Colorado Creed

As a member of the Boulder community and the University of Colorado, I agree to:

Act with honor, integrity and accountability in my interactions with students, faculty, staff and neighbors.

Respect the rights of others and accept their differences. Contribute to the greater good of this community.

I will strive to uphold these principles in all aspects of my collegiate experience and beyond.
COLORADO COMMITMENT

VISION

To be nationally recognized as a premier athletic department, by providing a world-class and holistic student-athlete experience, operating in a fiscally responsible manner, while consistently competing for and winning championships.

CORE VALUES

RESPECT – Recognize and embrace each individual’s unique value.
ACCOUNTABILITY – Take personal responsibility for actions and results.
PASSION – Personal energy that drives work ethic, focus, and a need to excel.
INTEGRITY – Always operate in an honest and ethical manner.
DEDICATION – Unwavering loyalty to the each other and our shared vision.

Student-Athletes will receive a world-class and holistic experience.

COLORADO ATHLETICS WILL PROVIDE:

- Innovative health and wellness programs.
- Cost of attendance athletic scholarships.
- Guaranteed four-year athletic scholarships.
- Post eligibility degree completion plan.
- First-rate academic support services.
- Personalized career development assistance.
- A voice in issues that impact student-athletes.
- Nationally recognized coaching and instruction.
- Elite strength training and conditioning.
- State-of-the-art facilities.
- A culture that embraces diversity and inclusion.
- A sincere recognition of the time demands placed on student-athletes.

The Colorado Athletic Department will embrace our core values, the Colorado Commitment and pledge to support our student-athletes in all endeavors related to their pursuit of a Colorado degree and quest to compete for and win championships.
COLORADO COMMITMENT

COLORADO STUDENT-ATHLETES WILL:

- Strive to maintain peak mental and physical condition.

- Accept my teammates and their differences to create maximum teamwork and collaboration.

- Prioritize my education and commitment to academics.

- Utilize resources provided by the Athletic Department and CU Campus.

- Provide feedback to the Athletic Department for improved student-athlete experience now and in the future.

- Respect our state-of-the-art facilities and keep our space clean.

- Maintain constructive relationships with my coaching staff and athletic department staff.

- Provide the effort needed to compete for and win championships.

- Represent student-athletes with integrity on campus and in the local Boulder community.

- Collaborate with fellow student-athletes to enhance the Athletic Department as a whole.

Student-athletes will embrace our core values, the Colorado Commitment, and pledge to give a maximum daily effort on all endeavors related to their pursuit of a Colorado degree and quest to compete for and win championships.
Herbst Academic Center

Student-Athlete Support Services

At the Herbst Academic Center, our task is to facilitate the academic and personal excellence of CU’s diverse group of student-athletes. The following provides a description of our student-athlete support services.

Academic Coordinating

All student-athletes have a designated Academic Coordinator in the Herbst Academic Center. This individual will work with you from the New Student Welcome through graduation to assist you with the following:

• Discuss academic interests and help coordinate academic advising with your college advisor.
• Monitor athletic eligibility in accordance with University, Pac-12 Conference, and NCAA rules and regulations.
• Recommend tutoring and participation in academic assistance programs.
• Assist you in your communication with professors about missed class due to competitions.
• Provide personal support and refer you to counseling and personal assistance resources if necessary.

Missed Classes and Exams

It is your responsibility to discuss any missed class time and missed assignments due to team travel or competition with your course instructors well in advance. You will be provided with a letter from your Academic Coordinator at the beginning of each semester which outlines the dates you may be absent due to team travel and competition. These dates must be discussed with each of your instructors during the first week of each semester so that accommodations can be made for any missed work. You are responsible for completing assignments missed due to team travel.

Accommodations for travel are entirely at the discretion of the instructor who has the right to refuse making accommodations. Create a communicative relationship with your instructor early in the semester and remind him or her of your missed class dates a week or two prior to the date. Your Herbst Academic Coordinator may be able to assist your instructor with accommodations if appropriate.

Athletic Eligibility Monitoring

Your Academic Coordinator in the Herbst Academic Center monitors your athletic eligibility status in cooperation with the Director of Eligibility in the Registrar’s Office and in accordance with University, Pac-12 Conference, and NCAA requirements. This includes, but is not limited to, ensuring that you are enrolled in the proper number of credit hours each semester, that you are
achieving grades that allow you to be eligible to compete, and that you are progressing toward your degree in the prescribed increments. Therefore, it is imperative that you discuss any changes in your major, class swaps, and any academic performance concerns you have with your Academic Coordinator.

**Tutoring**

The Herbst Academic Center provides tutoring for all student-athletes at no cost. Tutors are available for most core subject areas. The Herbst Academic Center uses GradesFirst, a web-based system, to manage and fulfill tutor requests. Students are instructed to make tutor requests in the GradesFirst system, then most appointments will be scheduled within 48 hours of the request. Students are notified via email of the scheduled appointment, and the appointment appears on the student’s GradesFirst profile. Students are encouraged to check their GradesFirst profile daily after submitting a request to ensure they do not miss an appointment. Once an appointment is scheduled, it is the student’s responsibility to attend the appointment or cancel within a reasonable amount of time. Below are five guidelines to assist students with managing their tutoring appointments:

- A student must give at least 24 hours notice when canceling an appointment. All cancellations should be sent via email to `canceltutor@colorado.edu` and your Herbst Academic Coordinator should be copied on the email.
- Sunday and Monday tutoring appointments cannot be canceled over the weekend. All cancellation notices for appointments on these days must be received by 4:00 PM on Friday.
- No same-day tutor requests will be honored. Student must provide at least 48 hour notice to request a tutor.
- Once a student submits a tutor request, it is the responsibility of the student to check GradesFirst regularly and monitor their email frequently for notification of a scheduled appointment. If the need for a tutor changes, students should notify their Academic Coordinator so the request can be amended or deleted.
- Students should notify the Tutoring staff if a tutor does not show up or is late to a scheduled meeting.

**Tutoring Contact Information:**

Mindy Sciaro  
tutoring@colorado.edu  
Dal Ward Athletics Center, Tutoring Center  
Room 263  
Phone: 303-735-2491
PASS Program

The mission of the PASS Program is to provide academic support to student-athletes who have a learning disability, ADHD, academic deficiencies or other educational impacting conditions. Along with years of experience and expertise in learning strategies and teaching techniques, the Learning Specialists, who staff PASS, collaborate with campus and educational evaluators/professionals to create an enriched and specialized learning environment for students. The PASS Program provides an individualized support system to meet each individual student’s unique learning needs as they progress toward graduation. The PASS Program helps to develop autonomy, increased confidence and learning strategies within student-athletes.

Dal Ward Computer Lab/Study Hall Policies

To ensure that all student-athletes have a safe and comfortable place in which to work, the following policies are enforced. Violation of these policies will result in the temporary or permanent loss of lab privileges.

• All students must swipe in and out of the Computer Lab/Study Hall with your Buff OneCard.
• Computer Lab/Study Hall is reserved for CU student-athletes only.
• Computer Lab/Study Hall use is for academic work only.
• Social networking and personal e-mail is not allowed.
• No cell phone usage in this area. Take calls out in the hall.
• No food or tobacco allowed at any time.
• Drinks must have a lid and kept on the floor while in the Computer Lab.
• Work saved in the Computer Lab may be erased at any time. Thus, it is essential to save documents to a memory stick or Google Drive.

Textbook Policy

Student-athletes who receive athletic aid are entitled to course related books as required or suggested by the course syllabus. The CU Bookstore is the primary provider for course related books. Erin Schol is the CU Bookstore staff liaison assigned to work with the Athletic Department on textbooks. Academic Coordinators will preorder student-athlete textbooks at the beginning of each semester. Erin and her team will fulfill their orders and each student-athlete will pick their books up from the bookstore. When picking up their book(s) at the beginning of each term, students are required to cross-check the packing slip in the box with the actual books in the box, to account for any missing books.

Once the term begins, if a course is dropped, the Academic Coordinator will add the drop information to the google doc and the book(s) must be returned to their Academic Coordinator or
Tricia Clesi. Student-athletes must bring the book(s) back to their Academic Coordinator or Tricia Clesi, before being allowed to pick up a second set of books for an added class. IT IS AN NCAA VIOLATION FOR A STUDENT-ATHLETE TO SELL A BOOK BACK PRIOR TO THE END OF THE TERM OR KEEP A BOOK AFTER THE CLASS HAS BEEN DROPPED. If a student-athlete on scholarship needs a required or suggested textbook that is not available at the CU bookstore, Tricia Clesi or Kris Livingston can purchase textbook(s) using their A Card.

Textbook returns for spring and fall semesters are held during finals week in Large Study Hall. For summer returns, student-athletes can return their books to Tricia Clesi or their Academic Coordinator. If a student would like to keep a textbook beyond that term, it is allowable with proper documentation obtained from their Academic Coordinator.

Course Supplies Policy
Due to the NCAA Cost of Attendance rule, you must purchase all of your course supplies, such as but not limited to, Blue Books (used for exams), notecards, paper, pens, pencils, notebooks, etc. It is an NCAA violation for course supplies to be provided to you.

Academic Policies

**Honor Code Pledge:** "On my honor, as a University of Colorado at Boulder student, I have neither given nor received unauthorized assistance."

University Honor Code
The purpose of establishing an honor code at the University of Colorado Boulder was to secure for students an environment in which all individuals have responsibility for, and are appropriately recognized for, their individual academic and personal achievements.

A student-run honor code was considered necessary because research has shown that students can be instrumental in preventing indiscretions and promoting an academically honest community. Each student who enters the university community will benefit from an honor code.

All members of the academic community are encouraged to trust students, thus preserving the relationship among students, and faculty and staff. Although the honor system is maintained entirely by students, it is also an integral part of the mission of faculty at the university. Since the honor code will promote these values, faculty members will have an important role in its success.
Registration Process

Student-athletes have priority registration. This privilege allows student-athletes to enroll in classes on the first day of the registration cycle each semester. This assists you in scheduling courses around athletic commitments and ensures that necessary courses are “open” for enrollment. The following guidelines are helpful when preparing for priority registration:

1. **Make a tentative plan.** Prior to meeting with your Academic Advisor, review your degree audit, make a list of questions or concerns, research which classes are available for you to take based on your team’s practice time, have a tentative schedule, and/or be prepared to discuss academic interests and goals.

2. **Schedule an appointment with your Academic Advisor.** You must see this individual prior to meeting with your Academic Coordinator. You and your Primary Advisor will complete a planning sheet with the list of courses in which you plan to enroll. YOUR PRIMARY ADVISOR MUST SIGN AND DATE THIS SHEET.

3. **Schedule an appointment with your Academic Coordinator at the Herbst Academic Center.** Meeting with your Academic Coordinator is necessary to ensure that you are completing University, Pac-12 Conference, and NCAA progress requirements. After meeting with your Academic Coordinator, your “advising stop” will be removed.

4. Take care of any registration holds. Registration holds are placed on student’s accounts when the University needs something from you in order to progress in your curriculum. These holds will prevent you from registering for classes and obtaining transcripts or your diploma. Registration holds are visible on MyCUInfo by clicking on the “Alerts: Holds, To-Do Items” text box. Contact the office associated with the registration hold if you have any questions about how to resolve the hold.

5. **Enroll in classes on the first day of registration.** Priority registration provides student-athletes with the opportunity to register for courses one day prior to everyone else on campus. This benefit assists student-athletes in scheduling courses around athletic commitments and ensures that necessary courses are “open” for enrollment.

Academic Probation and Suspension

Academic probation is the first step taken by the University to express concern that a student is not maintaining satisfactory academic performance.

Once placed on academic probation, a student remains in that status for a designated period of time depending upon the college in which the student is enrolled. If the student fails to meet the required academic standards during the probation period, the student will be placed on suspension.

Students on suspension are not allowed to register on any campus of the University of Colorado, except continuing education or campus summer sessions.
Students should consult their dean’s office regarding college or school minimum GPA requirements and policies on probation, suspension and dismissal.

Student-athletes placed on suspension are unable to participate in NCAA competition.

**CU Grading System**

The following grading system is standardized for all colleges and schools of the university. Each instructor is responsible for determining the requirements for a class and for assigning grades on the basis of those requirements.

**Standard Grade Credit Points per Each Hour of Credit**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Grade Symbols**

- **I**: incomplete; changed to F if not completed within one year
- **IP**: in progress
- **P**: passing; under the pass/fail option, grades of D- and above convert to a P. Other specified courses may also be graded on a pass/fail basis.
- **NC**: no credit
- **W**: withdrawal or drop without discredit
- *****: class grades were not submitted when final grades were processed, or the student is currently enrolled in the course.

**Incomplete Grade (I)**

An I is an incomplete grade. It is given only when students, for reasons beyond their control, are unable to complete course requirements. If an instructor grants a request for I, the instructor sets the conditions under which the course work can be completed and the time limit for its completion. The final grade does not result in deletion of the I from the transcript. A second entry is posted on the transcript to show the final grade for the course, for example, B+/I. At the end of the year, I grades for courses not completed or repeated are automatically changed to F.
Pass/Fail (P/F)

The primary purpose of offering courses pass/fail is to encourage students to broaden their educational experience by electing challenging courses without serious risk to their academic record. Each college and school designates the number of pass/fail hours that can be taken in a semester or credited toward your degree.

Students who wish to register for a course on a pass/fail basis should do so when they register or during the schedule-adjustment period. Changes to or from a pass/fail basis are not permitted after the drop/add deadline in the summer or after the third Friday of the semester during the fall and spring.
Classroom Etiquette

• **COME TO CLASS A FEW MINUTES EARLY** - If you are late, you may not receive attendance credit. Arriving late disrupts the instructor and class.

• **SIT IN THE FRONT OF THE CLASS** – Sitting in the front can help you be more engaged in what’s going on in class and, more times than not, get better grades.

• **STAY IN THE CLASSROOM UNTIL YOU ARE DISMISSED** - Do not start putting books away, closing up notebooks or zipping up book bags before the official end of class. This can be disruptive and distracting to both the instructor and classmates.

• **REMOVE HEADPHONES, EVEN IF THE MUSIC IS OFF** - Show the professor you are interested in the class.

• **TURN OFF YOUR CELL PHONE** – Give the professor your full attention.

• **DO NOT TEXT DURING CLASS** – Stay engaged with the professor and the class. Your messages can wait until class is over.

• **USE LAPTOP/iPAD/SURFACE PRO FOR NOTETAKING ONLY** – Be sure to ask the professor if electronic note-taking is permitted. Do not use a laptop/iPad/Surface Pro/cell phone for anything other than note-taking in class.

• **ONLY MISS CLASS IF YOU ARE TRAVELING WITH YOUR TEAM** - Present a “class absence” letter the first week of class and speak with professors at the start of each semester.

• **YOU ARE RESPONSIBLE FOR MAKING UP ANY ASSIGNMENTS MISSED BECAUSE OF SPORTING EVENTS** – This is not like high school where the teacher will find you. Be proactive!

• **REGISTER YOUR iCLICKER AND PARTICIPATE IN CLASS** – If your clicker is not working correctly, notify your instructor immediately.

• **TURN IN ASSIGNMENTS ON THE ASSIGNED DATE.**
Temporary Medical Conditions: Injuries, Surgeries, or Illnesses

Temporary medical conditions such as injuries, surgeries, or acute illnesses may not qualify as permanent disabling conditions covered under federal disability laws. The resources of Disability Services are limited to serving students with permanent disabilities. However, CU staff and faculty know these situations often impact students’ ability to attend classes and complete work effectively. Below are strategies and resources for finding needed support during a difficult time. If your professors are not open to accommodations, Disability Services may be able to step in and contact the professor. See Michele Brannigan, Senior Learning Specialist, for assistance if this is the case.

Campus Resources
Being seriously incapacitated can create a lot of practical and emotional consequences. Discussing the situation with someone may help to sort out your feelings and decide what to do. There are several confidential resources on campus that can provide you with information that may be helpful with your situation:
- CU Office of Victim Assistance (http://cuvictimassistance.com/)
- CU Counseling and Psychological Services (http://www.colorado.edu/counseling/home)
- Dr. Christopher Bader Counseling & Sport Psychology (Christopher.Bader@colorado.edu) or Erin Rubenking both are on the first floor of Dal Ward.

Proof of Temporary Medical Condition
Obtain a dated letter from your medical provider/trainer describing your condition, including the duration and limitations of your condition. Distribute these to your instructors and to campus staff (e.g., academic advisor, Registrar, Residence Life, etc.) as needed.

Contact Your Instructors
Instructors are your most important allies. Keep them informed of difficulties you are facing and be proactive by suggesting possible solutions (e.g., making up missed work, the need for note takers, additional time or scribes for exams, getting to class on time, seating, extra space to store crutches). Decisions regarding your temporary needs are at the discretion of your professors and teaching assistants.

Attendance
You may need to reduce your course load and/or allow additional time in your schedule for schoolwork and rehabilitation. Talk with your instructors immediately to reach an agreement regarding classes and assignments you are going to miss or have already missed. This includes making up missed exams and quizzes and time extensions on assignments. There may be other sections of the same class that you can attend in lieu of the one in which you are registered.

If your condition has caused you to miss a major part of the semester, it may be necessary to withdraw or to request an incomplete. Discuss this with your professors and advisors. Contact the Office of Registrar for information about withdrawing from classes.
Class Notes
Ask a student in your class to take notes for you or ask your instructors to help you recruit a student to do this. Ask your note taker to email you the notes or provide you with a photocopy. Another option is to consider recording class lectures using a digital recorder, pen, or software (e.g., Livescribe Pen, One Note, etc.).

Producing Written or Typed Assignments
Check with your professor if it is allowable to have a friend or family member to write or type for you. You may also consider speech-to-text software programs. These allow you to speak into the computer through a microphone and the software then converts your speech into written text. Free versions are available to download or you may purchase software (e.g., Dragon NaturallySpeaking, Mac Speech Dictate, etc.). Check with Michele Brannigan, Senior Learning Specialist, for the Dragon Naturally Speaking software.

Exams
Exams may present special challenge for those with temporary conditions. With advance notice, the strategies listed below might be acceptable alternatives to suggest to your professors and/or teaching assistants:

- Instead of using a scantron, mark answers selections directly on exam.
- Instead of handwriting an essay, use a laptop.
- For lab related experiments or “hands on” exams, orally describe what you would do, why you would do it, what you observe, etc.
- If you think you may need extra time to complete an exam, let your professor/teaching assistant know in advance.
- Take breaks during the exam.
- Orally record your answers.
- Use a scribe (provided by your professor/teaching assistant).

If your professor or teaching assistant are unable to accommodate you with additional time or a scribe for your exam, contact Disability Services at 303-492-8671 to schedule an appointment with a specialist to discuss your options. The appointment will take approximately 15-20 minutes and you must bring medical documentation to your appointment.

Getting Around Campus
A campus map with detailed wayfinding directions is available under Campus Access Resources at Disability Services website.

Campus Accessibility
The Facilities Management provides information on accessible entrances, restrooms, and elevators on campus.
Wheelchair and Scooter Rentals
Disability Services is not responsible for providing wheelchair or scooter but listed below is contact information on wheelchair and scooter rentals.

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Solutions Medical</td>
<td>5809 W. 38th Wheat Ridge, CO</td>
<td>(303) 432-2230</td>
</tr>
<tr>
<td>Apria Healthcare</td>
<td>385 S. Pierce Ave. Louisville, CO</td>
<td>(303) 604-2249</td>
</tr>
<tr>
<td>Aspen Medical Supply</td>
<td>250 E. Dry Creek Rd, #114 Littleton, CO</td>
<td>(720) 322-0101</td>
</tr>
<tr>
<td>123DME, LLC</td>
<td>9122 W. Ken Caryl Ave. Littleton, CO 80128</td>
<td>(303) 630-9606</td>
</tr>
<tr>
<td>Scootaround Mobility</td>
<td>(888) 441-7575</td>
<td></td>
</tr>
<tr>
<td>Boulder American Legion</td>
<td>(303) 442-9551</td>
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</tr>
</tbody>
</table>

Parking and Transportation Services
Parked and Transportation Services provides information about parking and transportation services around and on campus. There is no building-to-building shuttle service on campus. For accessible parking, you must have a state-issued accessible license plate, permit, decal, or place card. Temporary injury usually does not qualify for accessible parking. You may want to purchase a temporary permit to park near the building where you need to go.

Boulder community transportation resources include:

Via Mobility Services 303-447-2848 (http://viacolorado.org)

Yellow Cab 303-777-7777 (http://www.boulderyellowcab.com)

RTD 303-299-6000 (http://www.rtd-denver.com)

Uber/Lyft

Adapted from www.colorado.edu/disabilityservices/students/temporary-medical-conditions 2018.
Academic Calendar

Fall 2018

First Day of Classes: Aug. 27 (Mon.)
Labor Day – No Classes (campus closed): Sept. 3 (Mon.)
Last Day to Change Credit Hours and Pass/Fail: Sept. 14 (Fri.)
Fall Break – No Classes: Nov. 19-21 (Mon.-Wed.)
Thanksgiving – No Classes (campus closed): Nov. 22-23 (Thurs.-Fri.)
Last Day of Classes: Dec. 13 (Thurs.)
Reading Day – No Exams: Dec. 14 (Fri.)
Final Exams (start at 1:30pm on Saturday): Dec. 15-19 (Sat.-Wed.)

ADD DEADLINES – Fall 2018

September 5 (Wed.), 11:59 p.m.
Add Deadline (11:59 p.m.) the deadline to add a course, including independent study and thesis, via MyCUInfo without the instructor’s signature.

After the Deadline: The instructor’s approval is required, and course adds are processed by the instructor’s department. Students should contact the instructor or the instructor’s department for more information.

DROP/DEADLINES – Fall 2018

September 12 (Wed.), 11:59 p.m.
Drop Deadline (11:59 p.m.): the deadline to drop a course without being assessed tuition and fees for that course and without a W grade appearing on the transcript.
Spring 2019

Martin Luther King, Jr. Holiday – No Classes (campus closed) Jan. 21 (Mon.)
First Day of Classes Jan. 14 (Mon.)
Last Day to Change Credit Hours and Pass/Fail Feb. 1 (Fri.)
Spring Break - No Classes (campus closed Fri. Mar. 29) Mar. 25-29 (Mon.-Fri.)
Last Day of Classes May 2 (Thurs.)
Reading Day – No Exams May 3 (Fri.)
Final Exams (start at 1:30pm on Saturday) May 4-8 (Sat.-Wed.)
Spring Commencement (Folsom Field - 8:30am) May 9 (Thurs.)

<table>
<thead>
<tr>
<th>ADD DEADLINES – Spring 2019</th>
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<tbody>
<tr>
<td><strong>January 23 (Wed.), 11:59 p.m.</strong></td>
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<tr>
<td><strong>Add Deadline (11:59 p.m.)</strong> the deadline to add a course, including independent study and thesis, via MyCUInfo without the instructor’s signature.</td>
</tr>
<tr>
<td><strong>After the Deadline:</strong> The instructor’s approval is required, and course adds are processed by the instructor’s department. Students should contact the instructor or the instructor’s department for more information.</td>
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<tr>
<th>DROP/ DEADLINES – Spring 2019</th>
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<tbody>
<tr>
<td><strong>January 30 (Wed.), 11:59 p.m.</strong></td>
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<tr>
<td><strong>Drop Deadline (11:59 p.m.):</strong> the deadline to drop a course without being assessed tuition and fees for that course and without a W grade appearing on the transcript.</td>
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<tr>
<td>Course</td>
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<td>--------</td>
</tr>
<tr>
<td>APPM 1235, 1340, 1350, 1360, 2350, 2360</td>
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<tr>
<td>ARAB 1010, 2110</td>
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<td>CHEM 1021, 1113, 1133, 1400, 3311</td>
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<td>CHEN 2120, 3320, 4520</td>
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<td>CHIN 1010, 2110, 3110</td>
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<td>EBIO 1030, 1210</td>
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<td>FNCE 2010</td>
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<tr>
<td>FREN 1010, 1020, 1050, 2110, 2120</td>
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<td>FRSI 1010</td>
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<tr>
<td>GRMN 1010, 1020, 2010, 2020</td>
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<tr>
<td>ITAL 1010, 1020, 1050, 2110, 2120</td>
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<td>JPNS 1010, 2110, 3110</td>
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<td>MATH 1112, 1150, 1300, 1310, 1330, 2300, 2400, 2510</td>
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<td>MCDB 1150</td>
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<td>PHYS 1110, 1120, 2010, 2210</td>
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<tr>
<td>RUSS 1010, 2010</td>
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<tr>
<td>SPAN 1010, 1020, 1150, 2110, 2120, 2150, 3000</td>
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### Classes Meeting MWF, M–F

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<thead>
<tr>
<th>Class Start</th>
<th>Exam Date/Time</th>
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<tr>
<td>8:00 a.m.</td>
<td>Mon. Dec. 17 7:30 p.m.–10:00 p.m.</td>
</tr>
<tr>
<td>*8:30 a.m.</td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Wed. Dec. 19 1:30 p.m.–4:00 p.m.</td>
</tr>
<tr>
<td>*9:30 a.m.</td>
<td></td>
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<tr>
<td>10:00 a.m.</td>
<td>Sat. Dec. 15 4:30 p.m.–7:00 p.m.</td>
</tr>
<tr>
<td>*10:30 a.m.</td>
<td></td>
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<tr>
<td>11:00 a.m.</td>
<td>Sun. Dec. 16 7:30 p.m.–10:00 p.m.</td>
</tr>
<tr>
<td>*11:30 a.m.</td>
<td></td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>Tues. Dec. 18 4:30 p.m.–7:00 p.m.</td>
</tr>
<tr>
<td>*12:30 p.m.</td>
<td></td>
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<tr>
<td>1:00 p.m.</td>
<td>Mon. Dec. 17 1:30 p.m.–4:00 p.m.</td>
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<tr>
<td>*1:30 p.m.</td>
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<tr>
<td>2:00 p.m.</td>
<td>Sun. Dec. 16 1:30 p.m.–4:00 p.m.</td>
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<tr>
<td>*2:30 p.m.</td>
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<tr>
<td>3:00 p.m.</td>
<td>Tues. Dec. 18 7:30 p.m.–10:00 p.m.</td>
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<tr>
<td>*3:30 p.m.</td>
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<tr>
<td>4:00 p.m.</td>
<td>Wed. Dec. 19 7:30 p.m.–10:00 p.m.</td>
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<tr>
<td>*4:30 p.m.</td>
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<tr>
<td>Evening classes</td>
<td>Mon. Dec. 17 7:30 p.m.–10:00 p.m.</td>
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<tr>
<td>Evening classes</td>
<td>Wed. Dec. 19 7:30 p.m.–10:00 p.m.</td>
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<tr>
<td><strong>W only</strong></td>
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</tbody>
</table>

*Standard meeting pattern start times for classes held in BIOT, CINC, SEEC or Williams Village. **All classes beginning at 5 p.m. or later are considered evening classes.

### Classes Meeting TTH

<table>
<thead>
<tr>
<th>Class Start</th>
<th>Exam Date/Time</th>
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<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Sat. Dec. 15 7:30 p.m.–10:00 p.m.</td>
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<tr>
<td>*8:30 a.m.</td>
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<tr>
<td>9:30 a.m.</td>
<td>Sun. Dec. 16 4:30 p.m.–7:00 p.m.</td>
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<tr>
<td>*10:00 a.m.</td>
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<tr>
<td>11:00 a.m.</td>
<td>Sat. Dec. 15 1:30 p.m.–4:00 p.m.</td>
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<tr>
<td>*11:30 a.m.</td>
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<tr>
<td>12:30 p.m.</td>
<td>Wed. Dec. 19 4:30 p.m.–7:00 p.m.</td>
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<td>*1:00 p.m.</td>
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<td>Evening classes</td>
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<td>Evening classes</td>
<td>Sat. Dec. 15 7:30 p.m.–10:00 p.m.</td>
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<tr>
<td><strong>TH only</strong></td>
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### Explanation of Abbreviations Used for Days

- M Monday
- TH Thursday
- T Tuesday
- F Friday
- W Wednesday
Academic & Athletic Eligibility

As an NCAA Division I student-athlete, you must exceed the academic requirements of the University’s general student body.

The following information pertains to your academic and athletic eligibility. If you have questions or concerns about these requirements, speak with your Academic Coordinator in the Herbst Academic Center.

The following requirements apply to all CU student-athletes:

12-Hour Rule
To be eligible for practice and competition, you must be enrolled in at least 12 hours during the fall and spring semesters. If you need less than 12 hours to graduate, you can take only those required for your graduation during your final semester and still be eligible provided you have a graduation audit on file with the Herbst Academic Center.

NCAA Five-Year Rule
The NCAA stipulates that you have five academic years to complete four seasons of eligibility in a sport. These five years begin as soon as you enroll as a full-time student in any collegiate institution, regardless of whether you compete in athletics. If you withdraw from school at any time during these years, you do not regain that time.

NCAA Six-Hour Rule
To be eligible for competition, you must complete and pass a minimum of six-semester hours of degree-applicable academic credit in the previous full-time regular (fall and spring semesters) academic term.

NCAA Nine-Hour Rule
Additional Requirements -- Football. A student-athlete who is a member of the institution’s football team and who does not successfully complete at least nine-semester hours of degree applicable academic credit during the fall term and earn the Academic Progress Rate eligibility point for the fall term shall not be eligible to compete in the first four contests against outside competition in the following playing season.

Regaining Eligibility for Two Contests. A student-athlete who is ineligible, pursuant to Bylaw 14.4.3.1.6, to compete in the first four contests of a playing season against outside competition may regain eligibility to compete in the third and fourth contests of that season, provided he or she successfully completes at least 27-semester hours of academic credit before the beginning of the next fall term. A student-athlete in his or her initial year of full-time collegiate enrollment at
the certifying institution may use credit hours earned at the certifying institution during the
summer prior to initial full-time enrollment and credit hours earned during the summer following
the regular academic year to satisfy the 27-semester credit-hour requirement.

Regaining Full Eligibility -- One-Time Exception. One time during a student-athlete’s five-year
period of eligibility, a student-athlete who does not successfully complete at least nine-semester
hours of academic credit during the fall term and earn the Academic Progress Rate eligibility
point for the fall term may regain eligibility to compete in the first four contests against outside
competition in the following playing season, provided he or she successfully completes at least
27-semester hours of academic credit before the beginning of the next fall term.

Schedule Changes
The Herbst Academic Center is responsible for helping you understand and abide by the
numerous University, Pac-12 Conference and NCAA eligibility requirements. Therefore, you
must gain approval from your Academic Coordinator in the Herbst Academic Center prior to
making any changes (adding/dropping courses, changing grade status) in your schedule. Meeting
with this individual will prevent you from making changes that jeopardize your eligibility status.

University of Colorado Boulder GPA Requirements
You must maintain a GPA that keeps you in good academic standing with the University. If you
fall below a 2.0 cumulative GPA, the University will put you on probation for a semester. If you
fail to raise your cumulative GPA to a 2.0 during the following semester, you may be dismissed
from CU.

Progress Toward Degree
The NCAA requires that you make progress toward your degree. Therefore, you must earn at
least 6 degree-applicable semester hours each term and at least 18 degree-applicable credits each
academic year (fall and spring).

The NCAA requires that you complete a designated percentage of your degree prior to your
third, fourth and fifth years of enrollment. It also mandates that you meet a designated
percentage of the GPA required for graduation prior to those same years. These requirements are
outlined below.
### Degree and GPA Requirements

<table>
<thead>
<tr>
<th>Year</th>
<th>% of Degree Completed</th>
<th>GPA % for Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>NA</td>
<td>90%</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>40%</td>
<td>95%</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>60%</td>
<td>100%</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>80%</td>
<td>100%</td>
</tr>
</tbody>
</table>

The minimum grade point average (90/95/100) must be certified on a term-by-term basis, based on the academic record in existence by the first date of competition of the academic term.
WHY:
Leadership and Career Development Program educates student-athletes, and develops and defines a path for their personal and professional success.

HOW:
Through an innovative, personal and professional development program that prepares student-athletes to continually thrive, while inspiring constituents to invest in the long term success of each student-athlete.

LCDP provides expertise and cultivates success by coaching student-athletes to:
• Understand, reflect upon and leverage the unique student-athlete experience
• Navigate university resources
• Access networks and partnerships
• Value and maintain lifelong Buff connections

OUTCOMES:
• Student-Athletes will participate in 3,000 hours of service annually.

• 95% of Student-Athletes participate in Personal Development Programs annually.

• 95% of Student-Athletes participate in Professional Development Programs annually.

• 100% of graduating Student-Athletes complete the Successful Transitions and Exit Planning for Seniors (STEPS) program annually.

• 100% of Student-Athletes complete an initial LCDP pathway plan by end of their freshman year

• 100% of Student-Athletes meet semi-annually with a LCDP staff member to assess their progress and make needed modifications to their plan.

• 75% of all Student-Athletes complete an internship or job shadowing experience
# Leadership & Career Development Program

## Developing a Path for Student-Athlete Personal and Professional Success

### Leadership
- R.A.P.I.D. Leadership Academy
- Team Leaders’ Meetings
- SAAC
- Women’s Leadership Initiative
- Campus Leadership
- Leadership Through Service

### Diversity and Inclusive Excellence
- Theme - “Leading A Diverse Team”
  - Dialogues
  - Speaker Series
  - Inclusive Sport Summit
  - Experiential Opportunities

### Life Skills
- Personal Money Management
- Public Speaking
- Professional Social Skills
  - Etiquette Dinner
  - Dress for Success

### Transitions
- First Year Program
- STEPS (Successful Transition and Exit Planning for Seniors)
  - Post-Graduate Readiness
  - Healthy Transition
  - Staying Connected
  - Celebrations

### Career Exploration
- Major Selection
- CliftonStrength Finder Assessment ®
- Interest Inventory Assessment ®
- Aspirational Resume
- Informational Interviews
- C Club Connections

### Career Preparation
- One-on-one Career Coaching
- Resume Preparation
- Online Job Search Skills
- Networking Opportunities
- Mock Interviews
- Job Shadowing Experiences
- Internships

### Career Implementation
- Job Search Preparation and Assistance
- One-on-one Post-Grad Education Coaching
  - Grad School Prep
  - Health and Wellness Career Prep
- Pro Sports Support
Office of Compliance Services

NCAA, Pac-12 Conference, and University of Colorado rules governing student-athletes can be extensive and complex. Listed below are parts of NCAA legislation you will need to understand. Please be sure to always ask a member of your coaching staff or a Compliance staff member if you have a question or problem, and be sure to do this before you act. The Office of Compliance Services is here to educate student-athletes, your parents, coaches, administrators, donors/boosters and friends of CU about the NCAA and Pac-12 Conference rules & regulations. We are here to help prevent mistakes that could jeopardize your eligibility, financial aid or team success. You will be held accountable for knowing the rules; the NCAA does not accept ignorance as an excuse. Call or visit the Office of Compliance Services:

Jill Keegan
Associate Athletic Director for Compliance
4th Floor Champions Center
(303) 492-6155
Jill.Keegan@Colorado.edu
www.cubuffs.com/ComplianceCorner

Amateurism

• You cannot receive payment of any kind for athletics participation. However, in certain situations, exceptions are made for your “actual and necessary expenses” (transportation, lodging, meals, entry fee). Check with Compliance before accepting any prize money.

• Do not sign a contract, accept any benefit from, or even orally agree to be represented now or in the future by someone acting as an agent or financial advisor. A “benefit” can be anything; a ride, a meal, small gift from the agent, preferential treatment, free or discounted services, etc. Do not ever meet or talk with an agent prior to visiting with your coach and/or the Office of Compliance Services. The same would also be recommended for your parents/legal guardian or family members as well—be sure you fully understand what is permissible before you make any contact with an agent.

• You may not receive preferential treatment because of your reputation, skill or payback potential as a professional athlete.

Eligibility

Failure to meet the requirements listed below may make you temporarily or permanently ineligible to compete for CU.

• Each year you must sign the NCAA “Student-Athlete Statement” and “Drug Testing Consent Form” before you practice or compete. This includes pre-season conditioning.
• You must gain approval from the Office of Compliance Services and your coach before competing for an outside team or in an event outside of your activities as a CU student-athlete. Certain sports have limits as to the number of student-athletes that can participate on the same outside team. Soccer and volleyball student-athletes cannot compete on outside teams until May 1st and basketball student-athletes cannot compete until June 15th of each year. Ask before you compete!

**Employment**

If you intend to work at any time during your college tenure, including summer or winter break, NCAA rules require you to complete paperwork in advance of your employment. This paperwork must be completed even if you are volunteering or if it is an unpaid internship. Visit Abbey Shea or go log in to your JumpForward account to submit an employment form in advance of starting your job. Failure to do so may render you ineligible and/or require you to pay back any money earned to that point..

• The compensation you receive from your employer is subject to several rules. Most importantly, it must be only for work that is actually performed and at a rate commensurate with the “going rate” in that locality for similar services. Be sure to do the actual work you are being paid to do and that your time sheet reflects the actual date/time/hours worked.

• Camp/Clinic employment—several specific rules apply to your potential employment at camps, clinics or any job where your athletic skill or reputation is involved. For example, you cannot conduct your own camp. You can provide lessons for a fee (except golf), if you obtain prior approval from the Office of Compliance Services. These lessons may not be advertised, other than word of mouth. Campus facilities may not be used.

**Extra Benefits**

You are not allowed to accept anything of value or any special benefit from anyone (e.g. donors/boosters of CU) that is offered to you because of your status as a student-athlete. Doing so will affect your eligibility. This rule also applies to your family and friends.

You will hear the term “extra benefits” used with regard to this rule. An extra benefit is any special arrangement by an institutional employee or representative of athletics (booster/donor) to provide you, your relatives or your friends with something that is not available to the student body or general public.

Nothing can be provided to you free or at a reduced rate or arranged for you because you are a student-athlete. For example, extra benefits include, but are not limited to:
• A special discount, payment arrangement, or credit on purchase (e.g., airline ticket, clothing, nutritional supplements, tax prep consultation) or services (e.g., tattoo service, laundry, auto repair, attorney fees).
• A loan of money or guarantee of bond at a special rate (even if the loan is for a very short period of time).
• Use of an automobile belonging to a coach, staff member, donor/booster, etc.
• Receipt of free or discount meals or services at a commercial establishment.
• Benefits connected with off-campus housing (e.g., TVs, internet services, summer storage, used furniture given away free of charge by a donor/booster, etc.).
• Signing or co-signing of a note by a coach, staff member, booster, etc. to help you arrange a loan.
• Use of personal property of a department employee or booster (e.g., stereo, house sitting, use of a moped, etc.)

It is permissible to have an occasional meal at the home of a donor/booster or Athletics Department employee. This individual may give you a ride from campus or your home and back for the meal within a 30-mile radius of Boulder. A donor/booster and staff member could also provide an occasional meal at an on-campus facility. Also, an institutional staff member (but not booster, scholarship donor or CU fan) can occasionally take you to a restaurant in Boulder and pay for your meal, while providing you transportation to do so. An Occasional Meal Request Form must be completed prior to accepting any invitation for a meal from.

**Financial Aid**

You may be withheld from competing if you receive financial aid in excess of a full grant-in-aid (tuition, fees, room and board, books and other expenses related to attendance) and you will be required to pay back the impermissible amount of financial aid over awarded. Many types of aid are included in this limit such as government grants, institutional and outside scholarships and grants, gifts, loans, and professional sports stipends. Any amount exceeding a full grant-in-aid will be refunded or withheld from your financial aid with the exception of Pell grants and some outside scholarships/grants. It is best to speak with Cassi Odum in the Office of Financial Aid (Regent Hall) if you have any questions or concerns about your financial aid package.

For those student-athletes on an athletic scholarship that include books, CU pays the cost of required textbooks but not supplies. All student-athletes are responsible for paying for their own supplies, whether it is through personal funding or through a full grant-in-aid, of which supplies is a line item. Some student-athletes may qualify for the Student Assistance Fund (SAF). Please see Chase Meyer to discuss your needs.
Ethical Behavior

- Do not place a bet or wager on a collegiate, amateur or professional sports contest, nor provide information concerning a college competition to someone involved in organized gambling activities.
- Do not lie or refuse to give information in an Office of Compliance Services or NCAA investigation of a possible rule violation.
- Cheating on exams or copying another student’s work can result in expulsion from CU.

Game Tickets

You may receive up to four complimentary admissions for home and away games in your sport. This is done by pass list only, and all guests must present photo ID. You may not sell a place on your pass list or exchange it for anything of value. No CU staff member or booster can provide professional sports game tickets to you directly or arrange for you to receive them. Only your coach can secure and receive the game tickets to a professional event. You and your family members cannot buy tickets or any other item from a staff member or booster/donor/mentor, even at full value. They must be purchased directly from the appropriate ticket office for that event.

Each student-athlete on the current roster may receive one complimentary admission to any home, CU intercollegiate athletic competition (if the contest is not in your sport), via your BuffOne card.

Playing & Practice Season Rules

Participation in countable athletically-related activities (CARA) is limited to a maximum of 4 hours per day and 20 hours per week during the season, with one day off per week. Out of season, CARA is limited to 8 hours a week with 2 days off each week. Each program must keep a log of practice hours. A team member signs the log as a representative of the team.

- Competition Day: All competition and any associated athletically-related activities directed by your coach on the day of competition shall count as 3 hours of CARA, regardless of the actual duration of the activity.
- Practice: Practice may not be conducted at any time (including vacation periods) on the same day as a competition, except between contest rounds or events during multi-day or multi-event competition. In addition, a Coach may not schedule practice or competition between the hours of midnight and 5am. Your activity can continue into this time frame if started prior to midnight. For example, a basketball game that tips at 10:30pm and concludes at 1am is permissible as it started before the midnight requirement. A student-athlete could not be required to engage in an early morning workout prior to 5am.
- Preseason Practice: Daily and weekly hour limits do not apply to countable athletically-related activities during preseason practice before the first day of class or first scheduled
contest, whichever is first. Student-athletes still receive one day off per week during the preseason.

• Vacation Periods and Between Terms: Daily and weekly hour limits do not apply to countable athletically-related activities during official vacation periods. Student-athletes still receive one day off per week during vacation periods.

• Weekly Hour Limits Outside of Playing Season: Participation in limited activities is permitted up to 8 hours per week, but not more than 4 hours may be spent on individual skill workouts in all sports but football. You may not participate in countable athletically-related activities outside the playing season during institutional vacation periods.

• Required Day Off: During the season it is required that each student-athlete receives one day per week off from required athletic activities. Outside of your playing season a student-athlete must receive two days off per week.

• Voluntary Activities: Student-athletes can participate in voluntary activities at any time. In order for an activity to be considered voluntary, the following must occur: 1) A coaching staff member cannot be present; 2) Student-athletes cannot be required to report back to a coach regarding the activity; 3) The activity must be requested and initiated solely by the student-athlete; 4) Participation in, or lack of participation in voluntary activities cannot be rewarded or punished; and 5) Attendance is not taken during voluntary activities.

• Golf Practice Round Exemption: A practice round of golf may exceed 4 hours, but the weekly limit of 20 hours remains in effect. A practice round played on the day prior to the start of a collegiate golf tournament at the tournament site shall count as 3 hours, regardless of the actual duration.

**Time Management**

All sport programs are required to create a Time Management Plan (TMP) for their team. In addition to the aforementioned playing and practice season rules, this legislation created a new term- “Required Athletically Related Activities.” RARA includes CARA but also encompasses everything else that is required of a student-athlete. Such activities include, but are not limited to, compliance meetings, organized team promotional activities, recruiting activities, media, fundraising, community service, team building, and travel to and from away competitions. RARA cannot occur on a student-athlete’s day off. Academics, health and medical undertakings (including Performance Nutrition), formally organized multisport life skill events and voluntary activities are exempt from RARA and may always occur on an off day. Furthermore, student-athletes are required to receive an 8-hour overnight period free from RARA, 7 required days off immediately following the end of their season, and an additional 14 required days off throughout the school year. Once a student-athlete receives their sport program’s TMP, their coaches and staff members are required to provide adequate notice of any changes to a previously scheduled activity. At CU Boulder, we have determined “adequate notice” to be 72 hours in advance of the activity. This new legislation is intended to provide student-athletes with the structure and transparency to
effectively plan their academic and non-athletically related activities each semester and to promote a culture of scheduling stability, communication, and accountability in the spirit of student-athlete time management and a sports-life balance.

**Promotional and Charitable Activities**

The NCAA restricts promotional activities of student-athletes. You cannot endorse, directly or indirectly, any commercial product, including yourself, if you are the commercial product (singer, author, artist, real estate work, etc.). This would include directly or indirectly endorsing a commercial product on your Twitter account (e.g., “I love Pasta Jay’s Food—best in Colorado!”). Often, a student-athlete does not remember that they cannot mention products like Nike, restaurants, sporting goods stores, golf clubs, tennis racquets, and Insane Training Workout programs, and get something in return, as NCAA legislation considers this to be “endorsing that product”.

Promotional Activity Appearances: Any use of a student-athlete’s name, picture, or appearance to support CU, a charitable, educational or non-profit activity requires prior written approval from the Athletic Department. Never make an appearance or allow your name or picture to be used in any manner, without first checking with Kevin Prochaska in the Office of Compliance Services. When you are approved to make an appearance, remember;

- You **cannot miss class** for such an activity, even if you ask permission from your professor.
- You may accept legitimate and normal expenses from CU, the Pac-12 Conference Office or the charitable, educational or nonprofit agency related to participation in such activity (i.e, meals, transportation).
- An authorized representative of the charitable, educational or nonprofit agency must sign a release statement ensuring that your name, image or appearance is used in a manner consistent with NCAA rules.
- You may not permit use of your name or picture in a “name the player” contest conducted by a commercial business to promote the business.
- If you are involved in an institutional promotion on a television station or radio network, you cannot make a reference to the station or network as part of the promotion.

**Recruiting**

- All student-athlete hosts must go through a student-host certification program prior to hosting a recruit.
- Know and abide by NCAA rules and the CU Campus Visit Recruiting Policy when you host prospective student-athletes visiting CU, or whenever you run into them off-campus. If you violate NCAA rules, **your eligibility** may be in jeopardy. Your Coach will review the CU Campus Visit Recruiting Policy with you in great detail prior to you hosting a recruit.
• You can call or write to CU’s recruits at your own expense or initiative, but not at the direction or expense of your coaches.
• If you host a prospect, coaches can give you up to $75 per day to entertain that prospect. You cannot buy souvenirs for recruits with that money. Never give prospect cash.
• You cannot use your own money to exceed the $75 host money per day limit.
• You cannot take CU recruits more than 30 miles from the CU Boulder campus.

**Sportsmanship**

CU is committed to excellence in academic and athletic achievement earned with integrity and sportsmanship. The Pac-12 Conference can penalize staff or students for inappropriate behavior, including derogatory comments about opponents, staff, fans or officials and derogatory remarks made to the media or during a press conference and can impose suspension penalties.

**Retention of Apparel and Equipment**

A student-athlete may retain athletics apparel at the end of the individual’s collegiate participation. Used equipment (golf clubs, tennis racquets, skis, boots, etc.) may either be purchased by the student-athlete at the end of their athletic career on the same cost basis as by any other individual interested in purchasing such equipment, returned back to the sport program, or there is potential for student-athletes to retain their used equipment at no charge, pending approval from the Equipment Room and coaching staff.

NCAA rules require that the apparel you wear during competition, as well as in pre and postgame activities, including press conferences, may have only one manufacturer’s logo (the Nike swoosh) or trademark per article of clothing and that the logo/trademark cannot exceed 2.25 square inches in size. See the staff in the Equipment Room if you have questions. If you only wear CU issued apparel from the Equipment Room, you will not have to worry about this issue.

**Vehicle and Housing Registration**

If you own or operate a motor vehicle, you must complete the Vehicle Registration on JumpForward. This is a one-time requirement unless you get a new vehicle. You must also complete an Off Campus Housing Form once you move out of the dorms--you cannot receive free or reduced rent housing from a CU donor/booster or staff member at any time (even summer) or “house sit” for a member of the athletics department.

**Personal Automobiles for Practice and Competition**

University insurance does not cover non-University vehicles. For those student-athletes who drive their own personal vehicle to and from practice sites, to and from competition sites, and to and from DIA to depart for official competition, the driver’s automobile coverage will be
primarily for themselves and any passengers that they are transporting in the event of an accident. Any liability or property claims are the responsibility of the auto owner and their personal automobile policy. **This list is not all-inclusive. You can visit the Office of Compliance Services website to see many more policies, such as the transfer policy, drug testing policy and financial aid appeals policy.**
Equipment Office

The Equipment Offices at the University of Colorado provide support for the student-athletes in the areas of equipment, footwear, apparel, locker facilities and game management. We have responsibility for all the items of apparel and equipment issued to you as part of your athletic participation at CU. It’s our mission to ensure that you have the best equipment and apparel available in the world.

Nike

CU has entered into a product supply contract with Nike, Inc. We have partnered with Nike on all levels of athletic product supply since 1994. Nike provides footwear and apparel for each athletic program. Contractually, only items of apparel provided by Nike are to be worn during all official practices and competitions. This includes team activities and official functions such as watch parties and anything else that could end up in the media or on social media. At no time may you cover up a logo on equipment or apparel, be it the University’s or Nike’s logo.

If you have personal issues with any of Nike’s business practices, feel free to contact JT Galloway at 303/492-3806. He will be glad to discuss the issues, as he has access to much of Nike’s information relating to labor practices and the Worker’s Rights Consortium, etc.

Locker Facilities

Each program has a dedicated locker room for their team use. The locker facilities at the University of Colorado are your responsibility. Our staff views them as a sort of sanctuary where you won’t be bothered. With that in mind, it is your responsibility to respect them and to take excellent care of them.

Policies

We will always endeavor to maximize the benefits you receive as an athlete at Colorado. You should plan to return every item of apparel or equipment that is issued by our staff. We will let you know what items may be retained. If you are involved in theft, either by stealing apparel checked out to you or by stealing from other athletes, you will be subject to sanctions from your coaching staff, as well as possible eligibility issues through the Compliance Office.

We are here to help you have the best possible experience. Feel welcome to talk to any of our staff at any time about any issue, whether related to athletic equipment or not. Every one of us in the Equipment Offices is here to help you in whatever capacity we can.
Our Offices

We have three equipment rooms that support the various programs:

- The football equipment room is located on the first floor of the Champions Center.
- The Olympic Sports equipment room is located on level B1 of Dal Ward, room 1B36. It is typically open from 8:00 to 5:00 during the academic year and from 7:30 to 4:30 during the summer. You should come to this office to pick up letter awards, unless your program distributes those awards during the team banquet.
- Our third equipment location is in the CU Events Center and provides support for the Basketball, Lacrosse and Volleyball programs during the season.
Financial Aid

Room and Board Stipends

Room and board stipends are directly deposited into the bank account of student-athletes who receive them as part of their athletics scholarship and live off-campus. The deposits will occur on the last working day of each month during the regular academic year (August-May) and during summer sessions for continuing off-campus students for approved credit hours only. For those moving off-campus for their summer session, the deposit will occur on the first day of class.

In order for direct deposit to occur, required paperwork must be completed with the Office of Compliance Services up to 4-weeks in advance of the initial deposit. Your bank account, bank routing number and signature authorizing the deposit must be provided to the financial aid liaison, Chase Meyer, located on the 4th floor of the Champions Center.

You must be enrolled as a full-time student, or have a graduation letter on file with your Academic Coordinator in order to receive your stipend. If you are on a “waiting list” for a class and thus not enrolled in a minimum of 12 credits at that time, your stipend will be held until such time that you are officially enrolled in a minimum of 12 credit hours.

Aid for Summer School

The Sport Administrator and members of the Summer School Review Committee are responsible for determining the availability and distribution of financial aid for summer school. The following scenarios may justify summer school financial assistance:

• Student-athletes need courses to graduate on schedule.
• Student-athletes need courses to graduate that summer.
• Student-athletes need courses to regain eligibility for the following year.
• Student-athletes need courses that conflict with their athletic schedules during the academic year.
• Committee will review if you have received summer school in the past.

*All student-athletes should be aware; this is a request/approval process. Summer school financial aid is NOT guaranteed. The five criteria listed above are used to assist the committee members in the review process.

Post-Eligibility Aid

At the University of Colorado, our goal is to graduate every student-athlete at the same time that they complete their eligibility. However, if you are receiving athletic aid and have not graduated by the time you complete your eligibility, we may help you finance the remainder of your education. This is not a guarantee! There is a process to follow. Your head coach must
recommend that such financial aid be awarded to the student-athlete to the respective sport administrator overseeing the sport program and also gain approval from the Director of Athletics. If your coach recommends you, and the sport administrator and AD approve the disbursement of such aid, the University of Colorado will provide you with the needed assistance. Generally, you can expect to receive the same amount (percentage) of financial aid you were awarded during your final season of eligibility, but no more. Example—a student-athlete received a 50% scholarship his/her junior and senior year during which time he/she competed for CU. This student-athlete can then expect, once the approval is granted, that he/she will receive 50% of a scholarship during the post-eligibility time at CU. A head coach cannot guarantee that you will automatically receive post-eligibility aid and cannot guarantee that you will receive an amount greater than what you were receiving during your eligibility. Remember, CU is committed to getting the student-athlete to obtain their first undergraduate degree. There is no obligation/guarantee a post-graduate degree will be financed by CU or earned by the student-athlete. Student-athletes should only expect that their classwork will be funded as long as the class is applicable to their first undergraduate degree and major –optional coursework or classes that would prepare you for post graduate exams or certification may not be approved. For those student-athletes that depart the university prior to completing their degree, CU also has a degree completion policy that must be followed. You can find this policy on the Compliance Corner website.

**College Opportunity Fund (COF) Project**

The State of Colorado no longer appropriates monies to institutions for undergraduate education, but rather provides direct funding to undergraduate students through the “College Opportunity Fund” or “COF”. This program is also known as “vouchers” or “stipends”. Starting in fall 2005, provided that an undergraduate in-state student applies for and authorizes use of the voucher, COF vouchers will be applied to the student’s university bill. To learn more about COF go to: [www.cu.edu/ums/cof/faq.html](http://www.cu.edu/ums/cof/faq.html). To learn how to apply for COF and how it impacts student billing with the University, go to: [http://bursar.colorado.edu/billing/college-opportunity-fund/](http://bursar.colorado.edu/billing/college-opportunity-fund/). The COF website is: [https://cof.college-assist.org/](https://cof.college-assist.org/). Students are able to complete a one-time or life-time authorization.

**NCAA Student Assistance Fund (SAF)**

The NCAA Student Assistance Fund was established to provide direct benefits to student-athletes or their families as determined by conference offices. The guidelines list very few prohibited uses of the funds. However, the University of Colorado notes that as a guiding principle, the funds shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. The funds should be used to enhance the welfare of enrolled student-athletes and make the student-athlete experience more enjoyable and rewarding. Expenditures should be reasonable.
All University of Colorado student-athletes, including international student-athletes, are eligible to receive certain SAF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons.

If you meet certain eligibility criteria, you may use funds for the following expenses:

- emergency medical and dental costs not covered by another insurance program.
- health insurance premiums.
- costs associated with student-athlete or family-related emergencies.

See Jill Keegan in the Office of Compliance Services for all SAF-related questions.

Additional Financial Aid

You must report all forms of financial aid that you receive in addition to your full or partial athletic scholarship to the Office of Financial Aid. Many forms of aid count toward your team’s scholarship limitations and therefore, may be a violation of Pac-12 Conference or NCAA rules.

For questions regarding the type of aid which you can accept, or for assistance finding permissible non-athletic aid, contact Cassi Odumin in the University’s Office of Financial Aid (Regent Administrative Center) at 303-492-1009 or email at finaid_athletics@colorado.edu.

Athletic Scholarships (Financial Aid Agreements)

Most Financial Aid Agreements are multi-year awards, unless a student-athlete initially receives aid after their first year of full-time enrollment. Financial Aid Agreements cannot be cancelled for athletic reasons, but can be cancelled for a student-athlete not meeting the terms of their agreement. It is your responsibility to familiarize yourself with the terms of your financial aid agreement and the financial aid appeal policy. You can access the financial aid appeal policy on the Compliance Corner website. When applying scholarship money, the Office of Financial Aid will apply Books first, then to Tuition and Fees and lastly to Room and Board during the regular academic year. Books will only be provided to full scholarship students during the summer school sessions. Student-athletes are responsible for purchasing all course related supplies. Student-athletes are also responsible for covering any charges on their accounts associated with parking permits, parking fines/tickets, Wardenburg charges, CU health insurance, housing charges/fines, etc.
International Student-Athletes

International student-athletes often encounter challenging situations such as student visa compliance, language barriers, and culture shock. In addition to the collegiate and culture adjustments, there are complex immigration rules that are relevant once admitted to the United States. If these rules are not followed, an international student runs the risk of violating their visa status. Visa compliance rules are incredibly important and often difficult to understand.

For these reasons, the CU Athletics Department, in conjunction with the International Student and Scholar Services (ISSS) Office, provides support and resources to help international students acclimate to life in Boulder and stay in compliance with the visa compliance rules. All international students are required to attend an orientation session specifically designed for them. This orientation includes an immigration check-in session and several sessions designed to welcome international students to campus. During these sessions, students will receive a plethora of information and a checklist of procedures to guide them through their first days at the University of Colorado. The ISSS staff will also review campus policies, explain immigration regulations, provide helpful tips, and tell students about fun activities, clubs, and organizations specifically for international students.

In addition, the Athletics Department encourages all international student-athletes to participate in an international student-athlete orientation. The Herbst Academic Center International Student-Athlete Orientation will provide our incoming international student-athletes with the foundation to succeed at CU by introducing them to their resources and building community with other international student-athletes, which will help them transition to life and school in the US.

If you have any questions about the CU International Student-Athlete Program, contact:

Katharine Lindauer
Academic Coordinator
Phone: 303-735-8065
E-mail: lindauek@colorado.edu

For any VISA or Immigration questions, contact the International Student and Scholar Services Office:

Phone: 303-492-8057
E-mail: isss@colorado.edu
Website: www.colorado.edu/isss/
Location: Center for Community S355
Sports Information

The mission of the Sports Information Office is to serve as the liaison between the media and the athletic department as well as to promote a positive image of all phases of CU Athletics. Thus, we promote our student-athletes through print, electronic, broadcast, Internet and social media on a daily basis.

We do so with daily press releases, media guides, athletic and academic award nominations, special awards campaigns, interviews and press conferences. We also promote CU through our web site, CUBuffs.com.

The University of Colorado is covered on a daily basis by many media outlets, most notable locally being the Boulder Daily Camera and the Denver Post, radio stations KOA (850 AM), KDSP (760 AM), KKFN (104.3 FM), Mile High Sports (94.1 FM) and Altitude (950 AM) along with television stations KCNC (Ch. 4), KMGH (Ch. 7), KUSA (Ch. 9) and KDVR (Ch. 31). There are several Internet publications, including the CU Independent, the school’s on-line newspaper. There are alliances among the newspapers along the Front Range, and what appears in the Camera and Post will also be printed in the Longmont Times-Call, Colorado Springs Gazette, Pueblo Chieftain and the Colorado Daily. Overall, on Colorado’s Front Range, there are 10 television stations and 41 radio stations.

Then there is the national media such as ESPN (to include all its platforms, from television, radio to ESPN.com), ABC, FOX, the Associated Press, Sports Illustrated, CBSSports.com, The Sporting News, Bleacher Report, dot.com sites like Rivals and Scout. The Pac-12 has seven of its own television networks, and the Buffaloes appear on the national Pac-12 Network and Pac-12 Mountain.

Remember that the media is an important outlet by which your personality is judged--not only by the fans, but by your peers, opponents, the University community, and even potential employers. The media is also the main liaison between the team and the public. There are hundreds of thousands of our fans who rely on the media to keep up-to-date on our athletic programs. However, the media will also publicize your missteps, ranging from any illegal conduct to controversial “tweets” or compromising photos on your Facebook page. There are privileges and penalties of being an elite athlete; your “on-the-field/court” accomplishments make the news, but also will any behavior or circumstance that likely never would for the average college student.

At Colorado, you have a responsibility to the school, coaches, your teammates and yourself to cooperate with the media. You are a public role model and a public figure by virtue of your participation in the CU athletic program. The interviews you do with the media during your time
at CU will also help you once you graduate and enter the post-collegiate world in almost every endeavor you can think of.

In the interest of protecting your privacy, we require that all interviews and media contacts be arranged through the Sports Information Office. We also encourage you to come see us if you have questions or concerns about meeting with the media.

**Quick Tips for Succeeding with the Media**

- Acknowledge a reporter when he or she approaches. Make eye contact and/or offer your hand. Learn first names of those often around the team.
- Maintain eye contact during interviews. Say thank you at the end and, if pleased with the story, tell the reporter the next time you see him or her.
- Speak clearly and in an audible tone.
- Avoid the blunt “yes” or “no” answers. Rather, answer in detail while avoiding clichés. Also, you should be confident but never cocky.
- Be honest and sincere. Compliment teammates and opponents or refrain from making comments about others. Don’t be led into hypothetical situations (what if’s). Also, if you don’t know something, just say so.
- Don’t stereotype all media because you had a bad experience with one reporter.
- If asked to comment on a sensitive subject you don’t want to discuss, be honest and say, “I’d rather not talk about that right now.”
- Think carefully before responding to questions. There is no such thing as “off the record”. Discuss only what you won’t mind seeing in print or hearing on TV or radio.
- Be careful of leading questions. If it’s not a question, ask, “What’s the question?”
- Our staff offers counseling and practice sessions for those who feel uncomfortable in the interview setting. If you feel a member of the media has been unfair or you have concerns about a particular reporter, inform us.
- And above all, be yourself!
Sports Medicine

Mission Statement
The Sports Medicine Program operates as an integrated team of medical professionals providing a Student-Athlete centered care model delivering exemplary and comprehensive healthcare through evidence based practices, facilitating optimal performance on and off the field.

Routine and Orthopedic Care
If an athlete needs to see a general practitioner for medical problems or questions about colds, flu, sore throat, etc. they should contact their athletic trainer to schedule an appointment at the appropriate athletic training room Physician Clinic.

In the event of an injury, the athlete’s athletic trainer will arrange for a consultation with a team physician.

If an athlete is referred to Wardenburg Health Center or to a provider off-campus a written authorization by the athletic trainer is required. All off-campus referrals will include a Sports Medicine authorization form and the athlete’s health insurance information.

Referral Policy
The Athletics Department will only be responsible for medical visits to outside physicians, medications and vision correction if the athlete first speaks with an athletic trainer and follows the Sports Medicine referral procedures. It is the responsibility of the athlete to be familiar with our referral procedures and to contact their athletic trainer and communicate medical concerns prior to seeking medical attention outside of the Sports Medicine Clinic, including Wardenburg Health Center. After speaking with the athlete, the athletic training staff will determine who needs to see a physician, where they need to be seen and which physician will be seen. If the athlete or coaching staff does not follow this process, the Athletic Department will not be responsible for payment of the medical care.

Second Opinions
CU team physicians make decisions regarding individual treatment plans, rehabilitation programs and return to sports participation. Every athlete has the right to seek a second opinion for any medical problem and the Sports Medicine staff will make an appointment, upon request. Alternatively, the athlete may select a physician of his/her choice. However, if the athlete makes the appointment he/she must obtain the approval of the Associate Athletic Director for Health and Performance in advance, or charges for the second opinion will be the responsibility of the athlete. We will make every effort to provide treatments or rehabilitation programs as prescribed by the physician, provided the CU team physicians approve the plan.
**Emergency/Urgent Medical Procedures**

The following procedures should be followed in the event that an emergency or urgent medical situation arises when a staff athletic trainer is not present.

**Emergency**

In the event of a life-threatening medical emergency, call 911 immediately. Then call the athletic trainer for the athlete’s sport as soon as possible. If there is no answer, leave a detailed message and a call back number. If the athlete needs to be admitted, transported and/or cared for in an emergency room or hospital, the athlete is responsible for all charges unless the injury is related to sports participation. The athlete and his/her family are responsible for providing personal health insurance information to emergency medical personnel, even if the problem is related to sports participation.

**Urgent Medical Problem**

If there is an urgent medical matter that is not life-threatening, call the athletic trainer for the athlete’s sport. If the athletic trainer does not answer, please leave a detailed message with a number to call back. Every attempt will be made to have the team physician attend to the athlete. The athlete will be responsible for all medical charges if the injury is not related to sports participation and, in the event of a sports-related injury, if they fail to contact an athletic trainer.

We strongly encourage every athlete and his/her family to be knowledgeable about the requirements of their individual health insurance plan and to follow those guidelines. Many plans require members to use specific physicians or medical facilities and will not pay medical expenses if the member goes out-of-network. In addition, the plan may require notification or pre-authorization and may deny payment of expenses if the correct procedures are not followed. The health insurance card includes a member telephone number. Call this number when there are questions. See pages 180-181 for detailed information about the CU Athletics Department medical insurance policy.

**Dental Care**

While we do provide mouth-guards for competition and dental care needed as a direct result of an athletically-related mouth injury, we do not cover routine dental exams or x-rays, fillings, root canals, or extraction of wisdom teeth. For routine dental care, the Department of Sports Medicine has dentists on a referral list and will help you make an appointment. If a dental injury does occur, please report the injury immediately to a staff athletic trainer and we will make the appropriate referral.
Eye Glasses & Contact Lenses

The NCAA allows the Athletics Department to pay for contact lenses or glasses if they are needed to compete in athletics. All student-athletes will have an eye exam during their pre-participation physical, and if this test reveals a vision problem, we will schedule a follow-up exam with our optometrist. We will purchase enough lenses to get you through your competitive season. However, if you lose lenses frequently or abuse the privilege of receiving lenses, you will lose this privilege.

Exit Physicals

All student-athletes must undergo an exit physical within 30 days of their final season of intercollegiate athletics or removal from the roster. Failure to complete the physical will release the University of Colorado from any medical liability and/or financial responsibility for any and all athletically-related injuries.

Eligibility

It is our policy that once the athlete exhausts his/her eligibility, the Athletics Department is no longer responsible for payment of visits to Wardenburg Health Center or to outside physicians or medical facilities unless visits have been authorized by a staff athletic trainer.
COLORADO SPORTS PERFORMANCE

STUDENT-ATHLETE GUIDELINES

EXPECTATIONS

• No student-athlete is allowed to be in the Sports Performance Centers without a Sports Performance Coach present.
• Student-athletes are expected to be on time for their scheduled training and can be dismissed due to tardiness.
• Always dress in weight room appropriate attire.
  • Colorado team issued geared or prior approved athletic weight room gear (shirt, athletic shorts, shoes.).
  • Shirts, shorts, and shoes must be worn at all times in the weight room.
• Food and drinks are not allowed on the weight room floor. No chewing gum allowed.
• Food products, cups, or other items used in the Nutrition Bar must be thrown away, cleaned and/or put back in the proper location.
• Tobacco, drugs, or alcohol products are not allowed in the weight room.
• No spitting on the floor or in the water fountain.
• No cell phone use on the weight room floor.
• The use of headphones is only permitted while on the cardio equipment. No headphones are allowed during a training session (individual or with a team).
• Profanity or horseplay will not be tolerated.
• All weights and equipment must be returned to their proper location and racks reset to facility standards.
• Cardio equipment needs to be wiped down and cleaned after use.
• Use of collars is required for all free weights.
• Spotters need to be present for all free weight lifts and used when applicable.
• Do not take equipment out of the weight room.
• Report all accidents and equipment malfunctions to a Sports Performance Coach.
• No sitting, leaning on racks or equipment. Machines are not to be used as a hanger for clothes.
• Music will be played when a Sports Performance Coach has permitted. Music must be edited (free of profanity). The Sports Performance Coach has the right to terminate music at any time. Athletes cannot control music at anytime.
• Sports Performance staff is not responsible for any lost or stolen items.
• University of Colorado Sports Performance staff has the right to refuse service to any participant who violates any policy and procedure, or engages in any verbal and/or physical abuse of staff or participants.

SPORTS PERFORMANCE CENTER IS DEDICATED TO PROVIDING THE BEST SERVICE TO STUDENT-ATHLETES AS POSSIBLE. BEFORE PARTICIPATION, ALL STUDENT-ATHLETES NEED TO RECEIVE A PHYSICAL EXAM AND BE CLEARED FOR PARTICIPATION IN THEIR SPORT.
University of Colorado Boulder Intercollegiate Athletic Department
Substance Abuse Education and Testing Program Policy

(Subject to change)


Nothing in this Policy limits the authority of a coach to establish and enforce more stringent team rules regarding the use of alcohol and/or Prohibited Substances.

Nothing in this Policy limits the authority of the University to suspend a Student-Athlete from participating in practice and/or competition due to health or safety concerns.

Nothing in this Policy is intended to, nor shall it, affect any sanction imposed by the NCAA or the Pac-12 Conference.

The Department of Intercollegiate Athletics at the University of Colorado Boulder (“CU-Boulder”), its coaches, and its administrators believe the unapproved use of Prohibited Substances, as defined in Section VIII(A) below:

A. is detrimental to the physical and psychological well-being of the Student-Athlete, as defined in Section VIII(B) below;

B. can seriously interfere with the athletic and academic performance of Student-Athletes;

C. is dangerous to the life and health of the Student-Athlete and his/her teammates, particularly with regard to participation in athletic competition or practice; and

D. compromises the integrity of intercollegiate athletic competition.

For these reasons, a Student-Athlete’s unapproved use of Prohibited Substances will not be condoned in the Department of Intercollegiate Athletics. The Department of Intercollegiate Athletics hereby establishes the Substance Abuse Education and Testing Program.

Retaliating against an individual for reporting information or otherwise participating in the University of Colorado Intercollegiate Athletics Substance Abuse Education and Testing Program (the “Program”) will not be tolerated and, if applicable, reported to the Office of Student Conduct.
PURPOSE OF THE SUBSTANCE ABUSE EDUCATION AND TESTING PROGRAM

The purposes of the Program are to:

A. educate Student-Athletes about the negative consequences associated with the use of Prohibited Substances and how such use and abuse may affect the Student-Athlete and his/her teammates’ health and safety;

B. provide a drug-free environment for all athletic participation, consistent with Pac-12 Conference and NCAA policies, thereby assuring that participants are physically and mentally prepared for the rigors of intercollegiate athletic competition;

C. discourage unapproved Prohibited Substance use and abuse; and

D. encourage and assist in the education, treatment, and/or rehabilitation of any Student-Athlete identified as using Prohibited Substances.

The Athletic Department expects that participation in the Program will help the men and women who participate in intercollegiate athletics at CU-Boulder become better students, Student-Athletes, and CU-Boulder ambassadors while assisting them in making individual, informed and intelligent decisions with reference to Prohibited Substance usage, both now and in the future.

PROHIBITED SUBSTANCES

Student-Athletes are prohibited from using any substance set forth in Section VIII(A) herein. The sole exception shall be a Student-Athlete who meets all of the following:

A. the Student-Athlete has been diagnosed by his/her prescribing physician as having a medical history that demonstrates a medical need for use of a Prohibited Substance;

B. the Student-Athlete has previously provided the Team Physician with written documentation from his/her prescribing doctor which documents:

   1. how such diagnosis was reached;

   2. confirms that the Student-Athlete has a medical history demonstrating the need for use of the Prohibited Substance; and

   3. reveals Prohibited Substance dosage information; and

C. the Team Physician has previously approved such documentation and Prohibited Substance use. The Student-Athlete’s use of substances classified as “street drugs” by the NCAA, such as marijuana, will not be approved by the Team Physician. This
includes medical marijuana. Possession of a medical marijuana registry identification card does not qualify the Student-Athlete for a medical exception pursuant to NCAA requirements or this Policy and will not nullify a positive test result.

The state constitutional amendment authorizing individuals over the age of 21 to recreationally use marijuana ("Amendment 64") does not change this Policy or authorize Student-Athletes to use marijuana. The NCAA and federal law continue to prohibit marijuana use and thus any marijuana use on or off of university property, even if in compliance with Amendment 64, is prohibited, remains a violation of this Policy, and will not nullify a positive test result.

A Student-Athlete is required to disclose in writing all use of over-the-counter and prescription medications and supplements on the annual medical history report submitted to the Office of Sports Medicine. The Student-Athlete has an on-going obligation to keep his/her medication and supplement disclosure accurate and up to date with the Office of Sports Medicine by immediately reporting any changes, such as an increase/decrease in dosage or if the Student-Athlete is taking an additional medication or supplement or has eliminated use of a medication or supplement previously disclosed. In the event the Student-Athlete has listed a medication or supplement on the annual report that is of concern to the Sports Medicine staff, the athletic trainer for that sport will consult with the Associate AD for Health and Performance and/or the team physician to determine whether the Student-Athlete may safely practice or compete while using this medication or supplement. The team physician in consultation with the Associate AD for Health and Performance will make the decision as to whether the Student-Athlete practices or competes, subject to the appeals procedure set forth in Section VII below.

Student-Athletes are prohibited from participating in any athletic activity while under the influence of alcohol. If the Athletic Department has Reasonable Suspicion, as defined in Section VIII(C) below, that a Student-Athlete is participating while under the influence of alcohol, the Student-Athlete may be required to provide a body fluid or breath sample for testing. Failure to provide such a sample may result in immediate suspension from athletic participation.

Many over-the-counter medications and nutritional supplements contain substances prohibited by the NCAA and use of such medications or supplements could result in a positive drug test. Thus, Student-Athletes should consult with the training staff before taking any medication or supplements.

The use of over-the-counter medications of a type or at a level prohibited by the NCAA, including, but not limited to, cold remedies, nutritional supplements, caffeine pills or diet pills, etc. shall constitute a violation of this Policy. Where Reasonable Suspicion indicates that a Student-Athlete is using “over-the-counter” medications contrary to NCAA policies, the Student-Athlete may be asked to provide a body fluid sample for testing. A determination by the Athletic Department that the Student-Athlete is abusing any such “over-the-counter” medication or combination of medications may result in prohibition of use of such medication or combination of medications, except under medical approval and supervision. Compliance with this requirement may be monitored by body fluid sample testing. Failure of the Student-Athlete to provide a body
fluid sample for testing in accordance with this provision is a violation of this Policy and will trigger the sanctions set forth in Section VI below.

EDUCATION

A. OBJECTIVES

The objectives of the Program are to:

1. provide information to Student-Athletes regarding the physiological and psychological effects which certain Prohibited Substances may have on their bodies;

2. encourage discussion about the use of Prohibited Substances;

3. counsel individual Student-Athletes regarding the unapproved use of Prohibited Substances by themselves or others; and

4. deter, based upon their own educated choice, Student-Athletes from unapproved use of Prohibited Substances.

B. IMPLEMENTATION

Each academic year, the Senior Associate AD for Internal Operations, or a designee, will ensure that all Student-Athletes are aware of the contents and intent of this Policy. A copy of the Policy will also be posted on the CU Athletic Department website.

http://www.cubuffs.com/ViewArticle.dbml?&DB_OEM_ID=600&ATCLID=204968078

C. EDUCATIONAL MATERIALS AND PROCESSES

1. Each sports supervisor will ensure that at least one presentation will be made to each athletic team relating to the effects which Prohibited Substances may have upon the human body. Student-Athlete attendance at this presentation is mandatory unless excused in advance for proper purpose as determined in the sole discretion of the Associate AD for Health and Performance.

2. A portion of the annual student-athlete Compliance video will educate student-athletes on the use, effects, and potential consequences of abusing prohibited substances.

3. Student-Athletes are encouraged to seek information, assistance and counsel through the full-time athletic training staff, the Sports Performance staff, the Sports Dietetics staff, or the Counseling & Sport Psychologist.
4. TESTING PROGRAM

A. CIRCUMSTANCES UNDER WHICH TESTING WILL BE CONDUCTED

Body fluid sample testing (such as blood or urine tests) for Prohibited Substances will be conducted under any of the following circumstances:

1. as required by the NCAA;

2. upon a determination that there exists Reasonable Suspicion of a Student-Athlete’s use of a Prohibited Substance and the Reasonable Suspicion Form attached as Attachment C has been completed and approved by the Athletic Director, a sports supervisor or designee; or

3. upon a determination that there exists Reasonable Suspicion indicating that a Student-Athlete is using “over-the-counter” medications contrary to NCAA policies and the Reasonable Suspicion Form attached as Attachment C has been completed and approved by the Athletic Director, a sports supervisor or designee; or

4. upon a Student-Athlete’s Voluntary Consent, as defined in Section VIII(D) below, to body fluid testing, for Student-Athletes eighteen years of age and older; or

5. if the Student-Athlete is charged or indicted with a drug related offense or a crime involving violence or the threat of violence, including, but not limited to, assault, sexual assault, menacing, or robbery; or

6. as may be otherwise set forth in or called for by this Policy.

B. SELF-ADMISSION AND ONE-TIME AMNESTY

1. if a Student-Athlete initiates admission of use of a prohibited substance (“self-admits”) and the below conditions a – c are all met, then the Student-Athlete will be provided a one-time amnesty, meaning the Student-Athlete will not be sanctioned if:
   a. The Student-Athlete self-admits prior to the announcement of a scheduled test for substance abuse; and
   b. The Student-Athlete agrees to enter the Substance Abuse Education and Testing program for one year (See Attachment E); and
   c. The self-admit alone, does not result in the Student-Athlete receiving a Sanction #1, “first positive.” The student-athlete will be tested for prohibited substances within 10 days of self-admission.
2. Any subsequent positive test will subject the Student-Athlete to sanctioning per this Policy

C. NOTIFICATION OF REQUIRED TESTING

Student-Athletes who are required to provide a body fluid sample will be so notified by the Athletic Director, the Associate AD for Health and Performance, or a designee. If Reasonable Suspicion prompts the testing requirement, a copy of the completed Reasonable Suspicion Form found in Attachment C will be provided to the student at the time of the test.

D. COLLECTIONS & LABORATORY PROCEDURES

1. Body fluid collection will be monitored by a member of the Athletic Training Staff or a designee. The monitor who observes the collection of this sample will be of the same gender as the Student-Athlete.

2. The Student-Athlete may wear simple clothing such as shorts and a T-shirt to the collection area. No outer clothing or personal belongings may be taken into the collection area. Clothing constructed with pockets, or of construction conducive to concealing alternate samples, or which could aid an effort to compromise the
validity of the test or allow tampering with the sample, should not be worn in the collection area. If such clothing is worn, it will be subject to inspection.

3. At the time of testing, the Student-Athlete will be required to confirm in writing that he/she and CU-Boulder has complied with the proper testing protocol.

4. The athletic trainer or designee will receive the sample from the Student-Athlete and check the sample for appropriate color, temperature, specific gravity and other properties to determine that no substitution or tampering has occurred.

5. The sample will be split into two portions. Each separate sample will be sealed in a tamper-proof container and marked with the Student-Athlete’s confidential number.

6. The laboratory testing shall be performed using recognized standard industry procedures by a competent testing agency selected by the CU-Boulder Athletic Department.

D. NOTIFICATION OF TEST RESULTS

1. Test results shall be reported by the laboratory to the Associate AD for Health and Performance. The results shall be reported by numerical code.

2. If the laboratory report indicates a positive test result, the Associate AD for Health and Performance will provide written notice to the Student-Athlete, the Athletic Director, the Senior Associate AD for Internal Operations, the sports supervisor, the Counseling & Sport Psychologist and the Head Coach as soon as practicable after the laboratory report is received.

3. If the Student-Athlete desires that the second sample be tested by the laboratory, the Student-Athlete must so notify the Associate AD for Health and Performance in writing within 48 hours of receiving the notification specified in Section V(D)(2) above. The Student-Athlete shall be responsible for paying the costs of the second sample test. The Associate AD for Health and Performance will call the lab with the Student-Athlete present or on the line to request that the second sample be tested. During that phone conversation, the Student-Athlete must provide a credit card number to the lab to cover the costs of such testing. The Associate AD for Health and Performance will provide written notice to the Student-Athlete, the Athletic Director, the Senior Associate AD for Internal Operations, the sports supervisor, the Counseling & Sport Psychologist
and the Head Coach of the second sample test results as soon as practicable after the laboratory report is received.

4. All positive test results and other violations of this Policy can be reported by the Athletic Department to the Office of Student Conduct.

E. VIOLATIONS

The following are considered violations of this Policy subject to the sanctions set forth in Section VI:

1. the Student-Athlete tested positive for a Prohibited Substance;

2. the Student-Athlete failed or refused to appear for testing;

3. the Student-Athlete was notified of the requirement to provide a body fluid sample for testing, appeared at the test location, but failed to produce an acceptable sample within a reasonable time period, an acceptable sample is one that has appropriate color, temperature, gravity, and no properties indicating a substitution or tampering has occurred; or

4. the Student-Athlete admitted he or she has been using a Prohibited Substance or the Student-Athlete indicates his or her body fluid sample will test positive for a Prohibited Substance.

SANCTIONS

All measures and/or sanctions set forth in this Section will take effect immediately upon notification to the Student-Athlete that he or she violated this Policy and will continue to remain in force pending any appeal or request for a second sample testing. Coaches have discretion to impose such other and additional sanctions as they deem appropriate. In addition, the Student-Athlete may be subject to sanctions imposed by the Office of Student Conduct.

A. FIRST VIOLATION

Upon a first violation:

1. The Student-Athlete shall schedule a substance evaluation with the Counseling & Sport Psychologist within two (2) weeks of the date of written notification from the Associate AD for Health and Performance of a positive test result. The Student-Athlete must participate in this substance evaluation and any recommended counseling and/or treatment program. The Student-Athlete’s
failure to schedule the substance evaluation appointment, failure to meaningfully participate in the substance evaluation, and failure to meaningfully participate in any recommended counseling or treatment program will result in further disciplinary action including, but not limited to, suspension from participation in practice or competition, or both. The Student-Athlete will be required to sign a release to allow the Counseling & Sport Psychologist to communicate with the sports supervisor regarding whether the Student-Athlete has or has not meaningfully participated in a substance evaluation and any recommended counseling and/or treatment program.

2. The Student-Athlete must participate in periodic body fluid sample testing for unapproved Prohibited Substances for a period of one year calculated from the date of the notice of the violation. These tests will be scheduled by the Associate AD for Health and Performance on a random basis, which will not be known to the Student-Athlete. The Associate AD for Health and Performance will report the results of testing to the Athletic Director, sports supervisor, Senior Associate AD for Internal Operations, the Counseling & Sport Psychologist, and the Head Coach.

3. Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), the Athletic Department may notify the Student-Athlete’s parent(s)/legal guardian(s) of the violation if the Student-Athlete is a tax dependent of a parent(s)/legal guardian(s) or under twenty-one (21) years of age. Such notification shall include the link to the website containing this Policy. http://www.cubuffs.com/ViewArticle.dbml?&DB_OEM_ID=600&ATCLID=204968078

4. The Athletic Department can notify in writing the Office of Student Conduct that the Student-Athlete has violated this Policy. The Student-Athlete may be subject to additional sanctions imposed by the Office of Student Conduct.

B. SECOND VIOLATION

Upon a second violation:

1. The Student-Athlete will be suspended automatically and immediately from a minimum of 20% of his or her competitive season, beginning with the first available contest. During this time, in the discretion of the Athletic Director, the Student-Athlete may be allowed to continue to practice and use services provided by Sports Medicine, Sports Performance, Academic Support, and attend Training Table.

2. The Student-Athlete is required to meaningfully participate in the substance evaluation and any counseling and/or treatment program recommended by the Counseling & Sport Psychologist or other licensed mental healthcare provider.
Such participation is a condition of the Student-Athlete being allowed to return to competition and being allowed to continue to practice and use services provided by Sports Medicine, Sports Performance, Academic Support, and attend Training Table.

3. Pursuant to the Family Educational Rights and Privacy Act (“FERPA”), the Athletic Department may notify the Student-Athlete’s parent(s)/legal guardian(s) of the violation if the Student-Athlete is a tax dependent of a parent(s)/legal guardian(s) or under twenty-one (21) years of age. Such notification shall include link to the website containing this Policy.

4. The Athletic Department will notify in writing the Office of Student Conduct that the Student-Athlete has violated this Policy. The Student-Athlete may be subject to additional sanctions imposed by the Office of Student Conduct.

5. The Student-Athlete must participate in periodic body fluid sample testing for Prohibited Substances for a period of at least one year calculated from the date of the notice of the violation. These tests will be scheduled by the Associate AD for Health and Performance on a random basis, which will not be known to the Student-Athlete. The Associate AD for Health and Performance will report the results of testing to the Athletic Director, sports supervisor, Senior Associate AD for Internal Operations, the Counseling & Sport Psychologist, and the Head Coach.

6. The Student-Athlete may be reinstated at the conclusion of the suspension period provided the Student-Athlete has no further Policy violations and the
Student-Athlete has meaningfully participated in his/her substance evaluation and any recommended counseling and/or treatment program.

C. THIRD VIOLATION

Upon a third violation:

1. The Student-Athlete shall be suspended automatically and immediately from all & any participation in athletic competition and practice sponsored by the Athletic Department for a minimum period of one year.

2. The Student-Athlete may be banned from using athletic services provided by Sports Medicine, Sports Performance, Academic Support, and from attending Training Table.

3. Financial aid guidelines will dictate whether the Student-Athlete is eligible for financial aid.

4. To the extent not prohibited by law, the Student-Athlete may be disallowed from receiving student services, including but not limited to, academic support, health care, or insurance.

5. Pursuant to the Family Educational Rights and Privacy Act (“FERPA”), the Athletic Department may notify the Student-Athlete’s parent(s)/legal guardian(s) of the violation if the Student-Athlete is a tax dependent of a parent(s)/legal guardian(s) or under twenty-one (21) years of age. Such notification shall include link to the website containing this Policy.

6. The Athletic Department will notify in writing the Office of Student Conduct that the Student-Athlete has violated this Policy. The Student-Athlete may be subject to additional sanctions imposed by the Office of Student Conduct.

APPEAL PROCESS

The Student-Athlete may appeal a finding of violation of this policy, except that a Student-Athlete who has admitted to using a Prohibited Substance or indicates that his or her body fluid sample will test positive for a Prohibited Substance shall not have the right to appeal the violation finding. The Student-Athlete’s appeal must be based upon one or more of the following grounds:

A. The established procedures were not followed in a significant way and as a result, the violation finding was not correct. Deviation from the procedures in this policy will not
invalidate a violation except where such deviation has clearly resulted in significant prejudice to the Student-Athlete.

B. There is new information that would have been material to violation finding had the information been presented at the time to the sports supervisor. The new information must be included with the student’s request for appeal and the student must show that the new information was not known by the sports supervisor at the time that the sports supervisor determined that the Student-Athlete violated this policy.

The Student-Athlete may appeal by submitting a written appeal request in the form set forth in Attachment A to the Senior Associate AD for Internal Operations. Such appeal request must be submitted within 10 calendar days of the date the Student-Athlete was informed of the violation. An appeal will only be considered if it includes both the Student-Athlete’s grounds for appeal and rationale for appeal. It is the Student-Athlete’s obligation to provide any and all materials she/he wishes to have considered at the time of appeal submission. Subsequent information and/or revisions to the appeal will not be accepted.

The Senior Associate AD for Internal Operations shall submit the appeal to the Appeals Committee, which will consist of the Faculty Athletics Representative, the Associate AD for Health and Performance, and the Senior Associate AD for Internal Operations or designee. Any Appeals Committee member who believes she or he is unable to be an objective participant for a given appeal is expected to remove herself/himself from the Appeals Committee for that particular appeal. If any member of the Appeals Committee is unavailable to serve for any reason, such as a conflict of interest or schedule conflict, the Athletic Director will appoint a replacement for that person for that particular appeal only.

The Appeals Committee shall decide the appeal based on the written record, including the body fluid sample test results, notices, and the Student-Athlete’s written appeal. The Appeals Committee shall make one of the following determinations:

A. Find that improper procedures were used in the Reasonable Suspicion finding, to the prejudice of the Student-Athlete. In this case, the Appeals Committee shall nullify the violation and sanction and refer the matter back to the sports supervisor with a recommendation on how to correct the procedures. The sports supervisor may add any missing information and correct any inaccuracies and shall make a new decision on whether to approve the Reasonable Suspicion form. If the sports supervisor approves the revised Reasonable Suspicion Form, the Student-Athlete will be required to provide a new body fluid sample for testing.

B. Find that improper procedures were used in the violation finding, to the prejudice of the Student-Athlete. In this case, the Appeals Committee shall nullify the violation and sanction and refer the matter back to the sports supervisor with a
recommendation on how to correct the procedures. The Student-Athlete will be required to provide a new body fluid sample for testing.

C. Find that (a) the Student-Athlete has presented information that would have been substantively material to the Reasonable Suspicion finding or violation determination, had the information been presented at the time to the sports supervisor for approval and (b) the information was not known to the sports supervisor at the time that the Reasonable Suspicion Form was approved or the violation was determined. In this event, the Appeals Committee shall nullify the violation and sanction and refer the matter back to the sports supervisor for reconsideration in light of the new information. If the sports supervisor again finds Reasonable Suspicion, the Student-Athlete will be required to provide a new body fluid sample for testing.

D. Affirm the violation and the sanction.

The decision of the Appeal Committee shall be considered final, confirmed, and not subject to further appeal by any party.

DEFINITIONS

A. **Prohibited Substance(s)** – amphetamines, barbiturates, cocaine, methamphetamine, opiates (including morphine and codeine), PCP (“angel dust”) and its analogues, tetrahydrocannabinol (“THC”) (including marijuana and hashish), and performance-enhancing substances such as anabolic steroids, as well as any other substances included on the NCAA prohibited substances list.

B. **Student-Athlete** – all student participants in recognized intercollegiate sports, including students who are no longer eligible for NCAA competition but who continue to receive Athletic Department financial aid.

C. **Reasonable Suspicion** – suspicion founded upon specific, objective, and individualized facts which, if taken with rational inferences drawn from those facts, strongly suggest that drug testing may produce evidence of improper use of a Prohibited Substance. Any of the following criteria shall constitute grounds for Reasonable Suspicion:

1. A report whose credibility the Athletic Department has no legitimate reason to question (i.e. Athletics is not aware of a motive the reporting person may possess for being untruthful), by a student, staff or faculty member, or other individual who identifies him/herself and provides details that he/she is willing to testify about, indicating that he/she witnessed a Student-Athlete using a
Prohibited Substance or otherwise has knowledge that a Student-Athlete has used a Prohibited Substance;

2. An anonymous report whose credibility the Athletic Department has no legitimate reason to question i.e. Athletics is not aware of a motive the reporting person may possess for being untruthful), by an unidentified individual who provides details indicating that he/she witnessed a Student-Athlete using a Prohibited Substance or otherwise has knowledge that a Student-Athlete has used a Prohibited Substance and the Athletic Department is able to independently corroborate the details of such report;

3. Observation that a Student-Athlete is exhibiting physical indicators, as detailed in Attachment B to this Policy, of Prohibited Substance impairment or use;

4. The Student-Athlete has been arrested, charged, or convicted of a drug-related offense or the Student-Athlete has been identified as the focus of a criminal investigation into illegal drug possession, use, or trafficking; or

5. Any other circumstances in which the Athletic Director, or designee, has determined Reasonable Suspicion, as defined above, to exist.

The grounds supporting reasonable suspicion will be documented and outlined in the Reasonable Suspicion form, attached hereto as Attachment C to this Policy. The Reasonable Suspicion form must be approved by the Athletic Director, sports supervisor, or designee.

D. **Voluntary Consent** – consent that is freely given, without duress, coercion, or subtle promises or threats calculated to flaw the free and unconstrained nature of the decision. A Student-Athlete’s voluntary consent to body fluid sample testing will be documented in the Student-Athlete Consent to Body Fluid Sample Testing For Prohibited Substances Form, attached hereto as Attachment D to this Policy.

**EFFECTIVE DATE**

This Policy is effective immediately and replaces the Policy originally dated June 2, 2008 as revised. This Policy, and its administration/operation, is subject to change or modification at any time.
ATTACHMENT A: APPEAL FORM

APPEAL FORM
FOR VIOLATION OF INTERCOLLEGIATE ATHLETIC DEPARTMENT
SUBSTANCE ABUSE EDUCATION AND TESTING PROGRAM POLICY
UNIVERSITY OF COLORADO BOULDER

NAME: ______________________________________________________________

BEST PHONE NUMBER TO REACH YOU: _______________________________

DATE: __________________

DATE OF BODY FLUID SAMPLE TEST SUBMISSION: ____________________

- Student-Athletes have the right to appeal a violation finding pursuant to the policy, if based upon one or more of the following grounds:
  
  o The established procedures were not followed in a significant way and as a result, the violation finding was not correct. Deviation from the procedures in this policy will not invalidate a violation except where such deviation has clearly resulted in significant prejudice to the Student-Athlete.

  o There is new information that would have been material to violation finding had the information been presented at the time to the sports supervisor. The new information must be included with the student’s request for appeal and the student must show that the new information was not known by the sports supervisor at the time that the sports supervisor determined that the Student-Athlete violated this policy.

- A Student-Athlete who has admitted to using a Prohibited Substance or indicates that his or her body fluid sample will test positive for a Prohibited Substance shall not have the right to appeal.

- This form must explain the Student-Athlete’s grounds for appeal and all rationale for appeal. Please attach any documents that you would like considered to this form. Subsequent information and/or revisions to the appeal will not be accepted.
ATTACHMENT B: INDICATORS OF PROHIBITED SUBSTANCE IMPAIRMENT

(1) Has alcohol odor on breath
(2) Has developed bulky muscles
(3) Is stumbling, staggering; has difficulty balancing; acts in an uncoordinated manner
(4) Behaves in an unpredictable manner; behaves erratically
(5) Looks sedated, sleepy, over relaxed; has droopy eyelids
(6) Uses slurred speech
(7) Appears disoriented, confused seems “spaced out”
(8) Has impaired fine motor skills
(9) Has fresh needle marks on the body
(10) Has scars or tracks over veins in inner arm
(11) Shows dramatic weight loss
(12) Is overactive, overly excitable
(13) Is very talkative
(14) Has small, constricted pupils
(15) Shows recent increase in weight
(16) Is unaffected by affliction of physical injuries
(17) Is recently always broke, without money
(18) Has large, dilated pupils
(19) Shows slow, decreased reactions
(20) Seems paranoid; looks anxious
(21) Is frequently sniffing
(22) Acts violently, aggressively
(23) Is late or absent from practice
(24) Has red, blood-shot eyes
(25) Has extreme mood swings
(26) Has a slow respiration rate
(27) Has poor concentration, difficulty focusing
(28) Has marijuana odor on clothes, hair
(29) Has excessive hunger or thirst
(30) Lacks motivation
(31) Has runny nose
(32) Is vomiting; has nausea, intestinal difficulty
(33) Is nervous, agitated, fidgety (tapping feet, hands)

¹ Numbers 1 through 33 of this checklist are derived from the article, “Defining ‘Reasonable Suspicion’ of Employee Drug Use: The Symptoms of Drug Impairment Checklist” by Paul M. Mastrangelo and Beth McDonald of the University of Baltimore. To operationally define “reasonable suspicion” for employee urinalysis, the authors asked state certified substance abuse counselors to rate 168 symptoms of alcohol and other drug impairment on the degrees to which each behavior is observed when a person is impaired by a particular substance. This list represents the top rated symptoms indicative of impairment across drug types. Numbers 34 through 45 are derived from The National Drug Screen website (2007) for reasonable cause determination checklist, available at http://www.nationaldrugscreen.com/dfmanua-supervisors-checklist.html.
(34) Scratching
(35) Involuntary eye movement
(36) Excessively active
(37) Flushed skin
(38) Sweating
(39) Yawning
(40) Twitching
(41) Dizziness
(42) Unconsciousness
(43) Inability to verbalize
(44) Irritable
(45) Argumentative
ATTACHMENT C: REASONABLE SUSPICION FORM

Instructions: In accordance with the University of Colorado Boulder Intercollegiate Athletic Department’s Substance Abuse Education and Testing Program Policy, complete this form when there is reasonable suspicion (defined as suspicion founded upon specific, objective, and individualized facts which, if taken with rational inferences drawn from those facts, strongly suggests that drug testing may produce evidence of improper use of a prohibited substance) based upon: (1) a report by a self-identified witness or person with credible knowledge of prohibited substance use; (2) an anonymous witness report that has been independently corroborated by the Athletic Department; (3) observation that a student-athlete is exhibiting physical indicators of prohibited substance impairment; (4) a student-athlete’s arrest, charge, or conviction of a drug-related offense or crime involving violence or the threat of violence, including, but not limited to, assault, sexual assault, menacing, or robbery; (5) the student-athlete being identified as the focus of a criminal investigation into illegal drug possession, use, or trafficking; or (6) such other circumstances as provided in the space below.

<table>
<thead>
<tr>
<th>Student-Athlete’s Name:</th>
<th>Specific Location of Occurrence:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of Occurrence:  

<table>
<thead>
<tr>
<th>Student-Athlete’s Team(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Mark each area below to identify the specific reasonable suspicion ground that applies to this occurrence and complete all requested information that pertains to that ground.

1. A report, for which the Athletic Department has no legitimate reason to question the credibility of (i.e. Athletics is not aware of a motive the reporting person may possess for being untruthful), by a student, staff or faculty member, or other individual who identifies his/herself and provides details, that he/she is willing to testify to, indicating that he/she witnessed a Student-Athlete use a Prohibited Substance or otherwise has knowledge that the Student-Athlete has used a Prohibited Substance.

[NOTE: PLEASE VERIFY THE REPORTING WITNESS WOULD BE WILLING TO TESTIFY, TO THE EXTENT NECESSARY, IN A FORMAL PROCEEDING TO THE ACCURACY OF INFORMATION BEING REPORTED. IF THE REPORTING WITNESS IS NOT WILLING TO TESTIFY, PLEASE TREAT THIS AS AN ANONYMOUS REPORT THAT HAS BEEN INDEPENDENTLY COROBORATED BY LEAVING #1 BLANK AND INSTEAD COMPLETING #2.]
Reasonable Suspicion Form

Name:_________________________________ Date:__________   Page:____of_____

Name(s) of Reporting Person(s), Contact Information, and Job Title(s) (if applicable):

<table>
<thead>
<tr>
<th>1.</th>
<th>3.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>4.</td>
</tr>
</tbody>
</table>

Provide a complete narrative of the circumstances reported (quote any specific remarks and describe all relevant facts):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Describe any inferences drawn from the reported facts: ________________________________
______________________________________________________________________________
______________________________________________________________________________

_____2. An anonymous report, for which the Athletic Department has no legitimate reason to question the credibility of (i.e. Athletics is not aware of a motive the reporting person may possess for being untruthful), by an unidentified individual who provides details indicating that he/she witnessed a Student-Athlete use a Prohibited Substance or otherwise has knowledge that the Student-Athlete used a Prohibited Substance, and the Athletic Department is able to independently corroborate the details of such report;

Provide a complete narrative of the circumstances reported (quote any specific remarks and describe all relevant facts):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Reasonable Suspicion Form

Name:_____________________________ Date of Occurrence:__________  Page: ___of ___

Describe any inferences drawn from the reported facts: ____________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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__________________________________________________________________________________________
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__________________________________________________________________________________________

Describe how the reported facts were independently corroborated and the nature of the independent corroboration:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

3. Observation that a Student-Athlete is exhibiting physical indicators of prohibited substance impairment.

Name(s) of Reporting Witness(es), Contact Information, and Job Title(s) (if applicable):

<table>
<thead>
<tr>
<th>1.</th>
<th>3.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
<td>6.</td>
</tr>
</tbody>
</table>
Check all items observed:

- Has alcohol odor on breath
- Has developed bulky muscles
- Is stumbling, staggering; has difficulty balancing; acts in an uncoordinated manner
- Behaves in an unpredictable manner; behaves erratically
- Looks sedated, sleepy, over relaxed; has droopy eyelids
- Uses slurred speech
- Has impaired fine motor skills
- Has fresh needle marks on the body
- Has scars or tracks over veins in inner arm
- Shows dramatic weight loss
- Is overactive, overly excitable
- Has small, constricted pupils
- Shows recent increase in weight
- Is nervous, agitated, fidgety (tapping feet, hands)
- Is unaffected by affliction of physical injuries
- Is recently always broke, without money
- Has large, dilated pupils
- Shows slow, decreased reactions

- Seems paranoid; looks anxious
- Is frequently sniffing
- Acts violently, aggressively
- Is late or absent from practice
- Has red, blood-shot eyes
- Has extreme mood swings
- Has a slow respiration rate
- Has poor concentration, difficulty focusing
- Has marijuana odor on clothes, hair
- Has excessive hunger or thirst
- Lacks motivation
- Has runny nose
- Is vomiting; has nausea, intestinal difficulty
- Scratching
- Involuntary eye movement
- Excessively active
- Flushed skin
- Sweating
- Irritable
- Yawning
- Twitching
- Dizziness
- Unconsciousness
- Inability to verbalize

Please provide additional details relevant to the boxes checked above. You may also describe any other specific objective findings not listed:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Reasonable Suspicion Form

Name:_____________________________ Date of Occurrence:__________  Page: ___of ___

_____ 4.   Other circumstances as described below:

Check all items observed:

Unexplained or unexcused absences to practices, class or required appointments

Unable to explain unusual behavior to authority figure in a reasonable and satisfactory way

Rude or irrational behavior to authority figures

Possession of paraphernalia commonly used with substances

Provide a complete narrative of the circumstances reported (quote any specific remarks and describe all relevant facts):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Describe any inferences drawn from the reported facts:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

******************************************************************************

Additional Comments and Information: _____________________________________________

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Reasonable Suspicion Form

Name: ___________________________ Date of Occurrence: __________  Page: ___ of ___

Name and Job Title of Person Who Completed Form: _______________________________

Date: ________________________________

Reviewed and Approved by: _____________________________________________________

Date: _________________________________________

Student-Athlete Acknowledgement: _____________________________________________

ATTACHMENT D: STUDENT-ATHLETE CONSENT TO BODY FLUID SAMPLE TESTING FOR PROHIBITED SUBSTANCES FORM

I hereby agree to submit to a body fluid sample (such as urine or blood) test and to furnish a sample of my urine, breath, and/or blood for analysis pursuant to the University of Colorado Boulder Intercollegiate Athletic Department’s Substance Abuse Education and Testing Program Policy (“Drug Testing Policy”). I have reviewed and am familiar with the terms of the Drug Testing Policy. I have not been coerced or threatened to provide my consent. I knowingly and voluntarily consent to testing procedures. This consent form has been explained to me in a language I understand, and I have been told that if I have any questions about the procedures or the Drug Testing Policy, they will be answered. I confirm that I am over eighteen years of age.
Health Insurance Policies

CU Mandatory Health Insurance Policy

University of Colorado has a mandatory health insurance requirement for all students on the Boulder campus stating that the student must be covered by a comprehensive health insurance plan. The Athletics Department must follow this health insurance mandate. Student-athletes will not be permitted to participate in the Athletics program unless they are covered under a comprehensive health insurance plan. If insurance coverage lapses at any time, the student-athlete will become ineligible to participate in their sport, regardless of the season. Please note that students are responsible for the payment of their health insurance expenses, which are not covered by scholarships or the Athletics Department.

The university encourages students to research their health insurance plan options and make an informed choice about their health insurance. Students should be knowledgeable about their health insurance plan and its requirements and limitations, and should take steps to ensure that they have adequate coverage while attending CU. In addition, students are strongly advised to carry their health and prescription insurance cards with them at all times.

The Student Gold student health insurance plan offered through Wardenburg Health Center to all CU students is not covered by an athletic scholarship. This health insurance plan is completely separate from the Athletics Department and does not cover medical care for injuries resulting from intercollegiate sports participation. A charge for the Student Gold student health insurance appears on every student’s tuition statement. If the student takes action to waive the health insurance before the specified deadline, the tuition charge will be removed. It is the responsibility of all U.S. and international students to decide whether to keep or waive the student health insurance plan each year utilizing the Wardenburg Health Center on-line procedures. This is not done by the Athletic Department or Sports Medicine Program.

• NOTE: The University of Colorado automatically defaults ALL CU Boulder students enrolled for six or more credit hours into the Student Gold Health Insurance plan.

• You must waive the student insurance before the deadline. Instructions for waiving the insurance are at this link www.colorado.edu/studenthealthplans.

International students are advised to review their health insurance options to ensure that they have adequate coverage in the USA. Most medical facilities do not file claims with international plans unless there is a USA member services contact phone number and USA claims address. NOTE: Your health plan must have a USA member services contact phone number and USA claims address. International students who incur medical expenses not related to intercollegiate...
sports participation will need to coordinate all claims directly with their international health insurance company.

**Medical Care and Billing Protocols**

When a student-athlete is seen at one of the Sports Medicine Program clinics located in the Champion Center, Dal Ward Athletic Center, and Coors Events Center, he/she is under the care of Certified Athletic Trainers, primary care team physicians, sports orthopedists, medical specialists, and physical therapists. Most medical problems can be handled at these Sports Medicine Program clinics, and there are no charges for these services. However, when a team physician refers a student-athlete to an off-campus facility for medical procedures such as MRIs, x-rays, surgery, tests, etc., or if prescriptions are required, charges are incurred. These charges will be billed first to the student-athlete’s health insurance plan. The Athletics Department is a secondary payer to the student-athlete’s health insurance benefits. The Athletics Department is NOT a secondary health insurance for the student-athlete. After the student-athlete’s primary health insurance policy has paid its portion or denied the claim, and after the Sports Medicine Program office has received a copy of the health insurance plan explanation of benefits, the Athletics Department will pay the unpaid “patient” balances as a secondary payer, including deductibles and co-payments.

Please note that we pay patient balances due only for those medical expenses incurred as a direct result of an athletic injury sustained during NCAA sanctioned and staff-supervised practice, conditioning, or competition. This includes diagnostics, treatment, surgery, physical therapy, and follow-up by team physicians and other healthcare providers, approved in advance and with the written authorization of the Sports Medicine Program staff. We do not pay for routine annual exams of any kind, including physicals, OB/GYN, dental exams, etc.

The Athletics Department does not cover unauthorized medical visits of any kind. Student-athletes are required to obtain written authorization for all medical service. Student-athletes must obtain an Authorization for Services Form from their team athletic trainer prior to any medical appointments outside the Dal Ward Clinics, including medical visits off campus and at the Wardenburg Health Center. The student-athlete is responsible for the payment of all unauthorized medical services, all missed appointment fees, any late charges and transfer charges related to non-payment of bills.

The Athletics Department also does not cover charges incurred because of pre-existing conditions, non-athletic related injuries or conditions, acute illnesses, any and all medications related to pre-existing conditions (e.g. asthma, skin conditions, women’s health, and mental health). We also do not cover routine annual medical or dental exams.
Privacy restrictions may limit the ability of the Sports Medicine Program staff to resolve health insurance or billing questions. Therefore, the parent/guardians and/or the student-athletes themselves are responsible for responding to ALL inquiries or requests for information from their health insurance company and/or medical billing offices. These inquiries may be printed on the patient statement or on the health insurance explanation of benefits form. Parents and student-athletes are strongly encouraged to read these documents carefully and take action, if needed.

Health Insurance Information

It is our policy that student-athletes will not be permitted to participate in the Athletics program until the Sports Medicine Program has received all required information. The following required documents must be completed and submitted to the Manager of Medical Office Services in the Sports Medicine Program. The manager coordinates the student-athlete’s health insurance files and finalizes the student-athlete’s insurance compliance to participate in their sport:
1. Health Insurance Information Form  
2. Quality legible copies of current medical, prescription, and dental cards (Front and Back)  
3. Authorization to Release Insurance Information Form  
4. Checklist for Student/Parents/Guardians  
5. Wardenburg Student Health Insurance Acknowledgement Form

Submitted copies of medical, prescription, and dental cards that are difficult to read will not be accepted. All copies must be legible and printable. It is imperative that we receive all completed forms and copies of all cards before the student-athlete begins any practice, conditioning, or competition.

Health Insurance Information Requests

It is also the responsibility of the student-athlete and his/her parents to respond to all requests for information from their health insurance company and medical billing offices. For example, if the student-athlete’s health insurance company requires verification of full-time student status, it is the student-athlete’s responsibility to submit that information. The health insurance company might also request that a member complete an accident report or provide information about other health insurance coverage. Student-athletes and their parents/guardians are strongly encouraged to carefully review all bills and health insurance statements and expedite the resolution of questions so claims do not go to collection agencies.

Health Insurance Changes

The Sports Medicine Program requires current health insurance information at all times. It is the responsibility of the student-athlete and his/her parents to notify the Sports Medicine Program of any changes at any time during the year, including a new insurance carrier, new insurance cards
which have new member or group identification numbers, claims addresses or phone numbers, changes in network pharmacies, etc. If the Sports Medicine Program has incorrect health insurance information on file, the processing and payment of medical and pharmacy bills will become the responsibility of the student-athlete and his/her parents.

**Non-Covered Expenses**

Student-athletes are encouraged to notify their trainer and make an appointment with a physician at one of our clinics—Champions Center, Dal Ward Athletic Center, and Coors Events Center—whenever they have any kind of medical problem or question, including illnesses. These services are at no charge to the student-athlete, even if the problem is not sports-related. There are no charges for services at these clinics.

However, if the student-athlete has a medical problem that is not sports-related, and if he/she is seen at the Champions Center, Dal Ward Athletic Center, or Coors Event Center Clinic and then referred to Wardenburg Health Center or to a medical facility off campus, the student-athlete must assume personal responsibility for all charges, including medical, dental, pharmacy, etc. The student-athlete and his/her parents are advised to become informed about their medical coverage and their options for in-network medical services in the local area. Please note that the Wardenburg Health Center is not contracted with any health insurance companies except the student health insurance plan options offered through the center.

Medical charges that are not covered by CU Athletics include pre-existing conditions, non-athletic related injuries, and all medications related to pre-existing conditions (e.g. asthma, skin conditions) and non-athletic related conditions.
Extended Medical Coverage Policy

This policy addresses the applicability of university provided extended medical coverage for former student-athletes. Former student-athletes who sustained an injury as the result of participating as an intercollegiate student-athlete at the University of Colorado during competitions, practices, and/or strength and conditioning sessions potentially qualify for extended medical coverage.

To be potentially eligible for future extended medical coverage as a former student-athlete, each current student-athlete must have completed a Sports Medicine Exit Questionnaire within thirty days of concluding athletic participation or removal from a CU Athletics team roster. The Questionnaire will provide opportunity for the student-athlete to document and confirm all athletic injuries sustained while participating in their sport at the University of Colorado.

Eligible and qualified student-athletes may receive extended medical coverage for a period of up to 4 years after the student-athlete’s graduation or separation from the University of Colorado or until the student-athlete turns 26 years of age, whichever occurs first.

If any of the following situations apply, the former student-athlete will not be eligible for the extended medical coverage:

1.) The student-athlete transfers from the University of Colorado to a different institution and begins practicing, conditioning activities, or volunteer workouts after departure.
2.) The student-athlete fails to participate in or complete University of Colorado sports Medicine-required rehabilitation/treatment programs following the original injury.
3.) The student-athlete signs a contract/agreement with a post-collegiate team or organization.
4.) The student-athlete fails to complete the Sports Medicine Exit Questionnaire within the required thirty day time frame.
5.) Insufficient or false information regarding injury is provided on the Sports Medicine Exit Questionnaire.
6.) Pre-existing medical conditions or illness.
7.) Non-athletic related injuries or illness.
8.) Failure to comply with the University of Colorado-Sports Medicine authorization and referral procedures.

In order to be eligible for Extended Medical Coverage benefits the former student athlete must comply with the following procedures:

1) Provide proof of current health insurance
2) Utilize a medical provider within their current health insurance network
3) Follow established University of Colorado-Sports Medicine authorization and referral procedures prior to scheduling any medical appointments.
Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee, also known as SAAC, is an active group of student leaders from each of the 17 intercollegiate athletic programs. This student-led group is dedicated to providing a voice for the interests and concerns of all student-athletes at the University of Colorado Boulder. Involvement is open to any student-athlete willing to make the commitment to serve on behalf of one’s peers.

The committee focuses on areas such as academics, leadership through service, university and alumni relations, career development, and student-athlete life. SAAC also strives to facilitate communication and foster camaraderie between student-athletes and the administration.

SAAC assists in supporting the many community outreach and student-athlete life events. Leadership through service projects include: Buffalo Hugs, Read with the Buffs, National Girls and Women in Sports Day, the Holiday Angel Tree, and more. Along with these leadership through service projects, SAAC, with help from the Athletics Department staff, strives to enhance the student-athlete’s life skills and career development. It also supports each sport program to encourage attendance at our home sporting events. SAAC members often participate on campus and department committees and serve in valuable roles that provide insight for administrators.

Last year SAAC hosted the 18th annual CU Sports People of the Year (CUSPY) Awards. This year-ending awards celebration is designed to recognize the many outstanding achievements of the student-athletes. The event, created by the Student-Athlete Advisory Committee in 2001, is run entirely by student-athletes.

The benefits of being a member of SAAC are many, including leadership development, gaining an understanding of the inner workings of the CU Athletic Department, opportunities to deal with student-athlete issues at the highest level of the PAC-12 and NCAA and, most importantly, developing lasting, unifying relationships with peers from other teams. If you are interested in being a part of this leadership group, please contact your team’s SAAC representative or the staff advisor, Rachel Ripken, at rachel.ripken@colorado.edu.
Social Networking – Best Practices  
*(Facebook, Twitter, Instagram, SnapChat & Others)*

- **Understand you are a public figure.** You are your own brand that is a big part of the brand of the Colorado Buffaloes. Use it responsibly.

- **Think before you post.** Take a breath before hitting post and ask yourself if your parents, grandparents, family, coaches, teammates would approve. If there’s any question, it’s a good idea to not post it.

- It is much easier to maintain your own identity and profile on social media, but it’s much harder to control what others may post about you.

- It’s extremely easy for people to identify you as a student-athlete. Maintain awareness and keep yourself out of situations out of your control.

- Understand the compliance rules regarding social media.

- Aside from those compliance rules, there are no other athletic department rules about use of social media. They are covered under team rules, so make sure you understand what your coaches expect from you on social media.

- Use CU. We have a fast growing social media following and we will engage with you if you show that you’re responsible on social media.

- Contrary to popular belief, we want you on social media. Learning that skill will help you in almost any profession you choose to go into. Do it, but do it responsibly.

**FACEBOOK**

- Lock it down. Do not accept friend requests from people you don’t consider a friend. Go through your list, unfriend people you don’t know. Your personal profile is a link to your past, to your friends from prior to CU and friends you make a CU. Keep it that way, it will be much more valuable to you later in life.

- There are more active sports fans on Facebook than created accounts on any other social media network. If you want a public Facebook page, we can help get you create one and potentially get verified.
TWITTER & INSTAGRAM

- It’s ultimately up to you whether or not to keep those accounts public or private. The whole point of those outlets is to be social. Our recommendation is to make them public because making them private may give you a false sense of security. Just because your account is “private” doesn’t mean it’s really private.

SNAP CHAT

- There is no such thing as “delete” on the internet. Snapchats do not get deleted. Snap chat has been hacked multiple times. Be responsible and use the same guidelines as above for your Snap Chat use.

If you have any questions about anything related to social media, our digital team is here to help, Andy Schlichting (andrew.schlichting@colorado.edu) and Roger Carry (roger.carry@colorado.edu) are here to chat with you about social media and personal branding. Your sports information director for your sport can also assist with similar matters.
Student-Athlete Welfare Resources

Student-Athlete Welfare Grievance and/or Appeal Procedures

These policies, procedures and resources are available for student-athletes who believe they are in need of support or who feel a need to share a concern, file a grievance, or appeal a decision.

Resources

There are a variety of on-campus resources at CU which we encourage you to use in the event of a grievance or appeal.

• Boulder Campus Ombuds Office - provides informal and confidential dispute resolution services for students. This office does not keep records, determine who is right or wrong, or administer sanctions. It simply attempts to help students resolve their concerns fairly. (492-5077)
• Office of Student Conduct - investigates allegations of violations of the Student Code of Conduct and, when appropriate, administers sanctions to students found to be in violation. Students who are sanctioned can appeal within the Office of Student Conduct process. (492-5550)
• Athletic department administrators and coaches - will provide guidance regarding any issue as needed.
• Student-Athlete Advisory Committee (SAAC) - this is a leadership committee of student-athletes who are dedicated to providing a voice for the interests and concerns of fellow student-athletes at CU. This group will provide assistance as needed with any issue. Team representatives should be contacted directly.

Grievances/Appeals

• Sexual Harassment - follow the guidelines in the CU-Boulder Campus Sexual Harassment policy. This policy provides many resources which you can utilize. (303-735-3979)
• Legal Issues/Violation of Campus Code of Conduct - grievances or appeals that deal with campus legal matters should be taken up with the Office of Office of Student Conduct. (303-492-5550)
• Grievances against Athletic Department Coaches/Staff - in the event of perceived, unexplained or unfair treatment by a coach or staff member, student-athletes should follow these guidelines:

1. Attempt to resolve the concern or issue by communicating directly with the coach or staff member.
2. Utilize the campus and department resources (listed previously and below) to help provide guidance and assistance.
3. If a resolution cannot be reached using these means, contact the direct supervisor of the coach or staff member.
A. Ceal Barry, Senior Associate Athletics Director for Internal Operations/SWA, oversees Men’s and Women’s Basketball.

B. Cory Hilliard, Associate Athletic Director for Business Operations & Chief Financial Officer, oversees Men’s and Women’s Cross Country and, Men’s and Women’s Track and Field.

C. Jill Keegan, Assistant Athletic Director for Compliance, oversees Tennis.

D. JT Galloway, Assistant Athletic Director for Trademark Licensing, oversees Men’s and Women’s Golf.

E. Kris Livingston, Associate Athletic Director for Student Services, oversees Men’s and Women’s Skiing, and Soccer.

F. Lance Carl, Associate Athletic Director for Business Development, oversees Football

G. Matt Biggers, Associate Athletic Director for External Affairs & Chief Marketing Officer, oversees Volleyball

H. Tracy Tripp, Human Resources and Payroll Director, oversees Lacrosse

I. Grievances regarding any other staff member should be made to the direct supervisor of that individual.

J. Rick George, the Athletic Director, will hear any grievances or requests for appeals if a resolution is not reached by going through the previous steps.

4. The Student-Athlete Advisory Committee will provide information, guidance and support as it deems appropriate.

**Psychological Health & Performance**

Individual and group counseling/consultation is available from the Psychological Health & Performance (PHP) Staff. Dr. Christopher (Chris) Bader and Ms. Erin Rubenking address challenges faced by student-athletes. Topics can include anxiety and depression, relationship issues, dealing with injury, time management, dealing with stress, homesickness, substance use/abuse, financial issues, family matters, etc.

Applied sport psychology services are also available through the PHP staff. These topics can include, but are not limited to, performance under pressure, maximizing performance, mental toughness, proper goal setting, and imagery/visualization.

All aforementioned services are confidential, free, unlimited, and available for any student-athlete at CU.

- **Staff information:** Services provided by
Christopher Bader, Ph.D., LP, CMPC, Psychological Health & Performance Director

Erin Rubenking, MA, LPC, LAC, Psychological Health & Performance Counselor

- **Phone & Email:**
  - Dr. Bader - 303-819-5294, Christopher.Bader@Colorado.edu
  - Ms. Rubenking – 303-868-0527, Erin.Rubenking@Colorado.edu

- **Appointments:** The PHP offices are located in Dal Ward Suite 130. Office hours are generally 8 a.m. to 5 p.m.; and appointments are available outside of those hours as the need arises. Please text or call the numbers above for scheduling.

- **Confidentiality:** As required by Colorado law, all communication between the Psychological Health & Performance staff and a student-athlete is confidential. The student-athlete can voluntarily sign a release of information to allow information to be shared.

There are also alternative resources available if student-athletes are interested. **On-campus** counseling services are available through the Counseling & Psychiatric Services (CAPS) office (303-492-2277) and the Office of Victim Assistance (OVA; 303-492-8855). CAPS and OVA provide free and confidential short term counseling. In addition, OVA provides information, consultation, support, and advocacy to individuals who have experienced traumatic, disturbing, or life disruptive events. All services through CAPS and OVA are confidential and available to all student-athletes. If a student-athlete would like information about an **off-campus** mental health referral, please contact a PHP staff member and referrals will be provided.
As a member of the CU Boulder community, you play an important role in shaping the campus culture. The university is committed to creating a welcoming atmosphere for every student, staff, and faculty member.

To help make this happen, the university has policies that prohibit sexual misconduct, discrimination, and harassment. These policies are intended to protect members of our community and to make sure that all students have the opportunity to benefit from a college education.

When a student experiences discrimination or harassment related to their identity, such as race, sexual orientation, or religion, or when they experience any form of sexual misconduct, which includes sexual assault or harassment, domestic or dating violence, or stalking, that student's educational experience may be negatively affected. These kinds of behaviors harm the people who experience them, as well as the entire university community.

To protect the campus community, CU Boulder prohibits these behaviors and provides education designed to prevent such behaviors.

Retaliation against someone who has reported a possible policy violation, or who supported or provided information about a violation, is strictly prohibited. Retaliation includes any kind of intimidation, threats, or harassment that is intended to discourage a person from taking part in an investigation of a policy violation.

Any member of the CU Boulder community who experiences sexual misconduct, or who experiences discrimination or harassment related to their identity, whether this happened on or off campus, is encouraged to make a report about what happened to the university’s Office of Institutional Equity and Compliance or OIEC (https://www.colorado.edu/institutionalequity/). Athletic department employees who are classified as “responsible employees” – those who can hire, promote, discipline, evaluate, grade, formally advise, or direct faculty, staff or students -- have mandatory reporting obligations and must report allegations of sexual misconduct and/or protected class discrimination and harassment to OIEC.

We hope the following information will help you better understand the university’s policies and the process for making a report of a possible policy violation.

What is Sexual Misconduct?

Sexual Misconduct is defined by university policy as any unwelcome behavior of a sexual nature, abuse in an intimate or dating relationship, and stalking. It covers a wide range of prohibited behaviors.
Behavior that may be unwelcome:
- Attempts to touch someone in a sexual way
- Showing someone sexually suggestive materials
- Words, statements, or physical behavior of a sexual nature
- Repeated requests for dates
- Sexual jokes or innuendos

Examples of sexual misconduct include:
- Non-consensual sexual intercourse/penetration with any body part or object
  - This includes vaginal or anal penetration and any contact between a mouth and genitals, no matter how slight
- Pressuring for sex after someone has said or implied that they aren’t interested
- Behaviors that threaten or intimidate a current or former sexual or dating partner:
  - This includes threats, assault, property damage, and violence or threat of violence to one’s self or the family members of the sexual or romantic partner, as a way to coerce, control, punish, intimidate, or gain revenge
- Photographing or observing someone when they are naked or engaged in sexual activity without their consent
- Persistent email or social network communications that makes someone change their daily activities in order to avoid further contact or fear for their safety
- Requiring sexual favors in exchange for a grade

Any student found responsible for sexual misconduct under university policy could be removed from athletic programs, prohibited from being on campus, suspended or expelled from the university. There may also be parallel criminal proceedings pursuant to state law.

When the university finds out that sexual misconduct has happened to a member of the CU community, the university is required to take immediate action to stop it, keep it from happening again, and address its effects. The university must conduct at least a preliminary inquiry into any report of sexual misconduct. The university’s process is separate from a criminal investigation.

Consent
Treat every sexual situation as a red light and assume you don’t have permission to proceed.

Consent for sexual activity must be clear, knowing, voluntary, mutually understandable words or actions that show that someone wants to take part in mutually agreeable sexual activity throughout a sexual encounter.

This means:
- Just because someone isn’t saying, “no,” it doesn’t mean they’ve consented to sexual activity’
• Silence is not consent for sexual activity—consent requires a clear "yes," either through words or actions that are enthusiastic.
  
  ○ Verbal communication is the most reliable form of asking for consent.

• Consent to some forms of sexual activity does not automatically mean there is consent to other forms of sexual activity.

• A person who does not want to consent to sex is not required to resist.

• Being in a past or current romantic or sexual relationship does not mean that you have consent for sexual activity.

• Giving or accepting gifts, paying for or accepting drinks or a meal, or dancing with someone does not indicate there is consent for sexual activity.

• The way someone is dressed or their physical appearance does not indicate there is consent for sexual activity.

• Consent can be withdrawn at any time during sexual activity and doesn’t need to be verbal, as long as it is conveyed clearly.

• Consent cannot be obtained by threat, coercion, or force.

• A person under the age of 15 cannot legally consent to sex with someone who is 4 or more years older than they are. A person who is 15 or 16 cannot legally consent to sex with someone who is more than 10 years older.

Engaging in sexual activity with a person who you know is (or can reasonably recognize to be) incapacitated due to alcohol, drugs, or being asleep, violates university policy.

Signs of incapacitation that would mean a person is unable to consent:

• Disorientation
  ○ For instance, when a person loses track of where they are or who they are with, is confused or unable to remember basic information, or repeats themselves.

• Loss of motor control
  ○ This means a person may not be able to do basic things like walk on their own, insert a key into a lock, sign their name, get something out of their wallet, or dress/undress themselves.

• Unconsciousness
  ○ This includes being asleep or passed out
These are some of the factors used to determine a person’s ability to consent to sexual activity.

**A person’s use of alcohol or other drugs is not a defense to an allegation of sexual misconduct.**

**Protected Class Discrimination and Harassment**

CU Boulder policy prohibits discrimination and harassment based on protected class identity.

Protected class identities include race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, and political philosophy.

Protected class harassment can be verbal, written, or physical. Harassment is defined as behavior that unreasonably interferes with someone’s work or academic performance, or that creates an intimidating or hostile work or educational environment.

Discrimination occurs when someone suffers harm on the basis of their protected class identity, like when someone is deprived of or denied a material benefit (such as money, a job, or resources) based on their protected class identity.

Discrimination can include:
- Not being admitted to an academic program
- Not being funded for a project
- Not being promoted or hired for a job

**Recruiting**

The conduct that the University expects from student-athletes is the same conduct that they must demand of any student recruit who visits the university for an official or unofficial visit. It is absolutely inappropriate for any university athlete to make any type of sexual activity available to recruits during a recruiting visit. This includes, but is not limited to, sex with CU students or with those outside the university community, hiring of strippers for private parties, or attendance at strip clubs.

Current student-athletes are responsible for the behavior of any recruit under their supervision and must not allow the recruit to engage in any form of sexual misconduct as described above.
Resources & Reporting

- There are several ways to report a possible policy violation to the university’s Office of Institutional Equity and Compliance (this link also has information on other resources):
  - Online reporting: https://www.colorado.edu/institutionalequity/ (“Report an Incident” tab)
  - Call: (303) 492-2127
  - Email: cureport@colorado.edu
  - Report directly to the Title IX Coordinator for the University: Valerie Simons, (303) 492-5359, valerie.simons@colorado.edu

- Office of Victim Assistance offers free and confidential counseling and advocacy and can help you know your options and rights in the aftermath of a traumatic, disturbing, or disruptive life event:
  - https://www.colorado.edu/ova/
  - 303-492-8855

University Policies and Office of Institutional Equity and Compliance (OIEC) Process and Procedures:
https://www.colorado.edu/institutionalequity/policies
**Pregnant Student-Athletes**

This policy outlines the rights and responsibilities with regard to pregnancy of the student-athlete who is a member of an intercollegiate athletic sports program at the University of Colorado. Athletics is committed to the personal health and development of our student-athletes. This policy sets forth the protections provided for pregnant student-athletes, including those with pregnancy-related conditions, and prohibits retaliation against any student or employee who complains about issues related to the enforcement of this policy. We want to protect every student-athlete’s physical and psychological health as well as their ability to complete their education.

- As provided by federal law, CU student-athletes will not be discriminated against because of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery there from.

- Reporting:
  - Athletics will not require any student-athlete to reveal her pregnancy status and instead will work to create an environment where a student-athlete will feel comfortable providing this information. Participating in athletic activity while pregnant can have serious health consequences and voluntarily revealing pregnancy will allow Athletics personnel to assist the student-athlete.

  - Teammates or Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to the team physician or to the licensed mental health provider with the department.

- A pregnant student-athlete’s grant-in-aid will not be terminated or reduced as a result of her pregnancy.

- Athletics will allow a pregnant student-athlete to fully participate on the team, including all team-related activities, unless the student-athlete’s physician, the team physician, or other health care provider certifies that participation is not medically safe.

- Athletics will allow a pregnant student-athlete to continue to participate in a limited manner on the team, including all team-related activities, unless the student-athlete’s physician, the team physician, or other health care provider certifies that such limited participation is not medically safe.

- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
• Students may take a pregnancy leave of absence for so long a period of time as is deemed medically necessary by the student-athlete’s physician, at the conclusion of which the student-athlete shall be reinstated to the status which she held when the leave began.

• No coach or other Athletic department personnel shall suggest to any student-athlete that her continued participation on a team will be affected in any way by pregnancy.

• Athletics will not allow a hostile or intimidating environment to exist regarding student-athlete pregnancy. Acts or statements that are hostile toward pregnancy or that shun or shame a student-athlete because she is pregnant will not be tolerated.

• Medical personnel in the Office of Sports Medicine are available to educate the pregnant student-athlete regarding the risks of continued participation in her sport. Athletics does not provide health insurance benefits for pregnancy, although Athletics personnel can assist the student-athlete in locating available resources. If requested by the student-athlete, the Office of Sports Medicine will refer her to her primary care physician, Wardenburg Health Center on the CU Campus, or additional resources for medical services. Counseling and Psychological Services on the Boulder campus is another resource available to the student-athlete.

• Athletics staff will not counsel (unless requested by the student-athlete) or influence in any way a pregnant student-athlete regarding issues related to her pregnancy. Such advice or influence is inappropriate and is prohibited.

• Regarding institutional financial aid, all grants-in-aid are renewed annually and in accordance with NCAA rules. Pregnancy will be treated as all other temporary medical conditions where grants-in-aid are awarded. As such, institutional grant-in-aid money may not be revoked or reduced due to missed practice and playing time as a result of pregnancy.

• NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy. A waiver application must be submitted by the University to the NCAA in such cases, and approval is not assured.

• Concerns regarding violation of this policy or retaliation should be directed to the SWA, Ceal Barry, the Senior Associate AD for Sport Performance, Miguel Rueda, and/or the Office of Institutional Equity and Compliance.
**Glossary**

**Abstract:** A summary of a larger work, such as an article, book, or dissertation, included with citation information in many databases.

**Academic Advisor:** Faculty or professional staff member who assists students with course selection and academic decision making appropriate to personal, professional, and academic needs and goals.

**Academic Coordinator:** A staff member at CU who helps student-athletes plan, coordinate and stay on pace with their academic and athletic goals.

**Academic Calendar:** A list of key dates associated with a specific term.

**Academic Level:** A student classification based on number of earned or awarded credit hours/units (e.g., freshman, sophomore, graduate).

**Academic Load:** A student classification based on the number of enrolled credit hours/units (e.g., full time, part time).

**Academic Mentor:** An academic mentor is someone whose responsibility is to help CU student-athletes organize their weekly tasks and enhance or improve current study skills. Balancing academics and athletics at the college level is an acquired skill. The academic mentor’s primary focus is to assist a student-athlete’s transition from high school to college, and develop a plan that will help the student become successful at CU. They teach and promote the development of academic skills ranging from time management, organization, study strategies, and prioritization.

**Academic Plan:** An area of study (e.g., major, minor) within an academic program that awards a single certificate or degree type (e.g., BFA in Studio Arts, BA in History).

**Academic Program:** A college/school/program to which a student applies, is admitted and graduates from (e.g., College of Business [undergraduate], College of Education [graduate])

**Academic Subplan:** A specialization within an academic plan (e.g., emphasis in Geophysics [for Geology major]).

**Advisor:** A qualified person, usually a faculty member, assigned to give you support and advice related to your academic and career plans.
**Annotate:** To add notes to (a text or diagram) giving explanation or comment.

**Article Databases (e-Resources):** Online tools that index, abstract, or provide electronic access to articles, books, dissertations and other types of content. Many of these databases offer limited full text.

**B.A.:** Bachelor of Arts. An undergraduate degree.

**B.F.A:** Bachelor of Fine Arts. The standard undergraduate degree for students seeking a professional education in the visual or performing arts.

**Bibliography:** A list often with descriptive or critical notes of writings relating to a particular subject, period, or author. The works or a list of the works referred to in a text or consulted by the author in its production, usually given at the end of a work.

**Block Schedule:** Weekly schedule of all academic and athletic activities.

**Blue Book:** A blank book sometimes required for written portions of exams. These books can be purchased cheaply at the University Memorial Center (UMC).

**Booster:** A representative of athletics’ interest.

**B.S.:** Bachelor of Science; an undergraduate degree.

**Buff OneCard:** Your official university identification card. You are required to carry it with you when you are on campus. The Buff OneCard office is located in the C4C building on Regent Drive.

**Bursar’s Office:** Coordinates the billing and collection of payments from university students, including tuition, fees, and residence hall expenses. [www.colorado.edu/bursar](http://www.colorado.edu/bursar)

**Call Number:** A unique code assigned to each item in the library. The University Libraries primarily use the Library of Congress Classification (LCC) System.

**Campus:** A physical or administrative unit within an institution (e.g., Boulder Main Campus, Boulder Continuing Education).

**Career:** A grouping of academic work to which academic statistics are accumulated (e.g., undergraduate, graduate, non-credit).
**C4C**: CU’s Center for Community, located on Regent Drive across from the Coors Events Center. This building houses most of the Student Affairs offices and features a 900 seat dining facility.

**Catalog**: The online *University of Colorado Boulder Catalog* provides definitive information on university academic and administrative policies, degree requirements and course descriptions. ([www.colorado.edu/catalog/](http://www.colorado.edu/catalog/))

**Catalog Number**: A number used in conjunction with a subject to identify a specific course (e.g., ENGL 1234).

**Circulation**: The library department responsible for checking out and reshelving books, maintaining information on books that have been checked out, and tracing lost materials.

**Citation**: A standardized note documenting the exact title and author of a specific information source, as well as where and when the source was published.

**Class**: A specific course offering for a given term in which a student enrolls (e.g., MATH 1020-001).

**Class Number**: A system-assigned, five-digit number specific to a particular section of a class/class component (e.g., 12345 for MATH 1020-001), and which can be used for course selection.

**Class Schedule**: Comprises all classes in which a student has enrolled in a single academic term.

**COF (College Opportunity Fund)**: Created by the Colorado Legislature, COF provides a stipend to eligible undergraduate students paying in-state tuition. The stipend pays a portion of total in-state tuition for eligible undergraduate students who attend a Colorado public institution or a participating private institution. Eligible undergraduate students must be admitted and enrolled at a participating institution to use the stipend for eligible undergraduate classes. ([www.colorado.edu/registrar/registration-grades/apply-and-authorize-college-opportunity-fund](http://www.colorado.edu/registrar/registration-grades/apply-and-authorize-college-opportunity-fund))

**Chancellor**: The official title of the chief executive officer of the university.

**Chinook**: The University Libraries online catalog and database gateway. Chinook provides access to the millions of holdings in the University Libraries -- including all departments in the Norlin Library building and the five external libraries (Business, Earth Sciences, Engineering,
Math/Physics, Music). It includes, but is not limited to, books, periodicals, compact disks, microfilm and microfiche, musical scores, videocassettes and DVDs, electronic databases, and more.

**Clicker/iclicker:** Is a radio frequency device that allows you to respond to questions your instructor poses in class. Many professors and instructors take attendance through iclickers.

**Commencement:** A graduation ceremony.

**Co-Requisite:** A course that is required to be taken simultaneously with another course.

**Core Curriculum:** Requirements in the college of Arts and Sciences in various skill and content areas. See the University of Colorado Boulder Catalog (www.colorado.edu/catalog) for details.

**Course Catalog:** The full set of courses that may be offered by an institution.

**Course Reservation:** The Course Reservation Program helps undergraduate degree-seeking students get the courses they need to graduate. The Course Reservation Program allows students who have been waitlisted for a course but did not get in to reserve their enrollment in that course the next time it’s offered. (registrar.colorado.edu/students/registration/course_reservation.html)

**Course Schedule:** Consists of all courses for which a student has registered in a single academic term.

**Course Section #:** This three-digit number refers to the specific meeting pattern of the course.

**Credibility:** The trustworthiness (credentials, education, experience, etc.) of an author.

**Credit Hours (semester hours/ credits/ hours/ units):** Credit/units earned for the successful completion of a course in an academic term.

**Cross-Listed Course:** A course that is offered through two different departments or careers, is taught at the same time by the same instructor, and can typically be used to fulfill a requirement in either department or career. For example, MATH 4120 is cross-listed as APPM 4120. A mathematics major enrolls in MATH 4120, and an applied mathematics major enrolls in APPM 4120, and each student would receive credit in their program for the course.

**Cumulative:** All parts combined. A “cumulative exam” tests material learned not just in one unit, but in all units covered up to that point.
**Database:** A collection of related electronic records in a standardized format, searchable in a variety of ways, such as title, author, subject, and keyword. Common examples of databases are the library catalog and citation indexes.

**Degree (vs. Major):** A major is the area of study within the larger college degree program. For example, students may earn a Bachelor of Arts degree in the College of Arts and Sciences, with a major in sociology.

**Degree Audit:** DARS, the Degree Audit Reporting System, is a web-based tool that displays your progress towards graduation. It tracks your Minimum Academic Preparation Standards (MAPS), core, major, and elective requirements and lists courses that fulfill each requirement you still need. You can access DARS 24 hours a day, 7 days a week on MyCUInfo.

**Departmental Advisor:** A professional staff or faculty member who advises declared majors in one or more academic departments.

**Desire2Learn (D2L):** Desire2Learn (D2L) is CU-Boulder's online learning environment. Instructors will post information pertaining to their course on Desire2Learn to complement material discussed in lecture, lab, or recitation.

**Disability Services:** Provides students with disabilities the tools, reasonable accommodations, and support services to participate fully in the academic environment. DS works cooperatively with students as they develop self-awareness and independence, learn self-advocacy, and create a network of resources. Their services are based on their evaluation of each individual’s diagnostic/assessment information. DS addresses students’ needs and concerns on a case-by-case basis. Emphasis is placed on developing strategies so that students feel empowered and self-reliant. 303-492-8671 ([www.colorado.edu/disabilityservices](http://www.colorado.edu/disabilityservices))

**Double/Dual Degree:** Two different degrees within a college or school (e.g., a BA and a BFA from the College of Arts and Sciences) or two degrees earned from different schools or colleges (e.g., a BA from the College of Arts and Sciences and a BS from the College of Engineering and Applied Science). As of January 2013, requirements for double degrees have changed. See [Degree, Majors and Minors (/catalog/node/41261/) for more information.](/catalog/node/41261/)

**Double Major:** Two declared majors within one degree program. For example, a student in the College of Arts and Sciences with a double major in history and philosophy will earn one bachelor of arts degree.
**Drop/Add Period:** The period after registration during which a student can add or drop courses and change credit designations without instructor signatures. (www.colorado.edu/registrar/registration-grades/adddrop-courses)

**Elective Credits:** Credit hours students can choose out of interest or toward a minor or certificate program. Elective credits are simply hours that students need toward graduation that is not used to fulfill core or major requirements.

**Eligibility:** The ability to remain officially able to participate in NCAA sports, depending upon compliance to NCAA bylaws, particularly the need to maintain full-time enrollment and a minimum GPA, and adherence to the NCAA’s percent and progress towards degree requirements.

**Enrollment Appointment (Registration Time):** Designated time for a student to start registering for courses. Generally designed so that seniors register first, followed by juniors, sophomores and freshmen. Students can locate their enrollment appointment time on the MyCUinfo portal.

**E-Reserve:** An electronic database that is part of the CU Library system where you can find articles, essays and other reading material assigned for your class readings.

**Extra Benefits or Special Benefits:** The NCAA defines an extra benefit as any special arrangement by an institutional employee or a representative of the institution’s athletics interest (“booster”) to provide a student-athlete (or a student-athlete’s relative or friend) a benefit that is not generally available to other University of Colorado Boulder students and their relative and/or friends or, is not expressly authorized by NCAA legislation.

**Faculty:** A division within a university focused on teaching a single subject. For instance, “the economics faculty.” Someone who is a “faculty member” or “on the faculty” is an official teacher at CU.

**FAFSA (Free Application for Federal Student Aid):** Annual federal financial aid application, located at www.fafsa.ed.gov.

**Faculty Mentor:** A trusted and knowledgeable teacher who can offer you support, encouragement, and direction.

**FERPA (Family Educational Rights and Privacy Act of 1974):** A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.
Final Exams: Students may find the final exam schedule on the registrar’s office website each fall and spring semester. Exams are listed by class meeting time. If you have three or more final exams scheduled on the same day, you are entitled to arrange an alternative exam for the last exam or exams scheduled on that day. To qualify for rescheduling final exam times, you must provide evidence that you have three or more exams on the same day, and arrangements must be made with your instructor no later than the end of the sixth week of the semester. (www.colorado.edu/registrar/calendars-schedules/final-exams-schedule)

Full-Text: An electronic resource that provides the entire text of a single work or article, in addition to the citation and (in most cases) an abstract of each work. Also spelled fulltext.

“Full-Time” Status: To be considered a full-time student, students must be registered for a minimum of 12 credit hours in a single term. “Full-time” status may affect NCAA eligibility, on campus housing, tuition, health insurance, etc.

G.A.: A graduate assistant pursuing a graduate degree.

General Education Requirements (Core): Refers to those requirements that apply to all students within a particular college regardless of major. Such requirements, in addition to major requirements, must be fulfilled at the time of graduation.

G.P.A.: Grade Point Average. A number (4.0 - 0.0) that corresponds to academic letter grades (A, B, C, D, F). GPA can be measured for one semester at a time, or cumulatively, which averages your GPA for all the semesters you’ve been in school.

GradesFirst: GradesFirst is a web-based student performance monitoring system that provides automated student services and communication between academic coordinators and student-athletes. The program allows your Herbst Academic Center Coordinator to create a real time block schedule for you that you can easily view on an iPad, smartphone, or P.C. The system is also where student-athletes visit to request tutoring appointments.

Honor Code: The rules that govern issues related to academic integrity (i.e., plagiarism, cheating). The honor code is a fundamental social contract within which the university community agrees to live. All students of the University of Colorado Boulder enrolled in credit or non-credit classes are subject to the Honor Code for academic matters. The CU Honor Code Pledge reads: “On my honor, as a University of Colorado Boulder student, I have neither given nor received unauthorized assistance on this work.”
**Honors:** Distinction achieved through general honors courses or a departmental honors program (requires special courses and thesis).

**IdentiKey:** Automatically assigned to all incoming students. An IdentiKey account consists of your CU login name and a unique password. New students need to activate their accounts via MyCUInfo. For help, call 303-735-4357.

**Index:** A list of citations to journal articles and/or books arranged by subject, author, or title. Indexes may be in print format, electronic format, or both.

**Instructor:** A teacher. A person whose occupation is teaching. The Instructor role has the highest level of privilege within a course. Typically, the Instructor is the person developing, teaching or facilitating the course.

**Intra-University Transfer (IUT):** The process by which a student currently enrolled in one CU-Boulder college/school/program may pursue admission to a different CU-Boulder college/school/program. Decisions for admission are based on course preparation, hours completed, grade point average and other criteria required by the specific college/school/program.

**Keyword:** A significant word or phrase in the title, subject headings, contents notes, abstract, or text of a record in an online catalog or database which can be used as a search term in a free-text search to retrieve all the records containing it.

**Library Catalog:** A database that organizes materials our library collects and identifies where these material are located. The University Libraries Catalog is named "Chinook".

**Linked Activity:** A course that has at least two components that are linked together (ex. a lecture and a lab, or a lecture and a recitation). Where a course has a linked activity, you register for the lab or recitation and are automatically enrolled in the lecture.

**Lower-Division/Upper-Division:** Courses numbered 1000-2999 are lower-division. Courses numbered 3000-4999 are upper-division. It is rare for first-year students to take upper-division classes.

**M.A.:** Master of Arts. A graduate degree.

**M.S.:** Master of Science. A graduate degree.
**Major (vs. Degree):** A specific area of concentrated study, usually within one department. Required major credit hours vary. See the University of Colorado Boulder Catalog for details (www.colorado.edu/catalog).

**Major Restriction:** A restriction placed on certain courses in order to ensure that only students with a particular major have access to those courses.

**MAPS (Minimum Academic Preparation Standards):** Admission requirements for all students graduating from high school. MAPS requirements must be completed after starting at CU-Boulder through course work or equivalency tests.

**Matriculate:** To register, show up, and attend school.

**Matriculation Date:** Serves as the official date of initial registration as a degree-seeking student.

**Midterm:** An exam, paper, or assignment, given in class or to take home, sometime around the middle of the semester.

**MyCUHub:** An online platform that supports many functions and administrative offices across campus, MyCUHub allows a student to review his/her academic performance, as well as communicate and schedule appointments with advisors via a calendar app, email and social media-like tools.

**MyCUInfo:** The primary online portal where students register for classes, view their course schedule, check grades, apply for graduation, and access financial aid information.

**Office Hours:** Hours in which professors are in their office when students can stop by and talk about a class or problem they would like to discuss.

**Open Option:** Major category for freshmen and sophomore students who have not yet declared a major.

**Online Catalog:** An online database containing records of the materials owned by the libraries. The University Libraries Online Catalog is called "Chinook".

**Pass/Fail:** An option that some students may use for some classes, which allows them to use a different grading system than the typical A, B, C, D, F format. In a pass/fail class, you either pass (P) or your fail (F). A grade of D- or above is converted to a P; an F remains an F. Only the F is calculated as part of your GPA; a grade of P is not counted.
**Percent to Degree:** The percentage of your degree that is complete. When you reach 100% you graduate. NCAA regulations require that student-athletes meet certain percentage requirements at the end of their fourth (40%), sixth (60%) and eighth (80%) semester.

**Peer Review:** The process by which articles are chosen to be included in a refereed journal. An editorial board consisting of experts in the same field as the author review the article and decide if it is authoritative enough for publication.

**Periodical:** A magazine, journal, newsletter, or newspaper produced on a regular basis. This term is sometimes used interchangeably with "serial".

**Periods:** The number of separate meetings of a class in a week. For example, a MWF class has three (3) periods.

**Plagiarism:** The act of taking the literary composition of another author, or excerpts, ideas, or passages therefrom, and passing the material off as one's own creation.

**Popular Articles:** Serials that target general audiences with popular or current news stories. Authors are not usually scholars in a specific discipline and do not conduct original research. These articles are not peer reviewed.

**Pre-Law:** If a student is thinking about attending law school after graduating from CU, the pre-law advisor at the Pre-Professional Advising Office can help them achieve their goals. Each year, several hundred CU graduates are accepted by law schools across the nation. A pre-law advisor can help a student determine, first, if law school is the right choice, and then help determine a student's path through undergraduate preparation and the application process. No specific prerequisites are required to apply to law school. Students are expected to complete the requirements for an undergraduate major and to get involved in campus activities and take advantage of leadership opportunities.

**Pre-Requisite:** A course that is required to be taken before taking a more advanced course.

**Print Card:** Students use their Buff OneCard to print documents in computer labs on campus. Once the print card runs out of money each Academic Coordinator can provide a print card to student-athletes only in the Dal Ward Athletics Center for academic purposes. Students must use their Buff OneCard print money first.

**Priority Registration:** A 24-hour time period where only student-athletes are able to enroll in courses. After this time period expires, the registration window for non-student-athletes opens.
This opportunity is afforded to student-athletes because the university understands how complicated scheduling classes around practice and competition can be.

**Probation:** Once a student has a cumulative GPA below 2.0; student has one more semester to get GPA above a 2.0 or will be dismissed from the university.

**Provost:** The official title of the senior academic administrator at a university.

**RAP (Residential Academic Program):** Academically themed communities in many CU-Boulder residence halls in which students take courses together and have additional co-curricular opportunities.

**Recitation:** A component of several classes at CU, usually involving smaller meetings and more discussion and review.

**Reference:** The library department which aids patrons in using the library, helps with research problems, and assists in locating information. Materials such as dictionaries, encyclopedias, and biography guides are found in reference.

**Registrar’s Office:** Assists students in the processes of registration, orientation, and many specialized services such as transcript distribution, enrollment verification, and withdrawal. The office is located in the Regent Administrative Building. (registrar.colorado.edu)

**Registration Appointment:** Time designated for a student to start registering for courses. Generally designed so that seniors register first, followed by juniors, sophomores, and freshman. Student-athletes are entitled to priority registration.

**Relevance:** The degree to which a source addresses a research topic (some relevant sources may be more broad or more narrow than the specific research topic.)

**Rubric:** An explanation of the expectations for an assignment or class, or an explanation of how grades will be determined for an assignment or class.

**Schedule of Classes:** The set of course selections offered during a specific term.

**Scholarly/Professional Journal:** Journals that present in-depth, original research in a specific field. These articles have been reviewed by other scholars in the field for scholastic standards and validity. Professional journals may also contain profession or industry related news.
**Serials:** A publication that is issued in parts, indefinitely over time. Serials include journals, periodicals, magazines, almanacs, annual reports, numbered monographs, and other materials. This term is sometimes used interchangeably with "periodical."

**Session:** A subset of a term during which courses are scheduled (e.g., summer session M [Maymester]).

**SID (Student Identification Numbers):** SIDs are assigned to all students. SIDs are system-generated and unique, and students will be asked to use their Student IDs as their primary student identifier on campus.

**Stacks:** The area of the library where books and bound periodicals are shelved. These are items that can be checked out of the library. The Norlin Stacks are located on floors 3A, 3B, and 3C. The departments and branch libraries have their own stacks.

**Student Academic Services Center (SASC):** The Student Academic Services Center provides eligible students with comprehensive academic support services designed to improve their learning potential and reach educational goals. The center helps students develop effective academic strategies for college courses and obtain tutoring when necessary. 303-492-3842 (www.colorado.edu/SASC)

**Stops/Flags/Holds:** A stop, flag, or hold can prevent a student from registering, returning to school, obtaining an official transcript, or receiving their diploma. Students can check for any stops/flags/holds on MyCUInfo and follow up with the originating office about how to have to resolve the issue.

**Subject:** A specific area of instruction in which courses are offered within an academic department/organization (e.g., ENGL, HIST, DNCE).

**Subject Headings:** Terms, names, or phrases that are assigned to a publication (book, journal article, video, etc.) and used to describe the contents of that publication. They form a standardized set of terms that are consistently used to group materials together.

**Subject Tutor:** A qualified person who provides additional academic support in a particular subject area.

**Syllabus:** Course outline provided by professors that lists course requirements, grading criteria, course content, expectations, and other relevant course information.

**Tardy:** Being late for an appointment, meeting, job, or class.
T.A.: Teacher’s Assistant. T.A.’s are usually graduate students who, in partial fulfillment of their degree, or to earn their stipend, are required to teach courses or help faculty members teach courses in the subject of their expertise.

Tenure: When a professor has earned the right to be kept employed on the faculty permanently.

University Memorial Center (UMC): The University Memorial Center is the central gathering place on campus where students can grab a bite to eat (Subway, Domino’s Pizza, Jamba Juice, etc.), go to the bookstore, meet friends, enjoy free entertainment, shop, study, or just hang out.

Validity: The quality of research being used to support the argument being made.

Waitlists: Throughout the registration and drop/add periods, if a student is eligible to take a course but finds it is full, s/he may be able to put her/his name on a computerized waitlist. As spaces open in a course, students may be automatically enrolled in the class. It is the student’s responsibility to monitor if s/he has been enrolled in a course from the waitlist. If the student does not attend a course s/he has been enrolled in, s/he will receive an F for that course. See the online Schedule of Courses for details.

Withdrawal: A formal leave from the university.
(registrar.colorado.edu/students/withdraw.html)