# Johns Hopkins University Scholar-Athlete Handbook

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In the fall of 1881 two Hopkins students, Walter Canfield and John Glenn, organized the University’s first football teams, the Clifton Club. This first sign of institutional support was the beginning of organized athletics at Johns Hopkins University.

The Blue Jays have captured NCAA Division I and III Championships as well as other national championships. Hopkins athletes have competed in past Olympic Games, even winning gold medals. Overall, the Hopkins athletics program has a record of success matched by few Division III schools as evidenced by an average finish of 7th over the last 10 years in the Learfield Sports Directors’ Cup with two second place finishes in the last five years representing the University’s highest ever result.

Johns Hopkins sponsors 24 varsity sports, which consist of 13 men’s teams (baseball, basketball, cross country, fencing, football, lacrosse, soccer, swimming, tennis, indoor & outdoor track & field, water polo, and wrestling) and 11 women’s teams (basketball, cross country, fencing, field hockey, lacrosse, soccer, swimming, tennis, indoor and outdoor track & field, and volleyball). Overall Hopkins is a NCAA Division III-member institution; however, the men’s and women’s lacrosse teams compete at the NCAA Division I level. After a successful run at the Division III level, the women’s lacrosse team played its first season at the Division I level in 1999.

JHU competes against many of the finest teams in Division III as a member of the Centennial Conference. In 1992 the Centennial Conference expanded from an exclusively all football conference to an all-sports league including 11 colleges in the Maryland-Pennsylvania area in addition to Johns Hopkins: Bryn Mawr, Dickinson, Franklin and Marshall, Gettysburg, Haverford, Muhlenberg, Swarthmore, Ursinus, McDaniel, and Washington College (MD). Hopkins is also a member of the Eastern College Athletic Conference. The men’s and women’s swimming teams compete as Independents. Our water polo team competes in the southeastern division of the Collegiate Water Polo Association. The women’s fencing team is a member of the National Intercollegiate Women’s Fencing Association and competes in the Eastern Women’s Fencing Conference. The men’s fencing team competes in the Mid- Atlantic Fencing Association. Our men’s and women’s lacrosse teams compete as in the Big Ten Conference.

Expectations of a Johns Hopkins Varsity Student-Athlete

It is a privilege, not a right, to be a member of a Johns Hopkins University varsity athletics team(s). To participate on a team there are a number of criteria that must be met:

1. You must meet the academic standards of the university;
2. You must follow all university and athletic department policies;
3. You must follow all team policies and philosophies;
4. You must be a productive member of the team while showing the ability to properly manage your academics, athletics, and other extracurricular activities.

Each category plays a factor in determining your participation. Your head coach has the final say in playing time, and it is strongly recommended that you keep an open dialogue with your head coach so you know where you stand in the program at all times. The above criteria, along with your ability to be a good citizen and representative of Johns Hopkins University and its athletic department, all factor into your membership on your team(s).
We are committed to your health, safety, and wellbeing. JHU has a number of resources available to you if you are concerned about harassment, sexual misconduct, discrimination, hazing, or unsafe conditions. Please consult with the Director of Athletics, the Office of the Dean of Student Life, and/or the Office of Institutional Equity if you wish to report any of these concerns. Depending on the situation, you may also wish to contact the Sexual Violence Prevention & Education Coordinator within CHEW, Student Outreach and Support, the Office of Multicultural Affairs, LGBTQ Life, or Women & Gender Resources. The Counseling Center and Religious & Spiritual Life are also available to you as confidential resources, meaning that they are not required to report most information shared with them.

More information about sexual misconduct, discrimination, and hazing policies are listed later in this document.

If you are having other issues (with another teammate, coaching staff, training room, equipment room, weight room, academics, etc.) while participating on your team the first person you should address this with is your captain(s)/team leaders. If the issue cannot be alleviated with the help of the captain(s)/team leaders, the head coach is the next step. If the issue is not resolved between you and the head coach, your next step is to bring the issue to Al Lattell, the Assistant Athletics Director, Student-Athlete Development & Community Engagement (alattell1@jhu.edu). The Assistant Athletics Director will ask you to fill out a form explaining your issue. From there the Assistant Athletics Director will determine the next steps to take. Included in these steps may be all or some of this process: involvement of the Senior Women’s Administrator, involvement of your sports administrator, establishing a committee to adjudicate the issue, involvement of your parents, involvement of the head of the department in which the issue resides, and/or decision making by the Assistant Athletics Director. If after all of this, you are not satisfied with the outcome, you have the right to appeal the issue to the Director of Athletics.

In addition to the process listed above with regards to pathways to share your concerns within the Department of Athletics, the University has also developed a policy and reporting line outside of the department to voice concerns about athletic programs and activities.

**BLUE JAYS UNLIMITED**

**Blue Jays Unlimited** (BJU) was established in 1995 by a group of volunteer alumni, friends and staff to support and promote Johns Hopkins Athletics. Currently, more than 3,000 Blue Jay fans make up the BJU membership, which has raised more than $35 million to enhance the Johns Hopkins experience for all student-athletes.

These funds support the everyday needs of the Athletic Department and its individual sports, provide money for capital projects, as well as scholarship and operational endowments. In addition to the annual revenue generated by BJU, which individual teams use for recruiting, apparel, assistant coaching salaries and other discretionary needs. In addition to raising funds BJU serves as a networking system for the students and alumni through BJU sponsored events.

In 2017, Blue Jays Unlimited launched a current student – athlete giving program called The Black and Blue Society. This program was designed to help educate our student-athletes on the impact that philanthropy has in enhancing their experience during their time at Hopkins. All student-athletes are encouraged to make a gift to their sport to support current annual fundraising initiatives. Freshmen are encouraged to make a gift of $5, sophomores $10, juniors $15, and seniors $20.21. To date, The Black and Blue Society has raised over $9,000 to support needs for the athletics department.
ATHLETIC COMMUNICATIONS

The Athletic Communications Office is the public relations and marketing arm of Johns Hopkins Athletics. The office manages the website www.hopkinssports.com, produces media guides and game stories, manages media requests for coaches and student-athletes, updates statistics, writes press releases, streams games online through live-stats and video, produces content for HOPTV, and manages the departmental social media accounts.

It is the policy of the Athletics Department that all interview requests from any media outlet must be organized and approved through the Athletics Communications Office.

Student-athletes are expected to complete a student-athlete information form, along with all of the other preseason forms, thoroughly and accurately during each year of participation. The Athletic Communications Office will use the information provided for public relations purposes.

ATHLETIC HALL OF FAME

The JHU Athletic Hall of Fame was created in 1994 to celebrate and recognize the outstanding tradition of Hopkins athletics along with the individuals who have made Homewood a special place. Election into the Johns Hopkins University Hall of Fame is the highest honor that can be bestowed upon a Hopkins athlete. Candidates become eligible 10 years after graduation and must have played at least two full seasons of varsity competition at JHU or contributed outstanding service to athletics at Hopkins.

STUDENT-ATHLETE ADVISORY COMMITTEE

The Johns Hopkins University Student - Athlete Advisory Committee (SAAC) is a student-run organization that serves as the voice of over 700 varsity student-athletes. The committee is made up of student representatives from each intercollegiate athletics program. The committee’s primary purposes include: (1) providing insight and feedback to the athletic department, conference, and NCAA regarding the student-athlete experience, (2) improving visibility and school spirit, (3) promoting and providing opportunities for service and community involvement, and (4) increasing programming for student-athletes.

Please contact Al Lattell (410-516-5138, alattell1@jhu.edu) for information on joining SAAC.

INCLUSION FOR TRANSGENDER AND NON-BINARY ATHLETES

Johns Hopkins Athletics is committed to the inclusion of student-athletes regardless of gender identity. A student who identifies as transgender or non-binary is encouraged to connect with their coach or LGBTQ Life to discuss support and options. We will work with NCAA guidelines on providing fair, respectful, and legal access to collegiate sports.

ATHLETE ALLY

Founded in 2018, the Johns Hopkins University Chapter of Athlete Ally is a student-run organization that works to actively create a safe space for athletes of every sex, sexual orientation,
gender identity, and gender expression through awareness, education, and representation. This organization is made up of student-athletes across all factions of the Department of Athletics and Recreation. The main vision of Athlete Ally is to change the culture of athletics to one of inclusivity and safety for everyone, regardless of sexual orientation or gender identity. As the culture of athletics can often not be welcoming to those who identify as part of the LGBTQ community, this group seeks to provide a space for these individuals to feel supported and connected with others who share similar experiences, while simultaneously working to create a culture of change and acceptance.

Please contact Margaret Zagrobelny (mzagrob1@jhu.edu) or Katherine Bixby (kbixby1@jhu.edu) for more information on joining Athlete Ally.

BLACK STUDENT-ATHLETE ASSOCIATION

Founded in 2020, the Johns Hopkins University Chapter of the Black Student-Athlete Association is a Black, student-run organization that seeks to create a safe and supportive atmosphere for athletes of every creed and ethnicity from across the African Diaspora. This organization is made up of student-athletes from every faction of the Department of Athletics and Recreation.

The main vision of BSAA is to establish a supportive, family atmosphere for Black athletes on campus, empowering each other as we seek to become a positive entity in both the Hopkins and surrounding Baltimore community. The atmosphere of a predominantly white institution is often unsupportive for the concerns of Black student-athletes, so this collective strives to create a space for these individuals to feel comfortable and connect with those who share in their feelings and experiences.

BLUE JAYS LEAD

The mission of Blue Jays LEAD is to empower our student-athletes to actualize the leader within, and inspire action in their communities at Hopkins and beyond. The goal of the program is to provide student-athletes a collaborative forum (peers, coaches, staff) to engage meaningfully with one another, and to explore leadership challenges and successes. The program’s areas of focus include self-awareness, motivation, relationships, resilience, and critical-thinking.

Blue Jays LEAD includes multiple cohorts which focus on both student-athletes and staff.
- HATCH: An introductory two session program for first-year student-athletes
- FLY: Focus on building self-awareness and applying it
- SOAR: Exploration of leadership styles, building on lessons from FLY
- CAPTAINS: Monthly sessions focused on collaborative problem solving
- DIRECTORS PROGRAM: For student-athletes who have displayed a high level of aptitude for skills taught in LEAD programming
- MIGRATE: Open to assistant coaches looking to further develop their leadership style

SPORT PERFORMANCE AND WELLNESS

The Constitution of the National Collegiate Athletic Association states that each member school is responsible for protecting the health of and providing a safe environment for each of its student-athletes. At Johns Hopkins University, the Athletic Training Department is specifically charged with a large part of this responsibility as it coordinates and provides health care to the student-athletes in the Department of Athletics.
The process of ensuring safety, as well as coordinating and providing health care, involves many different administrative and clinical responsibilities which are supervised and carried out by the Certified Athletic Training Staff. These duties include coordination of pre-participation physicals, managing athletic medical insurance policy, establishment of emergency medical plans, maintenance of medical records, and establishing medical coverage and staffing policy as it relates to practices and events.

Our chief responsibility is ensuring that the health and safety of our student-athletes comes above everything else. We manage this through injury prevention, first aid and emergency medical care, and the assessment, management, treatment and rehabilitation of athletic injuries and conditions. Additionally, the staff coordinates physician referrals, schedules radiological and laboratory testing, determines participation status, and provides a constant source of education and counseling to athletes regarding medical issues.

In that JHU is responsible for the health of its participating athletes, decisions regarding medical clearance and athletic participation status are the sole responsibility of the JHU Certified Athletic Training Staff and Team Physicians.

The JHU Athletic Training Staff Consists of six full time Certified Athletic Trainers and one Intern/Resident Certified Athletic Trainers. This staff provides the daily coverage for the 24 Varsity Athletic teams at JHU.

**Athletic Training Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tr>
<td>Erin Long, MS, ATC</td>
<td>Director of Sport Performance/Head Athletic Trainer</td>
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<tr>
<td>Ryan Sley, MA, ATC</td>
<td>Associate Athletic Trainer</td>
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<tr>
<td>Liz Koehling, MS, LAT/ATC</td>
<td>Assistant Athletic Trainer</td>
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<tr>
<td>Sarah Lagaz, MA, ATC</td>
<td>Assistant Athletic Trainer</td>
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<tr>
<td>Evan Womeldorf, MA, ATC</td>
<td>Assistant Athletic Trainer</td>
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<tr>
<td>Tyler Golembrosky, MA ATC</td>
<td>Assistant Athletic Trainer</td>
</tr>
<tr>
<td>TBD</td>
<td>Intern/Resident Athletic Trainer</td>
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**Hours:**

*During 2020-21 due to COVID-19, athletic training room access is by appointment only*

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tr>
<td>Monday - Friday</td>
<td>Open hours 10:00am-7:00pm, 10:00am-2:00pm for rehabilitation and evaluations and by appointment only, 2:00pm-close for pre and post practice treatments and additional appointments, ATC hours vary based on their in season teams practice times. Please contact your athletic trainer to make an appointment.</td>
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<tr>
<td>Saturday/Sunday</td>
<td>Open for practices and events only</td>
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Training Room Policies

- Student-athletes may not participate with a team until they have gone through the medical clearance process and are fully medically cleared.
  - Participation includes tryouts, team lifts, practices and games.
- Student-athletes must report all injuries/illnesses to the athletics training staff as soon as possible.
  - An evaluation and treatment plan will be determined for all injuries
  - If necessary, the athletic training staff will schedule appointments with team physicians.
- Student-athletes must communicate with their athletic trainer before seeing any physician – including the health and wellness center on campus.
- Designated examination, rehabilitation, and treatment times are strictly enforced. If students have a conflict they must contact the training staff in advance to schedule another time.
- Student-athletes should continue to report for treatment and rehab until they have been discharged by their athletic trainer.
- Student-athletes may not self-administer treatments and should always ask for assistance.
- The participation status of injured student-athletes is determined daily by the athletic training staff and communicated to the coaching staff.
- No cleats, dirty shoes, or equipment are allowed in the training room.
- No supplies are to be taken from the training room without permission.
- No eating, drinking, tobacco use, or disruptive behavior is tolerated in the athletic training room.
- Respect and consideration of the athletic training staff is expected at all times.
- Screening must be completed prior to entry/appointment.
- Masks must be worn at all times and hand sanitizing with entry and exit

Insurance

All student-athletes who participate in a sport within the Department of Athletics at Johns Hopkins University are required to be covered by a Health/Medical Insurance policy through their parent or guardian’s policy, their own policy, or with the JHU Student Health Insurance Plan. This information must be provided as part of the Medical Clearance requirement. It is the responsibility of the student-athlete and their family to secure and maintain personal health insurance coverage. The Athletic Training Staff must be notified immediately of any changes in this information.

Should a student-athlete require medical attention from an outside medical service, as a result of participating in a Hopkins athletic sponsored practice or event, the billing and subsequent payment for service will be handled in the following manner: initially, all bills are submitted through the student-athlete’s primary insurance coverage, any portion of the bill not covered by the primary insurance will be shown on the subsequent bill along with the balance due. Documentation of the primary insurance company’s action (explanation of benefits) along with an itemized bill showing balance due must then be submitted to Wellfleet. Instructions for submission can be found on the JHU website and are emailed to the student-athlete at the time of injury. In the event a student-athlete is covered by a managed care type insurance (HMO), every attempt will be made to satisfy the terms of that policy for primary coverage as is reasonable.

Important note: The JHU Athletic Department is NOT responsible for:
- Bills incurred by a student-athlete who seeks outside medical attention without the knowledge and permission of the staff athletic trainer and team physician.
- Bills generated from services provided for injuries or illnesses originating from activities unrelated to Johns Hopkins University intercollegiate athletic participation.
• Bills incurred by a student-athlete who is uninsured at the time of injury or when the service is provided.

*It is the Responsibility of the student-athlete to make the athletic training department aware of any changes to their medical insurance. It is also the responsibility of the student-athlete to submit any approved medical expenses to WellFleet within 12 months (365 days) from the date of service. The athletic department will not be responsible for any late charges or consequences for bills not submitted in a timely fashion. For all athletes that have exhausted their eligibility, JHU will only cover medical costs from injuries sustained related to Varsity Sport(s) Participation for only a period of one year following the exhaustion of eligibility.*

NEWTON WHITE ATHLETIC CENTER

Newton White Athletic Center

Hours

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<tr>
<td>Monday -  Friday</td>
<td>7:00am-11:00pm</td>
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<td>Saturday</td>
<td>10:00am-8:00pm</td>
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<tr>
<td>Sunday</td>
<td>1:00pm-8:00pm</td>
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General Athletic Center Policies
• During the COVID-19 return, all student-athletes must enter the Athletic Center via the 50-yard line door.
• Student-athletes must show their J-card upon entering the O’Connor Recreation Center.
• Doors leading outside should not be propped open, not even during practices. This allows any member of the community to enter the building without our knowledge. Each coach, athletic training staff member as well as the equipment manager has a key to the Athletic Center. Students needing to enter the building from the 50-yard line door during practice should ask a staff member with a key.
• Student-athletes should take care to lock their belongings in their lockers. Locker room doors should also be locked when teams leave the room.
• The appearance and maintenance of the Athletic Center is very important. Cleats and muddy shoes should not be worn inside.
• Only non-marking shoes are to be worn on the main and auxiliary gym floor. Street shoes should not be worn in either gym.
• Only rubber-soled shoes should be worn on the outdoor walking track.
• Food and beverages, gum, pets, bicycles, rollerblades, and skateboards are not permitted.
• The outdoor walking track is off-limits during home competitions.

Access to the Athletic Center
Access to the Athletic Center includes access to the Goldfarb Gym, Auxiliary Gym, Varsity Weight Room, Athletic Lobby, Athletic Training Center, Team Locker Rooms, Team Meeting Rooms, Athletic Office, Athletics Communications Office, or Coaches’ Offices. Student-athletes are not required to present their Membership ID to gain access to the Athletic Center.

When campus operations return to normal, student-athletes may choose to enter the facility through any outside doors of the Athletic Center by swiping their J-Card. Student-athletes are not
permitted to allow non JHU student-athletes, coaches, or administrators access to the facility through the Athletic Center outside doors. All visitors and non JHU student-athletes, coaches, and administrators must enter the Athletic Center through the Recreation Center Welcome Desk. If a student-athlete is participating in a recreation program taking place in the Athletic Center (i.e. Intramural Sports or Sport Clubs) they should present their Membership ID at the Welcome Desk.

**O’CONNOR RECREATION CENTER**

*College of Arts & Science and Engineering Undergraduate and Graduate Students*

All College of Arts & Science and Engineering Undergraduate and Graduate (Homewood) Student-Athletes are assessed the Recreation Membership as part of their tuition and student fees.

*Non Arts & Science and Engineering Undergraduate and Graduate Students*

All non-Arts & Science and Engineering Undergraduate and Graduate (non-Homewood) Student-Athletes are not assessed the Recreation Membership as part of their tuition and student fees. To obtain a membership a student-athlete must visit the Recreation Office to complete the membership paperwork. Student-athletes are responsible for the membership fee of $192/year.

**Access to the O’Connor Recreation Center**

*Drop-in use of the Recreation Center*

- Drop-In use of the facility is any visit for personal or non-scheduled team use of the facility. In order to enter the O’Connor Recreation Center, a valid membership card (J-Card, JHMI Card, Recreation Center membership card, driver’s license or passport) is required to be shown at the Welcome Desk. **No exceptions!**
- A Recreation Center member is only allowed to use alternate identification (driver’s license or passport) to access the Recreation Center maximum of two entries.

*Official team functions within the Recreation Center*

Official team functions include practices, competitions, work-outs, meetings or any other scheduled official team functions. Official team functions do not include voluntary workouts or unofficial team functions. For any official team functions student-athletes are not required to present their Membership ID at the Welcome Desk; however they should “check-in” to inform the Welcome Desk Attendant that they are entering the facility for an official team function.

**Recreation Programs**

Student-athletes should seek the advisement of their coaches or the athletic training staff to prevent possible injury that may occur while participating in recreational programming.

*Fitness, Outdoor Pursuits, and Aquatics Programs*

Student-athletes may participate in any Fitness, Outdoor Pursuits, or Aquatics Programs. All College of Arts & Science and Engineering Undergraduate and Graduate (Homewood) Student-Athletes are eligible to receive a group fitness class pass - Blue Jay, however, that does not include the F45 classes.

*Intramural Sports and Sport Clubs*

Student-athletes may participate in Intramural Sports and Sport Clubs with the exception that a student-athlete cannot participate in an Intramural Sport or Sport Club of which they are listed on the roster of the same Varsity Sport. For example a Varsity Soccer student-athlete may not participate in the Soccer Intramural Leagues (Indoor and Outdoor) or Sport Club.

*Fees*

Student-athletes are responsible for any program which requires an additional fee.
Employment within Recreation

Student-athletes seeking employment within the Office of Recreation are encouraged to apply in person. Student-athletes and non-student-athletes will receive equal consideration for all positions. Student-athletes and non-student-athletes must adhere to all guidelines of the specific position including scheduling, shift coverage, and substitution policies.

WALL-O’MAHONEY STUDENT-ATHLETE LOUNGE

The student-athlete lounge was made possible by a generous donation from basketball teammates of Glenn Wall and Matt O’Mahoney to remember the spirit of those two 1984 graduates who lost their lives in the attacks on the World Trade Center on 9/11.

The lounge is open from 8:00am-11:30pm during the week, and 9:00am-9:30pm on the weekend. The room is to be used for relaxing, studying, watching TV, and playing video games. The room is under constant video surveillance, and we ask that you respect the athletics’ department property. The two video game systems, eight video game controllers, eight video games, both satellite boxes and corresponding remotes, and the two flat screen TV’s and corresponding remotes should all be left in the lounge. Any unauthorized removal of these items will be considered theft, and are grounds for prosecution. Also, please do not wear cleats into the lounge and deposit and recycle all trash.

Any broken electronic equipment and/or furniture should be reported to the Assistant Athletic Director for Facilities, Brandon Holley (bholley3@jhu.edu) immediately.

VARSITY WEIGHT ROOM

The varsity weight room is located at the rear of the Athletics Center on the lower level. The varsity weight room is strictly for the use of varsity student-athletes, coaches and athletic administrators. The use of this room is a privilege and it is the responsibility of each student-athlete to keep the room neat and clean.

- During 2020-21 due to COVID-19, screenings, mask wearing, hand hygiene, and equipment cleaning will be required of all student-athletes utilizing the VWR.

The athletic department has fully certified strength and conditioning coaches to manage and facilitate the varsity weight room. These coaches will be responsible for the following:

- Make sure the varsity weight room is clean and orderly at all times.
- Manage varsity weight room equipment
- Monitoring of all activities to ensure proper form and technique for all exercises.
- Collaborate with coaching staffs to help create and execute strength and conditioning programs for each team.
- Scheduling the hours for the weight room.
  - *During 202-21 due to COVID-19, all VWR access is by scheduled team lifts only. There will be NO open hours.
  - Hours vary by semester based on the needs of team lifts
  - All in season lifts and non-traditional season lifts must be scheduled by the coaching staff (with the exception of men’s/women’s lacrosse)
  - All out of season lifts must be done during open hours of the varsity weight room

Additional information in regards to the varsity weight room can also be found by following the Instagram account @bluejaystrong
RESERVING SPACE FOR VOLUNTARY WORKOUTS

**Reserving Field/Court/Pool Space**
The use of Athletic or Recreation facilities outside of the NCAA allowed practice periods must be reserved directly by a student-athlete. Coaches are not allowed to reserve field or court time outside of their declared playing and practice seasons. Student-athletes can schedule field, court, or pool time by contacting the Assistant Director of Athletics for Facilities (Brandon Holley 410-516-5053, bholley3@jhu.edu) or the Assistant Director of Recreation (Daniel Kifle 410-516-4452, dkifle1@jhu.edu).

Schedules for open times can be reviewed on the Recreation Center website: http://web.jhu.edu/recreation/facilities/schedules.html.

**VARSITY EQUIPMENT ROOM**

The equipment room is located in the hallway leading to the women’s wing of the Athletic Center, next to the training room.

<table>
<thead>
<tr>
<th>Phil Junis</th>
<th>Head Equipment Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clint Roche</td>
<td>Assistant Equipment Manager</td>
</tr>
</tbody>
</table>

**Hours of Operation**
- Monday – Friday 8:00 a.m. – 12:00 a.m. (no student staff between noon and 4p.m.)
- Saturday and Sunday 8:00 a.m. – 8:00 p.m.

*Hours are subject to change over intersession and summer break*

*During 2020-21 due to COVID-19, laundry and towel services will not be provided until students return to campus/athletic activities and adjusted policies and protocols may be deemed necessary.*

**Policies**
1. All Laundry must be turned in by 8:00 p.m. M-F and 6:00 p.m. weekends. Any laundry that is turned in after this time may not be cleaned and/or returned until mid-day the following day. Exceptions on return times will be made for team competition and travel.
2. All loops are to be placed in the bin located inside the laundry area. Please use the laundry chute drop-off. *Make sure your loop lands in the bin when using the laundry chute.*
3. All practice gear and loops must be turned in to the equipment room as soon as practice is over. If an athlete is receiving treatment by the team trainer, accommodations will be made.
4. All game uniforms are to be turned in to the equipment room as soon as the game is over or as soon as the team returns from the road trip. If you are traveling separate from the team, you must give your uniform to a teammate for return, you are still responsible for its return.

5. Only Johns Hopkins University issued apparel will be washed; NO PERSONAL BELONGINGS!

6. The student-athlete is responsible for clasping their loop. The Equipment Room staff is not responsible for items that may be lost during the laundry process. If a student-athlete believes they are missing garments, they are to report it to the equipment room staff immediately. All unclaimed laundry will be placed in the lost and found bin in the Varsity Equipment Room. All unclaimed items will be disposed of at the end of each month.

Equipment Room Contracts
Each team will meet with the Equipment Manager at the start of their respective seasons where they will be issued Johns Hopkins University practice apparel, game apparel and equipment. All items issued to each student-athlete will be outlined on a contract that each student-athlete is required to review and sign, acknowledging they receive the equipment and apparel and agree to return the items at the conclusion of their respective seasons. Those who do not return Johns Hopkins University issued gear and/or equipment will be billed in full for each item not returned.

At the end of each sport season, teams will have 72 hours following the conclusion of their last game to return Johns Hopkins gear to the equipment room. Those who do not return Johns Hopkins University issued gear and/or equipment will be billed in full for each item not returned.

If a student quits or is cut from a team, they will have 72 hours to return all issued apparel and/or equipment to the equipment room. Once the 72 hour period expires, the student will be billed accordingly.

Locker Rooms
It is a privilege to have access to a locker room while participating on a Hopkins varsity team. Locker rooms must be kept clean and orderly at all times.

Locker room doors must be closed completely at all times. Lockers must be locked at all times, when not being utilized. ONLY participating Johns Hopkins student-athletes are permitted access to the team locker room and varsity equipment room privileges.

Towels
The Equipment Room will provide **1 towel per day per student-athlete**. With certain sport exceptions, towels are to be picked up by the individual athlete and are to be returned in the red bin located outside the equipment room under the laundry chute when finished. **Teams or individuals who do not return towels will lose access to the service.**

Under Armour Orders – Individual Team Orders (MTS)
Teams have the opportunity to order individual Under Armour apparel and equipment through the selected athletic department vendor. Teams must work with the Equipment Manager to order these items. When the ordering portal becomes active, they are to pay for the order which will then be shipped to the Athletic Department for distribution to the respective teams MTS captain.

Prerequisites for student-athlete equipment issue
1. The student-athlete must be listed on the compliance roster available on ARMS. Information is provided by the Assistant Athletics Director for Compliance.
2. The student-athlete must have FULL medical clearance from the Department of Sports Medicine at Johns Hopkins University. Notification is provided via an e-mail to the Head Athletic Equipment Manager.
3. A roster complete with uniform numbers where applicable has been provided by the varsity team's coaching staff to the Head Athletic Equipment Manager.

Summer Equipment Policy

Laundry
No laundry loops will be issued or laundered for the student-athletes. No towels will be issued or laundered for the student-athletes. The cut-off date for student-athlete laundry services is the last day of spring semester classes. The exception is teams who are still participating in post-season competition.

Locker Room Usage
Only current Johns Hopkins University student-athletes may use their team locker rooms and then only after a post-academic year cleaning has occurred. Re-entry information will be posted on the locker rooms by the facilities staff. Student-athletes using the team locker room at this time may not leave any items in the lockers for security and safety reasons. ALL in-season locker room rules still apply, these include cleanliness and the locking of doors/safeguarding of the combination.

Equipment
No equipment is issued or loaned to the student-athletes’ without consulting with the Head Athletic Equipment Manager, Sport Head Coach, and the Assistant Athletics Director for Compliance. Any equipment which is issued or loaned will be signed out by the student-athlete and returned in an appropriate time frame before any other equipment will be issued in the fall, or their student account will be billed for any un-returned items. Equipment will only be issued to current Johns Hopkins University student-athletes.

Combination Locks for Student-Athletes
NO combination locks will be issued to student-athletes from the Newton White Center Varsity Athletic Equipment Room for their individual locker room lockers.

Student-athletes may provide their own personal combination locks (NO key locks) for use on THEIR locker room locker ONLY! These student-athlete supplied combination locks may be removed in the event of an emergency or if the student-athlete is separated from the team and the 72 hour equipment return constraint has been exceeded.

Locks that are not removed at the end of the academic year will be removed and disposed of by the Athletic Facilities Staff.

Exceptions
1. Women's Lacrosse has digital locks pre-installed on their lockers in the Cordish Lacrosse Center locker room. The Women's Lacrosse staff will handle the adjustment of combinations with the team members.
2. The Men's and Women's Swimming programs have been pre-issued a complete set of locks for their team locker rooms. The coaching staff will oversee the issuance of these locks and the distribution of combinations to the student-athletes.

STUDENT-ATHLETE POLICIES

Student Conduct
The Department of Athletics and Recreation at Johns Hopkins considers participation in intercollegiate athletics a privilege, not a right. As a member of a Johns Hopkins University Intercollegiate Athletic Team the student-athlete accepts the responsibility to represent Johns Hopkins University in the most positive, professional manner possible. Student-athletes are asked
to remember that they are always representatives of Johns Hopkins University and their team. Student-athletes who violate the Student Conduct Code will be disciplined and may forfeit their right to be members of their respective athletic team and or the University community. For additional information about the Student Conduct Code please visit the full detailed policy here: http://studentaffairs.jhu.edu/policies/student-code/.

Social Media
While the Department of Athletics does not prohibit student-athletes from using social media – it is urged that students use their best judgment when placing any personal and/or team and/or Department of Athletics items on the internet. These sites have become arenas for many different types of people to not only prey on individuals, but to also use these as avenues for background checks for future employers as well as for media inquiries. Student-Athletes are asked to please use caution and to remember that at all times you represent Johns Hopkins University and the Department of Athletics. It is required that you do so with the utmost dignity and class. Coaches do have the right to restrict participation due to any social media incidents where a misrepresentation of their program has occurred.

Below are some recommended guidelines to follow for your social media activity:

- Refrain from posting items that could reflect negatively or embarrass yourself, your family, Johns Hopkins University, the Department of Athletics, or your team. This includes comments, pictures, videos, or other posts about drugs or alcohol abuse, sexual or off-color humor, ethnic, racial, or homophobic slurs, personal insults, obscenities, or any other conduct that would not be acceptable such as “trash talk” toward an opponent.

- Respect people’s privacy on personal and/or team related issues. Do not post about one of your teammates’ injuries. Do not post information that is proprietary to the Department of Athletics (tentative or future schedules, team travel itineraries, hiring of coaches or staff until made public, or any other sensitive information).

- Do not reference any of Johns Hopkins’ coaches, support staff, administrators, academic advisors, professors, or anyone else associated with Johns Hopkins without their approval.

- Monitor what others post about you. Explicit, compromising or negative posts by others about you or Johns Hopkins University should be removed from your social network page(s).

- While engaging in social network activity you are subject to all University Student Code of Conduct policies.

University Policy on Hazing
The Johns Hopkins University prohibits hazing. Johns Hopkins defines hazing as any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person’s willingness to participate. Groups such as fraternities and sororities, athletic teams, and student organizations may be held accountable for misconduct by individuals committed in the context of group membership.

Examples of conduct that would violate this policy may include but are not limited to:

- All forms of physical activity not part of an organized, voluntary athletic context or not specifically directed toward constructive work

- Any activity (including voluntary athletic contests and constructive work) that might reasonably bring harm to the individual
- Paddling, beating or otherwise permitting undergraduate or alumni members to hit individuals

- Depriving individuals of the opportunity for sufficient sleep, decent and edible meals, or access of means of maintaining bodily cleanliness

- Activities that interfere with an individual’s academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time

- Requiring individuals to consume alcohol or drugs

- Forcing, coercing, or permitting individuals to eat or drink foreign or unusual substances

- Any requirement which compels an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual’s moral and/or religious beliefs, or contrary to the Student Code of Conduct and/or policies and regulations of the University.

All student-athletes are expected to sign a Hazing Acknowledgement Form at the start of each academic year, stating you have read and understand the Johns Hopkins University Policy. This form must be completed prior to participation in a varsity athletic team and can be found as assigned in ARMS.

If you are being hazed or suspect that another student is being hazed, please report your concern directly to the Director of Athletics or Dean of Students; reports may also be filed with the JHU Compliance Line (1-844-SPEAK2US), an independently administered toll-free hotline that allows for anonymous reporting about serious concerns or violations.

Any individual or group alleged to have engaged in hazing will be referred to Office of Dean of Student Life, which will handle allegations in accordance with its usual procedures for alleged violations of University policies, except as otherwise noted in the University Policy. Any sanctions will be imposed by the Dean for Student Life Office. This decision will include input from the Dean of Students – Student Life, Associate Deans for Student Life – Student Engagement and/or Student Conduct, and Athletics and Recreation. Previous violations of this policy will also be considered in the sanctioning process.

If the Dean of Student Life Office finds that a student organization has engaged in hazing, or that the organization did not take reasonable steps to prevent hazing by its members or affiliates, culpability may be attributed to the individual perpetrators, the student organization, its members, and/or its elected or appointed officers, subject to the defense that the individual student could not reasonably have prevented the hazing.

All students, including potential new members and current members of any student group or organization, have a responsibility to avoid participating in hazing activities.

For additional information about what conduct constitutes hazing, education and prevention efforts, resources, and more, please visit the full policy details here [https://studentaffairs.jhu.edu/hazing/](https://studentaffairs.jhu.edu/hazing/).

**University Policy on Sexual Misconduct**

The Johns Hopkins University is committed to providing a safe and non-discriminatory educational and working environment for its students, trainees, faculty, staff, post-doctoral fellows, residents, and other members of the University community. In particular, the University will not tolerate and is committed to providing members of its community with an environment that is free from sexual harassment, sexual assault, relationship violence, and stalking (collectively, “sexual misconduct”). This conduct is disruptive of the learning and working environment of the University’s community.
and deprives students, employees and other community members of equal access to the University’s programs and activities. To that end, the University embraces its responsibility to increase awareness of sexual misconduct, prevent its occurrence, support victims, deal fairly and firmly with offenders, diligently investigate complaints of such misconduct and retaliation, and comply with Title IX of the Higher Education Amendments of 1972 (“Title IX”) and the Campus SaVe Act.

The Johns Hopkins University Sexual Misconduct Policy and Procedures implement the University's commitment to investigate and resolve cases involving sexual misconduct and retaliation promptly, fairly, equitably, impartially, and in compliance with law; please carefully review this policy at http://sexualassault.jhu.edu/policies-laws/index.html.

If you are experiencing or have experienced sexual misconduct, or have information concerning an incident of sexual misconduct, please contact the Title IX Coordinator in the Office of Institutional Equity, Joy Gaslevic (410-516-8075 or titleixcoordinator@jhu.edu) or file an online complaint at sexualassault.jhu.edu.

For specific information on confidentiality visit here: http://sexualassault.jhu.edu/policies-laws/#Section VI - Confidentiality and Confidential Resources

A list of confidential campus resources is offered here: http://sexualassault.jhu.edu/policies-laws/#Appendix B - CONFIDENTIAL RESOURCES

For additional information about resources and remedies available to victims of sexual assault please visit the full detailed policy here: http://sexualassault.jhu.edu/policies-laws/

**University Policy on Discrimination and Harassment**

The Johns Hopkins University is committed to equal opportunity and providing a safe and non-discriminatory educational and working environment for its students, trainees, faculty, staff, post-doctoral fellows, residents, and other members of the University community. To that end, the university seeks to provide community members with an environment that is free from discrimination and harassment on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, immigration status, age, disability, religion, sexual orientation, gender identity or expression, military status, veteran status or other legally protected characteristic. The university also is committed to providing individuals appropriate access to all academic and employment programs, benefits and activities on the basis of demonstrated ability, performance and without regard to any protected characteristic.

Individuals wishing to report discrimination or harassment can contact the Office of Institutional Equity (410.516.8075 or oie@jhu.edu) or file an online complaint at https://forms.jh.edu/view.php?id=164822

Please also see the University’s statements concerning equal opportunity and Title IX.

**Sportsmanship**

Student-athletes are expected to act with honesty and sportsmanship at all times so that they represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Johns Hopkins promotes good sportsmanship by student-athletes, coaches, and spectators. Even as spectators, it is expected that student-athletes support their fellow student-athletes and officials in a positive manner. Profanity, racist or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives, will not be tolerated.
Gambling
A student-athlete’s eligibility may be compromised should they knowingly provide information to individuals involved in organized gambling activities concerning any sports competition (to include intercollegiate or professional), solicit a bet on any sports team, accept a bet on any team representing Johns Hopkins or solicit or accept a bet on any sports competition for any team (i.e. cash, shirt, dinner) that has tangible value. It is strictly prohibited for any student-athlete to participate or compete in a fantasy sports league where there is an entry fee and/or a tangible prize. It is also strictly prohibited for a student-athlete to place a bet on any sport (college or professional) that the NCAA sponsors a championship in.

http://www.dontbetonit.org/

Drugs and Alcohol
The Department of Athletics and Recreation is concerned about the health, development, and well-being of our student-athletes. The department does not support the illegal or irresponsible use of alcohol or other drugs. These substances can have detrimental effects on the physical and mental health of users and their use is therefore, in conflict with the goals of all student-athletes and the department.

The following policies regarding drug and alcohol use are in effect beginning with the first date of practice and continue through post-season play. Additionally, the policies are in place anytime a student-athlete is under the jurisdiction of the coach, trainer, athletic administrator, or staff member. Outside of these periods, student-athletes are reminded that they are always representatives of Johns Hopkins University and we are expected to act accordingly in a safe responsible manner at all times. In accordance with federal law, the legal drinking age is 21.

- Possession or use of illegal drugs is prohibited at all times
- Consumption, possession, or distribution of alcoholic beverages, in violation of applicable state or local laws is prohibited
- Consumption or possession of alcoholic beverages by a student-athlete is prohibited in connection with any official intercollegiate team or group function. An official team or group function, for the purpose of this policy, is defined as any activity which is held at the direction of or under the supervision of the team’s coaching staff or a department athletic administrator
- Consumption or possession of alcoholic beverages during an athletic road trip, on team buses, vans, personal automobiles, rental automobiles, or other methods of team transportation is prohibited
- Consumption or possession of alcoholic beverages in the presence of a prospective student-athlete during a campus visit is prohibited
- Consumption or possession of alcoholic beverages by a student-athlete is prohibited where the student-athlete serves as a representative of the University at an official function
- Use of tobacco products in connection with any practice or competition is prohibited
- Coaches and/or athletic administrators have the discretion to establish more stringent team policies regarding drug/alcohol use

Student-athletes who choose to consume/use alcohol/drugs are accountable for any alcohol/drug related incident in which they are involved. In such cases, the student-athlete is subject to State, local, University, Athletic Department, and/or team disciplinary action dependent on the nature and severity of the incident.
**Party Registration**
To facilitate a safe and healthy social environment for all of our students, we require all registered Hopkins student organizations to register any off-campus events. For additional information about party registration please visit the full detailed policy here: [https://studentaffairs.jhu.edu/student-life/event-registration-sober-monitor-training/](https://studentaffairs.jhu.edu/student-life/event-registration-sober-monitor-training/)

*DUE to current University policy related to COVID-19 no party registrations are permitted until further notice.*

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**STUDENT-ATHLETE INSTITUTIONAL DRUG TESTING**

It is required that all student-athletes must sign the drug testing consent form in order to be able to participate (i.e. practice or competition) in intercollegiate athletics at Johns Hopkins University. Failure to sign this form will result in the student-athlete not being able to participate in any organized intercollegiate team activities at Johns Hopkins University. If you have any questions, you should discuss them with the Athletic Director.

In consenting to testing the student-athlete agrees to allow Johns Hopkins University to test in relation to any participation in any Johns Hopkins University sponsored varsity athletic program for the banned substances listed on the Johns Hopkins Student-Athlete Drug Testing [Banned Substances List](https://studentaffairs.jhu.edu/student-life/event-registration-sober-monitor-training/). Johns Hopkins will be testing student-athletes on an on-going and random basis throughout each academic year. Testing will include sports which are out-of-season (i.e. football during the spring semester).

The random selection and testing of student-athletes will be performed by an unbiased third-party professional organization. Johns Hopkins University administration and athletic department, including coaches, will have no influence on the selection and testing of student-athletes.

**Consequences for a Positive Drug Test**

**Penalties**

Specific athletic department penalties are as follows, however, as in the case with any violation of the student conduct code, any violation, even a first offense, can be punished with sanctions up to and including expulsion, depending on the nature and circumstances of the violation, the prior record of the student, and other factors deemed pertinent.

**Positive Test #1**
Mandatory referral to Johns Hopkins University counseling center.
Subjected to further testing as recommended by counselor.
Notification of parent/guardian, Athletic Director, Head Coach, Medical Director.
20 hours community service.

**Positive Test #2**
Mandatory Follow up with counseling center.
Subjected to further testing as recommended by counselor.
Notification of parent/guardian, Athletic Director, Head Coach, Medical Director.
20 hours community service.
Suspension for 20% of playing season, not allowed to practice or participate in team activities.

**Subsequent Positive Test(s)**
Mandatory Follow up with counseling center.
Subjected to further testing as recommended by counselor.
Notification of parent/guardian, Athletic Director, Head Coach, Medical Director.
20 hours community service.
Suspension for 1 calendar year from athletics participation with possibility of dismissal from squad.

*Failure to Report for Scheduled Drug Test*
If a student-athlete fails to show for a drug test it will be considered a failed drug test.

*Failure to Follow Treatment Plan*
Failure of the student-athlete to fulfill all requirements following a positive test will result in immediate suspension from team activities.

*Coaches Use of Positive Test*
Student-athletes should understand that a positive test result will be made known to their respective head coach and the that the coach will consider such positive test result(s) in assessing an individual’s ability and in determining which individuals should be afforded the privilege of becoming and remaining members of varsity athletic teams representing Johns Hopkins University. Nothing contained in this policy shall be construed as preventing a head coach from imposing a more severe sanction than those provided in this policy.

*Safe Harbor*
If a student-athlete admits to drug use and is seeking treatment they will not be penalized. However, coming forward after the student-athlete has been informed of an imminent test or of a positive test result will not result in protection from this provision. Once a student-athlete is enrolled in the Safe Harbor program they are still subject to further testing. If that test shows continued drug use the student-athlete is automatically removed from Safe Harbor and becomes eligible for the appropriate consequences for a positive test.

*Prescriptions, Over the Counter Medication and Dietary Supplements*
Student-athletes who are currently taking prescription medication, over the counter medication, or dietary supplements or intend to take any are required to review the product with their assigned athletic trainer. Many dietary supplements or ergogenic aids contain banned substances. Oftentimes the labeling of dietary supplements is not accurate and is misleading. Terms such as “healthy” or “all natural” do not mean dietary supplements do not contain a banned substance or are safe to take. Student-athletes are solely responsible for any substance that they ingest.

### REQUIRED NCAA ELIGIBILITY FORMS

At the beginning of each academic year, each student-athlete will receive an e-mail from the compliance office (through ARMS) with a link taking them to NCAA rules that are relevant to student-athletes’ eligibility for the coming year. Student-athletes must follow the link in that e-mail and complete the forms before each academic year in order to be eligible to compete. The information that follows in this document are only highlights of NCAA rules and additional departmental policies. Student-athletes are responsible for reading and understanding the information provided in the link. Any questions should be addressed to a student-athlete’s head coach or the compliance office.

Prior to participation in the intercollegiate athletics program at Johns Hopkins University, each student-athlete must read, complete and submit the documents on the information listed below. This checklist will assist student-athletes in monitoring their eligibility status.

**Required Compliance Forms**

*NCAA Summary of Regulations & Student-Athlete Statement*
These forms provide information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests administered by other athletics organizations and involvement in
organized gambling activities related to intercollegiate or professional athletics. Failure to complete this form shall result in the student-athlete’s ineligibility for participation in all intercollegiate competition.

**JHU & NCAA Drug-Testing Consent Form**
Each student-athlete shall sign these forms in which the student consents to be tested for the use of drugs prohibited by the NCAA. Failure to complete these forms shall result in the student-athlete’s ineligibility for participation in all intercollegiate practice and competition.

**Required Medical Forms** (* indicates that this form is only required for new athletes)

**Medical History Questionnaire***
This form is a detailed questionnaire providing the Athletic Training Staff a background on all incoming student-athletes’ medical history. It identifies pre-existing conditions, family medical history and previous injuries. Any athletics participation in intercollegiate practice and competition is prohibited until this form is on file with the Johns Hopkins University Athletic Training Department.

- For fall 2020, all new athletes (freshmen and transfers) must have a physical completed at home with a physician. The JHU physical form must be completed and signed by the physician and turned in for review prior to participation.

**Returning Athlete Questionnaire**
This form is a follow up medical history and mental health questionnaire for returning athletes that requires documentation of any new injuries or illnesses that have occurred since their last season and completion of their exit physical.

**Insurance Form**
This form provides the Athletic Training Staff with insurance information required in the event the student-athlete needs medical care outside the purview of the athletic training staff. For example, ordering tests, visits to consulting physicians for specialty services, and emergency or surgical care. The form also provides emergency contact information for student-athletes. Any athletics participation in intercollegiate practice and competition is prohibited until this form is on file with the Johns Hopkins University Athletics Department.

**Statement of Informed Risk***
Each incoming student-athlete shall sign this form acknowledging that participation in athletics involves a risk of injury. Furthermore, the student-athlete releases Johns Hopkins University from liability in the event of an injury. Any athletics participation in intercollegiate practice and competition is prohibited until this form is on file with the Johns Hopkins University Athletic Training Department.

**Release of Medical Records Authorization***
Each incoming student-athlete shall sign this form authorizing the release of their medical records to and between the Johns Hopkins University medical staff, consulting physicians, and the Athletics Department administrators and coaches. Any athletics participation in intercollegiate practice and competition is prohibited until this form is on file with the Johns Hopkins University Athletics Training Department.

**Prescription Medication Form**
This form must be completed by all athletes each year indicating whether an ADD/ADHD medication is prescribed to them and if so, additional information as requested by the NCAA must be provided.
**Sickle Cell Form***

Per NCAA requirements, all new athletes must have a sickle cell blood test completed and the results uploaded to indicate whether an athlete has sickle cell trait. Education on sickle cell trait is provided in this form as well.

**Impact Test**

All 1st, 3rd, and 5th year athletes must complete a baseline impact test. Confirmation of completion must be uploaded prior to athletic participation.

*Additionally, all student-athletes must complete a balance test (SWAY) with the AT staff once on campus and prior to participation.

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**ATHLETIC ELIGIBILITY REQUIREMENTS & JHU POLICIES**

**Minimum Grade Point Average**

Division III student-athletes are required to be in good academic standing and maintain a minimum cumulative GPA of 2.0 while Division I student-athletes must maintain a certain GPA as defined by the NCAA based on year of enrollment; however, coaches may require higher GPA’s for participation.

All student-athletes are expected to monitor their grades each semester and to be aware that both cumulative and term grade point averages below 2.0 result in being placed on academic probation and put them at risk of dismissal if the unsatisfactory work continues the following semester.

The university notifies students about academic probation or unsatisfactory academic performance in writing. However, when incomplete or missing grades prevent the advising office from making a decision about academic standing, it may not be possible to send a timely notice to the student. In these cases, decisions about academic standing and dismissal will be based on the final grade report, whether or not previous letters regarding academic standing have been sent to the student. Also, students who have ceased to keep up with their studies may be dismissed or suspended from the university even when satisfactory academic standards have been met in previous semesters.

**Academic Probation**

At the end of each semester, the Office of Engineering Advising (EN) and the Office of Academic Advising (AS) review the records of all undergraduate students to evaluate the academic progress of each student. A term grade point average of 2.0 or above in a program of at least 12 credits is required for good academic standing. Students who fail to attain this minimal level of performance will be placed on academic probation. A letter informing a student of this status and the terms of academic probation are sent to the student in January (for fall performance) or June (for spring performance). Students with a term grade point average below 2.0 should consult with an academic advisor about their academic standing, even if they have not received a letter from their advising office.

The terms of academic probation are as follows: Students must complete at least 12 credits in the next semester, with a minimum GPA of 2.0 and a cumulative GPA of 2.0 or above. In making the GPA calculation, incomplete grades (I) will be calculated as failures (F). In addition, any grade in a satisfactory/unsatisfactory course may be taken into consideration. Students on academic probation may be restricted from registering for the maximum course load. Engineering students on academic probation are permitted a maximum of 14 credits during the probation semester.
Suspension for Unsatisfactory Academic Performance
A student on academic probation who has not met the terms of probation will be suspended from the University for a minimum of one semester and a summer. A student whose term GPA falls below 1.0 or earns less than 6 credits may be dismissed without having been on academic probation the previous semester.

Students may direct inquiries about the dismissal process to the Academic Review Committee of their respective advising office. Students who intend to return to the university in a future semester are encouraged to work with their academic advisor to develop a plan for their time away.

When a student is dismissed from the university, the:

Registrar’s Office: cancels the student’s registration for the next semester and authorizes a refund of tuition paid for that semester.

Office of Student Financial Services: suspends financial aid and work-study aid to the student.

Community Living Office: cancels the student’s housing contract if the student is in university housing.

Office of International Services: performs duties as required by U.S. federal regulations regarding persons not eligible to study at the university.

The terms for readmitting a student who has been withdrawn for academic reasons are established by the Academic Review Committee of their respective advising office.

Students are readmitted on academic probation and must meet those terms in their returning semester or face dismissal again.

Students who receive prior approval to complete courses at another college or university during the period of dismissal are subject to the university’s 12-credit limit on the number of transfer credits that can be applied toward graduation.

Satisfactory Academic Progress
Satisfactory academic progress refers to minimal standards for grades and cumulative credits required to remain in good academic standing. Eligibility for financial aid is linked to satisfactory academic progress.

Division I Academic Eligibility Requirements

NCAA Eligibility Center (Freshmen Only)
Division I student-athletes are required to be registered and have their high school academic qualifications and amateur status certified through the NCAA I Eligibility Center. https://web3.ncaa.org/ecwr3/

Division I Continuing Eligibility
All Division I student-athletes are required to maintain satisfactory progress toward their degree according to the following:

Prior to Sophomore Year/3rd Semester:
- Satisfactory completion of 24 credits prior to the start of the institution’s third semester following the student-athlete’s initial full-time enrollment.
- Satisfactory completion of 18 credits during the institution’s proceeding regular two
semesters (credits earned during the fall/spring only, summer and intersession may not count)

- Satisfactory completion of 6 credits during the preceding regular academic term
- Maintain a minimum cumulative GPA of 1.80

Prior to Junior Year/5th Semester:

- Satisfactory completion of 40% of degree requirements
- Satisfactory completion of 6 credits during the preceding regular academic term
- Satisfactory completion of 18 credits during the institution’s proceeding regular two semesters (credits earned during the fall/spring only, summer and intersession may not count)
- Maintain a minimum cumulative GPA of 1.90

Prior to Senior Year/7th Semester:

- Satisfactory completion of 60% of degree requirements
- Satisfactory completion of 6 credits during the preceding regular academic term.
- Satisfactory completion of 18 credits during the institution’s proceeding regular two semesters (credits earned during the fall/spring only, summer and intersession may not count)
- Maintain a minimum cumulative GPA of 2.00

ATHLETICALLY RELATED FINANCIAL AID

Athletically related financial aid may be awarded for any term during which a Division I student-athlete is in regular attendance as an undergraduate or graduate student with eligibility remaining under NCAA bylaw 14.2. Athletically related financial aid awards are based on a percentage of the Cost of Attendance as determined by Student Financial Services and are limited by the NCAA to the equivalent of 12.6 scholarships (men’s lacrosse) and 12.0 scholarships (women’s lacrosse). Any student-athlete who receives athletically related financial aid in a given academic year becomes a “counter” for the period of the award.

Earnings from a student-athlete’s on-campus or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete’s cost of attendance or in the institution’s financial aid limitations, provided the student-athlete's compensation does not include any remuneration for value the student-athlete may have to the employer based on their athletics ability, they are compensated only for work performed, and they are compensated at a rate that is commensurate with the going rate in that locality or for similar services.

Summer athletically related financial aid may be awarded only to attend Johns Hopkins University’s summer term. The receipt of summer athletically related financial aid is not guaranteed and is subject to approval by the Department of Athletics and the Office of Financial Aid. Student-athletes who are awarded summer athletically related financial aid may be subject to financial penalties (e.g. reimbursement of aid to the University) should they fail to successfully complete their summer course(s).

The renewal or nonrenewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. Johns Hopkins University will give the recipient of the athletically related financial aid a written statement of the amount, duration, conditions, and terms of the award.

Student Financial Services will notify the student-athlete in writing the opportunity for a hearing when said aid is to be reduced or canceled during the period of the award or is reduced or not renewed for the following academic year. The conditions under which an award may be reduced or
not renewed are listed on each student-athlete’s signed athletically related financial aid agreement. If a student-athlete wishes to exercise their right to a hearing, they must notify Student Financial Services in writing within ten (10) business days of the date of notice. If a student-athlete does not request to appeal within the defined timeframe, their athletics aid will be cancelled or reduced and the hearing opportunity forfeited.

For questions or further information about athletically related financial aid please contact the Assistant Athletic Director for Compliance & Operations, Jon Kindred, at jkindre1@jhu.edu.

NCAA rules prohibit Division III student-athletes from receiving financial aid based in any way on athletics ability. All sources of aid received from outside the University must be reported to the Student Financial Services.

**NCAA RULES VIOLATION PROCEDURES**

In the event that an NCAA or conference violation occurs or is suspected, the following procedures will be followed:

- Any suspected violation should be reported immediately to the Assistant Athletic Director, Compliance via official University email.
- The Assistant Athletic Director, Compliance will make an initial review of the report and inform the Director of Athletics, any head coach whose program is potentially involved and any other necessary administrative staff.
- A timely and thorough investigation will be conducted by the compliance office who may be assisted by any of the following:
  1. Other athletic administrators
  2. Faculty Athletic Representative
  3. Legal Counsel
  4. Other outside sources (Conference, NCAA)

Upon the completion of the investigation, the compliance office will inform the Director of Athletics, the Faculty Athletics Representative, and Athletics Direct Report of all findings prior to the submission of a self-report to the NCAA through RSRO. If applicable, the appropriate conference office will also be made aware of the case. Either the Athletics Direct Report or the Faculty Athletics Representative will be required to sign off on all submitted self-reports in RSRO.

**Major Violations (Level I/II):** Upon the completion of the NCAA’s review of the submitted violation, the compliance officer will inform the Director of Athletics of all proposed sanctions before either accepting or appealing the NCAA’s decision. Possible sanctions include but are not limited to:

- Notifying the conference, if applicable, of the violation;
- Suspending the student-athlete from practice and/or games (if applicable);
- Declaring student-athlete(s) ineligible;
- Suspending the coach(es) and/or staff members;
- Termination of coach(es) and/or staff members;
- Placing the coach(es) and/or staff members on probation for a designated period of time;
- Any other corrective action deemed necessary by the NCAA, Conference or University.

**Secondary Violations (Level III/IV):** Upon completion of the NCAA’s review of the submitted violation, the compliance officer will inform the Director of Athletics of all proposed sanctions
before either accepting or appealing the NCAA’s decision. Possible sanctions include but are not limited to:

- Notify the conference of the violation;
- Declare the student-athlete or prospect ineligible and petition for reinstatement;
- Determine the appropriate measure of punishment for the coach(es) and/or staff member;
- Any other corrective action deemed necessary by the NCAA, Conference or University.

### EXTRA BENEFITS

The NCAA defines an extra benefit as any special arrangement by an institutional employee or a representative of the institution’s athletics interests to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution’s students or their relatives or friends, or to a particular segment of the student body determined on a basis unrelated to athletics ability. Student-athletes are not permitted to receive extra benefits. This means that it is not permissible for a Hopkins student-athlete to receive any benefit that is not available to the general student body simply because they are an athlete.

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

- Cash or loans from boosters or staff members
- The use of a coach, booster or staff member’s automobile
- Free or reduced cost meals or services to celebrate a win

Questions should be addressed to the Assistant Director of Athletics, Compliance. Violations of these regulations can affect a student-athlete’s eligibility.

### STUDENT-ATHLETE EMPLOYMENT

Student-athletes who work on or off-campus must be paid at the going rate for the work that they complete. Being paid at a rate higher than the going rate for a particular job or being paid for work that was not done is considered an extra benefit according to NCAA rules and is not permitted.

- Division I student-athletes who wish to work either during the summer or during the academic year must complete the Student-Athlete Employment Information Form on ARMS and receive approval from the compliance office prior to accepting any job.

### NOTIFICATION OF TRANSFER PROCEDURES

Both Division I and Division III student-athletes can initiate the transfer process by providing written notification to the Assistant Director of Athletics, Compliance at any time that they wish to be added to the NCAA Transfer Portal. This request may be made via official University email or through the Transfer Portal Request form on ARMS. Upon receipt of the written request, the compliance office will encourage the student-athlete to meet with their head coach and/or sport administrator (though no such meeting is required) that the compliance office will notify both that the student-athlete will be entering the Transfer Portal. Per NCAA rules, the student-athlete’s information will be added to Permission to Contact form within the Transfer Portal within two business days.
Division III student-athletes retain the ability to provide other Division III institutions permission to contact through the NCAA Self-Release Form. This form allows student-athletes to communicate with athletics department staff at other Division III institutions for 30 days. If student-athletes are undecided at the end of the 30-day period, they must send a new copy of this form to have additional contact with the college or university. Further, because this second release is beyond the first 30-day period, the new college or university must notify Johns Hopkins within seven days of the issuance of the second release.

In Division III, if the Department of Athletics decides to deny a student-athlete’s request to permit any other institution to contact the student-athlete about transferring, Hopkins shall inform the student-athlete in writing within seven business days that he or she, on request, shall be provided a hearing conducted by an institutional committee outside of the athletics department. Within 15 business days of receipt of the student-athlete’s written request for a hearing, the institution shall conduct and provide written results of the hearing to the student-athlete. If the institution fails to conduct the hearing or provide the written results to the student-athlete within 15 business days, permission to contact the student-athlete shall be granted by default and the institution shall provide written permission to the student-athlete.

The student-athlete is entitled to request a hearing through the following steps:

**Step 1: Head Coach**
In the event of an athletics transfer release denial, a student-athlete is entitled to a meeting (in-person or phone) to address concerns in an efficient and timely manner. During this meeting, the head coach will clearly explain to the student-athlete the nature of their decision. The student-athlete will then be given the opportunity to respond to the head coach. The meeting will be held within two business days after receipt of the student-athlete’s written notification of transfer.

**Step 2: Administrator**
If, after meeting with the head coach, the student-athlete still disagrees with the athletics transfer release decision, they may request in writing an appointment with the appropriate supervising sport administrator. The meeting (in-person or phone) with the sport administrator will be held within 5 business days after receipt of the student-athlete’s written notification of transfer. At the meeting, the student-athlete will be provided the opportunity to present information and the athletics administrator will complete an appropriate investigation. The athletics administrator will review the athletics transfer release action based on all information provided by the Athletic Department and the student-athlete. Based on the available information, the athletics administrator will either affirm the athletics transfer release denial or recommend a more appropriate action.

**Step 3: Appeals Committee**
If the student-athlete is still dissatisfied, they may request a hearing within three business days of the meeting with the Administrator. The review can be made in writing or presented in person. The student-athlete’s parent/s or legal guardian/s can be present for the appeal, although it is the responsibility of the student-athlete to present the information. The review shall take place before the Athletics Transfer Release Appeals Committee within 12 business days of the notification of transfer.

*Athletics Transfer Release Appeals Committee:* The Committee shall hear all cases concerning denial of an athletics transfer release. The Faculty Athletics Representative will chair the Committee, shall appoint the Committee with one member coming from each of the following units: The Office of the Vice Provost for Student Affairs, the Office of the Dean of Student Life, the Office of the Vice Provost for Admissions and Financial Aid, and an additional campus partner on the Athletics Compliance Committee.

Both the student-athlete’s and Department of Athletics’ positions will be heard separately. The
Department of Athletics will be represented by the head coach of the student-athlete, the supervising sport administrator, and the compliance officer. The Committee will review the dispute and decide. The decision of the Appeals Committee is final, and no further appeal is available.

EXAM PROCTOR POLICY & PROTOCOL

**Johns Hopkins University Undergraduate Student Academic Policy**

Johns Hopkins University Undergraduate Student Academic Policy states that approved absences are granted at the discretion of the course instructor. To view the complete policy click [here](#).

To limit last minute conflicts with exam schedules, coaches are expected to share itineraries with their student-athletes, including estimated campus departure time, prior to the start of the season. For post-season competition, coaches are to share itineraries with their student-athletes immediately once travel details are determined.

**On Campus**

Missed exams due to team travel proctored on campus as a “make-up” either before departure or after a return to campus should be proctored by an individual designated by the faculty. Coaches are not to be involved in proctoring exams on campus.

**During Travel/Competition**

When students and professors agree that the missed exam will be completed while away from campus for competition, exams are to be proctored by trained JHU staff, using the following hierarchy of availability.

1. Assistant Director for Student-Athlete Success
2. Athletic Department Administrator
3. Head Coach (or Assistant Coach if designated Academic Liaison)
4. Expectation is that all Head Coaches and Assistant Coaches (who are designated Academic Liaison) are certified proctors through Athletic Department

**Off Campus Exam Communication with Faculty**

Division I (Men’s and Women’s Lacrosse)

1. Student-athletes are to alert the Assistant Director for Student-Athlete Success of the need for a proctor. All communication regarding the proctoring of the exam will take place between the faculty member and the Assistant Director for Student-Athlete Success who will serve as proctor. In the event the Assistant Director for Student-Athlete Success is not available to proctor a senior level administrator will assume the responsibilities of the Assistant Director for Student-Athlete Success.

2. The Assistant Director for Student-Athlete Success will initiate email communication with the professor to arrange the details for proctoring the exam including date, time, location, materials allowed, proctor, method of delivery, etc. via the JHU Student-Athlete Exam Proctor Protocol – Faculty Guidelines form. The completed form should be shared electronically by the Assistant Director for Student-Athlete Success with the head coach, sport administrator, and student-athlete.

Division III (Men’s & Women’s Cross Country, Men’s & Women’s Indoor Track, Men’s and Women’s Outdoor Track & Field, Volleyball, Field Hockey, Football, Men’s & Women’s Soccer, Men’s & Women’s Fencing, Men’s & Women’s Basketball, Men’s & Women’s Swimming, Water Polo, Wrestling, Baseball, Men’s & Women’s Tennis)

1. Once an exam conflict is identified by the student-athlete the student-athlete should have
direct communication with the professor on how the missed exam will be taken. Student-athletes and faculty should first explore the possibility of an on-campus exam administered at a different date/time. If off-campus proctoring is determined to be the course of action, the student-athlete will notify the coach immediately to begin arranging for the proctoring of the exam.

2. The Assistant Director for Student-Athlete Success, the sport administrator and the coach will determine which Athletics Department Representative will be responsible for proctoring the exam while off-campus.

3. The designated Athletics Department Representative will initiate email communication with the professor to arrange the details for proctoring the exam including date, time, location, materials allowed, proctor, method of delivery, etc. via the JHU Student-Athlete Exam Proctor Protocol – Faculty Guidelines form. The completed form should be shared electronically by the designated athletics department representative with the head coach, sport administrator, Assistant Director for Student-Athlete Success and student-athlete.

4. Johns Hopkins University policy dictates that faculty members have the final say in all matters relating to their class, including exam protocol. If the designated Athletics Representative and Faculty member cannot come to an agreement to terms on proctoring the exam, the vice dean for undergraduate education of the appropriate school is available for consultation. If terms cannot be agreed upon, then the student-athlete must comply with the course policy.

**Proctoring Standards**
Exams are always to be proctored using the guidelines agreed upon by the faculty member and Athletics Department Representative via the Faculty Guidelines form. Additionally,

1. Proctors must remain present for the entirety of the exam and are to be the only non-test taker in the room.
2. Breaks are not allowed while an exam is being taken. Restroom breaks are a reasonable accommodation and it is expected that all exam materials remain in possession of the proctor and no outside communication is allowed during the break.
3. Student-athletes are to turn in their phones and any other electronic devices such as laptops and smart watches that are deemed impermissible by the faculty prior to their receipt of the exam, and will have them returned once the exam is submitted to the proctor.
4. Once completed, exams are handed to the proctor and subsequently returned to the faculty as outlined in the Faculty Guidelines form.
5. Proctors will ensure that exams are taken in a distraction free environment (e.g. hotel conference room, business center or dining facility). Individual hotel rooms, and loud areas such as buses, planes, and airport terminals are not to be used as a proctoring space.
6. In the event of unforeseen circumstances that impacts the agreed upon testing terms (such as different exam time frame, etc.) or any suspicion of academic dishonesty must be immediately reported to the faculty by the proctor via call/text or email with notice to the Assistant Director for Student-Athlete Success and Sport Administrator.
7. University policy will be followed in all student cases when suspected violations of academic integrity occur.
8. All proctors must complete a yearly training, conducted by the Assistant Director for Student-Athlete Success before they are approved to proctor an exam. This training will occur at the beginning of each academic year and will cover the protocol outline above and the university’s academic ethics process. Additional trainings will be offered as necessary.
Office of Academic Advising

Academics are the first priority of every Hopkins student-athlete. The Office of Academic Advising provides a wide range of services to students with varying levels of academic development and success. Student-athletes are encouraged to take advantages of the resources that are available. Student-athletes are responsible for reading the Freshman Academic Guidebook and the Undergraduate Academic Manual in addition to the information below.

In 2015-16 the university created a position, the Assistant Director for Student-Athlete Success, to assist all student-athletes to make sure they are connected to all academic resources and that each student-athlete is achieving his or her academic best. This role will primarily work with the at-risk student-athletes. It will be an advocate for and connect student-athletes to the academic support resources mentioned below. This role will help with issues that arise with professors, and it will advise student-athletes with class and major selection. Steve Malvaso will hold this role. He can be reached at malvaso@jhu.edu.

Advising

The advising system exists solely as a service for the students. Every first-year student in the School of Arts and Sciences and Whiting School of Engineering is advised by their respective Office of Academic Advising, while first-year students in the Whiting School of Engineering are assigned a faculty advisor once their first semester of enrollment begins. All other undergraduates are assigned to a faculty member who serves as advisor and mentor. Students should consult with their advisors whenever the student needs to review or discuss programs and objectives.

The Assistant Director of Student-Athlete Success, Steve Malvaso, serves as the advisor of record for all men’s and women’s lacrosse student-athletes.

The effectiveness of the advising system depends upon the student’s willingness to seek counsel in a timely manner. Students in academic difficulty and students in programs involving numerous prerequisites are urged to consult their advisors when considering any change to their program. www.jhu.edu/advising

Supplemental Academic Support

The Office of Academic Support provides two distinct types of course-specific, supplemental academic support. The Learning Den provides tutoring for all registered students in the School of Arts & Sciences and the School of Engineering. There is no fee and there is no limit to the number of sessions a student may attend. All tutoring is held on the Homewood Campus in Gilman Hall and nearby buildings. Tutoring is conducted in small group format, with a maximum of six students in each group. Tutors review course-specific material and encourage students to ask questions and exchange information. Tutoring is not a substitute for class attendance nor is it a place to just do homework. If you need help in a subject, request assistance early and often. Contact Dr. Kaitlin Quigley for more information quigley@jhu.edu.

PILOT is a loose acronym for peer-led-team learning. In the PILOT program, students are organized into study teams of six to 10 members who meet weekly to work problems together. A trained student leader acts as captain and facilitates the meetings. PILOT aims to help students make a smooth transition to college life both academically and socially. More importantly, PILOT aims to actively teach and demonstrate how collaborative learning uses contributions from individuals to benefit a group. The cooperative nature of the program helps reinforce course materials while creating a way for students to meet and work closely with classmates. PILOT is not
remedial and is carefully developed to help students of all abilities. Students participating in the PILOT program tend to earn higher grades. Contact Kristen Heisey for more information kgaines@jhu.edu.

**Study Consulting (Study Skills and Time Management)**

The Study Consulting Program helps undergraduate students strengthen their academic skills, adjust to the increased demands of college, or fulfill their potential. Study Consulting pairs undergraduate students with an accomplished junior, senior or graduate student who serves as a consultant. The student-consultant pair meets every week, one hour per week, and works on universal academic skills such as: time management, organization, note taking, writing papers, heavy reading loads, test anxiety, test preparation, where to study, self-discipline, “backward planning”, and study skills.

Study consulting was initiated at Johns Hopkins University in the fall of 1985 and has proven to be quite successful. The results are consistent: those who are dedicated and work diligently improve their academic standing. Contact Dr. Sharleen Argamaso for more information to either become a study consultant or use their services. Garland Hall, Suite 3A. Sharleen.argamaso@jhu.edu.

**Other Campus Resources**

**The Writing Center**

Established in 1995, the Writing Center offers student writers free, individual conferences with experienced tutors trained especially to consult on writing assignments in the humanities and social sciences, though they may also be of use to students working in other disciplines. The Writing Center welcomes all Hopkins undergraduate and graduate students in the Krieger School of Arts and Sciences and Whiting School of Engineering.

**Life Design Lab at Homewood**

The Life Design Lab at Homewood supports and serves all Krieger and Whiting undergraduates and masters students, regardless of post-graduate plans. The mission of the lab is to cultivate lifelong career development success for Johns Hopkins students and alumni through education and access to opportunities and experiences that leverage a powerful network of alumni, employers, faculty, parents, and the greater Baltimore community.

A life design educator is nested within the Department of Athletics to give student-athletes targeted access to professional skills and the industry-specific knowledge and experience they need to successfully launch their careers. Wyman Park Building, Suite 2West. 410-516-8056. lifedesignlabhomewood@jhu.edu.

**Office of Pre-Professional Advising**

The Office of Pre-Professional Advising provides advising to students and alumni who are interested in pursuing graduate education in the health care professions and in law. Advising services include: individual advising and general information sessions. Other services include: program presentations; volunteer opportunities; workshops in essay writing, interview techniques, and application process.

The office also coordinates the work of the Health Professions Recommendation and Law School Recommendation Committees. Members of these committees act as interviewers, and writers for students/alumni in the application process.

The Office of Pre-Professional Advising is available to undergraduate and graduate students in the Krieger School of Arts and Sciences and the Whiting School of Engineering, as well as to alumni from these two schools. Garland Hall, Ste 300. 410-516-4040. preprofessional@jhu.edu.
**Student Disability Services**

The Office of Student Disability Services advises Johns Hopkins students with disabilities on available services, guides you as you [register for and request accommodations](#) and [assistive technology](#), acts as a liaison with your instructors, and provides advice and mentoring throughout your matriculation. We work with the university’s central ADA Compliance Officer and comply with [federal, state, and local disability regulations](#) throughout our process.

Students who would like to request these services should contact the [Office of Student Disability Services](#). Information about these disabilities will remain confidential unless a student chooses to release this information. Shaffer Hall Ste. 101. 410-516-4720 studentdisabilityservices@jhu.edu.

**Student Outreach & Support**

[Student Outreach and Support](#) in the Office of the Dean of Student Life staff is committed to assisting undergraduate students in successfully navigating the Johns Hopkins University Homewood campus. Student Outreach and Support helps students manage physical and mental health concerns, personal and family emergencies, financial issues, and other obstacles that may arise during their college experience.

Case Managers provide resources and information to help students navigate university systems and policies while prioritizing their wellbeing and academic success. Additionally, Case Managers will assist students in making connections with faculty, staff, and other offices that can collaborate with them to ensure their needs are met. Lastly, the goal is to help students to develop self-advocacy skills that prepare them for involvement in the larger community and life beyond college.

Case Managers work with students who may need to take a [Medical Leave Of Absence](#) for physical health or psychological reasons. Charles Commons, Suite 216. 410-516-7857

**Counseling Center**

The [Counseling Center](#) serves full-time undergraduate and graduate students from the schools of Arts & Sciences, Engineering, and the Peabody Institute. All of these students are encouraged to utilize the services offered by the counseling center. All services are confidential and free of charge. 3003 N. Charles St., Suite S-200. 410-516-8278.

Remote Drop-In Hours are available most weekdays, providing an accessible means by which students can talk to a counselor at their convenience. All students who utilize the remote drop-in hours will talk to a counselor for a brief consultation to receive support, discuss concerns, and develop a plan to reach their goals.

Student should first call the Counseling Center and leave a voice message, which will be returned within 1 business hour. After completing some paperwork, students will subsequently be scheduled to talk to a counselor by phone to explore options and collaboratively determine a plan to address their concerns.

*To reach the after-hours counselor, call 410-516-8278 and press “1.”*

**A Place to Talk**

[A Place to Talk](#) (APTT) is the peer listening group for the Johns Hopkins community. We offer a cozy environment for anyone to discuss anything, from everyday frustrations to serious concerns. Our peer listeners are undergraduate students who have been selected and trained in 50 hours of active listening skills and crisis intervention through the JHU Counseling Center. We are trained to listen and respond without giving advice. We'll help you explore your thoughts and feelings and come up with your own solutions. Our peer listeners want to be there for our community wherever and whenever.
We are now offering APTT services online through APTT-Z! Check out our community page on Blackboard for the link. Our Zoom room is open Tuesdays & Thursdays 9 - 11 pm EST and Wednesdays 11 am - 1 pm EST.

**Diversity and Inclusion**
Through an intersectional lens, Diversity & Inclusion fosters a sense of belonging for students and the JHU community by providing intentional engagement and holistic support. Students are empowered to develop a sense of self, work across difference, and create equitable cultural change.

Diversity and Inclusion brings together Religious & Spiritual Life, the Office of Multicultural Affairs, LGBTQ Life, and Women & Gender Resources. Each of our offices is responsible for specific identities and affiliations, even as we work collaboratively to achieve our shared vision.

### ACADEMIC & ATTENDANCE POLICIES

**Attendance**
At Johns Hopkins University it is the responsibility of the student-athlete to attend class. The only excused absence for athletic purposes should be for competition related events (i.e., team travel, NCAA travel during the championship segment of competition). Student-athletes are responsible for submitting their semester competition schedule to each professor during the first week of each semester. Coaches should provide a semester long practice and competition schedule, including travel departure and arrival times, to student-athletes to allow them to properly plan their academic success in conjunction with their professors.

**Policy Concerning Student-Athlete Class Attendance**
A Hopkins education is based on the exchange of ideas with distinguished faculty in the classroom and elsewhere. Although there are no university regulations concerning attendance, students are expected to attend all courses regularly. Students should consult with their instructors and/or teaching assistants when they have missed classes to explain the reasons for their absence and to stay on track in the course. Instructors are encouraged to establish their own policies regarding attendance, and it is the student’s responsibility to know those policies.

The University encourages students to participate in varsity athletics and other significant extracurricular activities. Students who must miss a class or an examination because of participation in a scheduled varsity athletic event must notify the course instructor as early in the semester as possible. Approved absences are granted at the discretion of the course instructor. When students must miss a scheduled examination, several solutions have been found by instructors. Students have been permitted to take an examination before leaving for the event, or coaches have served as proctors for examinations taken during the athletic event at approximately the same time as the other students in the course. Students have also been allowed to take the examination, or an alternative examination, upon their return from the athletic event.

At Johns Hopkins University, instructors have the right and responsibility to establish attendance policies for their courses. However, participation in official University activities, as well as personal emergencies and religious observances, are valid reasons for absence from classes. Official University activities include sanctioned athletic competition. Before the beginning of each semester, coaches must provide their athletes with a schedule of all practice and competitions for that semester, including travel days for away games and potential post-season play competition. During registration, each student-athlete should contact potential instructors in order to inform them of practice and travel schedule demands in order to verify that the absences will not in themselves
jeopardize academic success in the class; the instructor can assess the quantity of time to be missed and notify the student-athlete whether they could succeed in the planned course. As a general rule, student-athletes, with the assistance of academic advisors, should schedule their courses so that absences for competition are minimal: this is particularly crucial for those students who are having academic difficulties.

Once a student-athlete has registered for a class they must:

- During the first week of each semester, give all pertinent professors a travel letter/written notice of classes that will be missed in order that the faculty member be aware of the specific sessions to be affected.
- By the end of the add period, collect signatures from all professors on the travel letter provided by the Assistant Director for Student-Athlete Success, and return the list of signatures to the designated coaching staff member on their respective team.
- Remind the faculty members in advance of each missed class.
- Arrange to make up all work, including exams, in a reasonable time frame.

**NCAA rules prohibit student-athletes from missing class for practice.**

**Illness/Injury and Absence from Class**

If a student-athlete experiences an illness or injury which causes symptoms affecting the ability to participate in the educational process (ex: headaches, difficulty with concentration and fatigue from a concussion), training staff will notify the Assistant Director for Student-Athlete Success. The ADSAS will contact the student-athlete's faculty to officially inform them of the situation and offer support in exploring alternative arrangements to complete pending academic requirements impacted by the after effects of the illness/injury. The ADSAS will also work with the student-athlete to explore any resources necessary to assist in completing pending academic requirements as well as any resources to support any other student success needs.

The Student Health and Wellness Center will send an automated visit verification e-mail after you see one of their MD or NP providers. You may choose to forward this e-mail to your professors. If you have an extended illness, with your permission, the Student Health and Wellness Center will send you an e-mail and copy the Dean of Student Life so that your instructors and the appropriate academic advising office can be notified.

*Falsely reporting an illness or injury is a violation of the code of student conduct and is subject to disciplinary action.*

**Religious Holidays:**

Religious holidays are valid reasons to be excuses from class. Students who must miss a class or an examination because of a religious holiday must inform the instructor as early in the semester as possible in order to be excused from class or to make up any work that is missed.

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**BEST PRACTICES FOR STUDENT-ATHLETE/PROFESSOR RELATIONSHIPS**

Student-athletes should introduce themselves to professors on the first date of class.

Student-athletes should review the class syllabus immediately in order to identify potential conflicts between contests and examinations or major assignments. If a class syllabus is not provided, student-athletes should request one from their professor.
Student-athletes should complete a version of the attached letter and present it to each of their professors during the first week of classes during any semester in which the student-athlete is “in-season.” The letter should include their contest schedule, including home contests “report times” and away trip departure times which the head coach should provide. The letter should also include a detailed description by the student-athlete of dates and/or exams the student-athlete will miss. NCAA rules prohibit missing classes due to an athletic practice. Student-athletes must attend all classes, unless a class conflicts with an athletic contest or away trip, or unless illness prevents the student-athlete from attending class.

If the professor is agreeable to the information provided in the letter, student-athletes should discuss potential conflicts between contests and examinations or major assignments with their professor as soon as conflicts are identified. Most professors will work with student-athletes to make accommodations. Do not expect cooperation from the professor if conflicts are not presented to them early in the semester.

Student-athletes should save documentation of the professor’s response to the letter. It may be helpful if a problem arises later in the semester.

Even if the professor is agreeable to the information provided in the letter, student-athletes should evaluate the number of missed classes to determine if it is prudent to continue with that class. In some cases, although the professor agrees to the information in the letter, student-athletes may be better off to consider enrolling in an alternate class because of the number of class/contest conflicts. Student-athletes need to understand that should they continue enrollment in a class that they will often miss, they are still expected to complete all the course work with less access to professors/instructors than other students.

Student-athletes should remind the professor of their absence at least one week prior to the absence. Upon returning to class, student-athletes are encouraged to ensure that there were no changes to the syllabus or exam dates.

Student-athletes should be sure to read all their e-mails carefully. Student-athletes are required to have their cell phone number and current e-mail address on file with the Department of Athletics.

### PREGAME MUSIC GUIDELINES

Each team can create pre-game music, to be played prior to the start of each team’s home contest. Music submitted must follow the below guidelines. If the music submitted does not follow the below guidelines, the athletics department may play other, approved playlists as the pre-game music until an appropriate submission is made.

1. All music must be submitted to the game manager at least 10 days prior to the first home contest via USB, OneDrive or a shared Spotify playlist. The game manager will contact captains prior to this deadline with specific instructions.
2. Music submitted must be downloadable to an athletics department approved device (iPad or laptop).
3. After the first home contest, all submitted warm-up playlists are finalized.
4. Music from another device, aside from the approved athletics department device, will not be played.
5. Any track that includes language or subject matter inappropriate for public broadcasting in a family environment will be removed. Inappropriate subjects matter includes (but is not limited to) overt references to sex, violence, drug use, alcohol use, racism, sexism, homophobia, etc. Edited or clean tracks are recommended, but can still be removed due to
inappropriate subject matter. The game manager will make final decisions on any track.
6. If a playlist contains any song that is deemed unacceptable, the team will be notified and may submit a revised track. If the updated tracks are not received in time, the playlist may not be available for a home contest until the game manager has had the opportunity to approve the playlist in its entirety.
APPENDIX

A. Issues While Participating Form

B. Student-Athlete Exam Proctor Agreement

C. Student-Athlete Exam Proctor Protocol/Guidelines

D. Hazing Acknowledgement Form
Johns Hopkins University
Issue while Participating on a Varsity Team Form

Date of Report: ________________  Date of Incident: ___________________________

Name of Reporter: ___________________________  Sport: __________________________

Description of Incident: (if you need additional space, please use another page)
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Reporter Signature: ____________________________________________________________

Send completed form to Al Lattell at alattell1@jhu.edu.

*If you would like to submit a report anonymously, please do so through SPEAK2US.
JHU Student-Athlete Exam Proctor Agreement

I, ___________________________, in signing this agreement with the Athletics Department will abide by all of the responsibilities expected of a student-athlete as outlined below when taking a proctored make-up exam due to athletic competition.

I agree to the following conditions:

 The exam will be proctored by an approved representative of the University following all directions provided by the course’s professor.
 No outside resources or reference material will be allowed without written confirmation from the course’s professor allowing their use.
 All electronic devices, including cell phones, will be collected for the entirety of the test taking period, unless written confirmation allowing such devices is provided by the course professor.
 The exam will be proctored following the terms attached (Faculty Guidelines Form) provided by the faculty member.
 The exam will be completed individually and monitored at all times by the designated proctor.
 The exam will be administered in an appropriate academic environment with limited distractions.
 The details of the exam (questions, format, or otherwise) will not be shared with other students enrolled in the course who have yet to take the exam.
 I will not obtain any advance information about the exam from peers, particularly if it is taken later than the class.

In addition to the above conditions, I assume the duty to conduct myself in a manner appropriate to the University’s mission as an institution of higher learning and understand that any violation of academic integrity may result in course penalties and/or being brought before an ethics panel.

Student-Athlete Signature: ___________________________ Date: _____________

Proctor Name: ___________________________

Proctor Contact Information: Cell: __________________ Email: __________________

Proctor Signature: ___________________________ Date: _____________
Missed Exam Make-Up Protocol:

**Johns Hopkins University Undergraduate Student Academic Policy**

Johns Hopkins University Undergraduate Student Academic Policy states that approved absences are granted at the discretion of the course instructor. To view the complete policy click here.

To limit last minute conflicts with exam schedules, coaches are expected to share itineraries with their student-athletes, including estimated campus departure time, prior to the start of the season. For post-season competition, coaches are to share itineraries with their student-athletes immediately once travel details are determined.

**On Campus**

Missed exams due to team travel proctored on campus as a “make-up” either before departure or after a return to campus should be proctored by an individual designated by the faculty. Coaches are not to be involved in proctoring exams on campus.

**During Travel/Competition**

When students and professors agree that the missed exam will be completed while away from campus for competition, exams are to be proctored by trained JHU staff, using the following hierarchy of availability.

1. Assistant Director, Student-Athlete Success
2. Athletic Department Administrator
3. Head Coach (or Assistant Coach if designated Academic Liaison)
   a. Expectation is that all Head Coaches and Assistant Coaches (who are designated Academic Liaison) are certified proctors through Athletic Department

**Off Campus Exam Communication with Faculty**

Division I (Men’s and Women’s Lacrosse)

1. Student-athletes are to alert the Assistant Director, Student-Athlete Success of the need for a proctor. All communication regarding the proctoring of the exam will take place between the faculty member and the Assistant Director, Student-Athlete Success who will serve as proctor. In the event the Assistant Director, Student-Athlete Success is not available to proctor a senior level administrator will assume the responsibilities of the Assistant Director, Student-Athlete Success.
2. The Assistant Director, Student-Athlete Success will initiate email communication with the professor to arrange the details for proctoring the exam including date, time, location, materials allowed, proctor, method of delivery, etc. via the JHU Student-Athlete Exam Proctor Protocol – Faculty
Guidelines form. The completed form should be shared electronically by the Assistant Director, Student-Athlete Success with the head coach, sport administrator, and student-athlete.

Division III (Men’s & Women’s Cross Country, Men’s & Women’s Indoor Track, Men’s and Women’s Outdoor Track & Field, Volleyball, Field Hockey, Football, Men’s & Women’s Soccer, Men’s & Women’s Fencing, Men’s & Women’s Basketball, Men’s & Women’s Swimming, Water Polo, Wrestling, Baseball, Men’s & Women’s Tennis)

1. Once an exam conflict is identified by the student-athlete the student-athlete should have direct communication with the professor on how the missed exam will be taken. Student-athletes and faculty should first explore the possibility of an on-campus exam administered at a different date/time. If off-campus proctoring is determined to be the course of action, the student-athlete will notify the coach immediately to begin arranging for the proctoring of the exam.

2. The Assistant Director, Student-Athlete Success, the sport administrator and the coach will determine which Athletics Department Representative will be responsible for proctoring the exam while off-campus.

3. The designated Athletics Department Representative will initiate email communication with the professor to arrange the details for proctoring the exam including date, time, location, materials allowed, proctor, method of delivery, etc. via the JHU Student-Athlete Exam Proctor Protocol – Faculty Guidelines form. The completed form should be shared electronically by the designated athletics department representative with the head coach, sport administrator, Assistant Director, Student-Athlete Success and student-athlete.

4. Johns Hopkins University policy dictates that faculty members have the final say in all matters relating to their class, including exam protocol. If the designated Athletics Representative and Faculty member cannot come to an agreement to terms on proctoring the exam, the vice dean for undergraduate education of the appropriate school is available for consultation. If terms cannot be agreed upon, then the student-athlete must comply with the course policy.

Proctoring Standards

Exams are always to be proctored using the guidelines agreed upon by the faculty member and Athletics Department Representative via the Faculty Guidelines form.

Additionally,

1. Proctors must remain present for the entirety of the exam and are to be the only non-test taker in the room.

2. Breaks are not allowed while an exam is being taken. Restroom breaks are a reasonable accommodation and it is expected that all exam materials remain in possession of the proctor and no outside communication is allowed during the break.
3. Student-athletes are to turn in their phones and any other electronic devices such as laptops and smart watches that are deemed impermissible by the faculty prior to their receipt of the exam, and will have them returned once the exam is submitted to the proctor.

4. Once completed, exams are handed to the proctor and subsequently returned to the faculty as outlined in the Faculty Guidelines form.

5. Proctors will ensure that exams are taken in a distraction free environment (e.g. hotel conference room, business center or dining facility). Individual hotel rooms, and loud areas such as buses, planes, and airport terminals are not to be used as a proctoring space.

7. In the event of unforeseen circumstances that impacts the agreed upon testing terms (such as different exam time frame, etc.) or any suspicion of academic dishonesty must be immediately reported to the faculty by the proctor via call/text or email with notice to the Assistant Director, Student-Athlete Success and Sport Administrator.

8. University policy will be followed in all student cases when suspected violations of academic integrity occur.

9. All proctors must complete a yearly training, conducted by the Assistant Director, Student-Athlete Success before they are approved to proctor an exam. This training will occur at the beginning of each academic year and will cover the protocol outline above and the university’s academic ethics process. Additional trainings will be offered as necessary.
HAZING ACKNOWLEDGMENT (completed on ARMS)

Policy Statement:

“Hazing” is against the law (Section 3-607, Criminal Law Article, Annotated Code of Maryland) and is prohibited at Johns Hopkins University (“University”).

Reason for Policy:

Hazing risks human lives, mistreats those involved and jeopardizes the affiliation of campus organizations at this university. The most damaging action a campus organization (social, honor, service, athletics) can take is to engage in acts of hazing. The policy can be found here: https://studentaffairs.jhu.edu/policies-guidelines/university-student-policies/

Definition:

A. “Hazing” is defined as any action taken or situation created intentionally, whether on or off campus, inflicted on person(s) joining a group or member(s) of a group, that creates mental or physical discomfort, embarrassment, harassment, or ridicule, without the individual’s consent. Hazing includes any mental or physical requirement, request, or obligation which emphasizes one individual’s power over others; that could cause pain, disgrace, or injury; that is personally degrading; and/or that violates and federal, state local law or university policy. Such activities and situations include, but are not limited to:

1. Team initiations
2. Kidnapping
3. Requiring inappropriate dress (including, but not limited to: militaristic garb and/or apparel which is conspicuous and not normally in good taste, for the purpose of public embarrassment)
4. Paddling in any form
5. Creation of excess fatigue for inappropriate reasons
6. Scavenger hunts without prior approval from your head coach and/or sport administrator
7. Inappropriate labor required by a specific group [which is not inherent in the scope of the group’s activities. Examples of labor inherent in the group’s activities would include following appropriate direction given by University representatives with authority over the group, such as coaches or faculty advisors requiring members of the group to put away equipment after using it.] (Note: The word “inappropriate” covers the language in brackets. Cleaning up after the group’s activities, e.g., would be considered “appropriate” labor.)
8. Mandated or forced branding or tattooing, or any form of body mutilation
9. Any act of physical abuse, psychological abuse, or verbal abuse (including but not limited to “line-ups”, forced calisthenics [unless part of an organized athletic activity sponsored by a recognized/sanctioned sports program], surprise or fake initiations, etc.
10. Inappropriately exposing participants to adverse weather conditions
11. Engaging in public stunts and humiliating games and activities
12. Mandated late night sessions that interfere with scholastic and occupational activities
13. Running personal errands for members or mandating tasks only of new members
14. Forced consumption, included but not limited to: illegal substances, food, alcohol, or any other type of liquid
15. Inappropriate activities required of a specific group (new member, rookie, etc.) including but not limited to new member all-nighters, shaving of heads, servitude, etc.
16. Any other activities not consistent with the academic mission of the university

A. “Inappropriate” will be determined by the Dean of Student Life Office.
B. “University Community” means Johns Hopkins University students, faculty and staff.

VI. Procedures:

A. General:
1. Anyone experiencing or witnessing a violation of this hazing policy is encouraged to report the incident to the Athletic Department or the Dean of Student Life Office. Any individual or group alleged to have engaged in hazing will be referred to Office of Dean of Student Life, which will handle allegations in accordance with its usual procedures for alleged violations of University policies, except as otherwise noted in the University Policy.

2. If the Dean of Student Life Office finds that a student organization has engaged in hazing, or that the organization did not take reasonable steps to prevent hazing by its members or affiliates, culpability may be attributed to the individual perpetrators, the student organization, its members, and/or its elected or appointed officers, subject to the defense that the individual student could not reasonably have prevented the hazing.

3. All students, including potential new members and current members of any student group or organization, have a responsibility to avoid participating in hazing activities.

A. Process for the Athletic Department at Johns Hopkins University: Any sanctions will be imposed by the Dean for Student Life Office. This decision will include input from the Dean of Students – Student Life, Associate Deans for Student Life – Student Engagement and/or Student Conduct, the athletic administration, and your head coach. Previous violations of this policy will also be considered in the sanctioning process.

By signing this form, I acknowledge that I have read and understand the Johns Hopkins University Hazing Policy.

Student-Athlete Electronic Signature: _________________________

Sport: __________________

Date of Signature: _________________________