## IMPORTANT NUMBERS

### ON CAMPUS RESOURCES

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Department - Costello</td>
<td>x44715</td>
</tr>
<tr>
<td>Athletic Department – Tsongas</td>
<td>x43187</td>
</tr>
<tr>
<td>Athletic Healthcare</td>
<td>x42322</td>
</tr>
<tr>
<td>The Solution Center</td>
<td>x42041</td>
</tr>
<tr>
<td>The Writing Center</td>
<td>x45270</td>
</tr>
<tr>
<td>Help Desk (IT)</td>
<td>x44357</td>
</tr>
<tr>
<td>UCAPs (Parking Services, ID Card)</td>
<td>x42800</td>
</tr>
<tr>
<td>University Police (non-emergency)</td>
<td>x42398</td>
</tr>
<tr>
<td>University Police (emergency)</td>
<td>x44911</td>
</tr>
<tr>
<td>Health Services (Wellness Center)</td>
<td>x46800</td>
</tr>
<tr>
<td>Centers for Learning</td>
<td>x42456</td>
</tr>
<tr>
<td>Disability Services</td>
<td>x44574</td>
</tr>
<tr>
<td>Bookstore</td>
<td>x42623</td>
</tr>
<tr>
<td>Lydon Library</td>
<td>x43205</td>
</tr>
<tr>
<td>O’Leary Library</td>
<td>x44550</td>
</tr>
<tr>
<td>Career Services</td>
<td>x42355</td>
</tr>
<tr>
<td>Ticketing Office</td>
<td>x42181</td>
</tr>
<tr>
<td>International Students &amp; Scholarship Center</td>
<td>x42383</td>
</tr>
<tr>
<td>Transportation Services</td>
<td>x42222</td>
</tr>
</tbody>
</table>

### OFF CAMPUS RESOURCES

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCAA Banned Substance Hotline</td>
<td>(877) 202-0769</td>
</tr>
<tr>
<td>Suicide Prevention</td>
<td>(800) 273-8255</td>
</tr>
<tr>
<td>Lowell Regional Transit Authority</td>
<td>(978) 452-6161</td>
</tr>
<tr>
<td>Lowell Line/Commuter Rail/MBTA</td>
<td>(617) 222-3200</td>
</tr>
</tbody>
</table>

### WEB RESOURCES

- goriverhawks.com
- americaeast.com
- hockeyeastonline.com
- ncaa.org
- ncaaeligibilitycenter.org
- uml.gradesfirst.com
- uml.edu/thesolutioncenter
- drugfreesport.com
- UMass Lowell.edu/prevent.
- uml.edu/student-services/Student-Conduct.
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Athletic Responsibilities

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Academic Eligibility

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Gambling
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MISCELLANEOUS

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Student-Athlete Events
Complimentary Admissions
Team Fundraising
Summer Workouts
Housing
Welcome to the University of Massachusetts Lowell and congratulations on your selection as a participant in the intercollegiate athletic program.

This handbook presents information needed to maximize your experience as a student-athlete at UMass Lowell. Important facts, rules, policies and procedures are outlined for your information and implementation.

As a student-athlete, you should realize that as a representative of the university, you are expected to maintain a positive attitude and adhere to an exemplary standard of conduct. UMass Lowell strives for excellence, and expects its student-athletes to comply with all NCAA, conference and institutional rules and regulations.

Intercollegiate athletics at the University of Massachusetts Lowell is an integral part of the overall college experience. Athletics contributes to the development of a number of intangible attributes such as leadership, discipline, initiative, and willingness to work cooperatively toward a common goal. A successful sports program generates a positive campus spirit and atmosphere, thus enhancing the quality of student life, and helps to create a positive perception that enhances the public awareness of the university.

To conduct an intercollegiate athletics program that inspires student-athletes to achieve excellence in their academic and athletic pursuits; emphasizes character, courage and respect; and creates a sense of pride for the campus and community.
CORE VALUES

- **Respect**
  We will represent character, respect and courage, and use these traits to build a diverse and inclusive culture.

- **Innovation**
  We will embrace entrepreneurship and innovation to boost competitiveness and capitalize on diverse ideas.

- **Engagement**
  We will embrace the opportunity to enrich the undergraduate experience through engagement on campus and in the community.

- **Collaboration**
  We will emphasize generosity, sharing and openness.

- **Excellence**
  We will provide the resources needed for coaches, staff and student-athletes to thrive.

- **Student Success**
  We are committed to helping student-athletes achieve all they hoped to achieve when they committed to attend UMass Lowell.

UMASS LOWELL PLEDGES TO:

1. Develop 21st Century Leaders
2. Attain Academic Success
3. Achieve Competitive Excellence
4. Cultivate a Culture of Accountability
5. Ensure Financial Sustainability
6. Enhance the University’s Brand
7. Instill a Sense of Unity and River Hawk Pride

DIVERSITY AND INCLUSION

The Department of Athletics actively participates in and promotes the university’s diversity and inclusion initiatives, programs, workshops and activities. *Global Engagement and Inclusive Culture* is one of the five Pillars of Excellences the university subscribes to with the belief that dynamic, global collaborations around the world support student and faculty exchanges, research and other entrepreneurial enterprises. These initiatives will contribute to the development of an inclusive campus culture.

The Department of Athletics shares this philosophy and promotes it through the [Athletic Department Core Values](#) seen above. The themes of respect, engagement and collaboration form the foundation the department’s basic commitment to developing a diverse and inclusive environment that highlights to student-athletes the essential role athletics can play to improve lives, strengthen communities and effect social change.
ACADEMIC RESPONSIBILITIES

The primary expectation of the Department of Athletics is that student-athletes will graduate with a degree from the University of Massachusetts Lowell. While there are many support programs on campus to help achieve this expectation, ultimate responsibility rests on the shoulders of the student-athlete. Therefore, each student-athlete is expected to:

• Regularly prepare for, attend, participate in and complete all assignments for all classes
• Adhere to the university’s policies regarding academic integrity and honesty
• Meet regularly with their academic advisor
• Maintain the NCAA minimum course hour requirement each semester, (see academic eligibility section for details), and make progress toward a degree based on NCAA and university standards.
• Submit travel letters to professors and make arrangements for excused absences due to travel and competition.

ATHLETIC RESPONSIBILITIES

As a student-athlete you are an ambassador of the university, the Athletic Department, America East, Hockey East and your team. Student-Athletes are expected to:

• Adhere to applicable NCAA rules and policies addressed in the NCAA student-athlete statement signed each year.
• Comply with specific sport team rules, as established by the head coach and/or athletic administration: dress code, curfew, alcohol/drug, travel, etc.
• Conduct yourself with honesty and good sportsmanship during games, competition and travel.
• Maintain an attitude of respect towards opponents, officials and spectators.
• Conduct yourself in a manner reflecting positively on you and on the reputation of the university, both on and off the “field of play”, at home and on away visits.
Membership on a University of Massachusetts Lowell athletic team is considered a privilege, not a right. Student-Athletes have a special responsibility to conduct themselves in a manner that is exemplary to faculty, staff, coaches and administrators. Student-Athletes must understand that disruptive behavior detrimental to the other student-athletes, the program in which he/she participates, the department, and/or the university will be addressed and appropriate disciplinary action will be taken.

Student-Athletes are expected to comply with both the *Student-Athlete Code of Conduct* as well as the *Student Conduct Code*. If a violation of either of these codes of conduct occurs, athletic privileges may be suspended or canceled. This may include practice, competition and/or athletic grant-in-aid award.
ATHLETIC ELIGIBILITY
NCAA, conference, university and departmental regulations determine that no member of an NCAA recognized varsity team may participate in either practice or competition until the student-athlete has:

1. Been cleared by the athletic trainer for participation.
3. Signed the NCAA Student-Athlete Statement.
5. Been certified as eligible by the Registrar’s Office
6. Been certified by the NCAA Eligibility Center

ACADEMIC ELIGIBILITY

- According to NCAA Bylaws for practice and competition, a student-athlete must be enrolled full-time, which is a minimum of 12 academic credit hours for undergraduates or 9 credit hours for graduate students. Seniors in their final semester may be enrolled in less than 12 credits with written confirmation from his/her college.
- Freshmen must be certified by the NCAA Eligibility Center for both academic eligibility and amateurism. Continuing student-athletes must meet the Progress Toward Degree requirements on the next page.
- Courses taken either in the summer or winter intersession period must be taken at UMass Lowell in order to affect your grade point average. When taken at UMass Lowell, both the credits earned and the grade point average becomes effective immediately upon posting of the grades.
- Courses taken elsewhere for credits must have prior approval of the department chairperson and the registrar.

ON-LINE/INTERNET BASED COURSES
Students registering for UMass Lowell on-line courses need to be advised that these courses are generated through the Division of Online and Continuing Education and therefore carry an added expense. All on-line courses must be approved by the associate athletic director for academic and student services.
STUDENT-ATHLETE HANDBOOK

STUDENT-ATHLETE CONDUCT

PROGRESS TOWARD DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulltime</td>
<td>Fulltime</td>
<td>Fulltime</td>
<td>Fulltime</td>
<td>Fulltime</td>
</tr>
<tr>
<td>Initial Eligibility determined by the NCAA</td>
<td>6 credit hours in previous semester</td>
<td>6 degree relevant credit hours in previous semester</td>
<td>6 degree relevant credit hours in previous semester</td>
<td>6 credit hours in previous semester</td>
</tr>
<tr>
<td>Good Academic Standing</td>
<td>Good Academic Standing</td>
<td>Good Academic Standing</td>
<td>Good Academic Standing</td>
<td>Good Academic Standing</td>
</tr>
<tr>
<td>2.0 GPA (after second semester)</td>
<td>2.0 GPA 18 credit hours in previous year (not summer)</td>
<td>2.0 GPA</td>
<td>2.0 GPA</td>
<td>2.0 GPA</td>
</tr>
<tr>
<td>24 credits earned</td>
<td>18 credits in previous year (not summer)</td>
<td>18 credits in previous year (not summer)</td>
<td>18 credits in previous year (not summer)</td>
<td></td>
</tr>
<tr>
<td>6 credit hours from Fall term</td>
<td>40% of degree credits earned</td>
<td>60% of degree credits earned</td>
<td>80% of degree credits earned</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Designated Degree</td>
<td>Designated Degree</td>
<td>Designated Degree</td>
<td></td>
</tr>
</tbody>
</table>

ACADEMIC SANCTIONS

Students who fall below set academic standards will be subject to the university’s academic sanctions:

- **Academic Warning** - semester GPA falls below 2.0 but the overall GPA remains above 2.0. Student-athlete is still eligible for team practice and competition.
- **Academic Probation/Suspension** - students who were on academic warning the previous semester and the overall GPA drops below 2.0 are suspended or placed on probation by the university. Student-athletes in this situation are hence suspended from any athletic participation including team travel.

ACADEMIC PROGRESS REPORTS

All student-athletes will have progress reports sent to their professors twice a semester. Coaches will also be alerted to any student-athletes who receive poor progress report grades, midterm grades or a negative warning through the university’s Starfish program.
TRAVEL FORMS
Student-athletes may be required to miss class as a result of team travel and/or competition. The Department of Athletics’ academic services staff will give each student-athlete an excused absence notification letter that the student-athlete will need to turn in to professors the first week of class. In addition, the academic services staff will send out electronic notification reminders to faculty prior to each competition. *Keep in mind; this form does not replace the communication guidelines outlined in each syllabus nor does it replace effective communication between student-athletes and the faculty member.* Student-athletes must work closely with faculty members to reschedule classes, exams, or labs missed as result of athletic competition. Student-athletes should not assume that once their instructor has this form they do not need to discuss upcoming conflicts. Communication with instructors must take place on a regular basis. Any questions or concerns about absences should be directed to the Faculty Athletic Representative.

TECH CHECKOUT
The Academic Center has a limited number of tech loaners (laptops & graphing calculators). In order to check out a loaner device, student-athletes need to fill out a request form with their academic advisor. Loaner devices are a short term solution and cannot be checked out for more than 3 business days. Exceptions will be made on a case by case basis. Loaners not returned or returned inoperable will be billed to the student-athlete’s account for the replacement cost.
SUBSTANCE ABUSE POLICY

The improper use of tobacco, alcohol and other drugs is a matter of deep and widespread concern within our society. Many lives are damaged, and in some cases completely destroyed by substance abuse. It is the belief of the administration, coaches and staff in the Department of Athletics, that the illegal use or abuse of “controlled” or “performance enhancing” drugs, tobacco products and alcohol can negatively influence the health and well-being of its student-athletes. Alcohol and other drugs can interfere with optimal performance, negatively impact short and long-term health issues, threaten the integrity of intercollegiate athletics, and endanger fellow student-athletes.

Students-Athletes are role models for maintaining the highest levels with regard to fitness for athletic pursuits, academic focus and the ethical standards of sport. It is with this in mind that the drug education and testing policy was developed. This policy may be amended at any time to accommodate issues or concerns that arise. If you have any questions, please refer to your athletic trainer.

NCAA Drug Testing

NCAA guidelines, approved in the spring of 2004, call for random drug testing of selected student-athletes as designated by NCAA policy. The NCAA may conduct random testing on each campus at least once every year. All student-athletes are subject to testing before, during or after their competitive seasons, including summer months. In addition, drug testing will continue to be conducted in conjunction with all NCAA Championship events at the site of competition. If a student-athlete tests positive, he/she will be automatically declared ineligible for one year from the date of the test, unless an appeal is made and granted by the NCAA. In such cases the consequence may be a suspension from 50% of in-season competition. Make sure to obtain approval from the Athletic Healthcare Office for any medications, prescribed or over the counter. For additional information please go to the NCAA drug testing website at [www.NCAA.org/drugtesting](http://www.NCAA.org/drugtesting) and for supplement inquiries, go to [https://dfsaxis.com/welcome](https://dfsaxis.com/welcome).
INSTITUTIONAL DRUG EDUCATION AND TESTING POLICY

The overall goal of the UMass Lowell Drug Education and Testing Policy is to promote a year-round drug free environment within the UMass Lowell Intercollegiate Athletic Program. This program provides a comprehensive plan that links student-athlete education, testing and rehabilitation in an integrated manner. Imbedded within the overall goal are the following guiding objectives:

1. **Education** – to provide student-athletes with the knowledge and information regarding the use, misuse and abuse of alcohol and drugs.

2. **Testing** - to detect the use of possibly prohibited drugs that may be harmful to student-athletes in either the short term or long term.

3. **Rehabilitation** - to provide counseling and rehabilitative services to student-athletes who have been identified as drug users through the screening process.

Beginning in the fall of 2005, UMass Lowell launched a random drug testing program of all UMass Lowell student-athletes. Any student-athlete appearing on an official squad list will be subject to random drug testing throughout the academic year. Student-athletes may be selected for drug testing at any point during either traditional or non-traditional seasons. Student-athletes may be tested for any combination of drugs listed on the NCAA and UMass Lowell banned substance list.

**NOTE**: the above information is only intended as an overview. The complete *Drug Education and Testing Policy* and applicable sanctions can be found online at goriverhawks.com/healthcare.

*It is important to note that the UMass Lowell drug-testing program is completely separate from the NCAA sponsored drug-testing program. The current NCAA program provides random year-round drug testing to all collegiate institutions. In addition, teams or individuals who participate in NCAA postseason competitions may also be subject to random testing at competition sites.*

In addition, the Department of Athletics also prohibits the following:

- The possession and/or consumption of alcoholic beverages or other drugs by any student-athlete when they are representing UMass Lowell at any official team or departmental function
- The use or sale of illegal drugs
- The use of university funds for the purchase of alcohol or other drugs to be used by student-athletes
• Providing alcohol or illegal drugs to a prospective student-athlete while they are visiting UMass Lowell, regardless of whether the student host or prospective student has reached the legal drinking age
• The purchase of alcohol for consumption by a person under the legal drinking age. This is a violation of state law, and will be dealt with by university and local law enforcement authorities
• Off-Campus behavior is also subject to university and team disciplinary action

Violations of these or other regulations are subject to the disciplinary sanctions of the Office of Student Conduct, thus subject to the imposition of any sanctions as determined by the university conduct system. The student-athlete may also be subject to additional sanctions imposed by the Department of Athletics and/or head coaches.

TOBACCO, ALCOHOL & ILLEGAL SUBSTANCES
The Department of Athletics fully subscribes to the university policy for drug & alcohol abuse, as detailed in the university’s student handbook. Please note that the university clearly prohibits the use and distribution of illicit drugs and the consumption of alcohol by a person under the legal drinking age. Violations of local, state, and federal law also constitute violations of university regulations. When a student is charged with a violation of the law, it is the practice of the university to initiate its own disciplinary proceedings without awaiting court action. University sanctions related to alcohol and drug violations are as follows:

ALCOHOL VIOLATIONS QUICK REFERENCE

<table>
<thead>
<tr>
<th></th>
<th>“In the Presence of”</th>
<th>Use/Possession</th>
<th>Medical Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>• written reprimand</td>
<td>• written reprimand</td>
<td>• written reprimand</td>
</tr>
<tr>
<td></td>
<td>• parental notification if under 21</td>
<td>• parental notification if under 21</td>
<td>• parental notification if under 21</td>
</tr>
<tr>
<td></td>
<td>• completion of online</td>
<td>• completion</td>
<td>• choices workshop</td>
</tr>
<tr>
<td></td>
<td>educational tool</td>
<td>educational tool</td>
<td>alcohol and other drug assessment</td>
</tr>
<tr>
<td></td>
<td>• $25.00 fine</td>
<td>• choices workshop</td>
<td>• $100.00 fine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• $75.00 fine</td>
<td>• Meeting with AD</td>
</tr>
<tr>
<td>Violation Type</td>
<td>Sanctions</td>
<td>Sanctions</td>
<td>Sanctions</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Second Violation</td>
<td>• written reprimand&lt;br&gt;• parental notification if under 21&lt;br&gt;• completion of online educational tool&lt;br&gt;• choices workshop&lt;br&gt;• $75.00 fine&lt;br&gt;• Meeting with Spt Admin</td>
<td>probation for minimum of one academic year&lt;br&gt;• parental notification if under 21&lt;br&gt;• alcohol and other drug assessment&lt;br&gt;• $100.00 fine&lt;br&gt;• Meeting with Spt Admin&lt;br&gt;• Up to 10% of total contests</td>
<td>• probation for minimum of one academic year&lt;br&gt;• parental notification if under 21&lt;br&gt;• alcohol and other drug assessment&lt;br&gt;• $100.00 fine&lt;br&gt;• Meeting with AD&lt;br&gt;• Up to 10% of total contests</td>
</tr>
<tr>
<td>Subsequent Violations</td>
<td>• probation for minimum of one academic year&lt;br&gt;• parental notification if under 21&lt;br&gt;• alcohol and other drug assessment&lt;br&gt;• $100.00 fine&lt;br&gt;• Meeting with Spt Admin&lt;br&gt;• Up to 10% of total contests</td>
<td>• removal from university housing&lt;br&gt;• elevated probation for minimum of one academic year&lt;br&gt;• parental notification if under 21&lt;br&gt;• alcohol and other drug assessment&lt;br&gt;• $100.00 fine&lt;br&gt;• Meeting with Spt Admin&lt;br&gt;• Up to 25% of total contests</td>
<td>• removal from university housing&lt;br&gt;• elevated probation for minimum of one academic year&lt;br&gt;• parental notification if under 21&lt;br&gt;• alcohol and other drug treatment program enrollment&lt;br&gt;• Meeting with AD&lt;br&gt;• Up to 25% of total contests</td>
</tr>
</tbody>
</table>

Providing to minors/sale/distribution of alcohol:

- Sanctions ranging from probation to suspension or expulsion
- Parental Notification if under 21
- Completion of online educational tool
- CHOICES workshop
- $75.00 fine
- **Sanctions ranging from community service to termination from team roster and of athletics scholarship**

*While the University applies the detailed sanctions on violations that occur during a student’s cumulative enrollment at UMass Lowell, the athletics department resets their sanctions on an annual basis with the exceptions of the violations shaded in gray. In addition, the athletics department’s alcohol sanctions pertain to campus violations. Any off-campus police charges will be evaluated by the athletic department’s administration on a case-by-case basis.*
## DRUG VIOLATION QUICK REFERENCE

<table>
<thead>
<tr>
<th>Use/Possession/ Paraphernalia</th>
<th>First Violation</th>
<th>Second Violation</th>
<th>Subsequent Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>written reprimand</td>
<td>removal from university housing</td>
<td>university suspension for minimum of one academic year</td>
</tr>
<tr>
<td></td>
<td>parental notification if under 21</td>
<td>elevated probation for minimum of one academic year</td>
<td>parental notification if under 21</td>
</tr>
<tr>
<td></td>
<td>completion of online educational tool</td>
<td>alcohol and other drug assessment</td>
<td>alcohol and other drug assessment</td>
</tr>
<tr>
<td></td>
<td>choices workshop</td>
<td>$100.00 fine</td>
<td>$100.00 fine</td>
</tr>
<tr>
<td></td>
<td>$75.00 fine</td>
<td>Meeting with AD</td>
<td>Meeting with AD</td>
</tr>
<tr>
<td></td>
<td>Meeting with AD</td>
<td>Automatic drug test from UML drug testing program</td>
<td>Automatic drug test from UML drug testing program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Up to 25% of total contests</td>
<td>Up to 25% of total contests</td>
</tr>
</tbody>
</table>

Possession of an ounce or less of marijuana:
- $100.00 fine

Possession with intent to distribute/supply or sale or distribution or manufacture/cultivation:
- Sanctions ranging from suspension to expulsion
- Parental Notification if under 21
- Alcohol and other drug assessment
- $100.00 fine
- **Sanctions ranging from community service to termination from team roster and of athletics scholarship**

*While the University applies the detailed sanctions on violations that occur during a student’s cumulative enrollment at UMass Lowell, the athletics...*
department resets their sanctions on an annual basis with the exceptions of the violations shaded in gray. In addition, the athletics department’s drug sanctions pertain to campus violations. Any violations of the NCAA’s drug testing program or off-campus police charges will be evaluated by the athletic department’s administration on a case-by-case basis.

** All athletics department sanctions are in blue bold font.

** HAZING**

Hazing in athletics has often been conducted under the guise of “team bonding.” As a result, the potential liabilities and serious consequences are often minimized or ignored. Hazing is, in Massachusetts, a crime, and consent is not a defense.

The University of Massachusetts Lowell Athletics Department adheres to the University Policy Regarding the Practice of Hazing, in compliance with Massachusetts State law G.L. 269 Section 17, 18 & 19.

**Section 17**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.
Section 18
Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19
Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and
eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

For more information –
https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269/Section17

Any individual student-athlete or athletic team found guilty of hazing or participating in hazing activities is subject to disciplinary action by the athletic department, the university Judicial Board, as well as civil action according to Massachusetts State Law.

**POLICE CHARGES**

A student-athlete charged by the UMass Lowell Police, a member of a local or state police agency, or other law enforcement agency, must report the charge to the immediate supervisor within 24 hours. Failure to report such violations may result in disciplinary action.

The following process will apply when student-athletes are charged:

- The head coach will immediately notify the athletics director or his designee of issue(s).
- A member of the Executive Administrative Leadership Team will investigate any situation involving a violation of the Conduct Code.
- The investigation may involve a discussion with the involved student-athlete.
- If it appears an NCAA violation has occurred and sufficient evidence exists to justify disciplinary action, the assistant athletic director for compliance will provide a written statement of the charges to the student-athlete. The statement will include:
  1) The specific charge
  2) A summary of the facts
  3) NCAA implications
  4) A recommendation of disciplinary action
- Depending on the seriousness of the charge(s), the student-athlete, along with a representative if he or she chooses one, will meet with the athletics director and the head coach to review the case.

**SOCIAL MEDIA POLICY**

Social networking sites like Facebook, Twitter, Instagram, Snapchat, etc. have
developed into powerful tools for communication in our everyday lives. While there are many positive uses for social media, you must consider some of the potential negative consequences when social media is used irresponsibly. As representatives of the university and the athletic program, student-athletes must adhere to the following with regard to the use of these sites:

1. It is impermissible for student-athletes to post information, photos, or other representations of sexual content, inappropriate behavior (e.g., drug or alcohol use), or items that could be interpreted as demeaning or inflammatory
2. Student-Athletes are required to abide by all team policies, Athletic Department policies, and NCAA rules when utilizing social media platforms
3. It is not permissible to post comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person
4. It is not permissible to post the scores or photos of scrimmages, the locker room, weight room, closed practices, or any other athletic event that is not open to the public
5. It is not permissible engage in back and forth dialogue with any user (specifically fans) that post negative comments about your team

Violation of the Student-Athlete Social Media Policy may result in disciplinary action – including temporary or permanent suspension from the team – as determined by the athletic director and head coach.

SOCIAL MEDIA TIPS

- Everything you post on social media impacts your PERSONAL BRAND.
- Privacy settings only go so far. Social media is PUBLIC. Once you hit send, it NEVER goes away, even if you delete it later.
- It’s not about right or wrong ... THINK before you post.
- Is it True, Helpful, Inspiring, Necessary and Kind?
- A survey shows that 70% of potential employers will LOOK at a candidate’s Social media profiles. Additionally, about 44% of employers have HIRED someone based on what they have found on social media.
- Let employers find things that will make you stand out in a good way:
  * Say thank you
  * Support others
* Share news and humor
* Have good communication skills
* Share a professional Image
* Interact with those you admire

- Don’t believe that it is better to delete or hide your profiles all together. This can be even more detrimental to your brand, as 57% of employers are less likely to call someone if the candidate is a GHOST online.
- Create a LINKEDIN account.
- Be sure to use the UMass Lowell Athletics hashtag (#UnitedInBlue) whenever possible when tweeting about your team, the university or the athletics department.

BEST PRACTICES AND REMINDERS

- Think about how your posts reflect on you now and in the future. Do you want the information you have posted to be read by coaches, administrators, potential employers, or family members? Set your security settings so that only your friends can view your profile, and only friends people you know. A recent survey shows that 93% of potential employers will look at a candidate’s social media profile and 78% of employers have hired someone based on what they have found on social media.
- Are you posting things that are illegal or against campus conduct codes? If someone in authority sees this are you opening yourself up to campus, city, state or federal accusations?
- Do any of your posts, photos or messages violate the rights of friends, acquaintances or others? Remember many different audiences view your posts including fans, alumni, recruits, young children, parents and local authorities. You also have to be accountable for shares or retweets, even though you didn’t create the original content; you are still associating yourself with the content of that post and the individual who posted it.
- Have you posted information that would make you more vulnerable to stalkers or other predators? Do not include phone numbers, residence information, class schedules or anything that could compromise your safety or safety of other students.
- Live your life, don’t tweet your life. Privacy settings only go so far. Social media is public. If a media outlet wants to find something that you
posted, chances are they will find it. Once you hit send, it never goes away, even if you delete it after the fact.

- You are a voice for UMass Lowell Athletics and the university. People want to hear what you have to say, so take pride in holding that position and act responsibly. Use social media to your advantage. Set goals and create a brand for yourself, and make everything you post reflect those things.

POST GAME INTERVIEW PROTOCOL

- You will be notified by your SID (Sports Information Director), coach or team manager if you are needed for a post-game interview.
- After the cooling-off period (approx. ten minutes), your SID will meet you outside the locker room or near the team bench.
- You will need to conduct the interview in your uniform or a team-based UMass Lowell warm-up.
- Your SID will make sure the interview does not exceed a reasonable amount of time. Once the reporter finishes his/her questions, your SID will wrap up the interview and let you know if it is all right to leave.

INTERVIEW TIPS

1. Let your PERSONALITY show! Be energetic, smile and always look directly at the reporter while being interviewed.
2. Understand what you want the media to KNOW about you and your team. Also, know the reason for the interview. It’s OK to take your TIME when answering.
3. Focus on answering questions in a POSITIVE manner. Reinforce the positive aspects of a negative situation, or focus on what is being done to improve a negative situation.
4. SUPPORT your teammates and coaches, and always give credit to your opponents when credit is due.
5. Stay away from being critical of the officials, as well.
6. Keep your message SIMPLE. Be careful of acronyms, fillers and technical terms. You don’t have to say a lot if what you say is meaningful.
7. It’s OK to say you don’t know or that you’re not in a role to answer a specific question - DEFER certain questions to your coach, another teammate or the opposing team.

8. You’re the EXPERT. Share your insights on or details about the game or play.

9. Don’t give the opponents BULLETIN BOARD MATERIAL.

10. Don’t talk about INJURIES or confidential team information.

11. Be aware of your BODY LANGUAGE.

12. Be COOPERATIVE! This is an exciting time for UMass Lowell. You are bringing lots of public attention to the school and helping to make a better name for the athletics department.

Violation of the Student-Athlete Social Media Policy may result in disciplinary action – including temporary or permanent suspension from the team – as determined by the athletic director and head coach.

**GAMBLING**

**DON’T BET ON IT!** - NCAA rules prohibit student-athletes, coaches, and staff from placing bets on any sporting event, collegiate or professional, in which the NCAA sponsors a championship (for example, fantasy leagues, sports pools and March Madness). It is a violation of federal law to affect, or attempt to affect, the outcome of an intercollegiate contest. Additionally, it is illegal for anyone (student-athlete, coach, staff or booster) to provide information that can be used to bet on the outcome of a contest.

**What to avoid:**

- X casinos and horse tracks
- X contact with known gamblers
- X gambling online
- X sharing information about you or your team that could be used for sport wagering purposes (team disciplinary actions, new plays, team morale, and/or injuries)

**Consequences:**

- X loss of eligibility
- X financial hardship
- X jail time
- X run-ins with organized crime
- X loss of jobs
SEXUAL HARASSMENT

Sexual harassment is one of many forms of illegal sexual discrimination. It arises out of an unfair use of influence, power, or authority by one person over another or a lack of respect for another person. Even in subtle forms, it creates confusion because the normal boundary between professional or social roles and personal relationships is blurred. Sexual harassment can involve persons in authority such as faculty, TA’s, administrators, coaches or can also involve fellow workers or students by subjecting one person or group of persons to unwanted sexual attention.

Sexual harassment undermines the quality and integrity of the academic environment by violating the mutual trust and respect that are at the heart of the educational community, and of the relationships of students with their teachers, coaches, and fellow students.

Student-Athletes who would like to discuss issues of possible sexual harassment, or sexual assault should contact one of the following individuals trained to handle such complaints:

- Sandra Niedergall, Sr. Associate Athletic Director .......... 978-934-6805
- Annie Ciaraldi, Associate Dean of Students ................... 978-934-2100
- Clara Reynolds, Director of Equal Opportunity ............... 978-934-3567

AMOROUS RELATIONSHIPS

The University of Massachusetts Lowell (UMass Lowell/University) promotes a professional, friendly, supportive work and learning atmosphere for its employees and students and furthers an environment where all work/academic decisions are made professionally and fairly. Therefore, the integrity of interaction among faculty, staff and students must not be compromised.

Consensual amorous, dating, or sexual relationships (amorous relationships) have inherent risks when they occur between a faculty member, supervisor, or other member of the University community and any employee or student when a professional responsibility exists between them. An employee with professional responsibility over another with whom he/she has an amorous relationship should be aware that the relationship may subject him/her and UMass Lowell to legal liability. Consequently, such professional responsibility may not exist between two individuals who are in or who plan to enter into an amorous
Professional responsibility is defined for the purposes of these guidelines as performing functions including but not limited to teaching, counseling, grading, advising, evaluating, hiring, supervising, and making decisions or recommendations that confer benefits such as promotions, financial aid, bonuses, or other awards or compensation, or that may impact upon other academic or employment opportunities. It also includes evaluating prospective applicants for employment or admission.

Such relationships may compromise or be perceived as compromising the fairness and impartiality of a supervisor's/faculty member's conduct toward the subordinate or to others in subordinate positions. Further, there is potential impact on the work environment and potential damage to the supervisory individual's own credibility and standing, within the department and within the University as a whole.

Given the power imbalance between the two individuals, the relationship may in fact be far less voluntary for the subordinate than it appears to the supervisory individual. Additionally, circumstances may change, and conduct that was previously welcomed by the subordinate party may in fact become unwanted and unwelcome. Initial consent of both parties to the relationship may not prevent later charges of sexual harassment by the subordinate. Legally, the supervisory individual and the organization could be challenged if a consensual amorous relationship results in allegations of hostile work environment by the subordinate, or by any others in the department who feel they themselves have been treated unfairly as a result of the relationship.

NOTE: Within NCAA member institutions, consensual amorous relationships between coaching staff members and student-athletes must be effectively prohibited to ensure athletics departments offer a safe and empowering experience for all student-athletes. Therefore, all individuals are strongly advised to become familiar with the contents outlined in NCAA resource Staying in Bounds-An NCAA Model Policy to Prevent Inappropriate Relationships between Student-Athletes and Athletics Department Personnel. Its link is below: https://www.ncaa.org/sites/default/files/Staying+in+Bounds+Final.pdf

To clarify one’s status/role as an employee, please carefully review definitions.

Coach: Any person serving as a head coach, assistant coach, graduate assistant
coach, coaching intern, or volunteer coach in the athletics department.

Staff: Any employee, contractor, or student, other than a coach, serving in the athletics department in an administrative, management, or support capacity, or in any capacity in which they supervise student-athletes or have responsibility for the provision of services or other benefits to student-athletes.

Supervisory control or authority: Any individual having any responsibility with the potential to affect the student-athlete’s participation in the athletics program, and includes the provision of direct services and benefits to the student-athlete, such as: training, health services, academic and student life program support, tutoring, counseling, eligibility determinations, program compliance, and control over the student-athlete’s team.

Student-Athlete: Any student of the university who is a member of a varsity athletics team as defined by university and NCAA regulations.

Amorous Relationship: Any sexual, romantic, or dating relationship.

Reporting a Violation
Any person may allege a violation of this policy by contacting the Director of Equal Opportunity & Outreach (EOO). Any coach or professional staff member with information suggesting a possible violation of the policy must promptly report it to the Senior Associate Athletic Director/SWA or Director of EOO; failure to do so will be considered a violation of this policy. If the report of the violation involves the Athletic Director, it should be referred to the Director of the EOO.

Investigation
EOO shall promptly review and where appropriate conduct a prompt and fair investigation into whether the policy was violated in accordance with the University’s EOO procedures.

Disciplinary Action
If an investigation determines that a coach or professional staff member has violated the policy, that coach or professional staff member shall be subject to disciplinary action, up to and including termination. The athletics director, in conjunction with the EOO and the Human Resources Department, shall determine the discipline action to be imposed. Any disciplinary action shall be taken in accordance with applicable university policy. If the athletics director is the subject of any violation of this policy, then the Chancellor or his or her
designee shall determine the appropriate disciplinary action, up to and including termination.

Confidentiality
Complaints, reports and information relating to the possible violations of this policy shall be handled as confidentially as possible without jeopardizing the enforcement of the policy, and the ability to conduct a fair investigation, or the safety of student-athletes and other persons connected with the athletics program. Information received in connection with a suspected violation of the policy should be forwarded to EOO and shall be disseminated only on a “need to know” basis at the discretion of the Title IX Coordinator; that is, only when necessary to ensure compliance with the policy and/or to ensure the safety of student-athletes or others who come in contact with the athletics program.

Retaliation
Any retaliation for reporting a violation of this policy, or for participating in good faith in any investigation of a violation of this policy, is strictly prohibited. Any persons taking retaliatory action in violation of this policy shall themselves be subject to discipline, up to and including termination.

GENDER VIOLENCE
Interpersonal violence and sexual misconduct, including rape, sexual assault, abuse and harassment, is a serious national problem that touches the lives of people of all genders and ages throughout all levels of society. Violence has been increasing with alarming frequency among people in college, high school and even middle school. As a member of the National Consortium of Academics and Sports the university has adopted their policy with regard to gender violence. UMass Lowell adheres to the following standard of behavior:

- It will educate student-athletes and encourage those who have perpetrated an act or acts of rape, sexual assault, or battering to come forward, express remorse, and seek help
- It will ban from further participation in intercollegiate athletics at UMass Lowell any student-athlete who has been found responsible, in campus conduct proceedings or criminal courts, of rape, sexual assault or battering
- If a student-athlete has been convicted once, he/she retains the right, after a minimum of one year, to petition the appropriate authorities to be reinstated in the intercollegiate athletics program at that institution, under the condition that he/she meets certain institutional criteria
If a student-athlete has been found responsible of rape, sexual assault, or battering more than once, he/she will be permanently banned from participation in intercollegiate athletics at UMass Lowell.

For more information and support regarding sexual misconduct, please see the Student-Athlete Code of Conduct, beginning on page 10.

Resources are available for reporting stalking, domestic violence, dating violence, and sexual misconduct at www.UMass Lowell.edu/prevent.

**ETHICAL CONDUCT AND SPORTSMANSHIP**

**CONDUCT AND BEHAVIOR**
UMass Lowell student-athletes must understand they are often the most visible representatives of their institutions. In addition, student-athletes are often emulated by youth. UMass Lowell student-athletes must understand and honor those responsibilities and recognize the privilege of representing their institution with dignity in and away from the athletic arena. UMass Lowell student-athletes are to treat opponents, coaches, referees and spectators with respect.

**UNSPORTING CONDUCT**
Coaches, student-athletes, staff, and any other individuals taking an official role in the conduct of any athletics event are all deemed “representatives” of UMass Lowell. Maintaining proper sportsmanship and providing a healthy competitive environment for competition is the responsibility of each campus representative. Coaches, administrators, student-athletes, spirit groups and fans are expected to conduct themselves in a respectful manner.

The directors of athletics, coaches and game managers at the member institutions and the commissioners of America East and Hockey East are expected to enforce the principles of sporting conduct. Coaches and other staff members are to refrain from using profane or degrading language when addressing student-athletes and game officials.

Acts of unsporting conduct by an institutional representative include, but are limited to:

- A representative of an institution striking or physically abusing an official, coach, student-athlete, or other person in attendance;
- A representative of an institution inciting an official, opposing coach or player or other person in attendance to violent or abusive action;
A representative of an institution using obscene gestures or profane, discriminatory (i.e. racial, gender, or any other hate speech, etc.), or unduly provocative language toward an official, coach, player or other person in attendance;

A representative of an institution engaging in negative recruiting by making unduly derogatory statements regarding other America East/Hockey East institutions, personnel, or student-athletes to a prospective student-athlete, parents or coaches of a prospective student-athlete, or to any other person associated with a prospective student-athlete;

A representative of an institution publicly criticizing a game official.

A representative of an institution who commits an act of unsporting conduct and/or his or her institution shall be subject to disciplinary action as deemed appropriate by the Commissioner, in concert with the Directors of Athletics of the involved institutions, including but not limited to:

i. Private reprimand
ii. Public reprimand
iii. A suspension of one or more games

APPEAL OF DISCIPLINARY ACTION

In the event an individual or institution feels the disciplinary action is inappropriate or excessive, there shall be the right to appeal to the Executive Committee by filing with the Executive Committee a notice of the desire to appeal within 48 hours of receipt of the penalty imposed by the America East/Hockey East Conference Commissioner. The Executive Committee shall conduct a prompt hearing, affording the individual or institution the opportunity to be heard. The Executive Committee may reaffirm, set aside, reduce or increase the penalty as deemed appropriate, giving the individual or institution written notice of its decisions and its reasons.

The decision of the Executive Committee shall be final and is not subject to further appeal. Should the athletic department staff member(s) or student-athlete(s) involved be affiliated with one of the institutions represented on the Executive Committee, or should a member of the Executive Committee be unavailable, the Executive Committee shall appoint a replacement. Costs of the protest shall be borne by the protesting institution unless the protest is upheld which shall result in the conference assuming said costs.
VIOLATIONS OF THE STUDENT CONDUCT CODE

Any member of the university community or any aggrieved member of the neighborhood community may notify the Office of Student Conduct of violations of the University’s Student Conduct Code. The complaint will be evaluated by the Office of Student Conduct to determine if further action is appropriate. If a complaint is made against a student-athlete and further action is deemed necessary the Athletic Department will be notified and a decision made regarding the student-athlete’s eligibility pending the outcome of the hearing with the University Conduct System.

UNIVERSITY STUDENT CONDUCT PROCESS

Any student-athlete charged with an offense that violates the University’s Student Conduct Code must go through the established process. The Department of Athletics will enforce penalties imposed during this process. The procedure is thoroughly described in the UMass Lowell Student Conduct Code found on the Student Affairs website: uml.edu/student-services/Student-Conduct.

ATHLETIC DEPARTMENT JUDICIAL PROCESS

Any student-athlete charged with an offense that violates the University’s Student Conduct Code or that of the Athletic Department may also be subject to disciplinary actions of the Athletic Department. The head coach, sport supervisor and director of athletics will take all information into consideration before making a decision. In addition to sanctions outlined in the Student Conduct Code, the Athletic Department also has the authority to reduce or cancel athletic scholarship aid.
UMass Lowell athletic compliance strives for total NCAA compliance by all our student-athletes, coaches and staff. With the assistance of the America East Conference, the Hockey East Association and the NCAA, student-athletes will be able to ensure their eligibility and enjoy the collegiate experience. Not only is understanding the rules important, but also realizing the benefits of sport and sportsmanship. Specific information of particular importance to student-athletes includes:

**PLAYING AND PRACTICE SEASON REGULATIONS**

Each sport must declare an official practice and playing season at the beginning of the academic year. The NCAA has regulations that state the parameters in determining the practice and playing season for all Division I sports.

During the playing season (In-Season), a student-athlete’s participation is limited to a maximum of four hours per day for a total of 20 hours per week. One day off must be provided within every seven-day period. A day of competition is equivalent to a three-hour block of time, no matter how long or how short the actual duration of competition.

Outside of the playing season (Out-of-Season), a student-athlete’s participation is limited to a total of eight hours of required weight training, conditioning and skill-related instruction. Within the eight-hour limit, student-athletes may not participate in more than four hours per week spent on skill-related workouts. Student-athletes must be given a minimum of two days off per week during this segment.

Student-Athletes will be randomly asked to sign a weekly practice log for all required countable, permissible, athletically related activities that take place during each seven day period. By signing the practice log, the student-athlete verifies that the activities required are permissible.

In addition, the sports performance coaches and athletic trainers will also verify that the activities required are permissible.
Examples of Countable Athletically Related Activities (CARA) include: individual workouts, team practice, competition, required weight training/conditioning, visiting site of competition (Cross Country) chalk talk, and video review of games.

Examples of Non-Countable Athletically Related Activities include: study hall/tutoring, medical exams/treatments, non-athletic meetings with coaches or staff members, travel to and from practice/competition, and fundraising activities.

### IN SEASON COUNTABLE ATHLETICALLY RELATED ACTIVITIES

<table>
<thead>
<tr>
<th>Countable Athletically Related Activities</th>
<th>Noncountable Athletically Related Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practices</td>
<td>Compliance Meetings</td>
</tr>
<tr>
<td>Athletic meetings with a coach initiated or required by coach (e.g. end of season meetings)</td>
<td>Meetings with a coach initiated by the student-athlete (as long as no countable activities occur)</td>
</tr>
<tr>
<td>Competition (and associated activities, regardless of their length, count as three hours) No countable athletically related activities may occur after the competition</td>
<td>Study Hall, tutoring, academic meetings, SAAC meetings</td>
</tr>
<tr>
<td>Field, floor or on-court activity.</td>
<td>Traveling to and from site of competition</td>
</tr>
<tr>
<td>Setting up offensive and defensive alignment</td>
<td>Fundraising activities or public relations/promotional activities and community service projects</td>
</tr>
<tr>
<td>Required weight training and conditioning activities</td>
<td>Voluntary weight training not conducted by a coach or staff member</td>
</tr>
<tr>
<td>Required participation in camps and clinics</td>
<td>Voluntary athletically related activities</td>
</tr>
<tr>
<td>Visit the competition site in the sport of cross country</td>
<td>Recruiting activities (e.g. student host)</td>
</tr>
<tr>
<td>Participation outside the regular season in individual skill-related activities with a member of the coaching staff</td>
<td>Meals</td>
</tr>
<tr>
<td>Discussion or review of game film</td>
<td>Training room activities</td>
</tr>
<tr>
<td>Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff</td>
<td>Attending banquets (e.g. awards or postseason banquets)</td>
</tr>
</tbody>
</table>

1. Championship segment – 20 hrs. per week
2. Student-Athletes must be given a minimum of one day off
OUT OF SEASON COUNTABLE ATHLETICALLY RELATED ACTIVITIES

<table>
<thead>
<tr>
<th>Permissible Countable Athletically Related Activities During the Out-of-Season Period</th>
<th>Nonpermissible Activities During the Out-of-Season Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required weight training and conditioning activities supervised by an athletics department staff member</td>
<td>Conditioning drills may not simulate offensive or defensive alignments</td>
</tr>
<tr>
<td>Participation in up to 4 hours per week of skill instruction with no limit on the number of student-athletes who may participate at any one time between the institution’s first day of classes or September 15 whichever is earlier through one week prior to final exams in the spring academic year</td>
<td>No equipment related to the sport may be used during conditioning activities. In ice hockey, a student-athlete may be involved in on-ice conditioning activities, provided no equipment other than skates is used</td>
</tr>
<tr>
<td>Participation in a physical fitness class conducted by a member of the athletics department staff</td>
<td>All athletically related activities are prohibited one week prior to the beginning of the institution’s final exam period through the conclusion of each student-athlete’s final exams</td>
</tr>
<tr>
<td>Discussion or review of game film</td>
<td>No required participation in any countable athletically related activities during any institutional vacation period outside the declared playing and practice season</td>
</tr>
</tbody>
</table>

1. Non-Championship segment – 8 hrs per week
2. Student-Athletes must be given a minimum of two days off

EXTRA BENEFITS

A student-athlete who receives an award, benefit or expense allowance not authorized by NCAA rules will be deemed immediately ineligible for athletic competition in the sport for which the improper award, benefit or expense was received.

A student-athlete shall not receive any extra benefit(s). Generally, an “extra benefit” is any special arrangement by an institutional employee or booster to provide a student-athlete’s relative or friend a benefit that is not available to all other students at the institution (e.g. tickets to professional sports contests, loans, gifts, services, discounts or credits, free or reduced-cost services, telephone or credit cards, etc.). However, a student-athlete or an entire team may receive an occasional meal from a booster, but this must occur at the person’s home (as opposed to a restaurant) and may be catered. In addition, a student-athlete or an entire team may receive a meal (and transportation to attend the meal) from an institutional staff member, at a location in the locale of UMass Lowell, on an infrequent basis.
An award is an item given in recognition of athletic participation or performance. Student-athletes should not accept any awards, or anything that might be perceived as an “extra benefit” until he/she has received prior permission from his/her coach and the Compliance Office. There are permissible awards, but student-athletes should always check with proper UMass Lowell authorities prior to acceptance in order to determine what is permissible, so as not to possibly jeopardize his/her current or future athletic eligibility. Payment (a receipt of funds, awards or benefits) for participation in athletics is prohibited.

AMATEURISM

Only an amateur student-athlete is eligible for intercollegiate athletic participation in a particular sport. A student-athlete loses amateur status and shall not be eligible for intercollegiate competition in a particular sport if he or she:

- is paid (in any form) or accepts the promise of pay for participation in an athletic contest;
- signs a contract or verbally commits with an agent or a professional sports organization;
- requests that his/her name be placed on a draft list or otherwise agrees to negotiate with a professional sports organization (note: there are some exceptions);
- uses his/her athletic skill directly or indirectly for pay in any form (TV commercials, skills demonstrations);
- plays on a professional athletic team or on a team where there is a professional teammate; or
- participates on an amateur sports team and receives, directly or indirectly, any salary, incentive payment, award, gratuity, educational expenses or expense allowances (other than playing apparel, equipment, actual and necessary travel, and room and board expenses for practice and games)

To avoid the risk of jeopardizing his/her current or future eligibility, a student-athlete should always check with the Compliance Office prior to participating in any contest in which awards or prizes are to be given and/or before beginning any employment related to his/her sport or sport skills.
MEDICAL HARDSHIP WAIVERS

For student-athletes who have a season-ending injury, the Compliance Office may apply for a medical hardship waiver on behalf of the student-athlete seeking to earn his/her season of competition back. In order to qualify for a waiver:

a. A doctor must certify that the injury or illness prevents the student from participating in the rest of the playing season;
b. There must be medical documentation of the seriousness of the injury;
c. The injury or illness must occur prior to the second half of the playing season; and
d. The student-athlete must not have participated in more than 30% of the total contests in his/her sport

A student-athlete who believes he/she may qualify for a waiver should contact his/her coach, athletic trainer or the Compliance Office.

AGENTS

It is a wonderful thing to gain the attention of a professional team or agent. However, your actions can severely impact your college playing career. You may:

- Seek guidance from UMass Lowell’s Compliance Office. The Compliance Office can help you with understanding NCAA rules regarding agents;
- Request information from a professional team or organization concerning your market value;
- Use your head coach to contact agents or professional sports teams on your behalf;
- Personally negotiate with a professional team;
- Secure advice from an attorney or third party, provided he/she does not represent you in negotiations.

YOU MAY NOT:

- Agree (verbally or in writing) to be represented by an agent for the purpose of marketing your athletic ability or reputation;
- Compete professionally;
- Agree (verbally or in writing) to be represented by an agent in the future;
- Allow your family or friends accept anything from an agent, financial advisor, runner, or any other person associated with an agent;
- Receive preferential treatment or benefits because of your reputation and potential to become a professional athlete;
• Receive a benefit for at a reduced cost;
• Ask to be placed on the draft list of a professional league or sport;
• Be paid by any professional sports team;
• Try out with a professional team without the approval of the Compliance office; or
• Participate on a major junior ice hockey team.

**TRANSFERRING**

If a student-athlete decides that UMass Lowell is not the best place for him/her, he/she should first discuss the issue with his/her head coach. Prior to reaching out to any other schools, the student-athlete should meet with the Compliance Office to discuss the transfer process. Please note that the student-athlete will also need to request his/her intention to transfer (or explore the transfer process) in-writing to the Compliance Office then the Compliance Office will have two business days to add the student-athlete to the NCAA Student-Athlete Transfer Portal (effective October 15, 2018). Addition to the NCAA Student-Athlete Transfer Portal will grant the student-athlete permission to speak to other schools about the possibility of roster spots, playing time and/or athletic scholarships.

**Request to Transfer (or Explore the Transfer Process)**

When the Compliance Office is notified in-person that a student-athlete would like to transfer, the student-athlete is advised to meet with his/her head coach to discuss his/her intentions to transfer. Once the student-athlete meets with his/her head coach, the student-athlete should meet with the Compliance Office to discuss the transfer process. Please note that the student-athlete will also need to request his/her intention to transfer (or explore the transfer process) in-writing to the Compliance Office then the Compliance Office will have two business days to add the student-athlete to the NCAA Student-Athlete Transfer Portal (effective October 15, 2018). If a student-athlete initiates his/her intention to transfer in-writing, the head coach and Compliance Office meetings should be handled within the two business day time period. If the request is initiated in-writing, the student-athlete’s head coach will be informed immediately (if the head coach is not included on the aforementioned e-mail from the student-athlete). Even if the head coach and Compliance Office meetings are not satisfied within the two business day timeframe of the written request, the Compliance Office is still required by NCAA rules to add the student-athlete to the NCAA Student-Athlete Transfer Portal.
ATHLETIC HEALTHCARE

The mission of the Athletic Healthcare Program is to create an environment that allows healthcare practitioners to successfully provide quality and equitable healthcare to all student-athletes at UMass Lowell. The healthcare needs of the student-athlete are divided into two categories:

- **Athletic Injury Care** - the prevention, care and rehabilitation of athletic injuries; from on-field evaluation and emergency treatment through return to full activity.
- **General Healthcare** – includes physician referrals, illness, non-athletic injuries, drug/alcohol, nutrition and eating disorder counseling, etc.

All athletic training staff members are certified by the Board of Certification (BOC) and members of the National Athletic Trainers Association (NATA) and licensed in the state of Massachusetts. In addition to the certified staff, a number of undergraduate practicum students from local colleges and universities assist with team assignments.

Prior to competing each year:

- **New student-athletes**: All student-athletes participating in a program for the first time shall submit, prior to competing, a current (within 6 months) Physician's Physical Exam clearing them to participate in intercollegiate athletics. In addition, they must complete a Medical History Questionnaire, an Assumption of Risk Statement, complete an NCAA and UMass Lowell Drug Testing Consent form, an NCAA and UMass Lowell HIPPA form, a Parent’s Insurance Information form (including a copy of the front and back of their health insurance card), baseline concussion testing and education, proof of sickle cell status or complete waiver of such and participate in a pre-participation meeting with a member of the Athletic Health Care Staff. Those athlete who are prescribed a banned stimulant medication, including but not limited to Adderall, Ritalin, or an Albuterol inhaler, must have the necessary documentation filled out by the prescribing doctor. This is listed on the NCAA medical exemption documentation form. This documentation must be re-submitted every year.
Returning student-athletes: All student-athletes participating in a program shall submit; prior to competing, a Medical History Questionnaire, an Assumption of Risk Statement, complete an NCAA and UMass Lowell Drug Testing Consent form, an NCAA and UMass Lowell HIPPA form, concussion education, a Parent's Insurance Information form (including a copy of the front and back of their health insurance card) and participate in a pre-participation meeting with a member of the Athletic Health Care Staff. Those athlete who are prescribed a banned stimulant medication, including but not limited to Adderall, Ritalin, or an Albuterol inhaler, must have the necessary documentation filled out by the prescribing doctor. This is listed on the NCAA medical exemption documentation form. This documentation must be re-submitted every year.

Athletic Training Facilities
The main training room is located on the 2nd level in Costello Athletic Center. Auxiliary facilities are located in Mahoney Gym, The Tsongas Center, and LeLacheur Park. Treatments prescribed by athletic trainers or physicians will be carried out in one of these facilities as designated by your teams’ assigned athletic trainer. Treatments should take place during the day or two hours before practice time. It is the student-athlete’s responsibility to schedule these times with the appropriate athletic trainer and to be and on time for treatments. Treatment of athletic injuries must be done at least once a day, unless the athletic trainer instructs you otherwise. This is the only way the training staff can help you get back to competition as quickly as possible.

Athletic Training Room Hours – Costello Athletic Center
Monday – Friday: 9:00am –6:00pm*
Saturday & Sunday: Hours as posted

* Hours will be adjusted to accommodate practice and game schedules. Please call (978) 934-2324 for updates and weekend hours

Team Physician Visits – held in Costello Athletic Center
The Orthopedic Physician is available for consultation in the training room on a bi-weekly basis. These consultations are on an appointment basis only, please talk with your team athletic trainer for an appointment.
CAMPUS HEALTH SERVICE
The campus health service is located in University Crossing. They provide accessible, affordable, quality health care to all UMass Lowell students. Students must have an appointment to see the nurse practitioner for an illness or routine healthcare. Please keep your team athletic trainer informed of any illness or injuries that requires treatment at the student health center.

Campus Health Services ......................................................... (978) 934-4991

INSURANCE COVERAGE
UMass Lowell provides accident insurance under an EXCESS POLICY. All injuries incurred during regularly scheduled practices, games or conditioning activities are covered. However, the university’s insurance carrier will only act on a claim once all other private insurance benefits are exhausted. It is the responsibility of the student-athlete to file all medical bills first with their personal insurance company or to prove to the satisfaction of the university’s carrier that no other insurance coverage exists. In order to be covered by insurance, all claims must be filed within 12 months of the date of injury.

EMERGENCY ACTION PLANS
The athletic training staff at UMass Lowell is committed to quality care in the treatment of athletic and emergency injuries. The following emergency procedures plan has been established in dealing with emergency situations.

Identification of Emergency Situation

- Decision Makers
  - Team Physician
  - Certified Athletic Trainer
  - Head Coach or Designee
- Conditions that may warrant emergency care
  - Heat Illness
  - Head Injury
  - Neck or Spine Injury
  - Respiratory Difficulties
  - Fractures, Dislocations
  - Severe Bleeding
  - Shock
Communications in Emergency Situation

- Contact Training Room

- Or if not available-

Activate Emergency Medical System (EMS) for emergency transport to hospital.

Remains with athlete to administer necessary emergency care & sends someone else to call x-44-911 or 978-934-4911

Read location specific script when calling EMS

DO NOT HANG UP UNTIL EMS DOES

“"We have an emergency situation at [location]. The emergency is [Condition]. We request an ambulance at [location].”"

NOTE:

1. Person making the call waits for ambulance at the designated entrance.
2. Person designated by head coach/designee shall go in the ambulance with the athlete. The hospital of choice is Lowell General Hospital. Team Physicians are Dr. Mark Romanowsky or Dr. Scott Sigman, Team Orthopedic.
3. Emergency care is to be administered until EMS relieves the head coach/designee of their responsibility to the student-athlete.
4. Make every effort to contact a member of the athletic training staff to alert them of the situation to provide follow-up care and contact

CONCUSSION MANAGEMENT PLAN

At the beginning of each school year, every student-athlete will sign a statement in which student-athletes accept the responsibility for reporting their injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions. During the review and signing process student-athletes will be presented with educational material on concussions, the NCAA Fact Sheet on Concussion for Student-Athletes.
A concussion is defined as: a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

1. Concussion may be caused by a direct blow to the head, face, neck and elsewhere on the body with an “impulsive” force transmitted to the head.
2. Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
3. Concussion may result in neuropathologic changes, but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
4. Concussion results in a graded set of clinical symptoms that may or may not involve a loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course; however, it is important to note that a small percentage of cases, postconcussive symptoms may be prolonged.
5. No abnormality on standard structural neuroimaging studies is seen in concussion.

The majority (80-90%) of concussions resolve in a short (7-10-day) period.

Symptoms of concussion may include:

- Headache
- “Pressure in Head”
- Neck Pain
- Nausea or vomiting
- Dizziness
- Blurred Vision
- Balance Problems
- Sensitivity to light
- Sensitivity to noise
- Feeling slowed down
- Feeling like “in a fog”

- “Don’t feel right”
- Difficulty Concentrating
- Difficulty remembering
- Fatigue or low energy
- Confusion
- Drowsiness
- Trouble falling asleep
- more emotional
- Irritability
- Sadness
- Nervous or anxious

A student-athlete diagnosed with a concussion shall be withheld from the competition or practice and not return to activity for the remainder of that day. The student-athlete will continue to be monitored for worsening clinical status.

Athletics healthcare providers are empowered to have the unchallengeable authority to determine management and return-to-play of any ill or injured student-athlete, as he or she deems appropriate. The certified athletic training staff
works very closely with a team of medical providers in a number of specialties to provide comprehensive sports medicine services. Occasionally the providers will also utilize outside, consulting physicians to provide the best care possible to the student-athlete.

When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete shall be removed from practice or competition and evaluated by an athletics healthcare provider with experience in the evaluation and management of concussion. This may be a certified athletic trainer, physician, nurse practitioner or physician assistant.

SPORTS PERFORMANCE

Department Fundamental Principles

THE FOUNDATION
These are the building blocks of who we are and how we will become successful as a team, on the court, field and in the weight room.

Pride:
It is a privilege to wear the River Hawk uniform and to be part of the team. Student-athletes are expected to reflect this privilege bestowed upon them by being proud (not boastful) of their respective role as a teammate and member of the UMass Lowell community. Representation, outside of the weight room and competitive venues are equally as important as conduct in the public’s eye.

Passion:
Most student-athletes come in with a passion to play the game they love. The sports performance coaching staff is dedicated to educating and guiding student-athletes towards that desire in addition to a passion to do what is necessary to improve themselves and the team, even in the offseason.

Excellence:
Excellence is not perfection, but it is the pursuit of perfection each and every day. It is learning from personal mistakes, growing, and continuously striving to surpass goals.

The Intangibles:
This is the glue that holds it all together. Sometimes it is not so easy to visualize, but it is necessary in order to have true success as a team and for student-athletes to reach their true potential.
Trust:
Without trust, one cannot accept criticism, cannot risk failure, and will not be able to lean on a teammate or be guidable from a coach.

Respect:
Respect goes hand and hand with pride. Student-athletes must respect themselves, their teammates, support staff, school, and facilities.

THE CULTURE
While using the Sports Performance facilities, ALL student-athletes are required to wear UMass Lowell Athletics issued apparel or designated uniform. This means absolutely no apparel with the names or logos of other schools, no apparel with general brand names, and no colors which are not designated for use by the Athletics Department. Teams/Student-Athletes may wear blank shirts or pants/shorts as long as they comply with the UMass Lowell Athletics color scheme (for ex. Plain white t-shirts or black track pants).

For safety reasons and space limitations in the Costello Weight Room, general “loitering” will not be accepted. If student-athletes are not actively participating in a training session, they need to gather outside of the facility. This includes icing after workouts.

COSTELLO ATHLETIC CENTER

Hours of Operation – During Fall and Spring Semesters
Monday – Friday: 9 AM to 1 PM
All Team Lifts will be scheduled by the sports performance staff. These times are subject to change. Coaches will be notified of any changes to normal business hours.
NOTE: Student-athletes will be prohibited from entering and using the facility when it is closed.

Conduct
All student-athletes and staff members who use the Performance Facility are required to comply with the rules of operation regarding conduct and equipment use. Violators of the rules are subject to discipline and possible suspension of Performance Facility privileges. Respective Head Coaches are notified of all disciplinary actions. The following rules have been established to ensure a safe environment in the Performance Facility.
Costello Athletic Center Performance Facility Rules:

1. Student-athletes are to lift only when their sport is scheduled or during open hours as cleared by their performance coach.
2. Spotters are to be used on all squat & bench press movements.
3. Safety catches must be used on all squats.
4. Alcohol, chewing tobacco, and illegal substances are not allowed in the facility.
5. No cell phone use will be permitted in the weight room. Please leave them outside the facility.
6. Equipment must be returned to proper storage area after use. Take pride in what we have!
7. No food or drink, with the exception of closed water bottles. Water bottles must be kept in the storage tub provided at the door and not taken onto the floor.
8. Individuals are expected to be courteous to others and respectful of the facility (e.g., defacing of walls or equipment is prohibited).
9. No horseplay, offensive language, course jesting, or sexual harassment will be tolerated.
10. The Emergency Exit Doors may NOT be used as an exit, except during an emergency.
11. The stereo sound system is off limits to student-athletes and may only be used by Sports Performance Staff.
12. Headphones are not allowed except when utilizing the cardio equipment.
13. Every student-athlete must wear a shirt and shoes at all times (unless they are using the back “stretching” room). Working out in street clothes is prohibited. *Shoes may be removed only at the direction of Sports Performance Staff.
14. Student-athletes and staff may only wear UMass Lowell attire while using the facility.
15. No equipment is to leave the Performance Facility for any reason, unless there is prior approval from the Sports Performance Staff.
16. Injuries of any type are to be reported immediately to Sports Performance Staff.
17. Personal belongings, including bags, backpacks, and additional clothing are not allowed inside the performance facility.
TSONGAS ARENA HOCKEY PERFORMANCE CENTER

Hours of Operation
The hours of availability for the Hockey Performance Center are regular business hours, or by appointment.

Tsongas Arena Hockey Performance Center Rules:

1. The Hockey Performance Center is locked at all times unless a trained and authorized supervisor is present. Student-athletes are to lift only when the team is scheduled or during supervised appointments.
2. Alcohol, chewing tobacco, and illegal substances are not allowed in the facility.
3. No Cell Phones in Performance Facility
4. Equipment must be returned to proper storage area after use.
5. No Food or Drink, with the exception of closed water bottles.
6. Athletes may not bring friends to use the facility.
7. Individuals are expected to be courteous to others and respectful of the facility (e.g., defacing of walls or equipment is prohibited).
8. No horseplay, offensive language, or sexual harassment will be tolerated.
9. Athletics Department personnel, with approval of the Head Sports Performance Coach, and as designated by the Athletics Director, may use the Performance Facility for personal workouts provided they do not interfere with the needs of the student-athletes using the facilities and are during open hours only.
10. The Emergency Exit Doors may NOT be used as an exit, except during emergencies.
11. The stereo sound system is off limits to student-athletes and may only be used by Sports Performance Staff.
12. Headphones are not allowed except when utilizing the cardio equipment.
13. Every student-athlete must wear a shirt and shoes at all times. Working out in street clothes is prohibited. *Shoes may be removed only at the direction of Sports Performance Staff.
14. Student-athletes and staff may only wear UMass Lowell issued attire while using the facility.
15. No equipment is to leave the Performance Facility for any reason unless there is prior approval from the Head Sports Performance Coach.
FUELING STATION
Fueling Stations are essential to student athletes for providing energy and enhancing their overall athletic performance. As a result, the athletics department has set up a temporary station on the first floor of the Costello Athletic Center. This will give student athletes easy access to the station as they finish their lifting session and/or complete their team practice. With the swipe of the student ID, the student-athlete can access the fueling station once a day for “grab-and-go” items.
For any student-athlete that have a dietary restriction that prohibits these items, we encourage the student-athlete to meet with our Sports Dietitian for alternative options.

Hours of Operation
Monday through Friday
7 AM to 9 AM*
AND
2 PM to 5 PM*

*If a team needs access to the fueling station outside these hours, please notify the appropriate Strength and Conditioning Coach to gain access.

ACADEMIC AND STUDENT SERVICES
The Centers for Learning and Academic Support Services is available to all UMass Lowell students and aims to enhance the educational experience by easing the transition into UMass Lowell, creating a climate of collegiality and a sense of community and collaboration among students, faculty and staff in an environment that fosters and encourages creativity, growing independence and academic success. The Centers for Learning offers academic advising, tutoring and computing services.

STUDENT-ATHLETE ACADEMIC CENTER
In addition to campus resources, student-athletes have access to the staff and resources provided in the Student-Athlete Academic Center on the lower level of Costello Athletic Center. The center offers individualized tutoring rooms, desktop computers in separate study carrels, quiet study spaces and a large group study area.

Hours of Operation
  Monday – Thursday 8 AM to 9 PM
  Friday 8 AM to 5 PM
  Sunday 4 PM to 9 PM
The Student-Athlete Academic Center is designed to help support student-athletes in the pursuit of athletic, academic, career and personal success. There are significant demands placed on a student-athlete’s time in order to succeed athletically and academically, all while getting the most out of the college experience and preparing for life after college. The office serves every student-athlete by coordinating with available resources on campus and providing additional programs to meet their needs.

**Academic Support Services Coordinators**

Academic coordinators are assigned to provide academic and learning support to all student-athletes. In addition to monitoring academic progress, assisting student-athletes in finding the appropriate balance between academics and athletics, and advocating for equal opportunities for student-athletes, these advisors are charged with remaining current on NCAA academic requirements and rules, with understanding the interaction between UMass Lowell policies and NCAA requirements, and with educating student-athletes and the campus on that interaction. They also act as the liaison between the student-athlete and the many services offered at UMass Lowell.

Academic Support Services Coordinators are aware of curricular requirements for various colleges and majors and can advise student-athlete on their course of study.

**Tutoring Services**

Tutoring is available in the Student-Athlete Academic Center by appointment through GradesFirst. At risk student-athletes may be required to make use of the tutoring services.

**At Risk Student-Athletes**

At risk student-athletes are determined by Athletic Academic Services using high school academic and testing grades and scores, current GPA, admission status, and other measurable information. At risk student-athletes and coaches are notified of such requirements prior to the beginning of each semester by their Academic Coordinator and coded in GradesFirst.
Priority Registration
The university recognizes that the practice, competition and travel schedules required of student-athletes are demanding and offers priority registration of classes to ease this issue. All student-athletes are required to meet with their faculty advisor and complete an Advisement Form for Student-Athletes. The form must be submitted to their Academic Coordinator so eligibility and progress toward degree can be verified.

Education-Impacting Disabilities
The Office of Disability Services assists all UMass Lowell students with education-impacting disabilities in compliance with the Americans with Disabilities Act and Section 504. Assigned Athletic Academic Coordinators are available to assist with contacting the Office of Disability Services.

STUDENT-ATHLETE ADVISORY COMMITTEE
The Student-Athlete Advisory Committee (SAAC) enhances the total student-athlete experience by: promoting leadership opportunities, protecting student-athlete welfare, fostering a positive student-athlete image and providing educational and community service opportunities. General responsibilities of the committee are as follows:

- To discuss and provide input into the operational procedures that affect student-athlete welfare
- To work with other students on special interest subcommittees that address projects and concerns related to student-athlete development
- The dissemination of important information to the other members of their sport teams

2018-2019 SAAC EXECUTIVE BOARD
Co-Presidents: Abigail Drezek, Women's Soccer
Ben Drezek, Men’s Track & Field, XC

Executive Board:
Dom Gaichello, M. Lacrosse
Alex Matsis, W Cross Country
Amanda Baptiste, W Cross Country
Sara Siteman, W Softball

Team Impact Ambassador: Courtney Coleman, W Soccer

MISSED CLASS DUE TO COMPETITION AND TRAVEL
The University of Massachusetts Lowell, first and foremost, is dedicated to the
promotion of learning and scholarship, and to meeting the public need for educated citizens. The university achieves that goal by completing its three-fold mission of teaching, research, and public service. UMass Lowell also values the role played by athletics in the life of the community. Student-Athletes are representatives of the university in intercollegiate competition, and their athletic and academic excellence brings credit to UMass Lowell. The university recognizes that student-athletes must balance the demands of their sport with the academic obligations they assume when they enter an institution of higher learning. The following policy is designed to acknowledge that challenge, and to assist the student-athletes, as well as faculty members, coaches, and administrators, in managing conflicts that could arise between the legitimate demands of both academics and athletics.

POLICY ON GAMES DURING ACADEMIC SEMESTER

1. UMass Lowell student-athletes have the responsibility of notifying each of their instructors before the end of the add/drop period about any possible conflict between scheduled class meetings, exams, or assignment due dates, and scheduled athletic contests, especially those involving travel off campus. Such notification shall be in writing or by electronic mail, and shall include specific information about the dates the student will not be in class, or available for an exam. Student-Athletes are responsible for completing all reading, and acquiring all lecture notes and other material introduced in the class during their absence.

2. UMass Lowell faculty are requested to be flexible and offer reasonable accommodations for student-athletes whose schedule of intercollegiate athletic contests requires them to be absent from class, or miss scheduled quizzes, exams, or assignment due dates. The specific accommodation offered shall be determined by the faculty member, but might include make-up quizzes, alternate due dates, or rescheduling of exams. The faculty member retains the right to make the final determination about course scheduling, academic requirements, and assignment due dates. However, given that student-athletes represent the university when participating in competition away from campus, absence by a student-athlete resulting from his/her travel to, or participation in a regularly-scheduled intercollegiate athletic contest, shall not incur an academic penalty (i.e., lower grade), even when a portion of the grade in a course is based on attendance if the faculty member has been properly notified. This policy does not apply to laboratory sections or clinical sec-
3. Except for absences resulting from travel to, or participation in regularly-scheduled intercollegiate athletic contests about which the instructor has been properly notified, UMass Lowell student-athletes shall have the responsibility of attending class, sitting for exams, and meeting assignment due dates on the same schedule as other students enrolled in the same course, and may be penalized for absences other than those resulting from such travel or participation.

Questions on the policy should be directed to Faculty Athletics Representative.

**EQUIPMENT ISSUE**

Student-Athletes are responsible for all equipment/supplies signed out in their name. At the end of each season, all designated equipment must be returned. The equipment staff will verify the return and condition of all items. Unreturned equipment will result in the student-athlete being billed. Additionally, they will be prohibited from receiving any departmental awards they may have earned. This flag will be removed when equipment is returned, replaced, or the cost for the equipment is received.

**LAUNDRY SERVICE**

Laundry service is available for student-athletes.

- Student-Athletes can drop off their laundry loops in the laundry storage bin at any time. The laundry bin access door is located to the left of the laundry room entrance door past the row of lockers against the wall.
- Student-Athletes can retrieve their laundry loops at any time by accessing their personal storage locker.
- Student-Athletes are not allowed inside the laundry room unless otherwise authorized.
- As a reminder, it is against NCAA regulations for any student-athlete to use the university facilities for their personal laundry. Student-athletes may not put personal laundry on their laundry loop, as it is for athletic gear only.
- Each team will be assigned a team bag for collection of uniforms and practice gear to be laundered. At the end of each athletic competition, laundry bags with uniforms must be returned to the laundry room or laundry bin for laundering.
are responsible for securing travel for their team must be booked through the university’s approved vendors. Approved travel parties are determined for each sport and travel parties are expected to travel as a unit.

TEAM TRAVEL MEALS
Meal per diem is provided to cover meals missed as a result of competition. Per diem will be limited to $28.00 for away games ($6 Breakfast, $8 Lunch, $14 Dinner) and $14 per student-athlete for home contests. All other meals (sit-down with team) must have receipts for head coach to submit to Business Operations Office.

DRIVERS
Coaches and/or staff members must exercise supreme caution and sound judgment when operating rented vans/cars, and are the only authorized individuals who can operate rental vans/cars. Regardless of age, it is prohibited for student-athletes, student managers or student interns to operate rental vehicles. A member of the coaching staff must always directly supervise all team trips; each has been certified to drive a multi-passenger vehicle through the athletic department’s Business Office’s program.

AUTHORIZED PASSENGERS
Authorized passengers on athletic buses, vans and cars must be persons who are: (1) members of the department’s official travel party (coaches, manager(s), trainer(s), sports information staff; (2) cheerleaders and student newspaper/radio station personnel when previously approved by the Athletics Business Office; and (3) departmental and/or university staff. Persons who are not directly affiliated with the university may not travel on university vehicles without authorization from the athletic director or his designee.

FOREIGN TOURS
The athletics department is supportive of sports programs wanting to pursue foreign tour options. Each sport program’s head coach must start the
conversation with their sport supervisor. It is the goal of the sport supervisor to guide the head coach through the process and then grant final approval once all factors are considered. The factors include:

- The head coach meeting with their sport supervisor and stating their interest in a foreign tour
- The sport supervisor requesting the head coach research potential locations and document a minimum of three estimates per location (these estimates should come from contacting other institutions who have previously traveled on such trip(s) and not by calling travel agencies or third-party groups; no arrangements can be made or promised at this stage
- These estimates must be shared with the appropriate sport supervisor and the Associate Athletic Director, Business Operations, so an understanding of the travel cost is known
- The cost must include all expenses for the entire travel party (travel party is defined as student-athletes, coaching staff, one administrator, and one trainer)

Financial Considerations

- The funding source for all foreign tours is the team’s booster account; University operating funds are not to be used for foreign tours (there are no exceptions)
- Prior to receiving approval to proceed, a team must have 50% of the estimated cost currently in their booster account (other future and typical booster expenses should be taken into consideration as well)
- Once approval is granted for a team to further explore a foreign tour, the next step is to reach out to the Associate Athletic Director, Business Operations, to start the University Bid Process and discuss further details related to international booking and traveling
- It is customary for a student-athlete’s family to accompany the group on a foreign tour, these and similar arrangements (donors/sponsors/etc.) are not to be paid for using university funds and must be processed separately from the team travel party

Compliance Considerations

- **Timing of tour** – tour can only be scheduled during the summer vacation period or during an academic year vacation period (i.e. Winter Break)
• **Time lapse between tours** – a sport program may not engage in a foreign tour more than once every four years

• **Entertainment** – it is permissible to provide entertainment to student-athletes prior to the foreign tour (while on-campus for foreign tour practices) and during the foreign tour

• **Passports** – an institution may purchase passports for its student-athletes who are required to travel in connection with a foreign tour, and student-athletes may retain ownership of such passports; the institution also may provide student-athletes with reasonable local transportation to obtain such passports*

• **ARMS Forms** – The Foreign Tour Certification form is required to be completed in ARMS to document pre- and post- foreign tour related items

*If the institution pays up front for an incoming student’s passport, it risks violation if the incoming student never enrolls or is deemed ineligible for the foreign tour.
PURPOSE OF GRIEVANCE POLICY

The Grievance Policies and Procedures defines appropriate NCAA, conference and institutional rules and regulations regarding grievances and appeals and serves to provide pertinent data about duties and responsibilities. The Grievance Policy and Procedure overview of our policies and philosophy and is in no way intended to cover all questions that may arise. All coaches, support services staff, and student-athletes should be aware of the general guidelines for any student grievance made on campus. The policy and procedures that follow can also be found on the university website.

UNIVERSITY-STUDENT APPEALS

UMass Lowell is deeply committed to providing students with accurate and accessible information related to their experience at UMass Lowell both inside and outside the classroom. All academic policies and procedures are published in UMass Lowell’s catalog with the “Student Conduct Code and Judicial Process” published online. There are a number of appeal procedures in place to review issues that students may encounter.

STUDENT REGISTRATION/ENROLLMENT APPEALS

The academic calendar clearly designates the *add/drop period* for each academic semester. There are no refunds after *the add/drop period*. Appeals related to registration/enrollment issues and requests for refunds due to extenuating circumstances are reviewed by the Student Status Committee, which is comprised of representatives from the Registrar’s Office, Student Financial Services, Financial Aid, Continuing Studies and designees of the Office of the Provost. A student who has experienced extenuating circumstances that prevented the student from dropping or withdrawing from a course or courses may appeal for consideration by submitting their request to the Student Status Committee. This request may be submitted to the Registrar’s Office. Claims of extenuating circumstances must be supported by documentation.
1. Students are strongly advised to discuss the academic impact of withdrawing from classes with an academic advisor, the Financial Aid Office and other areas of the university which may be impacted by a change in status. Dropping or withdrawing from classes may have an adverse effect on financial aid, veterans benefits, athletic eligibility, international student status, eligibility to remain in housing and probationary standing. Students who receive financial assistance in the term associated with the request may be required to repay financial aid funds, and this may impact eligibility to receive financial aid in future terms.

1. Appeals must be made prior to the end of the academic term in which the late drop/withdrawal occurred or a refund is requested. Appeals that are made beyond this time frame will only be reviewed when there is documentation of a circumstance that prevented the student from appealing within the academic term.

2. Documentation supporting a request must be attached to the appeal. If the committee cannot verify the circumstances of the appeal, the appeal will be denied. If additional documentation is necessary, notification will be made through the UMass Lowell student email account.

3. Appeals that are related to medical issues should be made directly to Student Health Services. Students are required to have a licensed health care provider complete the “Verification for a Medical Withdrawal Form” providing information on the student’s situation. The form is located on the registrar’s website.

4. Appeals that involve instructional or academic issue(s) will be forwarded to the department chair or faculty coordinator of the major or program in which the course is offered. If the issue is related strictly to grading or a grading policy, students should see the specific policy and procedure for filing this type of appeal.

5. Questions about student status appeal process should be directed to the Registrar’s Office.

**MEDICAL WITHDRAWAL APPEAL PROCESS**

Students who are requesting to be withdrawn for medical reasons should submit their appeal directly to Student Health Services. Students are required to have a licensed health care provider complete the *Verification for a Medical Withdrawal Form* providing information on the student’s situation.
ACADEMIC SUSPENSION APPEAL PROCESS

All students are required to maintain at least a 2.000 average throughout their academic career. Academic records are evaluated at the end of each semester. No student, however, will be academically suspended from the university without having at least one semester of academic warning. Some academic departments may have requirements specific to their academic program, however, the minimum 2.0 GPA is a university-wide requirement. Students who are placed on academic suspension are sent a letter notifying them of their status which outlines the process for appeal to the college in which the student is enrolled. A suspended student may submit a written appeal to the college dean or designee requesting permission to continue enrollment for an additional semester an academic probation.

Financial Aid/Satisfactory Academic Progress (SAP) Appeal Process
Students are required to make Satisfactory Academic Progress (SAP) to maintain their eligibility for financial aid. The complete policy is available online. While this process is related to a student's academic standing, it is a separate process from academic standing and students must submit their appeal directly to the Financial Aid Office.

In accordance with Title IV Financial Aid federal regulation 34 CFR 668.34, the University of Massachusetts Lowell has established the following policy for evaluating the Satisfactory Academic Progress (SAP) of Title IV financial aid recipients. This policy extends to university and state financial aid programs.

Satisfactory Academic Progress (SAP) is the measurement of a student's academic progress toward the degree or certificate program. SAP evaluates three components to determine eligibility for financial aid: qualitative measure (cumulative grade point average), quantitative measure (percentage of coursework completed) and maximum time frame allowed for degree completion.

The review of a student's SAP status is based on the entire academic record, even if the student did not receive financial aid for previous semesters of enrollment. In order to be eligible for financial aid, students must satisfy all three components.
Undergraduate students must meet each of the following SAP criteria:

- Minimum cumulative grade point average (GPA) of 2.0
- Minimum completion rate of 70% of course work
- Maximum time frame of 180 attempted credits for bachelor's degree; maximum of 90 attempted credits for associate's degree; maximum 150% of defined program length for certificate programs

Students who do not meet the minimum SAP requirements for financial aid eligibility have the right to appeal when special circumstances exist. Conditions when a student may appeal include death of a relative, injury or illness of the student or other extenuating circumstances.

To appeal, a student must:

1. Complete the “SAP Appeal Form”. Student statement must include why the student failed to meet SAP requirements and explain what has changed to allow student to meet the requirements at the end of next evaluation.
2. Meet with his/her academic advisor and develop an academic plan. Both student and advisor must sign “SAP appeal form”.
3. Submit completed forms and supporting documentation to the Financial Aid Office for review.
4. Prior to each term’s deadline, complete and submit for review all appeal forms, academic plans, and supporting documentation for review. (See the SAP appeal form for the deadlines per term.)

Notes On Appeals:

- Appeal forms submitted for a specific term will not be granted for that term if the student has stopped attending that term or the student withdraws from all courses or the university while waiting for an appeal decision during that term.
- An appeal reviewed by the Financial Aid Office does not guarantee reinstatement of financial aid eligibility.
- All appeals are reviewed by representatives of the Financial Aid Office, with input from academic administrators when appropriate.
- Approved appeals will result in the student being placed on Financial Aid Probation (see Financial Aid Probation section). Written notification will be sent to the student’s university e-mail account.
- Denied appeals will result in the student being ineligible for financial aid. The student may enroll in coursework.
ACADEMIC INTEGRITY APPEAL PROCESS

The University of Massachusetts Lowell Academic Integrity Policy and detailed appeal process may be found in the online academic catalog.

Statement of Principles
The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. Academic dishonesty is prohibited in all programs of the university.

Academic Misconduct Subject to Disciplinary Action

(1) Academic misconduct is an act in which a student:

(a) Seeks to claim credit for the work or efforts of another without authorization or citation;
(b) Uses unauthorized materials or fabricated data in any academic exercise;
(c) Forges or falsifies academic documents or records;
(d) Intentionally impedes or damages the academic work of others;
(e) Engages in conduct aimed at making false representation of a student’s academic performance; or
(f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to:

cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one’s own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; getting unauthorized access to examinations or course materials; submitting, without the permission of the current instructor, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.
Possible Disciplinary Sanctions

(1) One or more of the following disciplinary sanctions may be imposed by an instructor for academic misconduct:
   (a) An oral or written notice of misconduct;
   (b) An assignment to repeat the work, to be graded on its merits;
   (c) A lower or failing grade on the particular assignment or test;
   (d) A lower grade in the course;
   (e) A failing grade in the course;

In addition, an instructor or the academic dean may recommend the following sanctions:
   (f) A non-deletable failing grade in the course;
   (g) Suspension from the university;
   (h) Expulsion from the university.

Sanctions f – h are imposed by the Office of the Provost.

Imposition of Disciplinary Sanctions by the Instructor

(1) When possible, prior to imposing a minor sanction, the instructor shall notify the student that the instructor believes an act of academic misconduct has occurred, that a sanction may be imposed, and that a “Notification of Academic Dishonesty Form” will be filed with the Office of the Provost.

(2) Upon the imposition of a minor sanction under this section, the instructor shall notify the Office of the Provost. Notification to the Office of the Provost shall occur within 10 days, using the “Notification of Academic Dishonesty Form,” and shall include identification of the student, a description of the misconduct and a specification of the sanction imposed.

(3) Within 10 days following receipt of such notice, the Office of the Provost shall provide notice of the imposed discipline to the student, the instructor and to the academic dean. Notification to the student shall include a statement of the misconduct, specification of the sanction imposed, a statement indicating the student’s right to an appeal before the academic dean and a link to the policy and procedures set forth herein.
(4) A student who receives notice of a disciplinary sanction imposed under this section has the right to a hearing before the academic dean to contest the determination that academic misconduct occurred or the disciplinary sanction imposed or both. If the student desires such a hearing, he or she must submit a written request to the Office of the Provost and the academic dean within 10 days of receipt of notice from the Office of the Provost.

(5) In the event that the student does not file a written request for an appeal within 10 days, the Office of the Provost shall review and may, at his or her discretion, uphold the recommended sanction or impose a major sanction. In any event, the Office of the Provost shall, within a reasonable time, provide notice of the outcome to the student, the instructor and academic dean.

**Recommendation of Major Disciplinary Sanction by the Instructor**

(1) Where an instructor concludes that a student enrolled in one of his or her courses has engaged in academic misconduct in the course, the instructor for that course may recommend one or more of the following disciplinary sanctions:

(a) A non-deletable failing grade in the course;
(b) Suspension from the university;
(c) Expulsion from the university.

(2) When possible, prior to the recommendation of a major sanction, the instructor shall notify the student that the instructor believes an act of academic misconduct has occurred, that a major sanction is being recommended, and that a “Notification of Academic Dishonesty Form” will be filed with the Office of the Provost.

(3) Upon the recommendation of a major sanction under this section, the instructor shall notify the Office of the Provost using the “Notification of Academic Dishonesty Form.” Notification to the Office of the Provost shall occur with 10 days and shall include identification of the student, a description of the misconduct and a specification of the sanction recommended.

(4) Within 10 days following receipt of such notice, the Office of the Provost shall provide notice of the recommended discipline to the student, the instructor and the academic dean. Notification to the student shall include a statement of the misconduct, specification of the sanction recommended, a statement indicating the student’s right to an appeal before the academic dean and a copy of the policy and procedures set forth herein.
(5) A student who receives notice of a disciplinary sanction recommended under this section has the right to a hearing before the academic dean to contest the determination that academic misconduct occurred or the disciplinary sanction recommended or both. If the student desires such a hearing, he or she must file a written request with the Office of the Provost and the academic dean within 10 days of receipt of notice from the Office of the Provost.

(6) In the event that the student does not file a written request for an appeal within 10 days, the Office of the Provost shall review the matter and may, at his or her discretion, impose or modify the sanction recommended. In any event, the Office of the Provost shall, within a reasonable time, provide notice of the outcome to the student, the instructor, and to the academic dean.

Appeal to the Academic Dean
When an appeal to the academic dean is commenced in accordance with the provisions set forth, the academic dean shall proceed in accordance with this section to consider one or more of the disciplinary sanctions listed above.

(1) Conference with Student: The academic dean shall offer to discuss the matter with the student. The purpose of this discussion is to permit the academic dean to review with the student the charges levied against him or her and to afford the student an opportunity to respond.

(2) Conference with Instructor: The academic dean shall attempt to discuss the matter with any involved instructor. This discussion may occur either before or after the conference with the student. It should include consultation with the instructor on the facts underlying the alleged academic misconduct and on the appropriateness of the imposed or recommended sanction.

(3) Determination that No Academic Misconduct Occurred: If, as a result of discussions under subsections (1) and (2), the academic dean determines that academic misconduct did not in fact occur or that the disciplinary sanction is not appropriate under the circumstances, the academic dean shall notify the instructor and the Office of the Provost. The Office of the Provost shall promptly thereafter notify the student and take appropriate action with respect to the student records.
(4) If, as a result of discussions under subsections (1) and (2), the academic dean determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed above is appropriate, the academic dean shall prepare and forward to the Office of the Provost, within 10 days, a written “Finding of Misconduct” which shall include identification of the student, a description of the alleged misconduct, a summary of evidence, findings of fact and a specification of the disciplinary sanction imposed.

Appeal to the Office of the Provost
The decision reached by the academic dean may be appealed to the Office of the Provost if the student believes that he or she did not receive due process.

An appeal to the Office of the Provost shall be limited to a review of supporting documents and the process and outcome of the academic dean or designee for one or more of the following “Grounds for Appeal“:

- Bias by the instructor, academic dean, or designee substantially influenced the outcome of the process to the detriment of the student.
- New, relevant information has come to light that was not available at the time of the hearing by the academic dean.
- Unusual procedures were followed or the procedures outlined herein were not followed, to the detriment of the student.

If the student desires such a hearing, he or she must file a written request with the Office of the Provost and the academic dean within 10 days of receipt of notice from the Office of the Provost. The request must be based upon the “Grounds for Appeal” listed above.

When an appeal to the Office of the Provost is commenced in accordance with this paragraph, the Office of the Provost shall review the matter with respect to the subject student and may, at his or her discretion, uphold, vacate or modify the discipline imposed or direct such appeal to be heard by the Academic Integrity Appeals Board. In any event, the Office of the Provost shall, within a reasonable time, provide notice of the outcome to the student, instructor, and to the academic dean.
In the event a student does not file a written request for an appeal within 10 days, the Office of the Provost shall review the matter with respect to the subject student and may, at his or her discretion, uphold or modify the discipline imposed. In any event, the Office of the Provost shall, within a reasonable time, provide notice of the outcome to the student, instructor and to the academic dean.

Role of the Academic Integrity Appeals Board

(1) The Academic Integrity Appeals Board is an ad hoc committee appointed by the Office of the Provost and consists of a minimum of three faculty members chosen by the Office of the Provost with no two members selected from the same college; the board shall not include a faculty member from within the department initiating charges of academic dishonesty. The board is chaired by the Office of the Provost who shall vote only in the case of a tie. [Or one member shall serve as Chair at the direction of the Office of the Provost. The Chair shall vote only in the case of a tie.]

When an appeal is directed to the Academic Integrity Appeals Board by the Office of the Provost in accordance with the provisions set forth above, the Academic Integrity Appeals Board shall schedule the hearing, within a reasonable time period, at a time that is mutually agreed upon by the student, Office of the Provost and members of the Academic Integrity Appeals Board.

(2) Reasonably in advance of the hearing, the Academic Integrity Appeals Board shall obtain from the academic dean, in writing, a full explanation of the facts upon which the determination of misconduct was based and shall provide to the student a copy of the policy and procedures set forth herein.

(3) The hearing before the Academic Integrity Appeals Board shall be conducted in accordance with the following requirements:

(a) The Academic Integrity Appeals Board shall consider relevant evidence including documentary evidence and testimony of the instructor, student, chair and/or dean where appropriate.

(b) The student shall have the right to be heard and to present relevant evidence, including documentary evidence and the testimony of witnesses, in his or her own behalf.
(c) The Academic Integrity Appeals Board shall maintain a record of the hearing including any and all pleadings and documentary evidence presented.

(d) The Academic Integrity Appeals Board shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.

(e) The Academic Integrity Appeals Board may find academic misconduct and impose a sanction of suspension or expulsion only if the proof of such misconduct is clear and convincing. In other cases, a finding of misconduct must be based on a preponderance of the credible evidence.

(f) The Academic Integrity Appeals Board may impose a disciplinary sanction that differs from the recommendation of the academic dean.

(g) The instructor or academic dean may be witnesses at the hearing conducted by the Academic Integrity Appeals Board, but shall not have responsibility for conducting the hearing.

(4) Determination that No Academic Misconduct Occurred: If, after the hearing, the Academic Integrity Appeals Board determines that there is insufficient evidence that academic misconduct occurred or that no disciplinary sanction is appropriate under the circumstances, the Academic Integrity Appeals Board shall notify the instructor, the academic dean and the Office of the Provost. The Office of the Provost shall promptly thereafter notify the student and take appropriate action with respect to the student records.

(5) Process Following Determination by the Academic Integrity Appeals Board that Academic Misconduct Occurred:

(a) If, after the hearing, the Academic Integrity Appeals Board determines that academic misconduct did occur and that one or more of the disciplinary sanctions listed above is appropriate, the Academic Integrity Appeals Board shall prepare and forward to the Office of the Provost, within 10 days, a written “Finding of Misconduct” which shall include identification of the student, a description of the misconduct and a specification of the disciplinary sanction to be imposed.

(b) Within 10 days following receipt of the written “Finding of Misconduct” from the Academic Integrity Appeals Board, the Office of the Provost shall provide written notice of the imposed discipline to the instructor, the academic dean and the student.
STUDENT APPEALS RELATED TO GRADING/FACULTY

The following process for students to file complaints concerning classroom matters or grading is outline in the online academic catalog.

Faculty members are expected, as a matter of right and professional standards, to recalculate any grade in which a computational error is alleged or suspected, provided that the student challenges the grade before the deadlines established by the policy on grade appeals. Generally speaking grades may only be challenged when a faculty member is alleged to have violated university, college, or departmental academic regulations and policies, or to have violated the faculty member’s own grading policy, as determined from the published course requirements for the course or section in question. Students confronting classroom problems that are a source of legitimate concern are entitled to have their complaints heard and resolved according to the procedures specified below.

Classroom problems may include, but are not limited to, the following examples (but note that questions concerning grades and grading policies are reserved to the process specified above):

1. Faculty failure to observe university policy and/or regulations, such as violating the regulation against scheduling examinations during the last week of the semester;
2. Changing class schedules without the permission of the department chairperson and the college dean, or rescheduling final examinations (including setting a due date for take-home examinations) to a time and place other than that established by the Student Records Office;
3. Terminating semester classes prior to the date specified by the University calendar;
4. Failing to fulfill instructional obligations (such as unjustified cancellation of classes, frequent absenteeism, and lateness);
5. Failing to provide and distribute a written statement of course requirements within the first 10 days of classes, which is mandated for all instructors;
6. Failing to adhere to the written statement of course requirements; and
7. Failing to post office hours or to maintain such hours.
Students normally should seek to resolve problems by discussion with the faculty member. If this is not feasible or if, after discussion, the matter cannot be resolved, the student must inform the faculty member in writing that he or she will initiate a formal complaint. This complaint must be in writing and addressed jointly to the chairperson of the department and the dean of the college in which the alleged problem and/or violation occurred.

After discussing the problem with the student and the faculty member, the chairperson and the dean determine whether the complaint is valid. (Should the subject of a formal complaint be a department chairperson, the review and determination will be made by the dean and the chairperson of another department.) Copies of the complaint, together with the written decision of the chairperson and the dean, will be sent to the student, the faculty member, the Provost and the President of the Massachusetts Society of Professors.

Formal complaints about classroom problems shall be initiated before the last day of semester examinations in the semester during which the violation is alleged to have occurred. The determination of the chairperson and the dean must be made within ten working days following receipt of the student complaint and, if unchallenged by the Massachusetts Society of Professors, it is final.

**EQUAL AND FAIR TREATMENT**

Under federal and state laws, all students are protected from discrimination based on race, color, religion, national origin, disability, gender, (including sexual harassment), age, sexual orientation, marital or veteran status. If you feel that you have been discriminated against based upon any one of these areas, you must contact Equal Opportunity and Outreach (http://www.uml.edu/equal/). These protections also include retaliation for filing complaints of discrimination. Concerns regarding course offerings, instructor and student attitudes should also be directed to EOO staff.

**Student Conduct and the Judicial Process**

Students who wish to make an appeal related to student conduct or the judicial process should review the appeals process outlined in the UMass Lowell’s Conduct Code. Any questions related to this process should be directed to the Dean of Students Office.
ATHLETIC GRANT-IN-AID CHANGES—FINANCIAL AID

Prior to the start of each semester, the Compliance Office may receive grant-in-aid revisions from the head coaches recommending athletically-related financial aid to only those student-athletes who a) are not receiving an athletic award during the previous academic year, or b) are to receive an increase in his/her athletically-related financial aid. The Compliance Office reviews these requests and, if appropriate, processes the Athletic Scholarship Processing Form with the appropriate sport supervisor. The Compliance Office then submits the change request to the Office of Financial Aid. A revised grant-in-aid form is issued to the student-athlete for his/her signature and a copy is kept on file in the Compliance Office.

Reduction and Cancellation During the Period of the Award

1. Head coaches must inform the Compliance Office and his/her sport supervisor immediately should a student-athlete meet any of the provisions of NCAA Bylaw 15.3.4 for the cancellation/reduction of aid during the period of the award. The Compliance Office and the SWA (or appropriate sport supervisor) shall review any such recommendation.

2. If the circumstances of the head coach’s request meet one of the provisions in 15.3.4, then the head coach meets with the involved student-athlete.

3. The SWA (or the appropriate sport supervisor) and the Compliance Office determine if the reduction/cancellation is warranted. If so, the Compliance Office sends a written request to the Office of Financial Aid.

4. The university’s policies for reductions or cancellations of athletically-related financial aid shall govern any such action.

5. The director of financial aid sends a cancellation letter to the student-athlete with information about the appeals process. Copies of the letters are provided to the Compliance Office who shall provide copies to the appropriate head coach and sport supervisor.

All cancellation, reduction, and nonrenewal letters—sent to student-athletes by the director of financial aid—contain the following notification:
Notification:
If the University of Massachusetts Lowell Athletic Department cancels or reduces a student-athlete’s scholarship in current year or does not renew a student-athlete’s scholarship for the following academic year, the Financial Aid Office will notify the student-athlete in writing of the opportunity to request an appeals hearing within 14 consecutive calendar days of the date the student-athlete was notified of the athletic department’s decision. The notification will be sent to student-athlete’s permanent home address and his/her email account.

To request a hearing, the student-athlete must notify the Financial Aid Office in writing within 10 calendar days of receiving a notification letter. The student-athlete must specify in his/her written request that he/she is requesting a hearing. Written requests must be made by student-athletes only. Any written hearing requests delivered to the Financial Aid Office via US mail, in person, email or fax after the 10 calendar day notice period will not be accepted.

No later than 5 business days prior to the hearing, the student-athlete and representative of the Athletic Department must provide the chair of the committee a written statement of the allegations, including, every document or other exhibit he/she plans to use at the hearing, full names of any witnesses he/she intends to call and a description of the relevancy of such witnesses to the hearing. The chair of the committee promptly distributes to the other party copies of all materials submitted by each party.

The hearing will occur as soon as possible, but no later than 30 consecutive calendar days following the student-athlete’s written request.

Request to Transfer (or Explore the Transfer Process) When the Compliance Office is notified in-person that a student-athlete would like to transfer, the student-athlete is advised to meet with his/her head coach to discuss his/her intentions to transfer. Once the student-athlete meets with his/her head coach, the student-athlete should meet with the Compliance Office to discuss the transfer process. Please note that the student-athlete will also need to request his/her intention to transfer (or explore the transfer process) in-writing to the Compliance Office then the Compliance Office will have two business days to add the student-athlete to the NCAA Student-Athlete Transfer Portal (effective October 15, 2018). If a student-athlete initiates his/her intention to transfer in-writing, the head coach and Compliance Office meetings should be handled within the two business day time period. If the request is initiated in-writing, the student-athlete’s head coach will be informed immediately (if the head
coach is not included on the aforementioned e-mail from the student-athlete). Even if the head coach and Compliance Office meetings are not satisfied within the two business day timeframe of the written request, the Compliance Office is still required by NCAA rules to add the student-athlete to the NCAA Student-Athlete Transfer Portal.

**Request to Transfer - Use of Athletic Department Services**
Access to Athletic Healthcare, Student-Athlete Services and team activities will be made on a case-by-case basis by the head coach. Exceptions may be made by the applicable sport supervisor and the Compliance Office.

**The One-Time Transfer Exception Hearing Process**
1. Once the Compliance Office notifies the student-athlete in writing of his/her right to appeal the athletic department’s decision to deny the one-time transfer exception, the student-athlete is given 10 calendar days from the date of the notice to formally appeal. Please note that the letter of appeal regarding the denial of the one-time transfer exception will be drafted up by the Financial Aid Office then supplied to the Compliance Office for submission to the applicable student-athlete.
2. The student-athlete’s right to appeal must be made in writing to the University Appeals Committee. All documents, the written statement of appeal and all supporting documentation, must be submitted at this time. In addition, the written appeal must be made by the student-athlete only.
3. The University Appeals Committee will convene a hearing and provide written results of the hearing to the student-athlete within 15 business days after receiving the student-athlete’s appeal request.
4. If the University Appeals Committee fails to conduct the hearing and/or provide the written results within the 15 business days, permission to contact the student-athlete shall be granted by default.
5. The student-athlete and a representative of the Athletic Department will be the only individuals to meet with the University Appeals Committee but the individuals will not appear before the committee at the same time.
6. The written results of the University Appeals Committee will be final and no additional appeal process can be made.
ATHLETIC GRANTS-IN-AID

Athletic grants-in-aid can only be awarded for a period of one year. Individuals who have received an athletic grant-in-aid must be notified before July 1 of each year of its renewal or of any changes to the grant. Student-athletes must officially sign and return an acceptance of financial aid prior to August 1 of each year. Failure to do so will result in the grant-in-aid not being applied to the student-athlete’s account. Student-athletes who have had his/her aid gradated or cancelled are entitled to an appeal, which must be filed through the University’s Financial Aid Office.

An athletic grant-in-aid cannot be increased or decreased during the period of its award on the basis of a student-athlete’s ability, performance, or contribution to a team’s success; because of an injury that prevents the student-athlete from participating in athletics or; for any other athletics reason. However, student-athletes who are unable to participate in a sport for which he/she receives an athletic grant-in-aid, may be required to contribute to the Athletic Department in an alternative manner.

A student-athlete who voluntarily leaves a team or becomes ineligible during the varsity season will usually forfeit his/her grant-in-aid. Student-athletes must also understand that behavior deemed inappropriate by university officials, and/or failure to comply with team expectations can result in institutional financial aid being gradated or cancelled. A meeting with the Compliance Office is strongly recommended in these situations for the student-athlete to understand the decisions made when withdrawing from a team.
STUDENT-ATHLETE EVENTS

Student-athletes may be required to attend department events throughout the year. These events may serve to recognize student-athlete achievement, disseminate important information or promote athletic initiatives.

STUDENT ORIENTATION

The university offers new student-orientation for all first year and transfer students including student-athletes. Orientation provides important information for campus success and includes an athletic component.

UNITED IN BLUE KICKOFF SOCIAL

All student-athletes are required to attend a United in Blue Kickoff Social at the beginning of the fall semester. The social serves to introduce student-athletes to one another and the department staff. A review of available support services will be offered in addition to department news.

COMMUNITY OUTREACH

The Athletic Department sponsors a variety of community outreach activities each year. All community service hours must be submitted to the Compliance office via the Student-Athlete Request Form. Hours are tracked by the Athletic Academic Services staff.

THE ROWDYS

At the end of each year the Athletics Department hosts an ESPY-styled award show to honor student-athlete accomplishments throughout the year. Awards include:

- **Lester H. Cushing Award** – Presented to one male and female student-athlete based on outstanding athletic performance.
- **Bob Griffin Academic Award** – Presented to the top achieving men’s and women’s team based on the team’s two semester GPA
- **David J. Boutin Award** – Presented to the male student-athlete who encompasses academic and athletic excellence, leadership and service to the university and/or surrounding communities
- **Laurie A. Mann Award** – Presented to the female student-athlete who encompasses academic and athletic excellence, leadership and service to the university and/or surrounding communities
- **Rookie of the Year (Male & Female)** – Presented to the top performing male and female rookie
- **Unsung Hero Award** – presented to the student-athlete who displays exemplary spirit and relentless commitment to their program, with contributions on and off the field of play that cannot be measured in statistics alone.
- **Moment of the Year**
END OF YEAR BANQUETS
Many teams will offer individual banquets to recognize team and individual accomplishments.

There are a number of participation and special recognition awards which student-athletes are eligible to receive. Most awards are presented annually. In addition, sport programs may have individual end of the year recognitions and provide awards (MVP, etc.) within NCAA guidelines.

Senior student-athletes will receive a class ring, or other gift as determined by the Athletics Department Senior Administrative Leadership Team.

VARITY AWARDS
Criteria for varsity awards
Varsity awards shall be given to student-athletes who participated fully in all phases (pre-season, in-season, post-season) of a varsity intercollegiate sport program and whose participation has contributed positively to team success, as determined by the head coach and must be approved by the sports administrator.

Senior Ring
For the purpose of this award, a senior is defined as a student-athlete that has either completed his/her NCAA eligibility or fulfilled his/her degree requirements (whichever comes first) and has contributed to the program.

A senior list will be generated and reviewed by the head coach, academic coordinator, and compliance officer. Once all parties have confirmed the names, an email invitation will be sent to all confirmed seniors for ring sizing.

Graduation Stole
Seniors will be awarded a stole for the commencement ceremonies to signify they are a graduating student-athlete. Similar to the senior ring process, a senior list will be confirmed with the stoles being disbursed during the Rowdys event.

SPECIAL EVENT PARTICIPATION AWARD
The purpose of the special event participation award is for the athletic department to recognize the athletic achievement of a sports program or an individual in conference tournament or NCAA play.
The special event participation award has been determined by the athletic administration to be a postseason River Hawk ring. Its design will be a standard look for all to recognize as a symbol of this prestigious athletic honor.

For a sport program or an individual to receive this ring, they must meet the following criteria:

- For a sport program, a team will need to win their conference tournament or qualify for the NCAA national tournament
- For an individual (cross country and track & field), he/she will need to qualify for the NCAA national meet

OTHER AWARDS
Student-athletes are eligible to receive the following annual awards:

_Scholar-Athlete Award_
Presented at the university’s commencement ceremony to the senior student-athlete who has achieved the highest grade point average over eight semesters.

**COMPLIMENTARY ADMISSIONS**
The cost of admission to all athletic contests is covered by the Student Athletic Fee. All students, including student-athletes, must present their student IDs at designated areas to receive their student admission.

Student-Athletes from revenue generating sports are entitled to complimentary admissions for each home event. NCAA regulations limit student-athletes to a maximum of four (4) complimentary admissions per game. The complimentary ticket policies and the distribution process will be explained to each team prior to the team's first regularly scheduled contest. It is up to the student-athlete to make sure the names of his/her guests are on the complimentary admissions list. No late additions or exceptions will be made. All guests must show a valid photo ID and sign the complimentary admissions list at the ticket window. Student-Athletes will not be given tickets before the game to give to their guests.
**TEAM FUNDRAISING**

Fundraising activities is the responsibility of each team’s head coach in conjunction with the assistant director of athletic advancement. Student-Athletes are not permitted to conduct fundraising activities on their own. In addition team members are not permitted to purchase equipment/clothing items on their own. All requests to conduct fundraising activities and/or purchase items for team members must be made to the head coach, who will then seek proper university approval.

**SUMMER WORKOUTS**

Returning student-athletes can use the weight room for **VOLUNTARY** workouts only (except for basketball, which can have mandatory workouts). UMass Lowell strength and conditioning staff can design and conduct workouts directly with the student-athlete. Before anyone is allowed to work out in the weight room, he/she has to be cleared by athletic healthcare staff (physical within 6 months, sickle cell test, medical insurance, etc.).

For incoming student-athletes to take part in voluntary activities, the following is important to note regarding the incoming student-athlete:

- Can begin participating once he/she graduates from high school and summer break has begun;
- UMass Lowell’s spring athletics season must be completed;
- Must be cleared by athletic training prior to participating;
- Must have signed a National Letter of Intent, scholarship agreement or returned an enrollment deposit;
- Voluntary activity must occur on UMass Lowell’s campus.

For documentation purposes, Head Coach must notify the Compliance Office when an incoming student-athlete wants to participate in voluntary summer conditioning. Incoming student-athletes are required to complete the Summer Voluntary Condition form through ARMS and athletic training paper work prior to the incoming student-athlete being approved to use of the weight room or any athletics facilities.
For the workout to be considered voluntary:

- Coaches can **NOT** be present
- Neither the student-athlete nor anyone else (coach, other students) can report back any information related to the workout to the coaching staff
- The sessions must be initiated by the student-athlete. There can be **NO REQUIREMENTS** to work out.
- There can be **NO RECORDS** of attendance given to the coaches
- There can be **NO PENALTIES NOR PRAISE/RECOGNITION** for participating in summer sessions

**HOUSING**

The mission of the Office of Residence Life is to provide a living and learning environment that promotes the personal and academic success of each individual student while preparing them to be engaged citizens. Residence Life oversees policies and procedures related to campus housing including room assignment, fees and conduct. All UMass Lowell students including student-athletes are eligible to live in university housing. There are residence halls located in all parts of campus; each offers different room options and benefits.

**LIVING–LEARNING COMMUNITIES**

Living-Learning Communities (LLCs) provide students the opportunity to explore common interests with other students in their living environment. Through living and participating in an LLC, students will be provided with intentional and meaningful opportunities that will help them to make purposeful links between the academic and co-curricular components of their college experience.

**RECRUIT HOSTING**

At times, student-athletes may be asked to host a high school or transfer recruit. Student hosts are responsible to ensure that recruits are treated properly. Please remember:

- Several students may host a prospect, but only one student host per prospect may be provided a free meal if restaurant facilities are used.
- A maximum of $75 for each day of the visit may be provided to cover costs of hosting the prospect (and the prospect’s parents, legal guardians, or spouse). These funds may be used for any additional meals, snacks, or entertainment excluding the cost of admission to campus events. These funds **MAY NOT** be used for the purchase of souvenirs or other institutional mementoes. It is permissible to provide the student host with an additional $40 per day for each additional prospect the host entertains.
• No cash may be given to the visiting prospect or to anyone else.
• You may not use vehicles provided by or arranged for by any institutional staff member or representatives of athletic interests. **NEVER** allow a prospect to use your vehicle.
• You may not transport the prospect, or anyone accompanying the prospect beyond 30-miles of campus.
• You should not allow recruiting conversations to occur on or off campus between the prospect and a representative of athletic interests. It is the host’s responsibility to ensure such contact does not take place when you are hosting a prospect.
• A visiting prospect may participate in physical workouts or other recreational activities provided such activities are not organized or observed by the coaching staff and are not designed to test the athletic ability of the prospect.
• You may receive a complimentary admission when accompanying a prospect to a campus athletic event.
• Drinking under the age of 21 is against the law. Prospective student-athletes are not to indulge in this activity.
• UMass Lowell will not tolerate sexual harassment by anyone associated with our athletic teams. Student hosts must be aware of the university’s prohibition of this type of activity and work to ensure that prospects conduct themselves appropriately.
• It is the responsibility of the university to ensure the safety and well-being of prospective student-athletes visiting campus. At the same time, it is incumbent upon prospective student-athletes and their student hosts to avoid any activities that would jeopardize their safety or would be against NCAA, university, or local laws, rules and regulations.
• All receipts and change must be returned within 72 hours of official visit to the UMass Lowell Business Office, and all meal attendees must be listed.
### FALL 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 4</td>
<td>Tues</td>
<td>Convocation</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>United In Blue Kickoff Social</strong></td>
</tr>
<tr>
<td>Sept 5</td>
<td>Wed</td>
<td>First Day of Classes</td>
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<tr>
<td></td>
<td></td>
<td>Drop-add period begins</td>
</tr>
<tr>
<td>Sept 11</td>
<td>Tues</td>
<td>Last day for registered students to add a course without a permission number</td>
</tr>
<tr>
<td>Sept 19</td>
<td>Tues</td>
<td>Last Day to Add a class with a permission number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Drop a class without record</td>
</tr>
<tr>
<td>Oct 8</td>
<td>Mon</td>
<td>哥伦布日 (大学关闭)</td>
</tr>
<tr>
<td>Oct 11</td>
<td>Thurs</td>
<td>Monday Class Schedule</td>
</tr>
<tr>
<td>Oct. 22</td>
<td>Mon</td>
<td>Faculty Advising Period Begins. Students check SIS for enrollment appointments.</td>
</tr>
<tr>
<td>Oct 29</td>
<td>Mon</td>
<td>Enrollment for spring 2019 classes begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day for students to complete INC work from spring and summer (2018) courses</td>
</tr>
<tr>
<td>Nov 5</td>
<td>Mon</td>
<td>Faculty Advising Ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day for seniors who anticipate completion of degree requirements by the end of May or the end of August to confer with Faculty Advisors and to file DIG forms</td>
</tr>
<tr>
<td>Nov 12</td>
<td>Mon</td>
<td>哥伦布日 (大学关闭)</td>
</tr>
<tr>
<td>Nov 14</td>
<td>Wed</td>
<td>Last day to drop a course with a grade of W</td>
</tr>
<tr>
<td>Nov 21</td>
<td>Thu</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>Nov. 26</td>
<td>Mon</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Dec 6</td>
<td>Fri</td>
<td>Last day for faculty to administer quizzes and Examinations prior to final exams</td>
</tr>
<tr>
<td>Dec 13</td>
<td>Thurs</td>
<td>Last Day for fall semester classes</td>
</tr>
<tr>
<td>Dec 14</td>
<td>Fri</td>
<td>Reading Day</td>
</tr>
<tr>
<td>Dec 15</td>
<td>Sat</td>
<td>Fall Semester examinations begin</td>
</tr>
<tr>
<td>Dec 21</td>
<td>Fri</td>
<td>Fall Semester examinations end</td>
</tr>
<tr>
<td>Dec 22</td>
<td>Sat</td>
<td>Make-up for exams postponed because of weather. Winter recess begins.</td>
</tr>
<tr>
<td>Dec 27</td>
<td>Thurs</td>
<td>Grades Due</td>
</tr>
</tbody>
</table>
## SPRING 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event and Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 20</td>
<td>Sun</td>
<td>Residence Halls Open at 12 Noon</td>
</tr>
<tr>
<td>Jan 21</td>
<td>Mon</td>
<td>Martin Luther King Day (university closed)</td>
</tr>
<tr>
<td>Jan 22</td>
<td>Tues</td>
<td>Spring Classes begin Drop-Add Period begins</td>
</tr>
<tr>
<td>Jan 28</td>
<td>Mon</td>
<td>Last day to ADD Courses without a permission number</td>
</tr>
<tr>
<td>Feb 4</td>
<td>Mon</td>
<td>Last day to add a course with permission number, change sections, drop without record, change enrollment status</td>
</tr>
<tr>
<td>Feb 18</td>
<td>Mon</td>
<td>Presidents’ Day (university closed)</td>
</tr>
<tr>
<td>Feb 29</td>
<td>Tue</td>
<td>Monday Class Schedule</td>
</tr>
<tr>
<td>Mar 11</td>
<td>Mon</td>
<td>Spring recess begins</td>
</tr>
<tr>
<td>Mar 18</td>
<td>Mon</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Apr 1</td>
<td>Mon</td>
<td>Faculty Advising for Fall 2019 begins</td>
</tr>
<tr>
<td>Apr 9</td>
<td>Tues</td>
<td>Last day to withdraw from a course with a “W”</td>
</tr>
<tr>
<td>Apr 10</td>
<td>Tue</td>
<td>Enrollment for Fall 2019 classes begins</td>
</tr>
<tr>
<td>Apr 15</td>
<td>Mon</td>
<td>Patriots’ Day (university closed)</td>
</tr>
<tr>
<td>Apr 26</td>
<td>Thurs</td>
<td>Last day for faculty to administer quizzes and exams prior to Final Exam Period</td>
</tr>
<tr>
<td>May 3</td>
<td>Fri</td>
<td>Last day of spring semester classes Last Day for Faculty to change INC grades from Fall 2018 semester courses</td>
</tr>
<tr>
<td>May 4</td>
<td>Sat</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 6</td>
<td>Mon</td>
<td>Spring Semester Examinations begin</td>
</tr>
<tr>
<td>May 11</td>
<td>Sat</td>
<td>Spring Semester Examinations end</td>
</tr>
<tr>
<td>May 12</td>
<td>Sun</td>
<td>Make up for examinations postponed due to weather</td>
</tr>
<tr>
<td>May 18</td>
<td>Sat</td>
<td>University Commencement</td>
</tr>
</tbody>
</table>