 2 In addition, a student’s medical information may be protected by other federal laws. 3 Some actions that may be permissible under NCAA rules are impermissible under federal law, and our institution adheres to federal law.

For more information please visit:

<http://www.ncaa.org/sites/default/files/PregnancyToolkit.pdf>

<http://www.ncaa.org/about/resources/inclusion/pregnant-parenting-student-athletes>

## HUDDLE UP TRAINING

Coaches, college athletes and athletics administrators are required to complete **education each year in sexual violence prevention**, according to a policy adopted by the NCAA Board of Governors.

For more information please visit:

[https://ncaaorg.s3.amazonaws.com/ssi/violence/NCAA\\_CampusSexualViolencePolicy.pdf](https://ncaaorg.s3.amazonaws.com/ssi/violence/NCAA_CampusSexualViolencePolicy.pdf)

<http://www.ncaa.org/sport-science-institute/sexual-assault-and-interpersonal-violence-educational-resources>

In accordance with the NCAA, each team will be required to go through gender violence prevention training led by the Huddle Team. Huddle Up addresses the full continuum of abusive behaviors and empowers participants to understand how misogynistic language, sexual harassment, gendered bullying, sexual assault, rape and domestic violence are linked together. This understanding inspires participants to have the courage to challenge behaviors on all levels of the continuum.

## HAZING POLICY

### UCF POLICY

UCF Hazing Policy from The Golden Rule Student Handbook

UCF-5.008 Rules of Conduct, Section 7 (a) – (e)

UCF-5.012 Organizational Rules of Conduct, Section 10 (a) – (e)

Hazing – The University does not condone hazing in any form and defines hazing to include but not limited to:

- (a) Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under registration with the University. Hazing may result in felony charges.
- (b) Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid, liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.
- (c) Any activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.
- (d) Forcing or requiring the violation of University policies, federal, state, or local law.
- (e) Any activity, as described above, upon which the initiation or admission into or affiliation with a University of Central Florida organization may be directly or indirectly conditioned, shall be presumed to be a “forced” activity, the willingness of an individual to participate in such an activity notwithstanding.

Source: <http://goldenrule.sdes.ucf.edu/>

### NCAA POLICY

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

More information: <https://www.ncaa.org/sites/default/files/hazing%20prevention%20handbook%2057315.pdf>

## **DIVERSITY, EQUITY, & INCLUSION**

### **UCF ATHLETICS DIVERSITY STATEMENT**

The UCFAA values diversity, and fosters an environment that is welcoming, inclusive, and supportive for all members of our community. We are committed to developing a culture of leadership through our employees and student-athletes, embracing the backgrounds, life experiences, and perspectives that each individual brings to the UCFAA in Our Quest for Excellence.

### **UKNIGHTED NATIONS COMMITTEE**

**Mission:** To educate and empower our student-athletes and staff to become thought leaders and change agents within their individual platforms to shape a collaborative community of action.

**Charge:** Create a community of one that promotes holistic education and crucial conversations surrounding social justice issues, cultural intelligence, inclusion, and equality within the UCFAA athletic department and the UCF community at-large. We will encourage one another and utilize intentional programming, open forums, and activate community partnerships to ensure that everyone within the UCFAA family becomes one in celebrating the diversity with the department and upholding our organizational values of student-athlete success, integrity, partnership, inclusion and accountability.



### **NCAA INCLUSION STATEMENT**

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

The Office of Inclusion will provide or enable programming and education, which sustains foundations of a diverse and inclusive culture across dimensions of diversity including but not limited to age, race, sex, class, national origin, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences

More information: <http://www.ncaa.org/about/resources/inclusion>

## **ATHLETIC ELIGIBILITY**

The University of Central Florida is responsible for ensuring that all student-athletes, coaches, staff and representatives of athletic interests know and abide by NCAA rules and regulations. The University and the athletic department have a compliance department in charge of regulating NCAA rules and regulations. As a student athlete, you have a great opportunity to enhance your experience through athletics. It is important that you understand and follow the rules. The Athletics Compliance Office is charged with educating student-athletes, coaches, administration, and university staff regarding NCAA rules. Failure to follow the rules can result in violations of NCAA rules, jeopardize your eligibility for competition, or can result in your team or the athletic program being penalized by the NCAA. In order to keep you informed regarding NCAA and University regulations and to provide a timely reminder to help you avoid activities that may jeopardize your eligibility to participate and compete, the following materials have been put together for your benefit and information.

To remain athletically eligible, it is important not to endanger your amateur athletic status. It is essential that you check with your Head Coach before making decisions regarding outside athletic participation.

Here are some reminders of things you may not do as a NCAA student-athlete without jeopardizing your eligibility:

- Utilize your athletic skill (directly or indirectly) for pay in any form in that sport.
- Accept a promise of pay, even if such pay is to be received following competition of intercollegiate athletics participation.
- Sign a contract or commitment of any kind to play professional athletics, regardless of legal enforceability or any consideration received.
- Receive, directly or indirectly, a salary, reimbursement of expenses or any form of financial assistance from a professional athletics organization based on athletics skill or participation.
- Compete on any professional athletics teams, even if no pay or remuneration for expenses received; Enter into a professional draft after initial full-time college enrollment (exception: basketball); or Enter into any agreement with an agent.
- Agree to have your picture or name used to promote a commercial product.
- Accept such things as gifts, meals, and loans of cars or money from a UCF employee, booster or third-party representative.
- Be represented by an agent or organization to market your athletic skills or reputation (some exceptions so speak with compliance).
- Receive any benefit not available to other students at the University.
- Play on an outside athletic team during the academic year, inclusive of all vacations, without approval from the Athletics Compliance Office.
- Participate in any gambling activity involving a sport in which the NCAA sponsors a championship (e.g. football, tennis). In addition, you may not provide information to a bookmaker or individual gambling on a sporting event which is not available to the public (e.g. injuries to current UCF student-athletes).

## **GAMBLING AND BRIBERY**

We hope that as a student athlete you will never be approached by anyone attempting to involve you in a gambling or bribery situation. However, student-athletes at other institutions have become involved with organized gambling operations. Any involvement in gambling activities may jeopardize your NCAA eligibility. Therefore, UCF Athletics Compliance Office would like to provide the following information to assist you in avoiding jeopardizing your eligibility:

- Be aware that the gambling industry is constantly seeking sources for information. It is possible that you may be approached and questioned about the condition of teammates or other athletes.
- You may be asked to alter a game in some manner and be offered money or gifts. If this occurs, you **MUST** report the incident to your Head Coach immediately.
- The University and the Athletics Association are committed to combating all forms of gambling and bribery. Operators need inside information to set a betting line or the odds. Any attempt to procure this information through bribery of a sports participant is a felony.
- You should keep in mind that your participation in gambling interests, even minor ones, will jeopardize your athletic career. Therefore, please report anyone who seeks information regarding gambling or sports being lines to the UCF Athletics Compliance Office.

### **AGENTS**

To compete as a student-athlete, it is essential that you know the NCAA rules related to professional sports. Any violation of these rules could produce severe negative consequences for you and the University.

Under Florida Law, it is illegal for an agent to contact you unless the agent is registered with the State. In addition, an agent is required to register with the Athletics Compliance Office prior to meeting with you. If you, your parents or legal guardians are contacted by an agent, ask if the agent is registered with the State and the Athletics Compliance Office. If the agent is not registered, refer them to the Athletics Compliance office at 407-823-3089.

If you or your family have questions about agents, please contact the Athletics Compliance Office.

## **SPORTS PARTICIPATION**

### **NCAA LIMITATIONS FOR ATHLETICALLY RELATED ACTIVITIES**

In Season	Out of Season
4 hours/day	
20 hours/week	8 hours/week
1 Day Off Per Week	2 Days Off Per Week

The daily and weekly hour limitations DO NOT apply during the following time periods:

- During preseason practice prior to the first day of classes, there is no hour limitation but you are still required to receive one day off per week.
- During an official vacation period (e.g., Thanksgiving, spring break), as listed in the official calendar, and during the academic year between terms when classes are not in session. Again, hour limitations do not apply but you are required to receive one day off per week.

The following is a partial list of common activities considered countable athletically related activities that **MUST BE COUNTED** in the daily and weekly limitations:

- Practice (maximum of 4 hours/day) and competition (which counts as 3 hours) \* Note: no countable athletically related activities may occur directly after the competition.
- Required weight training and conditioning held at the direction of, or supervised by, an institutional staff member.
- Field, floor or on-court activity.
- Setting up offensive and/or defensive alignments.
- Review and discussion of game films or videotapes related to the sport.
- Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meeting). Required participation in camps, clinics or workshops.
- Participation outside of the regular season in individual skill-related instructional activities with a member of the coaching staff.
- On-court or on-field activities called by any member of a team (confined primarily to members of that team) which are considered as a requisite for participation in that sport.
- Visiting the competition site in the sports of cross country and golf.

The following is a partial list of common activities considered non-countable athletically related activities and are not counted in the daily and weekly limitations, but may not occur on your day off:

- Compliance meetings,
- Media requests,
- Team-Building exercises
- Community Service Projects
- Fundraising or promotional activities.
- Travel to and from campus.
- Recruiting Activities (e.g. Official Visit Host)

Activities that can be required on a day off:

- Academic Activities
- Medical Activities

Outside the Playing Season:

In sports other than football, participation in up to 4 hours per week of skill-related instruction (voluntary or required).

No equipment related to the sport may be used during any hours outside the four hours of skill-instruction.

\*\*\*Football is limited to two hours of film review outside its defined playing season and six hours of conditioning activities.\*\*\*

### **IMPERMISSIBLE EXTRA BENEFITS**

An extra benefit is any special arrangement provided by an institutional employee or booster of UCF to provide a student-athlete or their family member a benefit beyond something available to other students at UCF. Accepting an extra benefit may impact your eligibility as a NCAA athlete. Some forms of extra benefits include:

- gifts or money.
- Complimentary tickets above what is permissible under NCAA rules.
- Co-signing a loan
- Use of an automobile
- Free products/gear

This is not an exhaustive list. Therefore, if you are offered anything by a booster or UCF staff member outside your normal receipt of gear and meals, please contact the Compliance Office.

### **HOSTING PROSPECTIVE STUDENT-ATHLETES**

When a prospective student-athlete (PSA) visits UCF, you may be asked to serve as a host. Student-athletes serving as a host may receive up to \$75 for each day you host a prospective student-athlete. In addition, you may be provided meals in conjunction with hosting duties which can be paid for outside of any student host money.

This money covers all actual costs of entertaining the prospect and the prospects family while they are here for their visit.

The money **may not** be given directly to the PSA or used to buy souvenirs or memorabilia. As a student host, you must abide by the following rules:

- No use of alcohol or drugs.
- No gaming or gambling including visiting casinos.
- No activity that violates criminal law.
- No visiting adult entertainment venues.
- Do not engage, or allow the prospect to engage, in any activity that would bring harm to you, the prospect or anyone else.

Student-athletes involved in violations of these rules will automatically be suspended from competition until the Director of Athletics or his designee reviews the incident. UCF prospects in violation of these standards may be denied admission to UCF. It should be clear that UCF will not tolerate inappropriate recruiting activities. Violations may result in loss of athletics aid and participation opportunities.

Your actions should reflect positively on the athletics department, UCF, and yourself!

### **COMPLIMENTARY ADMISSIONS**

As a student-athlete, you are eligible to receive four tickets to home and away contests. This number increases to six for postseason contests. All requests for complimentary tickets must be submitted in JumpForward where guests can be reviewed and checked. Guests will be admitted through a pass list at each contest and will be required to show identification for all UCF home contests.

### **STUDENT-ATHLETE EMPLOYMENT**

A student-athlete may be employed on- or off-campus if the required paperwork from the Athletics Compliance Office is completed by the employer and approved by the Athletics Compliance Office. Your employment must be approved by the Athletics Compliance Office **before** you start working!

You may be employed if:

- You are paid at the going rate in the industry in which you are working.
- You are paid for actual work performed.

Please contact the Athletics Compliance Office if you have any questions regarding employment.



## **FINANCIAL AID**

According to NCAA regulations, athletic financial aid agreements are limited to educational expenses including tuition, fees, room, board, required course related books, and miscellaneous expenses up to the cost of attendance. All athletic teams are limited to a specific number of renewable athletic financial aid agreements (scholarships) in accordance with UCFAA and NCAA regulations.

In compliance with NCAA regulations, student-athlete financial aid agreements are awarded for one year (unless specified otherwise) and are automatically renewed at the end of the one year award period unless determined otherwise by the coaching staff. The Office of Student Financial Assistance (SFA) must notify a student-athlete as to the renewal, non-renewal, or reduction status of his/her award on or before July 1, preceding the upcoming academic year. Student-athletes who receive a notification of a cancellation or reduction in scholarship have the opportunity to appeal that decision. Appeal opportunities are outlined in a letter from the SFA.

### **ATHLETICS AID MAY BE REDUCED OR CANCELLED DURING THE TERM OF THE AWARD IF:**

- You become ineligible for intercollegiate competition.
- If subsequent financial aid is awarded that causes you to exceed Cost of Attendance.
- You provide false information on your application, letter of intent or financial aid agreement.
- You engage in misconduct that brings disciplinary action from this institution.
- You voluntarily withdraw from the sport at any time for personal reasons.
- You have any involvement in gambling or illicit drugs that may result in team suspension.
- In the subsequent semester, if you provide written notice requesting entry into the transfer portal.

\*Please note that this list is not all inclusive and that it is subject to change.

### **ATHLETICS AID MUST BE REDUCED OR CANCELLED IF:**

- You sign a professional sports contract for your respective sport before you have exhausted eligibility. You accept money for playing in an athletics contest.
- You agree orally or in writing to be represented by an agent or accept any benefit from an agent before you have exhausted eligibility.
- You receive other countable aid that causes you to exceed your individual financial aid limit. **ATHLETIC GRANT-IN-AID DISBURSEMENTS**

### **FINANCIAL AID DISTRIBUTION**

Receipt of grant-in-aid award disbursements may be delayed for the following reasons:

- Parking ticket holds
- registration/health center hold
- Failure to have a social security number on file with the registrar
- Failure to send final transcripts, test scores (SAT/ACT/AP/IB/ACE/CLEP/etc) to Admissions.
- Failure to complete Awards Packet meeting with UCF Global if you are an international student-athlete.

All student-athletes are required to fill out the FAFSA form. A student may be approved to receive the Federal Pell Grant, university academic awards, need-based grants, or other scholarships and loans.

### **UNIVERSITY CHARGES NOT PAID BY THE ATHLETIC DEPARTMENT**

The expenses listed below are not covered by your scholarship and you must pay them on your own. Please note that this is not an exhaustive list:

- International taxes (if applicable)
- Repeat course surcharges and/or Excess Hour Fees Tuition fees for classes dropped without approval Library fines and parking fines
- Fines for damage to University property, including the Residence Halls Key deposits or replacement of lost Residence Hall key
- Replacement fee for lost identification card
- School supplies, pens, notebooks, paper, calculators, etc. These are items factored into your Cost of Attendance distribution.
- Class fees/supplies for elective courses (i.e., horseback riding/scuba diving)

### **NCAA SPECIAL ASSISTANCE FUND**

The NCAA Special Assistance Fund provides financial assistance to students who have additional financial need. These needs may include supplies, emergency travel for death or illness of a family member, dental and/ or vision problems, etc. Each request is approved by the Student Services Office based on eligibility for the Pell Grant. It is extremely important that all student-athletes complete the FAFSA application as early as possible during the academic year because the Special Assistance Fund is a limited fund and is awarded on a first-come, first-served basis. Your financial need (as determined by the FAFSA) is what determines your eligibility for the Special Assistance Fund.

### **5TH YEAR AID**

The undergraduate degree program is designed to be completed within a four-year period. You should plan to complete your degree work within that time frame. For some student-athletes, athletic eligibility may extend beyond four years. The Athletics Department expects those student-athletes to complete their degree requirements by the expiration date of their athletic eligibility. If for some reason you are unable to complete your degree requirements within the allotted timeframe, you should consult with your Head Coach and Athletic Academic Advisor to request the Athletics Department to grant you post eligibility aid.

### **OTHER FINANCIAL AID AWARDS**

As a member of an athletic team at the University of Central Florida, all financial assistance other than money from a parent or guardian must be reported to the UCF Athletics Compliance Office to ensure that the student-athlete and the eligibility will not be jeopardized. Other financial assistance includes grants, scholarships, loans, and monetary gifts.

Examples of outside and institutional financial aid include:

- National Merit Scholarship
- Alumni Association
- High School Booster Club
- UCF Grant Program

Failure to notify the Athletics Compliance Office of outside or other institutional financial aid could result in a hold on your account, which will render you unable to register for classes or receive your diploma upon graduation. Also, if you receive the outside financial aid without the Athletics Compliance Office approval, you may have to repay the amount received.

### **ATHLETIC GRANTS-IN-AID RENEWALS / GRIEVANCE PROCEDURES**

NCAA rules allow for the reduction or cancellation of financial aid upon the completion of the one-year agreement. However, any reduction/cancellation may be appealed to a committee outside athletics. If your athletics aid is reduced/canceled, you will be notified by the Office of Financial Aid in writing. This notification will include instructions and a timeline for an appeals process.

Upon contacting the Director of Student Financial Assistance, the procedures governing the hearing/appeal may be reviewed and your options and obligations surrounding the hearing/appeal may be explained (remember that this information is included in your reduction/cancellation letter).

## **SPORTS MEDICINE DEPARTMENT**

### **Mission Statement**

To protect and support the safety, health, and well-being of our student-athletes (SA) by providing and coordinating a comprehensive array of professional health care services.

### **Medical Responsibilities**

Participation in athletics at UCF is contingent on medical approval and clearance by the UCFAA, Inc. team Physician(s) and Athletic Training Staff. In addition, the following obligations are conditions for participation:

- Student-athletes are required to show evidence of proper medical insurance and complete all required paperwork, which is kept on file.
- Student-athletes are required to communicate all necessary health prescriptions as requested by the medical personnel. Without proper documentation, the SA eligibility status may change.
- Student-athletes are required to take responsibility for their physical and mental health. This includes a review of personal practices as well as requesting medical assistance when he/she deems necessary.

### **Athletic Training Room Policy and Procedures**

To ensure proper and precise medical care and treatment, the following guidelines must always be followed:

- Use of the athletic training room is strictly for student-athletes involved in the UCFAA, Inc. intercollegiate athletics program.
- Student-athletes are not permitted in the athletic training room without proper supervision.
- Student-athletes must report to the athletic training room for taping, treatment, and rehabilitation in proper attire (T-shirt and appropriate shorts.). No other college attire is allowed. Nike brand preferred.
- Unnecessary clothing and equipment (i.e. cleats, helmets, shoulder pads, gloves, balls, etc.) should not be brought into the athletic training room. These items should be left in the hall or in their locker.
- Transportation devices (i.e. skateboards, scooters, etc.) should not be brought into the athletic training room. These items should be left in the hall or in their locker.
- Food and drinks are not permitted in the treatment and rehabilitation areas of the athletic training room.
- Abusive and/or foul language, horseplay, loud talking, loud/ disruptive music, and/or loitering are not allowed in the athletic training room.
- All student-athletes must shower w/ soap before receiving treatments and/or aquatic therapy.
- Shoes are not allowed on the treatment tables.
- No supplies are to be taken from the athletic training room without the permission of a staff athletic trainer. All equipment is to be signed-out before being removed.
- Student-athletes are not to operate equipment and/or perform "self-treatments".
- Student-athletes are not permitted to use athletic training room phones, fax machines, copy machines, and/or computers under any circumstances (personal or academic purposes).
- Student-athletes are not permitted into the conference room unless accompanied by a staff member.
- No cell phone use during rehab or treatment.
- Student-athletes are not allowed to change the TV channels without the permission of a staff athletic trainer.
- All student-athletes are always expected to strictly adhere to the rules and regulations. Failure to comply with the rules and regulations may result in disciplinary sanctions and dismissal from the athletic training room.

### **Medical Care / Insurance Procedures for the Student-Athlete**

#### **Injury Treatment Procedures:**

- In emergency situations, call 911.
- Student-athletes are to report ALL injuries AND illnesses, no matter how minor, to their certified athletic trainer. All medical concerns should be reported within a reasonable time.
- All injuries seen by an athletic trainer will be evaluated and the status of the injury will be reported to the coaching staff as soon as possible.
- All referrals for a student-athlete to see a team physician and/or other medical consultant must be made by a member of the UCFAA, Inc. Athletic Training Staff. This includes secondary opinions, and any other consults.
- Any certified intercollegiate athletics participant who endures an injury during and because of an approved practice, contest, or related travel must IMMEDIATELY report the injury/illness to a UCFAA, Inc. certified athletic trainer in order to activate insurance coverage. UCFAA is not financially responsible if an injury is not reported in a timely manner. It will be the responsibility of the student-athlete and/or his/her parent(s) / guardian(s).
- If a student- athlete decides to see a physician / medical consultant, and/or undergo a diagnostic test without prior authorization / referral, the student-athlete and/or the student-athletes' parent(s) / guardian(s) will be financially responsible for any and all medical bills incurred. This includes secondary opinions and any further unauthorized visits.
- Questions, suggestions, and/or complaints regarding a student-athlete's injury, evaluation, treatment, and/or rehabilitation should be addressed directly to the certified athletic trainer assigned to his/her sport and/or the Director of Sports Medicine.

#### **After Hours Injury / Illness Care:**

In the event of an emergency dial 911. The student-athlete and/or coach should make every effort to contact their certified athletic trainer as soon as possible. Student-athletes needing injury / illness care after normal working hours should contact their team athletic trainer or Director of Sports Medicine to decide where to seek treatment. Options include but are not limited to UCF Student Health Services (407-823-2701), Orlando Regional Medical Center Emergency Room (321-841-5210), and Oviedo Medical Center Emergency Care (407-890-2273).

#### Insurance Coverage of Student-Athletes:

- All UCFAA, Inc. student-athletes *MUST* be covered under an individual health insurance plan before participating in any team related practice, game, and/or competition, including conditioning sessions. The student-athletes' insurance must cover athletic related injuries and/or illnesses and shall be considered the PRIMARY insurance coverage for all injuries/illnesses. The student-athlete must complete a Health Insurance Information/ Authorization Form and supply a photocopy (front & back) of a current health insurance card on a yearly basis. In addition, insurance verification will need to be obtained on each student-athlete's primary insurance.
- If the student-athlete's insurance is terminated or changed at any time, a Certified Athletic Trainer must be made aware of changes within 30 days, or student-athlete can be held financially responsible for any medical bills.
- International student athletes must have an insurance policy that meets Florida Board of Governors International Insurance for collegiate sports guidelines. If the student athlete already has insurance and does not want to purchase the policy UCFAA Inc. uses, he/she needs to let their certified athletic trainer know and their insurance will have to sign a form showing that they meet all the requirements.
- Student athletes need to weekly check their mailboxes to make sure there are no bills and prevent anything from going to collections.
- The UCFAA, Inc. 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-season as approved by the Director of Athletics according to NCAA regulations. UCFAA, Inc.'s medical and catastrophic insurance program will pay for the excess of the "necessary" medical treatment up to the "usual" and "customary" charges for such expenses incurred within 104 weeks from the date of the injury/ illness/ accident. The first expense must be incurred within sixty calendar days of the date of the injury/ accident. The per injury maximum amount payable is limited to \$90,000.00 at which point the NCAA catastrophic injury insurance program will become active.
- It is the student-athletes and his/her parent(s) / guardian(s) responsibility to understand the conditions that apply to their policy and comply with any requests for information, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests will be the responsibility of the student-athlete and/or his/her parent(s) / guardian(s). 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 UCF, the student-athlete must submit the bill / statement to his/her certified athletic trainer within 20 business days of receipt. Bills received after 20 business days will be the responsibility of the student-athlete and/or the student-athlete's parent(s) / guardian(s). Student-athletes should submit all correspondence to:

UCF Athletics Association, Inc. Sports Medicine Department  
Attn: Insurance Coordinator  
PO Box 163555  
Orlando, FL 32816  
Office (407) 823-0095 Fax (407) 823-6744

#### Pre-Participation Physical Examination Policy Statement:

The UCFAA Inc., requires all student-athletes to complete a pre-participation physical examination administered by a UCFAA, Inc. Team Physician and/or his/her designee before that student-athlete is issued equipment and/or permitted to attend any team related practice, strength and conditioning sessions, and/or compete in any intercollegiate athletic events. Upon successful completion of the pre-participation physical examination process, the student-athlete will receive approval / certification from the UCFAA, Inc., to be issued equipment, and to participate in practice, strength and conditioning sessions, and/or competition. This procedure must be completed on an ANNUAL basis by a UCFAA, Inc. Team Physician and/or his/her designee. No member of the UCFAA, Inc. will permit a student athlete to participate, nor will they be financial responsible for sports related medical issues to any student-athlete who has not completed the pre-participation physical examination procedure.

### **Substance Abuse Testing Policies and Procedures**

The UCFAA, Inc. is committed to the physical and mental health and well-being of its student-athletes. The UCFAA, Inc. recognizes that the use of certain drugs, legal or illegal, is not in the best interest of the student athlete or of the UCFAA, Inc. To combat the use of illicit drugs, UCFAA, Inc. has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student-athletes. The purpose of the UCFAA, Inc. Substance Abuse Education and Testing Program is multifaceted.

The program focuses on the following objectives:

- Deterring the use of drugs and alcohol;
- Identifying substance-abuse users;
- Providing rehabilitation and educational services;
- Promoting the role of UCF student-athletes as representatives of the University and positive role models for the youth in the community;
- Counseling student-athletes who do not adhere to the requirements of the program.

### **Program Compliance / Eligibility:**

To maintain eligibility as a student-athlete within the UCFAA, Inc., including receiving athletics grant-in-aid after exhaustion of his/her eligibility, a student-athlete must comply with the terms of this program that encompasses substance-abuse education, screening, and counseling. By signing the UCFAA Inc. *Substance Abuse Testing Acknowledgement*, the student-athlete agrees to submit to all tests ordered by the UCFAA, Inc. to detect unauthorized substance use. Completion of this document is required of all student-athletes as a part of their annual pre-participation physical examination.

### **What are Being Tested for / Banned Substances:**

The UCFAA, Inc. utilizes the most current NCAA List of Banned Drug Classes (*included under NCAA Bylaw 31.2.3*) for its substance abuse testing program. This list may be obtained through:

- A member of the UCFAA, Inc. Sports Medicine Department;
- A member of the UCFAA, Inc. Strength and Conditioning Department;
- A member of the UCFAA, Inc. Compliance Office; or
- [www.NCAA.org](http://www.NCAA.org)

No substance belonging to the prohibited classes may be used, regardless of whether it is specifically listed as an example. In addition, *the NCAA banned substances list is not a complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. The student-athlete holds the sole responsibility for what it is they are ingesting. Note: The NCAA will not consider cases of "claimed" unknown ingredients within a supplement, and the consequences including loss of eligibility will be upheld.*

### **Selection / Frequency:**

All UCFAA, Inc. student-athletes, student managers, and athletic training students are subject to substance abuse testing. Selection for the testing will occur randomly by an independent laboratory throughout a student-athletes' association with the UCFAA, Inc. An outside collection agency will determine the date, time, and site for testing. UCFAA, Inc. will conduct random testing at the Athletic Director and/or his designee, up to a maximum of once every 24 hours. All student athletes, student managers, and athletic training students are eligible for each test.

### **Sanctions for Positive Test Results:**

There are three ways in which a student-athlete can test positive under this program:

- Any legal conviction of a student-athlete for underage possession of alcohol, DUI, public intoxication, and/or the purchase or possession of banned substances
- Any on-campus conviction of a student-athlete for violating the University of Central Florida's Drug and Alcohol Policy (<http://aod.sdes.ucf.edu/drugfreestatement>). The UCFAA, Inc. has requested that the University notify the Director of Athletics and/or his/her designee of any such infractions
- The presence of one or more of the banned substances in the student-athletes' urine during any UCFAA, Inc. and/or NCAA substance abuse test, as confirmed through the collection testing methods outlined above.

A positive test result does not include detection of a banned substance where the banned substance use or presence is part of, or the result of, documented medical treatment prescribed and supervised by a qualified physician.

Students who test positive for any such banned substance will be subject to disciplinary action including confidential meetings with the Director of Athletics and/ or his/her designee, the head coach, the Director of Sports medicine and/ or his/her designee, suspension, counseling, and ultimately dismissal from the UCF Athletics Program.

Zero Tolerance:

- Upon a third positive test result, the student-athlete will be immediately dismissed from the UCFAA, Inc. Athletics Program.
- All existing athletics financial aid will be terminated.
- Further sanctions by the University of Central Florida may be imposed, including but not limited to suspension or expulsion.

**Policy Statement on the Use of Alcohol**

It is the policy of the University of Central Florida, UCFAA, Inc. and, the UCF Board of Trustees to provide for a drug and alcohol free workplace and learning environment for students and employees. All student-athletes must abide by the State of Florida criminal laws regarding alcohol use and possession. The illegal or irresponsible use of alcohol is against the University's drug and alcohol policy (*contained in the "UCF Golden Rule"*). The consumption of alcohol by student-athletes, or being under the influence of alcohol, is prohibited at any UCFAA, Inc. sanctioned activity, including but not limited to practices and competitions, strength and conditioning sessions, meetings and film sessions, traveling to or from a site of practice or competition, and participating in UCFAA sanctioned camp / clinic activities, among others. If a student-athlete is involved in an alcohol related violation that does not carry legal implications, sanctions will be at the discretion of the head coach, director of athletics and/or other University administrator. If a student-athlete is involved in an alcohol violation that does carry legal implications, sanctions will be consistent with a violation of the UCFAA, Inc. Substance Abuse Policy.

It is to be noted that the University of Central Florida does not condone the use and/or abuse of alcohol in any form, nor does it condone operating a motor vehicle while under the influence of alcohol. Research has shown the alcohol acts as a central nervous system depressant and a diuretic that can lead to dehydration, decreased motor awareness, and kidney and liver dysfunction. The University of Central Florida, its agents, servants, trustees, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use and/or abuse of alcohol in any form.

**Campus Alcoholic Beverage Policy**

Policy:

The sale, service, possession, and consumption of alcoholic beverages shall comply with state and federal laws, city and county ordinances, and the licensing agreement with on-campus distributors which allows for the sale and service of alcoholic beverages. In addition, the University has formulated the following policies governing the sale, service, possession, and consumption of alcoholic beverages on campus.

Guidelines:

- The sale or service of alcoholic beverages to persons younger than 21 years of age is prohibited. Possession or consumption of alcoholic beverages is prohibited by persons younger than 21 years of age.
- Possession or consumption of alcoholic beverages in open or unsealed containers is prohibited, except in designated areas or as approved with special events.
- Individuals are responsible for their actions, regardless of what their mental or physical state may be affected by mind-altering chemicals such as alcohol and other drugs.
- Student organizations may develop more stringent regulations regarding alcohol use.

Location:

- The sale of alcoholic beverages on the University campus may be permitted only in licensed areas by campus distributors.
- The sale or service of alcoholic beverages to individuals of legal age will be permitted at other select campus locations for catered functions by properly authorized distributors.
- The serving, possession, or consumption of alcohol by individuals of legal age may be permitted in private residential rooms in the residence halls and other on-campus housing, unless otherwise prohibited by the governing organization.
- Consumption of alcoholic beverages in public or common areas within on-campus residential units shall follow guidelines provided by their governing organization.

## **ATHLETIC TRAINING FACILITIES**

### **WAYNE DENSCH SPORTS CENTER (BLDG. 77) ATHLETIC TRAINING ROOM (ROOM 102)**

Phone - (407) 823-0963/0585/2103/2030

Fax - (407) 823-6744

Sports served – Football, Cross Country, Women's Track and Field, Women's Golf

### **UCF CONVOCATION ATHLETIC TRAINING ROOM (ROOM 105)**

Phone - (407) 823-0130 / 5302

Sports served – Men's and Women's Basketball, Volleyball, Women's Soccer, Men's Golf, Spirit, Rowing

### **BASEBALL ATHLETIC TRAINING ROOM**

Phone - (407) 823-4303

Sports served Baseball, Men's Soccer

### **UCF SOFTBALL COMPLEX ATHLETIC TRAINING ROOM**

Phone - (407) 823-0031

Sports served Softball

On-site Physician Services – As required Monday – Thursday during Fall and Spring (summer only as needed)

\*Student athletes wishing to see one of the on-site physicians **MUST** make an appointment through their certified athletic trainer.

## **SPORT PERFORMANCE OVERVIEW**

### **MISSION STATEMENT**

The University of Central Florida sports performance staff recognizes each UCF student-athlete will spend a large amount of their undergraduate experience training and preparing for their sport. We will enrich their experience with our expertise and abilities.

The mission of our sports performance program is to foster a positive, safe, challenging and properly equipped training environment. Our approach allows coaches and student-athletes to work together towards developing an athlete's full physical and mental potential. The focal points of our training programs will be: functional strength training, sport specific speed and agility development, sport specific conditioning and work capacity improvement, flexibility development and educating student-athletes about proper dietary practices.

Our programs utilize sport specific, scientifically grounded training methods in a year-round training cycle. Sports performance coaches will also interact and collaborate with UCF sport coaches, sports medicine, equipment, and sport nutrition staffs. This will facilitate the individuals as well as a team's ability to be competitive in conference, regional and national competitions.

### **PROGRAM OBJECTIVES FOR STUDENT-ATHLETES:**

1. Injury Prevention
2. Improve Sport Specific Conditioning & Work Capacity
3. Positively Regulate Body Composition
4. Increase Total Body Athletic Strength & Power
5. Improve Speed, Agility & Movement
6. Improve Mental & Physical Self-esteem
7. Improve Practice & Game Day Performance

### **DEPARTMENT GUIDELINES**

#### **USAGE**

1. **Student-Athlete Supervision.** Strength and conditioning facilities are to be monitored by assigned Sports Performance Coach or alternate Sports Performance Coach when athletes are present.

2. **New Student-Athlete.** Incoming student-athlete will only be allowed to participate in any activity with the sports performance staff once they have been cleared by Compliance, Sports Medicine, and have been issued gear.
3. **Scheduling of Wayne Densch Sports Center Weight Room.** The use of the weight room will be scheduled through the Director of Sports Performance. Teams using the indoor facility must do so with the understanding that if inclement weather forced football practice or workouts inside, they will need to relinquish the facility for the remainder of said practice or workout. Absolutely no unauthorized use of the facility by individuals who are not associated with UCF.
4. **Professional Athletes.** Former UCF athletes that are currently on a professional roster or preparing for training camp/competition will be permitted to train at times designated by Director of Sports Performance.
5. **Release of Liability.** Professional athletes will be required to sign a form releasing the university and employees of any liability should an injury occur while training in UCF facilities.
6. **Ex-Athletes/Non-Staff.** Former UCF athletes that have no future in professional sports and have not been placed on a coaching staff at UCF must find an alternate facility for their fitness training at the end of the academic year following completion of their eligibility.
7. **Missing Workouts.** Contact the Sports Performance staff in advance if you are unable to attend your scheduled workout. If you are unable to attend your workout, an alternative workout time and make-up workout may be assigned to you.

#### **STUDENT-ATHLETE CONDUCT:**

Every training environment has inherent risks. Student-athletes must follow all rules of conduct to insure the safest possible training environment. The right to use the weight room and receive expert instruction from the Sport Performance staff is a privilege contingent on the acceptance and adherence to the following policies.

1. Student-athletes must remain on-task and follow instruction. Athletes who are off-task or who do not follow instructions will be asked to leave the facility. Repeat offenders are subject to suspension of facility privileges for a period to be determined by the Director of Sport Performance and Head Coach.
2. Student-Athletes must remain in compliance to all UCFAA handbook regulations regarding harassment, violence, etc.
3. Be on time. We expect all student-athletes to arrive before your scheduled time. If you or your team is scheduled for a specific time you must be on time unless a member of the Sport Performance staff has been notified prior to the scheduled workout session. Because of scheduling, student-athletes not excused or arriving late may be denied entry to the facility.
4. The Director of Sport Performance will have final say in any issue arising from non-compliance to stated policies.
5. Take pride in the weight room and keep it in order. It is each student-athletes responsibility to pick up after her/himself. Keep equipment in its proper location (please do not rearrange or remove). Strip bars, rack weights correctly and replace all items when done. Except for the platforms, all equipment is to be kept off the floor and properly racked when not in use. All racks must be set back in their original position with the collars on the bar. Platforms must have the collars secured on the bars. All coats, bags, keys, personal items, etc. must be kept in your locker room or an appropriate space.
6. Open beverage containers (except sport bottles), glass, gum, and tobacco products are not permitted on the weight-room floor area.
7. UCF team-issued apparel (including shirts and shorts) is required at all times. No sports bras or compression shorts may be worn alone without being covered by a shirt or shorts. Additionally, spikes, cleats, bare feet or open-toe/unlaced footwear are not permitted. Shoes must be clean without dirt, grass, mud, or sand. Additionally, no street clothes, headphones, hats, and other non-issued head gear, hoop or dangling earrings are allowed to be worn in the facility. Under no circumstances is another teams attire to be worn. This includes colleges, universities, junior colleges, etc.
8. Food and nutritional supplements in the weight room are to be used only as directed by Sport Performance staff. Teams should only consume food and nutritional supplements that are purchased by or assigned to their team.
9. All Student athletes must show respect for the Sports Performance staff and others using the facility. If at any time, you are disrespectful to the Sports Performance staff, other coaches/staff, or fellow student- athletes, you will be asked to leave for that training period and disciplinary action will be taken.



# **SPORTS NUTRITION OVERVIEW**

## **GARVY CENTER FOR STUDENT-ATHLETE NUTRITION**

The Garvy Center for Student-Athlete Nutrition, which serves all Knights student-athletes opened in August 2018 and is located in the south end zone of the Bounce House. The elite athletics dining facility features a 5,900 square foot dining room with seating capacity for 200 as well as a 2,300 square foot full-service professional kitchen.

### **FACILITY ACCESS**

Entry will be restricted to only those who are registered for a dining plan. Dining plan rosters originate in the Athletics Compliance Office and are processed by the Office of the COO.

- Each enrolled student-athlete will be provided a unique ID number which corresponds with their dining and/or fueling plan that was selected for them by their head coach.
- Each dining/fueling participant will be registered in the facility's biometric access system and will access facility for each meal at the main entrance via fingerprint scan.

### **PURCHASING OF DINING PLANS**

Scholarship or non-scholarship student-athletes who are not enrolled in a dining plan may purchase a dining plan by contacting the Athletics Compliance Office.

### **ETIQUETTE**

Student-athletes are expected to be dressed appropriately and clean/showered. Proper etiquette shall be followed, including not wasting food (eat what you serve yourself), placing all dishware at the dish return area after meal and cleaning up after yourself.

## **NUTRITION/DIETARY SUPPLEMENTS**

It is your responsibility to check with the appropriate or designated athletics staff before using any supplements:

### **RESOURCES:**

For the full UCF Athletics substance abuse policy visit:

[https://ucf\\_ftp.sidearmsports.com/custompages/attachments1/files/34100/638742.pdf](https://ucf_ftp.sidearmsports.com/custompages/attachments1/files/34100/638742.pdf)

For the full NCAA banned drug list visit:

<http://www.ncaa.org/sport-science-institute/topics/2020-21-ncaa-banned-substances>

### **SPORTS NUTRITION STAFF:**

Director of Sports Nutrition: Carly Fancher

Office Phone (321) 445-0827 Email: [cfancher@athletics.ucf.edu](mailto:cfancher@athletics.ucf.edu)

\*\*Nutrition Counseling services available by appointment. Please call or e-mail to schedule.

## **INTERNATIONAL STUDENT-ATHLETES UCF GLOBAL**

UCF Global at UCF functions as the primary international hub for students, faculty, and staff. Through strong partnerships UCF Global is committed to increasing international mobility and enhancing the university's global competency. Encompassing the Intensive English Program and multiple support services for the international population on campus, UCF Global aides in transforming the lives of the UCF and global community.

Students are responsible for learning and complying with the terms and conditions of their F-1 or J-1 immigration status. Failing to comply is deemed a violation of immigration status and may have serious consequences to the ability to remain in or return to the United States.

Your immigration advisors at UCF Global are here for you! To speak with an immigration advisor, please call 407-823-2337 or email [ucfglobal@ucf.edu](mailto:ucfglobal@ucf.edu) to schedule an appointment. We can answer questions and issues such as travel signatures, employment letter stamps, updating your I-20 or DS-2019, and applying for CPT.

All international students with F-1 visas need to be aware of the obligations of their visa status and ensure they are maintaining lawful status throughout the duration of their time in the US. UCF Global is here to help!

There are a few key things students in F-1 visa status should be aware of to maintain their status:

**Maintain Full-Time Enrollment.** F-1 students must be enrolled full-time for their duration of their academic program. For undergraduate students, full-time for immigration purposes is considered 12 credit hours each fall and spring semester. Only 3 credit hours of online classes can be counted toward full-time enrollment. Summer is considered a vacation period and enrollment is not required to maintain immigration status unless the student is graduating in the summer semester in which case full-time enrollment would be considered at least 9 credit hours. There are a few reasons why a student might be permitted to drop below full-time. They include: academic difficulties (first semester only), medical issues, and final semester. Before going below full-time, be sure to meet with an Immigration Advisor at UCF Global.

**Report updates to UCF Global within 10 days.** Students must report any changes in their address, phone number, major, funding, legal name, or degree level within 10 days of the change.

**Request an extension before the I-20 expires.** If a student will need more time to graduate than the program length given on the I-20, the student should request an extension of their I-20 before it expires.

**Travel with the necessary documentation.** F-1 students traveling outside of the US should be sure to have a passport valid for at least 6 months from the date of reentry, a valid F-1 visa (Canadian citizens will not have a visa), proof of student status such as a copy of their class schedule or transcripts, and have a travel signature on page 2 of their I-20. Travel signatures are valid for one year.

**Follow employment regulations.** F-1 students are permitted to work on-campus up to 20 hours per week during the fall and spring semesters. During the summer and over university breaks, students may work on-campus more than 20 hours per week. F-1 students cannot work off-campus without authorization. Students can apply for employment authorization through either Curricular Practical Training or Optional Practical Training. UCF Global hosts employment authorization workshops each semester so students can learn more about both of these opportunities.

**Meet with a UCF Global Immigration Advisor.** Students who have any questions related to their immigration status or who need to report an update, apply for employment authorization, or request an I-20 extension are encouraged to meet with their Immigration Advisor as soon as possible.

**\*\*Please be aware that COVID-19 has impacted certain policies and regulations. Please visit the UCF Global website and call the office for any questions or concerns. <https://global.ucf.edu/coronavirus/>**

UCF Global

<https://global.ucf.edu/>

[ucfglobal@ucf.edu](mailto:ucfglobal@ucf.edu)

407-823-2337

## **SOCIAL MEDIA LINKS**

### **UCF ATHLETICS**



Facebook.com/UCFKnights



Twitter.com/UCFKnights



Instagram.com/UCF.Knights



Youtube.com/UCFAA

### **STUDENT-ATHLETE WELFARE & DEVELOPMENT (SAWD)**



Twitter.com/ucf\_sawd



Instagram.com/ucf\_sawd

### **STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**



Twitter.com/ucfsaac



Instagram.com/ucf.saac

### **ACADEMIC ADVISING FOR STUDENT-ATHLETES (ASSA)**



Twitter.com/UCF\_ASSA



Instagram.com/UCF\_ASSA

# **IMPORTANT DATES**

## **Fall 2020**

8/24/20	Fall Classes Begin
8/28/20	Drop/Swap Deadline on MyUCF
8/28/20	Add Deadline on MyUCF
9/7/20	Labor Day (No Classes)
10/30/20	Withdrawal Deadline
11/11/20	Veterans Day (No Classes)
11/26/20-11/28/20	Thanksgiving Break (No Classes)
12/4/20	Grade Forgiveness Deadline
	Fall Classes End
12/7/20-12/12/20	Final Examination Period
12/13/2020	On-Campus Housing Closes
12/18/2020-12/19/2020	Commencement
12/18/2020	Grades Available of MyUCF

## **Spring 2020**

1/11/21	Spring Classes Begin
1/15/21	Drop/Swap Deadline on MyUCF
1/15/21	Add Deadline on MyUCF
1/18/21	Martin Luther King Jr. Day (No Classes)
3/7/21-3/14/21	Spring Break (No Classes)
4/26/21	Grade Forgiveness Deadline on MyUCF
4/26/21	Spring Classes End
4/28/21-5/4/21	Final Examination Period
5/6/21-5/8/21	Commencement
5/7/21	Grades Available on MyUCF