

**2016-2017**

**Student-Athlete**

**Handbook & Day Planner**



**UCLA Department of Intercollegiate Athletics**  
**[www.uclabruins.com](http://www.uclabruins.com)**

**310-825-8699**

**Twitter/Instagram: @uclaathletics**

**Facebook: /UCLAAthletics**

**Name** \_\_\_\_\_

**Phone/E-mail** \_\_\_\_\_

## UCLA Campus Map

<http://maps.ucla.edu/campus/>

## **UCLA Campus Map**

**<http://maps.ucla.edu/campus/>**

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General Campus Information: 310-825-4321 or [www.ucla.edu](http://www.ucla.edu)

### **Undergraduate Colleges & Schools**

**College of Letters and Science**

*\* Student-Athletes should see their AS2 College*

**Academic Counselor for assistance**

Molecular, Cell, & Developmental Biology:

Connie Firestone 310-825-7109

Economics: Julie Plotkin 310-825-5118

English: Janel Munguia 310-825-1389

Geography: Lisa Lee 310-825-1166

History: Paul Padilla 310-825-3720

International Development Studies

Sandy Valdivieso 310-825-5187

Physiological Science: Inna Gergel 310-825-3892

Political Science: James Bondurant 310-825-1184

Psychology: Melina Dorian 310-825-2730

Sociology: Simbi Mahlanza 310-825-1215

**Arts & Architecture** 310-825-3281

**Engineering & Applied Sciences** 310-825-2826

**Nursing** 310-825-7181

**Theatre, Film, & Television** 310-825-5761

### **Campus Contacts**

Academic Advancement Program 310-206-1550

Ackerman Union 310-825-6064

American Indian Studies Center 310-825-7315

Ashe Student Health/Wellness 310-825-4073

Asian American Studies Center 310-825-2974

Athletics Peer Learning Lab 310-206-7526

Bradley International Center 310-825-7021

Bruin Card Office 310-825-2336

Bruin Resource Center 310-825-3945

Bunche Center for African 310-825-7403

American Studies

Bus Information 310-825-2101

Campus Police 310-825-1491

CARE @ CAPS – 24 hour support 310-825-0768

Career Center 310-206-1915

Center for Community Learning 310-825-7867

Center for Student Programs 310-825-7041

Central Ticket Office 310-825-2101

Chicano Studies Research Center 310-825-2363

Community Housing Office 310-825-4491

### **EMERGENCY**

**Call 310-825-1491 or 911**

**CARE (Campus Assault Resources &  
Education) @ CAPS 310-825-0768**

Counseling & Psychological Services (CAPS) 310-825-0768

Crime Prevention 310-825-7661

Dean of Students 310-825-3871

Degree Check/Evaluation 310-825-2754

Escort Service 310-794-9255

Evening Van Info 310-825-9800

Financial Aid 310-206-0400

Fraternity & Sorority Relations 310-825-6322

Graduate Admissions Office 310-825-1711

Health Education Office 310-825-6385

Housing (on-campus) 310-825-4721

(off-campus) 310-825-4491

Internships & Study Abroad 310-206-1917

Intramural Sports 310-267-5416

International Students (Dashew) 310-825-1681

LGBT Campus Resource Center 310-206-3628

Libraries, [www.library.ucla.edu](http://www.library.ucla.edu) 310-825-8301

Ombuds Office 310-825-7627

Parking Services 310-825-6702

Parking Tickets (24 hour info) 800-578-0799

Registrar's Office 310-825-1091

Residential Life 310-825-3401

Sexual Harassment Prevention/ 310-206-3417

Title IX Coordinator

Student Dental 310-206-3904

Student Health Services 310-825-4073

Student Legal Services 310-825-9894

Students with Disabilities 310-825-1501

Students' Store @ Ackerman 310-206-0810

Suicide Prevention Hotline 310-391-1253

Transcripts 310-825-1091

Undergraduate Writing Center 310-206-1320

Wooden Center (Recreation) 310-825-3701

Work Study Office 310-206-0446

## **DEPARTMENT OF INTERCOLLEGIATE ATHLETICS DIRECTORY**

**310-825-8699 or [www.uclabruins.com](http://www.uclabruins.com)**

### **ADMINISTRATION**

Dan Guerrero, Director of Athletics	310-206-6382
Leslie Dalziel-Miller, Executive Assistant to the Director	310-206-6382
Dr. Michael Teitell, Faculty Athletic Representative	310-206-6754
Matt Elliott, Sr. Associate Athletic Director, Internal Operations	310-825-2164
Chris Iacoi, Sr Associate Athletic Director, Chief Financial Officer	310-206-6844
Joshua Rebholz, Sr Associate Athletic Director, External Relations	310-206-3031
Dr. Christina Rivera, Sr. Assoc. Athletic Director/Senior Woman Administrator	310-206-6668
Ashley Armstrong, Associate Athletic Director, Sports & Administration	310-206-7121
Chris Caminiti, Assistant Athletic Director, Sports & Administration	310-206-6607
Chris Carlson, Associate Athletic Director, Sports & Administration	310-206-7216
Gavin Crew, Associate Athletic Director, Sports & Administration	310-206-0696
Mike Dowling, Associate Athletic Director, Operations	310-206-6391
Sarah Lazaro, Associate Athletic Director, Development	310-206-1952
Mike Linn, Head Athletic Performance Coach	310-794-1869
Scott Mitchell, Associate Athletic Director, Marketing	310-825-4586
Josh Rupprecht, Associate Athletic Director, Communications	310-206-8194

### **ACADEMIC & STUDENT SERVICES (AS2)**

TBD, Assoc. Athletic Director, Academics & Student Services	310-206-6668
Mike Casillas, Dir. of Student-Athlete Counseling & Athletics Peer Learning	310-206-6838
Kevin Chen, AS2 College Academic Counselor	310-206-6263
Ric Coy, Associate Director	310-825-6054
Ja'Nae Davis, Manager, Athletics Peer Learning Lab	310-206-8124
Andrea Fisher, Football Academic Coordinator	310-206-3077
Tori Forman, Staff Associate	310-825-7057
Jo Guest, Program Assistant, Athletics Peer Learning Lab	310-206-1491
Mattie Gullatt, Learning Specialist	310-794-7690
Linda Lassiter, AS2 College Academic Counselor	310-206-6209
Greg Loza, Compliance & Eligibility Assistant	310-825-7057
Alicia Melero, Office Assistant, Athletics Peer Learning Lab	310-206-7526
Grace Murray, AS2 College Academic Counselor	310-794-7680
Veronica Rodriguez-Mora, Basketball Academic Coordinator	310-206-6499
Nick Thornton, Assistant Director of Compliance & Eligibility	310-794-5459
Sabrina Youmans, Senior Learning Specialist	310-909-9814

### **NCAA COMPLIANCE & ELIGIBILITY**

Justin DiTolla, Compliance Coordinator	310-206-6099
Dan Goldberg, Assistant Athletic Director	310-794-8813
Roger Ling, Compliance Coordinator/Financial Aid	310-825-1002
Amy King, Director of Compliance	310-206-6634
Lucia Serrano, Assistant Director of Compliance	310-825-9233

### **ATHLETIC DEPARTMENT CONTACTS**

Athletic Communications	310-206-6831
Athletic Performance	310-206-6103
Bruin Varsity Club, Shaina Zaidi	310-206-3302

Central Ticket Office	310-825-2101
Performance Nutrition, Beth Miller	310-267-4787
Sports Medicine	310-206-6107
Student-Athlete Housing, Catherine Neale	310-794-6443
Student-Athlete Parking, Monica Truong-N	310-206-2656
Summer Work Opportunity Program (SWOP), Pat Scism	310-206-6662
UC SHIP Insurance, David Rodriguez	310-206-6105

### **IMPORTANT UCLA RESOURCES**

- **UCLA Homepage** [www.ucla.edu](http://www.ucla.edu)
- **Athletic Department Homepage** [www.uclabruins.com](http://www.uclabruins.com)
- **Bruin Resource Center** [www.brc.ucla.edu](http://www.brc.ucla.edu)
- **Class Schedule & Catalog** [www.registrar.ucla.edu](http://www.registrar.ucla.edu)
- **MyUCLA** [www.my.ucla.edu](http://www.my.ucla.edu)  
(Course Enrollment, Financial Aid, Billing, USHIP, Holds, Grades)
- **Campus Services** [www.campuservices.ucla.edu](http://www.campuservices.ucla.edu)
- **Career Services** [www.career.ucla.edu](http://www.career.ucla.edu)
- **Campus Assault Resources & Education** [www.counseling.ucla.edu/care](http://www.counseling.ucla.edu/care)  
(CARE @ CAPS 310-825-0768)
- **Counseling and Psychological Services (CAPS)** [www.counseling.ucla.edu](http://www.counseling.ucla.edu)
- **Dean of Students (Code of Conduct)** [www.deanofstudents.ucla.edu](http://www.deanofstudents.ucla.edu)
- **Financial Aid** [www.financialaid.ucla.edu](http://www.financialaid.ucla.edu)
- **Lesbian Gay Bisexual Transgender Campus Resource Center** [www.lgbt.ucla.edu](http://www.lgbt.ucla.edu)
- **Dashew Center for International Students and Scholars (DCISS)** [www.internationalcenter.ucla.edu](http://www.internationalcenter.ucla.edu)
- **Office for Students with Disabilities** [www.osd.ucla.edu](http://www.osd.ucla.edu)
- **Office of Ombuds Services** [www.ombuds.ucla.edu](http://www.ombuds.ucla.edu)
- **Sexual Harassment Prevention/Title IX Coordinator** [www.sexualharassment.ucla.edu](http://www.sexualharassment.ucla.edu)
- **Student Conduct Procedures for Allegations of Sexual Harassment, Sexual Misconduct, Domestic and Dating Violence, and Stalking** [www.deanofstudents.ucla.edu](http://www.deanofstudents.ucla.edu)
- **Residential Life** [www.orl.ucla.edu](http://www.orl.ucla.edu)
- **Student Legal Services** [www.studentlegal.ucla.edu](http://www.studentlegal.ucla.edu)
- **UCPD: Police Department 310-825-1491** [www.ucpd.ucla.edu](http://www.ucpd.ucla.edu)
- **Undergraduate Writing Center** [www.wp.ucla.edu](http://www.wp.ucla.edu)
- **UCLA Volunteer Center** [www.volunteer.ucla.edu](http://www.volunteer.ucla.edu)



## **WELCOME FROM THE DIRECTOR OF ATHLETICS**

Fellow Bruins,

Core values and ethics, while important across all walks of life, are essential to the success of UCLA student-athletes. From Jackie Robinson to Jackie Joyner-Kersey, Kareem Abdul-Jabbar to Ann Meyers, Arthur Ashe to Lisa Fernandez – breaking through barriers and doing so the right way is in our DNA.

Winning is a byproduct of these core values – it's no accident that we have more NCAA Championships than any other institution by, ironically, valuing success as a journey, not a destination.

And while we win, a lot, it's ultimately not whether we win or lose that sets us apart from other institutions. It's how we win. It's how we conduct ourselves. It's how we respond. We do not compromise academic success for athletic success, and we do not compromise character for championships.

Whether you're a new or returning student-athlete this 2016-17 academic year, I want you to know that it is both an honor and a privilege to serve as your athletic director here at my alma mater. I'm also a Bruin, class of '74, and second base for the baseball team. I've walked in your shoes. The special part of being a Bruin is witnessing those that come after you carry on, and even redefine, the standard of excellence that is UCLA. Our student-athletes consistently show their ability to excel in both athletics and academics, and because of you, UCLA continues to stand atop the list of the nation's premier athletic programs.

While we have accomplished coaches and remarkable support staff, you are the heart and soul of our program. You are the embodiment of the excellence this great institution stands for and as you go about your day-to-day lives, you are a representative of our four letters. Moreover, you are a Bruin, and we ask that you represent UCLA with class and integrity at all times.

Our Bruin family is committed to academic and athletic achievement, and as always, will employ every measure to help you reach your potential. We encourage you to utilize the people and resources available to you and make the most of the opportunities that surround you – nobody wants you to succeed more than the men and women who proudly work for this athletic department.

At this time, please take a moment to review the important information included in this handbook and use it as a helpful resource throughout the year.

Good luck in all your endeavors this year. GO BRUINS!



Dan Guerrero  
Director of Athletics

## **DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

### **MISSION STATEMENT**

UCLA is proud of its comprehensive athletic program and heritage. The collective accomplishments of Bruin teams and athletes are testimony to the efforts of many dedicated and talented individuals: the student-athletes themselves, as well as coaches, administrators, and support staff. The athletic department also benefits from the strong support of faculty, students, alumni, and fans. As intercollegiate sports have become increasingly popular, we recognize our expanding role in the cultural and social profile of the campus. It is our goal to represent the University with character while providing the student-athlete with a rewarding experience both academically and athletically. The UCLA Department of Intercollegiate Athletics is committed to fair and equitable opportunities and treatment for all students and staff, including women and minorities.

It is the objective of UCLA Athletics to have all its sports compete at the national level. This goal complements the institutional commitment to excellence, whether in the area of undergraduate or graduate education, research or community service. UCLA embraces the ideal of an amateur athletics program, and is pleased to have produced a considerable number of Olympians, many of whom have accepted medals on behalf of the USA and numerous other countries.

In order to have a broad-based, nationally competitive intercollegiate athletics program for men and women, UCLA attempts to recruit the finest student-athletes. It is campus policy to recruit only student-athletes who exhibit both an interest in the academic component of undergraduate life and the potential to succeed in the increasingly competitive academic environment of UCLA. An important element of the recruitment message is that UCLA offers so much more than a preeminent athletic experience. UCLA recognizes that to compete at the national level demands a commitment of time and energy from student-athletes not normally required of other students. Therefore, we provide a variety of support services and resources to assist student-athletes with their academic success, personal well-being, individual development, and preparation for future endeavors.

### **GENDER EQUITY**

Title IX is the federal law that prohibits sex discrimination by Universities, such as UCLA, that receive federal funds. The prohibition covers all aspects of the campus' programs, including admissions, treatment of students, employment, and athletics. In athletics, Title IX requires equal access to the program for both men and women as well as overall equal treatment of male and female participants. The Office for Civil Rights (known as the "OCR") within the U.S. Department of Education enforces Title IX. It has described three tests pursuant to which an athletic program can establish that it is in compliance. A program that meets any one of the three tests is considered to be in compliance with Title IX's requirement of equal access.

To establish compliance under one of the three tests, an athletic program must show:

1. that male and female students are provided with intercollegiate participation opportunities at rates substantially proportionate to their respective rates of enrollment, or
2. that it has a history and continuing practice of program expansion for the underrepresented sex, or
3. that it has fully and effectively accommodated the interests and abilities of the underrepresented sex.

Title IX does not require an athletic program to provide the same overall funding to men's and women's programs, the same funding to men's and women's teams in the same sport, the same specific benefits, specific numbers of teams, or the same sports for men and women. It does require equal opportunity for male and female student to participate in the program and equivalent treatment of participant in the overall women's program as compared to the overall men's program.

UCLA has a proud tradition in both men's and women's sports. That tradition cannot be tarnished by discrimination. If you have a question or concern about the campus' compliance, please feel free to raise it with your coach, Sr. Associate Athletic Director/SWA, Dr. Christina Rivera (310-206-6668), or Title IX Officer, Kathleen Salvaty (310-206-3417). Remember too that discrimination is unlawful and that you can raise a complaint of discrimination with the OCR.

### **DIVERSITY & INCLUSION**

Diversity, inclusion and gender equity among our student-athletes, coaches and staff are core values UCLA's Department of Intercollegiate Athletics (DIA) are committed to and will not compromise.

We hold ourselves accountable for maintaining an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and staff from diverse backgrounds. This diversity and inclusion not only improves the learning environment for all student-athletes, it enhances excellence within our department.

We understand that organizations work best when people with different backgrounds and viewpoints are brought together. As such, we will always foster an environment, through programming and education, where individuals of diverse race, color, gender, sexual orientation, gender identity and expression, religion, nationality, age, marital status, disability, medical condition, genetic information, ancestry, citizenship, and protected veteran status may succeed athletically, academically and personally.

In support of this mission, the DIA's Diversity and Inclusion Committee – comprised of coaches, staff and administrators – was formed to serve, develop and support departmental goals and initiatives that promote diversity and foster both a culture and an environment of inclusion.

Inclusion is how we leverage our differences to form a genuine community. By creating an inclusive environment, characterized by dignity and respect, we empower every student-athlete, coach and staff member to contribute to our success.

*Adapted from the NCAA's Statement on Inclusion, UCLA's Department of Intercollegiate Athletics Mission Statement and UCLA's Principles of Community Statement*

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

The Family Educational Rights & Privacy Act (FERPA) or Buckley Amendment is a federal law that protects the privacy of student education records. Therefore, UCLA, including the Athletics Department, must have **written** permission from the student in order to release any information from a student's education record. This privacy act and permission requirement applies not only to parents and guardians, but also to the NCAA and the Pac-12 Conference.

Each year, student-athletes will be informed of their privacy rights and will be provided the opportunity to give their consent to disclose their educational records to authorized representatives of UCLA, the Pac-12 Conference, the NCAA and other outside parties. Per NCAA rules, a student-athlete may not be able to participate in intercollegiate competition unless they agree to disclose their educational records for the purpose of determining eligibility for intercollegiate athletics, eligibility for athletically related financial aid, for evaluation of school and team academic success, for awards and recognition programs highlighting student-athlete academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal research studies, and for activities related to NCAA compliance reviews and athletics certification. Student-athletes will not be identified by name by the NCAA in any such published or distributed information.

FERPA does allow UCLA to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State Law

Additionally, UCLA, in accordance with Federal and State Laws and the University Policies, has designated the following categories of personally identifiable information as "public information" which UCLA may release and publish without the student's prior consent: Name, address (local/mailling, permanent, and/or email), telephone numbers, major, dates of attendance, number of units in which enrolled, as well as other information. Students who do not wish certain items of this "public information" released and published may so indicate through URSA online at [www.ursa.ucla.edu](http://www.ursa.ucla.edu). For questions or concerns please contact Dr. Christina Rivera, 310-206-6668, [crivera@athletics.ucla.edu](mailto:crivera@athletics.ucla.edu).

## **HEALTH INSURANCE PORTABILITY & PRIVACY ACT**

HIPPA (Health Insurance Portability and Privacy Act) is a federal law regarding, among other things, the right to privacy of certain medical information. You may have signed forms informing you of these rights by your personal physician or dentist. In athletics the need sometimes arises to share your medical information with individuals not normally covered by the statute. As a result, the University of California has made it mandatory for every student-athlete to sign an "Authorization for Release of Health

Information". This allows UCLA athletic trainers and physicians to release medical information concerning any illness/injury relative to your participation in athletics to UCLA coaches, administrators and sports information.

### **UCLA MISSION STATEMENT**

UCLA's primary purpose as a public research university is the creation, dissemination, preservation, and application of knowledge for the betterment of our global society. To fulfill this mission, UCLA is committed to academic freedom in its fullest terms: we value open access to information, free and lively debate conducted with mutual respect for individuals, and freedom from intolerance. In all of our pursuits, we strive at once for excellence and diversity, recognizing that openness and inclusion produce true quality. These values underlie our three institutional responsibilities.

**Learning and teaching** at UCLA are guided by the belief that undergraduate, graduate and professional school students and their teachers belong to a community of scholars. This community is dedicated to providing students with a foundational understanding of a broad range of disciplines followed by the opportunity for in-depth study of a chosen discipline. All members of the community are engaged together in discovering and advancing knowledge and practice. Learning occurs not only in the classroom but also through engagement in campus life and in communities and organizations beyond the university.

**Discovery, creativity and innovation** are hallmarks of UCLA. As one of the world's great research universities, we are committed to assuring excellence within a wide range of disciplines, professions and arts, while also encouraging investigation across disciplinary boundaries. In so doing, UCLA advances knowledge, addresses pressing societal needs and creates a university enriched by diverse perspectives in which all individuals can flourish.

**Civic engagement** is fundamental to our mission as a public university. Located on the Pacific Rim in one of the world's most diverse and vibrant cities, UCLA reaches beyond campus boundaries to establish partnerships locally and globally. We seek to serve society through both teaching and scholarship, to educate successive generations of leaders, and to pass on to students a renewable set of skills and commitment to social engagement. UCLA endeavors to integrate education, research and service, so that each enriches and extends the others. This integration promotes academic excellence and nurtures innovation and scholarly development.

### **UCLA TRUE BRUIN**

**As a Bruin, I Commit Myself to the Highest Ethical Standards:**

**INTEGRITY:** I will conduct myself with integrity in my dealings with & on behalf of the University.

**EXCELLENCE:** I will conscientiously strive for excellence in my work.

**ACCOUNTABILITY:** I will be accountable as an individual & member of this community for my ethical conduct.

**RESPECT:** I will respect the rights & dignity of others.

**SERVICE:** I will make an impact in our global community through public service.

### **UCLA PRINCIPLES OF COMMUNITY**

The University of California, Los Angeles (UCLA) is an institution that is firmly rooted in its land-grant mission of teaching, research, and public service. The campus community is committed to discovery and innovation, creative and collaborative achievements, debate and critical inquiry, in an open and inclusive environment that nurtures the growth and development of all faculty, students, administration and staff. These Principles of Community are vital for ensuring a welcoming and inclusive environment for all members of the campus community and for serving as a guide for our personal and collective behavior.

- We believe that diversity is critical to maintaining excellence in all of our endeavors.
- We seek to foster open-mindedness, understanding, compassion and inclusiveness among individuals and groups.
- We are committed to ensuring freedom of expression and dialogue, in a respectful and civil manner, on the spectrum of views held by our varied and diverse campus communities.

- We value differences as well as commonalities and promote respect in personal interactions.
- We affirm our responsibility for creating and fostering a respectful, cooperative, equitable and civil campus environment for our diverse campus communities.
- We strive to build a community of learning and fairness marked by mutual respect.
- We do not tolerate acts of discrimination, harassment, profiling or other conduct causing harm to individuals on the basis of expression of race, color, ethnicity, gender, age, disability, religious beliefs, political preference, sexual orientation, gender identity, citizenship, or national origin among other personal characteristics. Such conduct violates UCLA's Principles of Community and may result in imposition of sanctions according to campus policies governing the conduct of students, staff and faculty.
- We acknowledge that modern societies carry historical and divisive biases based on race, ethnicity, gender, age, disability, sexual orientation, and religion, and we seek to promote awareness and understanding through education and research and to mediate and resolve conflicts that arise from these biases in our communities.

*The "Principles of Community" statement was developed by the UCLA Council on Diversity & Inclusion, which is comprised of representatives from administration, faculty, staff, students and alumni. For more information, please see [www.diversity.ucla.edu](http://www.diversity.ucla.edu).*

## **UCLA STUDENT-ATHLETE CODE OF CONDUCT**

### **STUDENT-ATHLETE DEPARTMENT RULES & CONDUCT**

UCLA student-athletes are expected to represent themselves, their team and the University with honesty, integrity, and character whether it be academically, athletically or socially. Participation on an intercollegiate team is a privilege, not a right, and should be treated as such. It has many benefits and brings with it a responsibility to be positive and effective members of the team, department, university and broader community. Student-athletes are subject to the rules and regulations of their teams, the Department of Intercollegiate Athletics, UCLA, the NCAA, and the Pac-12 Conference as well as federal, state, and city laws.

In order to educate student-athletes about their responsibilities, student-athletes receive the Student-Athlete Handbook, this Student-Athlete Department Rules summary and team-specific rules at the beginning of each year. The UCLA Student-Athlete Code of Conduct is updated annually and provided to students in hard copy inside the handbook and is available online. In addition, students have access to the UCLA Code of Conduct online to review the general behavior expectations for all UCLA students. Violations of the UCLA Code of Conduct subject student-athletes to the disciplinary procedures and actions of the University.

It is expected that the rules summarized in this document will be followed as a supplement to the Student-Athlete Code of Conduct, as well as all university, conference and NCAA policies and procedures. Failure to follow these guidelines could result in disciplinary action, dismissal from the team and/or loss of athletics scholarship, subject to appeal. All student-athlete athletic scholarship agreements require compliance with these department rules. These rules may be revised and updated at any time.

#### ***Single Violation Conduct***

The following department rules are considered significant breaches of the UCLA student-athlete expectations. If it is determined that a student-athlete violates any of the following rules, the student-athlete is subject to removal from the team and immediate loss of scholarship.

1. Student-athletes may not engage in contact with professional sport agents or financial advisors in violation of NCAA rules or California laws. All contact must be reported to a coach and the UCLA Compliance office.
2. Student-athletes may not refuse to participate in contests, practices, or training sessions absent documented medical justification or because of an excused personal matter.
3. Student-athletes may not intentionally delay academic progress towards a degree.
4. Student-athletes may not steal equipment or property from the institution, coaches, staff members, or teammates.
5. Student-athlete may not sell UCLA-issued equipment, apparel, or awards received as a result of participation in UCLA athletics.
6. Student-athletes may not provide impermissible benefits to current or prospective student-athletes at any time, including UCLA apparel and equipment.
7. Student-athletes may not provide alcohol to prospective student-athletes or other minors.
8. Student-athletes may not provide illegal substances to current or prospective student-athletes.
9. Student-athletes may not take prospective student-athletes to any establishments (e.g., clubs, bars) where it is illegal for the prospective student-athlete to be present because of the individual's age.
10. Student-athletes may not use alcohol or drugs during team activities or during team trips.
11. Student-athletes are prohibited from gambling on sports at all times and may not gamble at all during team activities or during team trips.
12. Student-athletes may not make public statements or gestures that are detrimental, discriminatory, or hateful about the institution, team, coaches, administration, fans, opposing teams, opposing fans, or referees.
13. Student-athletes may not physically abuse or assault individuals during team activities, competitions and trips, including opponents, spectators, coaches, and referees.

#### ***Multiple Violation Conduct***

The following department rules are considered breaches of UCLA student-athlete expectations. If it is determined that a student-athlete violates any of the following rules on multiple occasions, the student-athlete is subject to removal from the team and immediate loss of scholarship, subject to appeal.

1. Student-athletes must observe the curfew set during all team trips and activities.
2. Student-athletes must follow appropriate conduct expectations on all modes of transportation and in all lodging locations.
3. Student-athletes may not allow guests in their hotel rooms unless permitted by a coach or team rule.
4. Student-athletes are expected to be on time for all meetings and appointments and to be fully prepared to engage.

5. Student-athletes must follow social media guidelines established by the department.
6. Student-athletes should not exhibit conduct that is detrimental to team morale during any team activity, practice, competition, trip, or event.
7. Student-athletes may not misuse parking credentials or handicap placards on campus.
8. Student-athletes must comply with campus housing and dormitory policies at all times.
9. Student-athletes must wear team-issued apparel and use team issued gear during all countable athletically related activity, unless granted an exception by the department staff.

#### **Review of Conduct**

If a coach or athletic department staff member believes that a student-athlete violates the UCLA Code of Conduct, the UCLA Student Code of Conduct, a Single Violation Conduct rule or a Multiple Violation Conduct rule, then it is the responsibility of that individual to document the student-athlete conduct by completing the UCLA Student-Athlete Conduct Log. The conduct log shall be submitted to the appropriate Sport Supervisor as soon as is practicable. A coach must discuss any entries to the conduct log with the student-athlete and student-athletes must sign the log. The Sport Supervisor will meet with the student-athlete prior to dismissal from the team or the cancellation or reduction of an athletics scholarship. Final decisions must be approved by the appropriate Sport Supervisor and Senior Associate Athletic Director.

#### **ACADEMIC INTEGRITY**

The UCLA Department of Intercollegiate Athletics and its Academic & Student Services Office are committed to fostering an environment of integrity because we believe that integrity is a fundamental component of success and growth in life and prepares individuals for personal and professional challenges as well as providing a foundation for future fulfillment and success.

Student-athletes are members of both society and the academic community with attendant rights and responsibilities. Student-athletes are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. While many of UCLA's policies and regulations parallel federal, state and local laws, UCLA's standards may be set higher.

Student-athletes are expected to complete all academic assignments on their own and to follow all classroom directions, both written and verbal. This includes, but not limited to, in-class assignments, take home assignments or exams, online postings, lab projects, research papers and presentations.

Ways to promote academic integrity include:

- Producing quality work and being thoroughly prepared for exams
- During exams, focus on your own work and take the initiative to shield your work from others
- Keep your computer passwords, user ID and passwords confidential for your own use
- Always document where and from whom you got your information with proper citations
- Carefully read and review your course syllabi and consult with instructors for any clarifications you may need. This is your responsibility so when in doubt, ask!

Student-athletes are held to the University Student Code of Conduct which can be found at [www.deanofstudents.ucla.edu](http://www.deanofstudents.ucla.edu).

#### **ALCOHOL & DRUG USE**

Student-athletes at UCLA must abide by practices that enhance their personal health as well as their skills in their sports. Student-athletes shall not use or be under the influence of drugs not prescribed by an authorized medical doctor. Student-athletes must abide by the drug testing policies and procedures as determined by NCAA and the UCLA Athletic Department.

Student-athletes shall not drink, be under the influence of, or be in personal possession of alcohol during any intercollegiate event or athletic practice. Unauthorized use, possession, or dissemination of alcohol on University premises or on road trips associated with athletic events will result in disciplinary action. State and local laws, and University Policies require that no one under the legal drinking age of 21 may be sold, served or allowed to consume alcohol.

#### **APPEARANCE**

Student-athletes are highly visible representatives of the University. As a result, student-athletes must be concerned with their appearance in public settings, particularly when traveling with their teams. Appropriate clothing should be worn on these occasions, and student-athletes should maintain a well-groomed appearance in terms of their hair, facial hair, and makeup. Student-athlete's appearance on-campus and in the classroom is equally important. Student-athletes are also required to wear team-issued Adidas for all team competitions, practices, training sessions, travel and activities.

## **DISCRIMINATION, HARASSMENT, & ABUSIVE BEHAVIOR**

As a student-athlete, you are a part of a community that supports both individual ethical integrity and community diversity. UCLA does not condone harassment directed toward any person or group, students, employees, or visitors. As a member of the University community, you are to refrain from actions that intimidate, humiliate, or demean persons or groups, or that undermine their security or self-esteem. This includes behavior that denigrates others because of their race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, mental retardation, and past/present history of a mental disorder.

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. Title IX prohibits discrimination on the basis of sex, including sexual harassment, in any education program or activity receiving federal financial assistance. Sexual violence, including sexual assault, is a form of sexual harassment. Every member of the University community should be aware that the University is strongly opposed to sexual harassment and sexual violence, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and to remedy instances of sexual harassment and sexual violence. Information regarding what constitutes sexual harassment and sexual violence, and the University's procedures for handling reports of sexual harassment and sexual violence may be found in the Student Code of Conduct and the Student Code Procedures for Allegations of Sexual Harassment, Sexual Misconduct, Domestic and Dating Violence and Stalking: [www.deanofstudents.ucla.edu/Student-Conduct-Code](http://www.deanofstudents.ucla.edu/Student-Conduct-Code).

For more information on preventing and responding to sexual violence, visit [www.sexualviolence.ucla.edu](http://www.sexualviolence.ucla.edu).

Inquiries regarding the application Title IX or the University's policies and procedures for responding to sexual harassment and sexual violence may be directed to the Title IX Coordinator, Kathleen Salvaty, at 310-206-3417, [titleix@conet.ucla.edu](mailto:titleix@conet.ucla.edu). For more information or additional resources, contact Ashley Armstrong, Associate Athletic Director, 310-206-7121, or the Dean of Students Office, 310-825-3871.

## **E-MAIL: READING & RESPONDING**

Student-athletes are responsible for reading and responding to e-mail in a timely manner. Student-athletes are encouraged to use their Bruin Online account; however, if you choose to use another e-mail address, please know that you are responsible for checking the e-mail address that you provide to the Athletic Department and University. Additionally, you are responsible for informing the Athletic Department and the University when you have changed your e-mail address.

Email is the primary method of communication between the Athletic Department and the University, so make sure to check your account regularly. Important notices and information will be sent to your e-mail from your coaches, staff (e.g., Academic & Student Services, Athletic Performance, Student-Athlete Development, Sports Medicine, Dietician and Athletic Communications), professors, the UCLA College, Dean of Students and other departments on campus.

## **FILE SHARING**

File sharing software is not in itself illegal, but **what** you share and **how** you share it may be. Each year hundreds of students are accused of illegally sharing music, movies, TV shows, and software. When you upload or distribute copies you make of copyrighted works, or when you download or acquire unlicensed copies of copyrighted works, you may be infringing upon someone else's rights. This is true regardless of where the sharing occurs – e.g., UCLA's residential hall network, the campus's wired or wireless networks or your own off-campus broadband connection – and it does not matter if it is with just a few friends or the whole Internet. If you are infringing – even unwittingly – you can be subject to civil damages of between \$750 and \$150,000 per infringement and even jail time.

When deciding whether content is legal to copy or share, a good rule of thumb to follow is if the item is sold online or in a store it is likely ILLEGAL to make a copy or make available (share) without permission of the copyright holder. UCLA implements an active program for responding to copyright infringement notices. A first-time recipient of an infringement claim is required to attend a workshop covering all aspects of file sharing and alternatives led by the Office of the Dean of Students. A second-time verifiable infringement claim will result in suspension from UCLA for at least one quarter, which will impact your eligibility. Before you load file sharing software and start downloading, get the facts. Go to [www.thinktwice.ucla.edu](http://www.thinktwice.ucla.edu) or [www.getlegal.ucla.edu](http://www.getlegal.ucla.edu)

## **GAMBLING**

Student-athletes are prohibited by NCAA rules from participating in all forms of sports wagering on all intercollegiate and professional sports. You may not place bets with another individual, through on-line betting sites, at casinos or anywhere else. In



addition, you may not participate in fantasy sport leagues or pools that require an entry fee and provide money or prizes to the winners.

Student-athletes should also be aware that you may be approached by individuals associated with gambling and may be pressured to influence the result of a competition or provide inside information to gamblers. You may be asked to alter which team wins or loses or do something to change the final score (e.g., point shaving). Contact the Compliance Office, 310-206-6099 immediately if you are approached in this way. Any student-athlete who engages in conduct related to gambling is subject to the loss of all remaining eligibility and potential criminal charges.

## **HAZING**

UCLA students take pride in being part of a community in which all members treat each other with dignity and respect. Activities which detract from the goal of fostering the personal and intellectual development of our students have no place on our campus. Hazing in any form by any student in the process of joining any organization poses a serious threat to the health and safety of our students and will not be tolerated.

The California Education Code defines hazing as, "any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger or physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university, or other educational institution in this state.

Hazing may also include: "Any action taken or situation created, intentionally, or unintentionally, whether on or off [University] premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; line-ups; creation of any excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, kidnapping, or any other such activities; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy, or the regulation and policies of the educational institution, or applicable state law."

All members of the UCLA community are responsible for ensuring that UCLA remains free from hazing. You can help by doing the following:

1. Before joining any group/organization at UCLA, be certain that you and the organization's leadership have signed a statement in support of maintaining the dignity and respect of all community members, pledging not to accept or engage in hazing.
2. If you believe that you have been asked to participate in an activity that may be considered hazing, please contact the UCLA administrator responsible for the organization (coach, advisor, coordinator, staff, faculty member). A careful evaluation of the activity can be made to ensure its appropriateness.
3. To make an anonymous report of hazing, contact the Center for Student Programming at [hazing@ucla.edu](mailto:hazing@ucla.edu).

All student-athletes are required to sign a statement pledging not to engage in hazing at the beginning of the academic year. If student-athletes have concerns or questions about hazing or permissible team activities they should contact Ashley Armstrong, Associate Athletic Director, 310-206-7121.

## **ON-CAMPUS HOUSING**

Standards of behavior have been established to promote cooperation, respect and orderliness within the UCLA On-Campus Housing community. These standards of behavior apply to all On-Campus Housing residents, community members, and guests while in the On-Campus Housing community and surrounding properties.

All student-athletes who become members of the on-campus residence community are voluntarily choosing to become members of this community and therefore are bound by the responsibilities and rights of this membership. Student-athletes are responsible for making themselves aware of and abide by the On-Campus Housing regulations. These regulations have been developed to create and maintain safe, supportive, and inclusive living-learning communities that engage residents in order to foster their academic success, personal growth and responsible citizenship.

Residents are considered to be maturing adults, capable of making their own decisions, as well as accepting the consequences for those decisions. If there are any allegations of violating on-campus standards, student-athletes may receive a written summons that they must respond to in a timely manner. Failure to do so may result in disciplinary action including, but not limited to, a hold being placed on a student-athletes record. If you have questions regarding the standards of behavior for the

On-Campus Housing community, please contact your Resident Director or the ORL Judicial Affairs Coordinator. Additionally, student-athletes may contact Mike Casillas, Director of Student-Athlete Counseling, at 310-206-6838 with questions.

### PERSONAL CONDUCT

Student-athletes are expected to conduct themselves, both on and off campus, in a manner which brings credit to the University and their teams. Student-athletes must be concerned with any behavior which might embarrass themselves, their teams, and/or the University. All incident reports for on-campus residents will be forwarded to the Athletic Department for appropriate action.

Student-athletes must be especially concerned with the following areas of student misconduct:

- Lying and/or fraud
- Abuse of property
- Disturbing the peace
- Stealing, or being an accessory to theft
- Forgery, alteration, or the misuse of documents or records
- Unauthorized entry to or use of University or private property
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities
- Physical abuse, threats of violence, or conduct that threatens the health or safety of another individual
- Sexual harassment
- Sale of tickets to UCLA athletic events and/or the sale of athletic equipment, issued by the Athletic Department or provided by commercial sponsors, to other students or outside buyers
- Participation in initiations or the hazing of team members
- Posting inappropriate information, pictures, or video on Social Networking websites (e.g., Facebook, MySpace, Twitter, Snapchat, YouTube, etc.) that damages or embarrasses individuals, teams, the Athletic Department or the University.

### SOCIAL MEDIA

There is a balancing act involved when it comes to social media, especially for student-athletes. While we encourage and fully support freedom of speech, expression and association, we also ask that you be cognizant of the fact that you are representing yourself, UCLA, the Athletic Department and your team every time you use social media. The Athletic Department advises student-athletes to exercise extreme caution in their use of social media applications (Facebook, Twitter, Instagram, Snapchat, YouTube, etc.). Always remember that inappropriate postings can follow you for life. We do not want to see you on websites like Deadspin or BadJocks.com for doing or saying something inappropriate.

#### Keep the following in mind before participating on social networking websites:

- **Nothing is ever fully private.** Even if you are locked, your followers can make your postings public.
- Once a post or photo is placed online, it is **completely out of your control**, regardless of whether you limit access to your page. Even if you delete it, someone could have saved it or screen-captured it.
- **Do not post inappropriate information or photos** that could damage or embarrass individuals, teams, the Athletic Department, UCLA or you.
- **Do not allow yourself to be photographed in a compromising situation.** Remember that anyone can post a cell phone photo of you and tag or ID you, leaving you with little control over the content or usage of the photograph.
- **Do not post disrespectful comments or engage in inappropriate behavior** such as:
  - Derogatory or defamatory language about anyone, including coaches, officials, opponents, UCLA Athletics, UCLA, the Pac-12 or the NCAA
  - Comments that constitute a credible threat of physical or emotional injury to another person
  - Comments or photos that describe illegal behavior
  - Comments that disclose confidential, sensitive or private information such as athlete injuries, rosters, playbooks, game plans, officiating, etc.
- For safety reasons, **do not post your personal information** (address, phone number, email address, date of birth, class schedule, your whereabouts or daily activities). You could be opening yourself up to online predators/stalkers/identity theft.
- Coaches, Athletic Department administrators, the NCAA, faculty, staff, residential life, employers, alumni, the media and the UCLA Police Department can and do **review these websites**.
- **Do not post any content that would constitute a violation of Pac-12 or NCAA rules** such as:
  - commenting about a recruit or sending a message to a recruit, even after they make a verbal commitment to attend UCLA

- posting a photo of a recruit during their visit to UCLA
- providing information related to sports wagering activities.

Student-athletes could face discipline and even dismissal for violation of University, team or Athletic Department policies, and/or NCAA rules.

- **Many potential employers, internship supervisors, graduate programs and scholarship committees search these sites to screen applicants.** If you do not think you will be able to explain something in a future job interview, then do not post it.
- **Media, bloggers and fans of opposing teams frequently monitor these sites and may report on inappropriate actions** of student-athletes to the NCAA and PAC-12.
- Refrain from affiliating yourself from topics that are potentially offensive and/or degrading. Reposting or retweeting someone else's offensive statement or joke will be attributed to you.
- **Be aware of who you add as a friend or follower on Facebook.** Many people are looking to take advantage of student-athletes, become affiliated with student-athletes and teams, or to obtain information for the purposes of sports gambling or negative publicity. You do not have to accept every friend request, especially those from people you do not know.

Postings that appear on student-athlete profiles must comply with the Code of Conduct and can be addressed through education and/or counseling, and/or are punishable through suspension or expulsion, with the reduction or cancellation of financial aid.

#### **SPORTSMANSHIP**

As ambassadors of UCLA, student-athletes and coaches should strive to represent the very best spirit and tradition of intercollegiate athletics. Remember that you not only represent yourself, but your teammates, fellow coaches, the entire athletic department, the University and all of the student-athletes and coaches who have competed at UCLA. Student-athletes shall exemplify good sportsmanship on and off the field of play, during pre and post-game comments to the media, when traveling and participating at other institutions, and when attending a UCLA function and sporting event. Profanity, derogatory comments or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for discipline and/or removal from the site of competition.

#### **TOBACCO**

UCLA campus and all sporting venues are smoke-free and tobacco-free. The use of cigarettes, cigars, chewing tobacco and all other tobacco products, as well as electronic cigarettes, is prohibited on UCLA's campus. The UCLA Athletic Department and the NCAA (Bylaw 17.1.8) prohibits the use of tobacco in any form (smoking, smokeless, "dipping", "chewing") by student-athletes, coaches and staff in and around all meetings, practices and competitions. Violation of the tobacco policy will not be tolerated and may result in penalties ranging from suspension from practice or competition to termination from the team.

## **ACADEMIC & STUDENT SERVICES (AS2)**

### **MISSION STATEMENT**

The mission of the UCLA Academic & Student Services Office (AS2) and its S.U.C.C.E.S.S. Program (*Student-Athletes Understand that Character Creates Educational Self-Sufficiency*) is to provide an interactive learning environment that emphasizes life-long learning habits, goal setting, teamwork, leadership and character. Centered on the idea of the self-sufficient, independent learner, the S.U.C.C.E.S.S. Program features academic counseling, academic and student support services, and student-athlete development programs that support and encourage student-athletes to reach their full potential academically and personally. The AS2 team promotes a healthy balance between academics and athletics, and embraces UCLA's "True Bruin" philosophy setting forth the ethical standards of integrity, excellence, accountability, respect and service. Our commitment is to assist student-athletes in their transition to the university, earn their UCLA degree, and develop their skills and confidence to be champions in life.

**AS2 STAFF DIRECTORY:** A complete list of AS2 staff can be found on page 7, or at [www.uclabruins.com](http://www.uclabruins.com).

### **GEORGE KNELLER ACADEMIC CENTER**

The George Kneller Academic Center (J.D. Morgan Center, Suites 121 & 127) houses the AS2 Office and the Rose Gilbert Learning Center. Access to the J.D. Morgan Center is limited after 5:00pm; therefore, student-athletes may gain access to the AS2 Office and Rose Gilbert Learning Center through the North doors that face Bruin Walk.

**Rose Gilbert Learning Center (Suite 121):** The Rose Gilbert Learning Center is open during the following hours:

#### **Fall/Winter/Spring Quarters:**

Monday – Thursday: 8:00am - 8:00pm  
Friday: 8:00am - 5:00pm  
Saturday: Closed  
Sunday: 3:00pm - 8:00pm

#### **Summer Sessions A/C:**

Monday - Friday: 8:00am - 6:00pm  
Saturday: Closed  
Sunday: Closed

**\*The Rose Gilbert Learning Center will be closed during all university recognized holidays.**

**AS2 Office (Suite 127):** The AS2 Office is open Monday through Friday from 8:00am-6:00pm and houses the AS2 staff, which includes the AS2 College Academic Counselors, Academic Coordinators, Learning Specialists, Academic Mentors and Directors.

**Computer Access:** In order to use the computers in the Rose Gilbert Learning Center, student-athletes will need to use their UCLA Logon ID. Student-athletes who forget their password will need to see Ric Coy or Tori Forman. If Ric or Tori are not available, student-athletes need to take their Bruin ID to Room 120 of the Morgan Center to regain access to the computers. **Student-athletes should not share with nor allow others to use their computer, user ID or password.**

**TV Monitor:** Student-athletes must make it a habit of reading the TV Monitor for all important information pertaining to academic and student support services as well as all student development information.

### **LEARNING CENTER GUIDELINES**

- The Learning Center is an academic learning environment.
- Please respect your fellow student-athletes and staff by keeping conversations to a minimum.
- Cellular phones should be set to silent mode. Calls should be taken outside of the Learning Center.
- Computers should be used for academic purposes only. If there are student-athletes waiting to use the computer for academic purposes, priority will be given to them.
- Food and drinks are **NOT ALLOWED** in the Learning Center. Computers and their peripheral equipment can be easily damaged.
- Throw away all trash in the appropriate trash bin and keep the computer stations clean.
- Recycle all paper in the appropriate recycle bin.
- Inappropriate behavior or offensive, demeaning and/or degrading language will not be tolerated.

### **DO's & DON'Ts of Printing:**

- **Printing is for academic use only.** Student-athletes will be provided with a \$20.00 printing allotment each quarter. If your printing allotment runs out, please see Ric Coy or Tori Forman for assistance. The printers are monitored by AS2

staff to identify student-athletes who abuse printing privileges. Remember to log off to avoid someone else printing on a computer you had logged on to and do not share your password or log in information with others.

- **INSTRUCTIONS FOR PRINTING DOUBLE SIDED:** Go to "Print", then go to "Properties". On the right hand side, you will see "Print on both sides". Select "Yes, flip over". Hit "OK" then Print.
- Computers south of the Monitor Station automatically print to the south printer and computers north of the Monitor Station automatically print to the north printer. You can also manually select which one you want to print to. Go to "Print". Where it says "Printer Name" select either "LRC-South" or "LRC North" then print.
- If you hit print and your document does not come up... **DO NOT KEEP HITTING PRINT!** Check to make sure printer is operating correctly (e.g., has paper, ink, turned on). See the Learning Center Monitor or Ric Coy for issues. **DO NOT TRY TO FIX IT YOURSELF!**
- Once you print, get out of your chair and get your print job. Do not let it sit on the printer or on the shelf.
- If there is a Learning Center Monitor at the station, DO NOT go into their area to pick up your print job. Get your print job from the front shelf where they will place it.

### ACADEMIC INTEGRITY

Bruins are committed to the values of Integrity, Excellence, Accountability, Respect and Service. Bruins conduct themselves with integrity and understand that the quality of their educational experience is predicated on the quality of their academic work and service to the community. Bruins hold themselves accountable to the commitments they make and for their conduct. When faced with adversity, Bruins engage in thoughtful reflection and exhibit superior ethical decision-making skills. They respect the rights and dignity of all members of our community by listening attentively, communicating clearly, and remaining open to understanding others and their diverse points of view. Bruins embrace these values, for these are the values of a TRUE BRUIN.

Student-athletes are members of both society and the academic community with attendant rights and responsibilities. Student-athletes are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. While many of UCLA's policies and regulations parallel federal, state and local laws, UCLA's standards may be set higher.

The UCLA Department of Intercollegiate Athletics (DIA) and its Academic & Student Services Office (AS2) are committed to fostering an environment of integrity because we believe that integrity is a fundamental component of success and growth in life and prepares individuals for personal and professional challenges as well as providing a foundation for future fulfillment and success. To promote the integrity of the University, communication with professors, teaching assistants and other academic and student affairs administrators is limited to the following approved groups: Academic & Student Services (AS2) Full-Time Staff and Peer Learning Supervisors & Facilitators. All other DIA Employees (coaches, staff and team personnel) are **prohibited** from contacting professors, teaching assistants, the Office of Residential Life, Dean of Students and departmental counselors and staff in regards to academic and non-academic issues.

The guidelines presented in this Student-Athlete Handbook promote and affirm the values of academic integrity among students, coaches, team personnel and AS2 staff.

### Academic Dishonesty

As specified by University policy, violations or attempted violations of academic dishonesty include, but are not limited to, the following:

**Cheating** - Failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized acquisition of knowledge of an examination or part of an examination
- Allowing another person to take a quiz, exam, or similar evaluation for you
- Using unauthorized materials, information, or study aids in any academic exercise or examination textbook, notes, formula list, calculator, etc.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise
- Unauthorized use of another person's data in completing a computer exercise
- Altering a graded exam or assignment and requesting it be re-graded

**Fabrication** - Falsification or invention of any information in an academic exercise, including but not limited to:

- Altering data to support research
- Presenting results from research that was not performed
- Crediting source material that was not used for research

**Plagiarism** - Presentation of another's words or ideas as if they were one's own, including but not limited to:

- Submitting, as your own, through purchase or otherwise, part of an entire work produced verbatim by someone else
- Paraphrasing ideas, data, or writing without properly acknowledging the source
- Unauthorized transfer and use of another person's computer file as your own
- Unauthorized use of another person's data in completing a computer exercise

The University has access to programs and online resources that can be used to check the originality of your assignments and subsequently, detect plagiarism. Websites such as Wikipedia.com and Turnitin.com are routinely used and in some courses mandated by instructors, to verify the authenticity of student work.

**Facilitating Academic Dishonesty** - Participating in any action that compromises the integrity of the academic standards of the University; assisting another to commit an act of academic dishonesty; including but not limited to:

- Taking a quiz, exam or similar evaluation in place of another person
- Allowing another student to copy from you
- Providing material or other information to another student with knowledge that such assistance could be used in any of the violations stated above.

**Multiple Submissions** - Resubmission of a work that has already received credit with identical or similar content in another course without the consent of the present instructor or submission of work with identical or similar content in concurrent courses without consent of instructors.

**Unauthorized Collaboration**- This means working with others (students, team managers, teammates, team personnel, coaches), without the expressed permission of the instructor on any submission, whether in draft or final form, to meet course requirements (including a paper, project, take-home exam, computer program, oral presentation, or other work). Collaboration between students will be considered unauthorized unless expressly part of the assignment in question, or expressly permitted by the instructor. It is impermissible for student-athletes to discuss or exchange academic work with others (students, teammates, team personnel, coaches, or DIA staff) by phone, email, text, social media, or picture. This includes, but is not limited to, work in progress, grade change requests, waivers and letters of appeal as it violates this policy.

**Unauthorized Academic Support** - It is impermissible for student-athletes to receive academic support from teammates, team managers, team personnel, coaches, unapproved DIA staff, and unapproved outside tutoring providers.

**Forgery** - Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification, or submission of any forged document or record to the University

**Computer Misuse** - Theft or abuse of University computers or other University electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include, but are not limited to, unauthorized entry, use, transfer, or tampering with the communications of others; use of either software or physical devices to enroll in classes for yourself or on behalf of others using processes other than those specifically delineated by the UCLA Registrar's Office; interference with the work of others or with the operation of computer or electronic communications facilities, systems, or services; or violations of copyright laws, whether by theft, unauthorized sharing or other misuse. ***Student-athletes should not share with nor allow others to use their computer, user ID or password. In turn, to protect the integrity of each student-athlete and the DIA, it is impermissible for student-athletes to use the computers of coaches, staff and team personnel.***

**Other Forms of Dishonesty** - Other forms of dishonesty, including, but not limited to, fabricating information or knowingly furnishing false information.

Note: Referenced from the UCLA Dean of Students' Office. The complete UCLA Student Conduct Code can be found at: [http://www.deanofstudents.ucla.edu/Portals/16/Documents/144317\\_condeofcoduct\\_MarchV2\\_final.pdf](http://www.deanofstudents.ucla.edu/Portals/16/Documents/144317_condeofcoduct_MarchV2_final.pdf).

#### **Procedures when Academic Dishonesty is Suspected**

The University strives to be fair in the handling of student conduct cases. When a student is suspected of being involved in academic dishonesty the following occurs:

- The instructor reports the allegation to the Dean of Students' Office
- The instructor will file a report and provide supporting evidence, such as a copy of the exam or paper in question.
- The Dean of Student's Office will notify the student of the allegation via an email summons

- The Dean of Students' Office will also include Mike Casillas, Director of Student-Athlete Counseling & Athletics Peer Learning, of the allegation on the email summons

If you receive an email summons from the Dean of Student's Office you must:

- Immediately contact the assigned Dean and follow the instructions stated in the summons
- If you have procedural questions you may contact Mike Casillas, Director of Student-Athlete Counseling & Athletics Peer Learning, at 310-206-6838.
- You may also choose to exercise your right to legal counsel and consult with UCLA Student Legal Services at 310-825-9894

Please be advised that if you fail to schedule an appointment or miss your scheduled appointment, a hold will be placed on your student records and registration. It is in your best interest to schedule your appointment as soon as possible because a hold will prevent you from registering in subsequent academic terms, graduating, or from obtaining transcripts, records or grades from the Office of the Registrar. Holds will also prohibit access to the Wooden Center and limit your use of library services.

### **Deferred Report (DR) Grade**

When disciplinary proceedings are in progress the grade DR (deferred report) shall be entered on the student's record. The DR shall not itself be calculated in any way in the student's grade-point average. The DR shall be changed to a grade, or perhaps to an Incomplete, only when the Registrar receives a written request from the instructor which indicates that the student has clarified the situation. When a student-athlete receives a DR, they must consult with Nick Thornton, Associate Director of Compliance & Eligibility.

### **PROMOTING ACADEMIC INTEGRITY: PROACTIVE STRATEGIES**

- Take the time to produce quality work that you can be proud of, and be thoroughly prepared for examinations.
- During an exam, **DO NOT SIT NEXT TO TEAMMATE(S) OR SOMEONE WITH WHOM YOU STUDIED**, in case your exams end up looking "too similar."
- Discourage academic misconduct among other students and teammates.
- During examinations, focus on your work, and do not look in the direction of other students. Take the initiative to shield your work to prevent other students from copying.
- Don't allow others to use your computer, user ID, or password. This includes, but not limited to, your teammates.
- Resist the temptation to share rough drafts and participate in peer editing without the consent of your instructor.
- When using class notes for an assignment, ask yourself: Did the information come from me? Always document where and from whom you got your information. If you are unsure how to appropriately cite information and resources, please refer to the resources pages in your Student-Athlete Handbook for MLA and APA citation guidelines.
- What can you do if you are unsure whether it is unauthorized collaboration or whether it is okay to work together? When in doubt ASK! Check your course syllabus or ask your instructor. Do not work on take home exams with others without first getting permission from your instructor.
- Carefully read and review your course syllabi throughout the quarter. Note any specific instructions for any and all assignments.

### **POLICY ON COMMUNICATING WITH PROFESSORS, TEACHING ASSISTANTS AND OTHER ACADEMIC & STUDENT AFFAIRS ADMINISTRATORS**

To protect the integrity of the University, communication with professors, teaching assistants and other academic and student affairs administrators is limited to the following approved groups: Academic & Student Services (AS2) Full-Time Staff and Peer Learning Supervisors & Facilitators.

All other DIA Employees (coaches, staff and team personnel) are **prohibited** from contacting professors, teaching assistants, the Office of Residential Life, Dean of Students and departmental counselors and staff in regards to academic and non-academic issues. Therefore, student-athletes shall refrain from requesting that their coaches or team support staff contact these individuals and instead shall work with the AS2 Full-Time Staff if they have any issues, questions or concerns.

### **NCAA BYLAWS REGARDING MISSED CLASS TIME**

#### **NCAA Bylaw 17.1.7.6.1 – No Class Time Missed in Conjunction with Non-championship Segment Competition – Baseball, Cross Country, Field Hockey, Lacrosse, Soccer, Softball and Volleyball**

In baseball, cross country (for institutions without indoor or outdoor track and field), field hockey, lacrosse, soccer, softball and volleyball, no class time shall be missed in conjunction with non-championship segment competition, including activities associated with such competition (e.g., travel and other pregame or postgame activities).

#### **NCAA Bylaw 17.1.7.6.2 – No Class Time Missed for Practice Activities**

No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

### **ACADEMIC COUNSELING**

#### **AS2 COLLEGE ACADEMIC COUNSELORS**

**Mike Casillas** – Football, Men's & Women's Basketball; [mcasillas@athletics.ucla.edu](mailto:mcasillas@athletics.ucla.edu)

**Kevin Chen** – Baseball, Men's Golf, Women's Gymnastics, Men's & Women's Soccer, Men's & Women's Water Polo; [kchen@athletics.ucla.edu](mailto:kchen@athletics.ucla.edu)

**Linda Lassiter** – Women's Golf, Women's Rowing, Women's Swimming & Diving, Men's & Women's Tennis, Men's & Women's Volleyball; [llassiter@athletics.ucla.edu](mailto:llassiter@athletics.ucla.edu)

**Grace Murray** – Men's & Women's Cross Country, Women's Rowing, Softball, Men's & Women's Track & Field; [gmurray@athletics.ucla.edu](mailto:gmurray@athletics.ucla.edu)

#### **ROLE OF YOUR AS2 COLLEGE ACADEMIC COUNSELOR**

Each team is assigned an AS2 College Academic Counselor whose role is to provide academic advice and direction for assigned student-athletes. AS2 College Academic Counselors have expertise in the areas of program planning, academic difficulty counseling, petitioning degree requirements, and major selection. AS2 College Academic Counselors are representatives of the university who serve as advocates for student-athletes and a voice of realism in discussing student expectations. The goal of the Academic Counseling Program is to help student-athletes develop their decision-making skills so that they can make appropriate academic choices and take responsibility for those choices. Through our academic counseling program, student-athletes will also learn to interpret academic requirements and develop suitable educational plans that meet their needs, are consistent with the goals of the institution and take advantage of the many educational resources available to all students at UCLA.

#### **PROGRAM PLANNING & COURSE SELECTION**

Program planning and course selection is an important task for all UCLA students; however, because student-athletes are required to meet certain NCAA academic eligibility rules, it is extremely important that they plan their academic program to address their academic interests and strengths while adhering to a thoughtful graduation plan. As such, student-athletes should always review their Degree Audit Report System (DARS) prior to meeting with their AS2 College Academic Counselor to ensure that their course selection options follow their degree plan and satisfy graduation requirements. Additionally, quarterly program planning meetings are **mandatory** for all student-athletes, including exhausted eligibility and injured retired student-athletes. Your coach will inform you each quarter when these mandatory program planning sessions will be held.

#### ***Expectations of the Student-Athlete for Program Planning:***

- Be aware of academic strengths and weaknesses
- Be an active participant in educational planning & take ownership in the courses that you choose
- Remove all holds **PRIOR** to priority enrollment
- Utilize exact priority enrollment time
- Choose classes that **DO NOT** interfere with athletic schedule
- Enroll in classes you intend to keep and actively complete
- Meet the applicable University Academic Benchmarks (see below)

#### **To ensure that student-athletes are provided with the most accurate academic advice, it is imperative that Coaches, Staff and Team Personnel:**

- Direct all program planning needs and major exploration to their team's AS2 College Academic Counselor.
- Graduation requirements, sequencing of courses, financial aid implications, and course structure and expectations are ever evolving; therefore, it is in the best interest of the student-athletes that coaches, staff and team personnel **do not** provide academic advice nor serve in an academic counselor role.
- This includes, but not limited to, referring student-athletes to certain courses, professors and teaching assistants, influencing major and minor selection, preparing program planning reference sheets, and encouraging upperclassmen to serve in a peer academic advising role.
- **All academic questions should be directed to the team's AS2 College Academic Counselor.**



### **PRIORITY ENROLLMENT**

After a student-athlete's initial enrollment at UCLA, they may receive priority enrollment. Priority enrollment is granted to student-athletes so that they may have the best opportunity to select courses that best fit their academic and athletic responsibilities. It is extremely important for student-athletes to take advantage of priority enrollment because it is the University's main attempt to accommodate the time and day limitations of student-athletes because of practice and competition. Waiting to enroll in courses after the priority enrollment window may prohibit a student-athlete from enrolling in their preferred courses. Student-athletes are allotted a maximum of 15 units for priority enrollment. The AS2 staff does not have the authority to override class size limitations, restrictions, or enrollment. Student-athletes are responsible for enrolling themselves in classes via MyUCLA. AS2 College Academic Counselors cannot assist with enrollment during priority enrollment unless it is warranted by extenuating circumstances. All enrollment requests must be submitted via writing to the Director of Student-Athlete Counseling. Approvals are rare and requests are reviewed case by case.

### **POLICY REGARDING CONTRACT COURSES (A.K.A., INDEPENDENT STUDY)**

Contract courses enable students to work with individual faculty members for various purposes, such as community or corporate internship, research apprenticeship, individual studies, honors research or directed research.

#### **Per the UCLA Division of Undergraduate Education, the following apply to contract courses:**

- Students can only create contracts for instructors who are currently in the payroll system and have a Bruin Online (BOL) email address.
- Instructors are limited to a total of seven (7) students for all of his/her 195-199 contract courses each quarter. When a student creates a contract, MyUCLA will alert the student to the number of contracts outstanding. Once the instructor has reached the limit, no further contracts can be created.
- In order to enroll in a contract course, students must have one of the following:
  - Junior standing and at least a 3.0 GPA in his/her major field
  - Senior standing
  - Graduate standing
- Students can only enroll in eight (8) units of 195-199 coursework per quarter and have no more than 32 total units of 195-199 credit for letter grade. After 32 units of graded coursework, 195-199 courses must be taken Pass/No Pass. Currently, if the student has taken 32 units of graded 195-199 credit, the Registrar's Office will code the subsequent graded 195-199 classes as no credit.
- Students who have an outstanding Incomplete in a contract course may not enroll in another contract course until the grade of Incomplete has been removed.
- Tangible evidence of the work accomplished for the contract course must be submitted to the supervising faculty member and the department offering the course before a grade will be assigned.

### **AS2 PROCEDURE FOR STUDENT-ATHLETES ENROLLING IN CONTRACT COURSES**

1. Meet with the sponsoring faculty member/department to discuss the terms of the contract course
2. Create the course contract on MyUCLA. The course contract must include a detailed description of the course as well as a detailed explanation of the course assignments
3. Obtain the required signatures from the sponsoring faculty member or the department designee
4. Complete a Contract Course Verification Form
5. Submit this form with a copy of the signed course contract to the Front Desk Staff Associate at the Academic & Student Services Department

This form must be submitted to the Staff Associate at the front desk of the Academics Office no later than **Monday of Week 2**.

- Late or incomplete forms will not be accepted
- Verification Forms are evaluated on a first-come, first-served, and case-by-case basis
- **No more than two student-athletes per professor will be approved per quarter**
- **Approval is not guaranteed**

**VERY IMPORTANT:** A contract course will not be used for NCAA continuing academic eligibility purposes if the student-athlete does not complete the AS2 Contract Course Verification Form and it is not approved. Specifically, the course will be counted as a non-degree applicable course for NCAA continuing academic eligibility. The course will also not be factored into the student-athlete's cumulative GPA used for eligibility purposes nor will it be factored into any AS2 and Department GPA Awards, including but not limited to, Athletic Director's Honor Roll, Don Shepherd Team GPA Awards, Scholar-Athlete Banquet, etc.

## GENERAL GUIDELINES FOR MAJORS IN THE COLLEGE OF LETTERS & SCIENCE

The College of Letters and Science has over 100 majors from which to choose. The structure of each major can differ widely and has a 2-tiered structure:

1. A series of preparatory courses which build the skills necessary to understand the upper-division coursework (referred to as the “prep”)
2. The upper-division courses themselves (referred to as the “major”)

The preparation for each major varies in length, requirements and restrictions, such as:

- the minimum grade for each prep course
- the minimum GPA required on all or some of the prep courses for the major
- a limit on the number of times a prep course may be repeated
- a unit or time limit within which the prep requirements or part of the prep requirements must be completed

For information regarding a particular major, please consult the General Catalog, department website, and departmental counselor. Students in majors outside of the College of Letters and Science should consult with the appropriate school's academic counselor (e.g., Theater, Film and Television, Art and Architecture, Engineering, Nursing) for degree requirements.

## DEPARTMENTAL COUNSELORS

Every UCLA major and minor has a departmental counselor who is the primary resource and specialist regarding explaining the major. They are housed within the different academic departments and can explain its application and scope in society, as well as the requirements for entering/applying, declaration and completion. The departmental counselors are available to provide academic advice related to the major-declaration process, course sequencing and updates or changes to major requirements. They are able to make substitutions and exemptions to the major requirements and apply them to the Degree Audit System. The departmental counselors often offer informational sessions or open houses about the major for all interested students. They know the faculty and are also responsible for the scheduling of courses for their given department. Departmental counselors also verify completion of major requirements at the time of graduation.

AS2 College Academic Counselors will make referrals to the departmental counselors as soon as they become aware that a student-athlete has an interest in any given major. It is strongly encouraged that student-athletes meet with the departmental counselor to seek further information about their desired major and the most up-to-date changes to the degree requirements. They will also know if the student is eligible for the major. Please consult the UCLA website ([www.ucla.edu](http://www.ucla.edu)) for contact information regarding your major of interest.

## UNIVERSITY ACADEMIC BENCHMARKS

Student-athletes are required to meet the following University Academic Benchmarks by the designated deadline:

- By the end of **Year 1: Must complete Writing I requirement**
- By the end of **Year 2: Must complete Quantitative Reasoning requirement**
- By the end of **Year 3: Must complete Foreign Language requirement**

Failure to meet these academic benchmarks may affect a student-athlete's eligibility to receive summer athletics aid, to utilize academic support services and/or to receive priority enrollment. Exceptions are reviewed on a case-by-case basis and must be pre-approved by the student-athlete's assigned AS2 College Academic Counselor.

## PLACEMENT EXAMS

In order to enroll in certain language courses or math courses at UCLA, it may be required for student-athletes to take a placement exam prior to enrollment. Here are a few common placement exams:

- Spanish Placement Exam – Contact the Spanish Department at 310-825-8289, or at 5314 Rolfe Hall
  - Spanish Department: <http://www.spanport.ucla.edu/undergraduate/-/placement-.html>
- French Placement Exam – Contact the French Department at 310-825-1147 or at 212 Royce Hall
  - French Department: <http://www.french.ucla.edu/program/undergraduate-program/placement-tests>
- Math Diagnostic Test – Contact the Math Department at 310-206-1286 or at 6356 Math Sciences Bldg.
  - Math Department: <http://www.math.ucla.edu/ugrad/diagnostic/diagnostic.shtml>

For all other placement exams, please contact the respective department. You can find their contact information by visiting the UCLA Directory at [www.directory.ucla.edu](http://www.directory.ucla.edu) or [www.ucla.edu/academic.html](http://www.ucla.edu/academic.html). Then go to “Quick Links” and click on Academic Departments and Programs.

## STUDY LISTS

Student-athletes are responsible for making sure their study lists are accurate. Student-athletes can obtain this information online by logging onto MyUCLA. Check that you do not have any time or exam conflicts. If there are any problems, make sure to take care of them immediately. If you are on a waitlist, you must resolve this by Friday of Week 2 or you will be dropped from the class. If you forget your UCLA logon and password, it can be reset online via MyUCLA.

**\* IMPORTANT NOTE:** Study lists are locked **5 days after the Second Pass begins** to prevent schedule changes that could affect a student-athlete's NCAA eligibility status. All drops must be made through your AS2 College Academic Counselor once schedules are locked. NCAA rules require that you are enrolled in at least 12 units each quarter in order to practice and compete. Dropping below full-time at any point in the quarter may deem you immediately ineligible, so please make sure to always consult with your AS2 College Academic Counselor when you plan to make a change to your study list.

**FEES MUST BE PAID BY THE QUARTERLY REGISTRATION DEADLINE OR CLASSES WILL BE DROPPED**  
**(See the inside cover of the handbook for more information)**

## IMPORTANT DATES & INFORMATION REGARDING ENROLLMENT PROCEDURES

	WHEN	WHERE & HOW	FEE	EFFECT ON TRANSCRIPT
ADDING	Weeks 1-2	MyUCLA by 5pm	None	None
	Week 3	Add open class on MyUCLA <b>OR</b> use PTE# on MyUCLA	\$5 per transaction on BruinBill	None
	Weeks 4-10 or thereafter	Obtain late/retro add request form from your AS2 College Academic Counselor  Turn it back into your counselor	Weeks 4-10 = \$20 per transaction on BruinBill (if approved)  After Week 10 = \$35 per transaction on BruinBill (if approved)	Weeks 1-10 = None  After Week 10 = "RETRO/ADD" Notation (if approved)
GRADING BASIS (PASS/NO PASS)	Weeks 1-6	MyUCLA by 5pm	\$5 per transaction on BruinBill	None
	Weeks 7-10 or thereafter <b>* Rarely Approved</b>	Obtain petition form from your AS2 College Academic Counselor  Turn it back into your counselor	Weeks 7-10 = \$20 per transaction on BruinBill (if approved)  After Week 10 = \$35 per transaction on BruinBill (if approved)	Weeks 1-10 = None After Week 10 = Date Notation (if approved)

**\* IMPORTANT NOTE:** Fees are subject to change and are NOT covered by athletic scholarships.

## RETROACTIVE DROP POLICY – DROPPING AFTER FRIDAY OF WEEK 4

It is the expectation of UCLA and the Department of Intercollegiate Athletics (DIA) that all student-athletes make every attempt to successfully complete all classes in which they are enrolled each quarter. Extensive time, energy and forethought are put into the careful program planning of our student-athletes in order to maximize their opportunity for the successful completion of their undergraduate degrees while taking into account their sport-related time commitments. It is also imperative that we remain in line with the UCLA College of Letters and Science (College) policies regarding retroactive drops in order to be in compliance with University and NCAA rules.

A retroactive drop is a class that is dropped after the quarter has been completed or after the tenth week of the quarter. Retroactive drops are only authorized under extreme and verifiable circumstances and must be approved by the College. You must not have completed the course in any way (e.g., turning in a final paper or taking the final exam), which must be verified by the instructor of the course. All approved retroactive drops will appear as a retroactive drop notification on a student's transcript and a fee will be assessed for any drop occurring after the second week of the quarter. It is your responsibility to pay any and all fees associated with drops.

To guard against abuse of retroactive drops by student-athletes, a policy has been established to evaluate the merit of each retroactive drop case. This policy matches the drop policies of the College while allowing for some flexibility as circumstances warrant. The policy provides consistency among cases approved while enforcing our expectations that our student-athletes put forth their best efforts and do not “quit” on a class. Every drop will be carefully evaluated and **THERE ARE NO GUARANTEES THAT YOUR DROP WILL BE APPROVED, INCLUDING YOUR FIRST DROP.** Therefore, please make sure you discuss all of your academic options with your AS2 College Academic Counselor, including the drop request process and deadlines, **BEFORE** you stop attending the course and your peer learning appointments and before you stop completing the work for the course.

**\* IMPORTANT NOTE:** Impacted courses cannot be dropped after the second Friday of each quarter without the professor’s approval. Approval is not guaranteed and students may be required to stay in the course. A fee will be assessed, if approved.

**\* FOR INTERNATIONAL STUDENTS ONLY:** U.S. Citizenship and Immigration Services (USCIS) regulations require all F-1 students to register and complete a full-time course load (12 units for undergraduate students & 8-12 units for graduate students) every quarter during their authorized period of study at UCLA.

#### ***Retroactive Drop Request Process:***

In order to request to retroactively drop a course, you must first consult with your AS2 College Academic Counselor to discuss whether the drop is an appropriate academic decision. If after consulting with your AS2 College Academic Counselor you would like to pursue a retroactive drop, you must do the following:

1. Complete the Student-Athlete Retroactive Drop Request Form
  - You must attach a typed, detailed, written statement outlining why you are specifically requesting to drop the course
  - You must obtain a signature from your Head Coach acknowledging the drop request
  - **REQUEST FORM DEADLINE – MONDAY OF WEEK 10 FOR EACH QUARTER**
2. Submit the Request Form to your AS2 College Academic Counselor for an evaluation by the Academic Review Committee
  - **IMPORTANT:** The evaluation process may take a number of business days and there are **NO guarantees that your request will be approved.**
3. If the Academic Review Committee approves your request, you must complete the appropriate UCLA College of Letters and Science petition (if applicable), including all appropriate documentation and instructor’s signature
  - **Weeks 5-7: No petition required**
  - **Weeks 8-10: “Green Drop” petition required**
  - **After Week 10: “Red Drop” petition required**
  - **ALL DOCUMENTATION MUST BE SUBMITTED TO YOUR AS2 COLLEGE ACADEMIC COUNSELOR NO LATER THAN FRIDAY OF WEEK 10 FOR EACH QUARTER**
4. If the Academic Review Committee does NOT approve your request, you must continue to complete the course. Because approvals are not guaranteed, it is imperative that you continue to attend and stay on top of the course requirements so that if a drop is not approved, you are still able to be successful in the course.

Retroactive drops will only be considered for student-athletes who have made a concerted effort to successfully complete the class and who have demonstrated extreme and verifiable circumstances that warrant a drop. The Academic Review Committee will take into account the following factors when evaluating the retroactive drop request. These factors include, but are not limited to:

- Class attendance – The Academic Review Committee may request attendance records from the professor before a decision is rendered.
- Communication throughout the quarter with your professor and/or TA.
- Utilization of academic support services provided through AS2 (e.g., academic advising, peer learning sessions) – Attendance records and appointment evaluations will be evaluated.
- NCAA academic eligibility status – You must be CERTAIN that you will pass at least six (6) other units during the quarter or you will be ineligible to compete the following quarter due to NCAA continuing academic eligibility rules. You are encouraged to meet with Nick Thornton, Associate Director of Compliance & Eligibility, if you have any questions about your continuing academic eligibility status.
- Repeated course – Have you taken this course before? Or is one of your other courses a repeat?
- UCLA Academic Standing (e.g., Probation, STD, Dismissible).
- Academic progress in other courses – The Academic Review Committee may request grade verification from your other courses before a decision is rendered.

- Athletics aid status.
- Reason for requesting to drop.

## ACADEMIC STATUS

**Academic Probation:** If your term GPA falls below 2.0 but remains higher than or equal to 1.5, you will be placed on academic probation. You will receive a letter from your AS2 College Academic Counselor alerting you of this status. Your coaches will also be notified.

**Subject To Dismissal:** There are three ways a student can become subject to dismissal (STD):

1. When a student's term GPA falls below 1.50; or
2. If after two quarters on academic probation, the student has not achieved a cumulative GPA of 2.0; or
3. If while on probation, the student's term GPA for work undertaken the next quarter falls below a 2.0 again.

STD is more serious and you will be put on an individual contract that will be reviewed on a case-by-case basis. If you increase your grade point balance deficit at any time while you are STD or you do not clear your status by the end of your contract, you will become Dismissible. If a student-athlete renders him/herself academically ineligible by University or NCAA standards, the Athletics Department reserves the right to make this information available to the media.

## GRADING SYSTEM (Referenced from the UCLA General Catalog)

Grade points per unit are assigned by the Registrar as follows:

A+ 4.0	B+ 3.3	C+ 2.3	D+ 1.3	F 0.0
A 4.0	B 3.0	C 2.0	D 1.0	NP 0.0
A- 3.7	B- 2.7	C- 1.7	D- 0.7	U 0.0

As indicated, a plus (+) or minus (-) suffix added to a grade raises or lowers the grade-point value, except in the case of A+, which carries the same number of points as the A grade. Courses in which students receive a P or S grade may count toward satisfaction of degree requirements, but these grades, as well as DR, I, IP, NP and NR, are disregarded in determining the grade point average. If an "I" grade is later removed and a letter grade assigned, units and grade points are included in subsequent cumulative GPAs. NR indicates that no grade was received from the instructor.

## DETERMINING GRADE POINT AVERAGE

The grade point average is determined by dividing the number of grade points earned by the number of units attempted. The total grade points earned for a course equals the number of grade points assigned times the number of course units. For example, if a student takes three four unit courses and receives grades of A-, B-, and C+, then the GPA for the term equals the total grade points (34.8) divided by the total course units (12). The term GPA is 2.9. For satisfactory standing, undergraduate students must maintain a C average (2.0 GPA) in all courses taken at UCLA. Grades earned at non-UC institutions do not affect the GPA.

## SETTING YOUR DEGREE CANDIDACY TERM: <http://my.ucla.edu>

In order to graduate, you must declare your degree candidacy term by **DECEMBER 1<sup>ST</sup> OF YOUR SENIOR YEAR**. If you do not set your degree candidacy term by this deadline, you may not be able to participate in commencement activities and the Athletics Department's student-athlete graduation celebration.

To set your degree candidacy term, first check your Degree Audit Report System (DARS) to see if you have already done so. This is located just above your major information. If you have not declared your degree candidacy term or it is inaccurate, you may add or correct it through MyUCLA by clicking on the "Academics/Academic Profile". Alternatively, you may complete a degree candidacy form, available online at [www.registrar.ucla.edu/forms/absentia.pdf](http://www.registrar.ucla.edu/forms/absentia.pdf). Paper forms must be filed with the Registrar's Office at 1113 Murphy Hall. There is a \$20 fee to declare your candidacy after you have completed 160 units (172 for Engineering students) and a \$50 fee to declare the current quarter. Please be aware that changes made during specific time periods could jeopardize ticketing and the printing of your name in the Commencement Program.

## SUMMER SCHOOL ATHLETICS AID PROGRAM

Nick Thornton, Associate Director of Compliance & Eligibility, 310-794-5459, [nthornton@athletics.ucla.edu](mailto:nthornton@athletics.ucla.edu)

The purpose of the Summer School Athletics Aid Program is to provide student-athletes receiving athletics aid an opportunity to

maintain progress towards their degree. The application deadline for summer athletics aid is the **APRIL 7, 2017. NO LATE APPLICATIONS WILL BE RECEIVED.** so turn your application in on time.

#### **GUIDELINES**

1. Student-athletes are eligible to receive **up to a maximum of 15 segments** of athletics aid while they pursue their degree. Each summer session counts as one-half of a segment, while each quarter in the academic year (Fall, Winter, Spring) counts as one segment. Transfer student-athletes will be issued a prorated number of segments dependent on the number of full-time terms completed prior to UCLA.
2. NCAA rules mandate that summer athletics aid **cannot exceed** the equivalency received during the prior academic year.
3. NCAA rules do not allow student-athletes to receive athletics aid for classes taken at other institutions with the exception of UCLA Extension. However, course fees at UCLA Extension can only be paid via the reimbursement process; therefore, the student-athlete is required to pay the course fees upfront and only when the course is completed and a final grade is posted can the student-athlete request a reimbursement. Reimbursements can take up to 6 weeks to be processed. Student-athletes wishing to be reimbursed for courses taken at UCLA Extension must submit this application and must be pre-approved by the Summer School Committee in order to be eligible for a reimbursement.
4. Student-athletes receiving athletics aid must enroll in a **minimum of two courses or 8 units**. Exceptions may be allowed for students enrolling in one six-unit course or if approved by the Summer School Committee.
5. Student-athletes enrolling in **only** online courses or **only** courses taken at UCLA Extension will **NOT** be eligible to receive a summer housing stipend.
6. Student managers are **NOT** eligible to receive summer athletics aid.
7. A summer housing stipend for student-athletes participating in an equivalency scholarship sport and student-athletes who are medically retired and no longer competing is not guaranteed and will be granted on a case-by-case basis by the Summer School Committee.
8. Student-athletes must develop a summer school program with their AS2 Academic Counselor, complete all required paperwork and have their AS2 Academic Counselor sign off on the application. **Incomplete and late applications will not be considered.**
9. Athletics aid may not be used to pay for any summer class where the student-athlete did not meet the grade qualifier, received a failing grade or retroactively dropped a class during the academic year because of failure to attend class on a regular basis or failure to complete all required work.

#### **APPLICATION EVALUATION**

The Summer School Committee will heavily consider the following factors when evaluating summer school athletics aid applications:

- Previous summer school academic performance
- Year in school (e.g., freshman, senior)
- UCLA academic standing
- Number of seasons of competition remaining
- Graduation requirement completion
- Class conflicts with practice or competition during the academic year
- Academic deficiencies
- Admissions requirements for new students
- Eligibility concerns
- Class attendance and level of academic engagement during the academic year
- Number of retroactive drops during the academic year
- Personal and team conduct (e.g., citizenship issues)

#### **SUMMER SCHOOL RULES**

Summer school athletics aid is a privilege; therefore, student-athletes receiving athletics aid will be responsible for **REPAYMENT of course fees, housing and/or books** if they:

1. Do not meet the **grade qualifier** for each class. This may include earning a C- or lower, F or No Pass. Please consult with your AS2 Academic Counselor and/or Assistant Director for Compliance & Eligibility for specific information regarding grade qualifiers.
2. Withdraw from a class after the drop deadline.
3. Earn an Incomplete and the Incomplete lapses to an F after Fall quarter.
4. Earn a Deferred Report (DR) and the DR is changed to a grade that does not meet the grade qualifier for the class.

**\*\* Important Note for Student-Athletes Scheduled to Graduate in the Summer:** If a student-athlete is scheduled to graduate in the summer and does not meet the required grade qualifier or drops the course(s) needed to graduate, the student may not be eligible for fifth year aid following the summer session.

#### **UNIVERSITY ACADEMIC BENCHMARKS**

Student-athletes are required to meet the following University Academic Benchmarks by the designated deadline:

- By the end of **Year 1: Must complete Writing I requirement**
- By the end of **Year 2: Must complete Quantitative Reasoning requirement**
- By the end of **Year 3: Must complete Foreign Language requirement**

If a student-athlete has applied for summer athletics aid and has not met their applicable University Academic Benchmark, they will be required to enroll in that course during the summer in order to be eligible to receive summer athletics aid.

#### **APPEALING SUMMER SCHOOL REPAYMENT PENALTY**

Student-athletes who do not meet the summer school rules and are subject to a repayment have the opportunity to appeal. Student-athletes who wish to appeal will be required to submit a letter of appeal and may be required to meet with the Summer School Committee to present their case. More specific penalty and appeal information will be sent to the student-athletes subject to a repayment penalty after official summer grades have posted.

#### **REPAYMENT PROCESS & CONSEQUENCES FOR NOT PAYING SUMMER SCHOOL PENALTY**

If a student-athlete does not appeal the repayment penalty or if the appeal is denied, the repayment process will be one of the following:

- If the student-athlete receives a monthly housing stipend, the applicable penalty will be automatically deducted from their scholarship check. Payment may be spread over several months or may be deducted from one check. The decision will be made by the Summer School Committee.
- If the student-athlete lives on-campus or does not receive a monthly housing stipend, the student-athlete must make other repayment plans by the designated deadline set forth in the penalty notice.

#### **Failure to meet all repayment deadlines may result in one or all of the following:**

1. Ineligible for future summer school athletics aid - This may include a one summer session suspension or a multiple summer session suspension
2. Learning Center computer and printer access suspended immediately – This may include a one-quarter or multiple-quarter suspension
3. Loss of complimentary tickets for the upcoming season
4. Ineligible to receive letterwinner awards (e.g., letterman's jacket, blanket, ring) or postseason competition gift (if applicable)
5. Ineligible to attend the Scholar-Athlete Banquet for the upcoming year
6. Other consequences may be applied as determined by the Head Coach and/or Sport Supervisor

#### **NCAA ACADEMIC ELIGIBILITY RULES... WHAT DO I NEED TO KNOW?**

Nick Thornton, Associate Director of Compliance & Eligibility, 310-794-5459, [nthornton@athletics.ucla.edu](mailto:nthornton@athletics.ucla.edu)

Greg Loza, Compliance & Eligibility Assistant, [gloza@athletics.ucla.edu](mailto:gloza@athletics.ucla.edu)

#### **WHAT ARE DEGREE APPLICABLE UNITS?**

- **During the first two years** – All units acceptable toward any of UCLA's degree programs are considered degree applicable for the purposes of satisfying the 6, 8, 27, and 36-unit rules.
- **By the beginning of a student-athlete's third year** – Only units applied towards a student's designated degree are considered degree applicable for the purposes of satisfying the 6, 8 and 27-unit rules and 40/60/80 degree percentage rule. Units that exceed a student's elective count are not considered degree applicable once a student enters their third year.
- **Last three terms of enrollment** – Like the first two years, all units acceptable toward **any** of UCLA's degree programs are considered degree applicable for the purposes of satisfying the 6-unit rule as long as UCLA certifies that the student is enrolled in the courses needed to graduate. If the student does not complete all their requirements by the end of the estimated last term of enrollment, the student shall forfeit eligibility in all sports.

#### QUARTERLY RULES (6-UNIT, 8-UNIT & CUMULATIVE GPA)

To be eligible for competition, a student-athlete must successfully meet the following academic eligibility rules:

- **6-Unit Rule**
  - Each quarter, a student-athlete must pass at least six (6) degree applicable units in order to compete the following quarter.
- **8-Unit Rule (FOOTBALL ONLY)**
  - Each **FALL QUARTER, A FOOTBALL STUDENT-ATHLETE** must pass at least eight (8) degree applicable units **AND** earn the Academic Progress Rate eligibility point or they will be ineligible to compete in the first four contests the following season. There are potential exceptions to reduce this suspension so please consult with Nick Thornton, Associate Director of Compliance & Eligibility or Greg Loza, Compliance & Eligibility Assistant with any questions.
- **Cumulative GPA Rule**
  - At the start of a student-athlete's **Sophomore Year** (Completed 3 full-time terms) = Must have at least a 1.80 cumulative GPA each quarter to be eligible.
  - At the start of a student-athlete's **Junior Year** (Completed 6 full-time terms) = Must have at least a 1.90 cumulative GPA each quarter to be eligible.
  - At the start of a student-athlete's **Senior Year** (Completed 9 full-time terms) = Must have at least a 2.0 cumulative GPA each quarter to be eligible.

#### ACADEMIC YEAR RULE (27-UNIT RULE)

To be eligible for competition, a student-athlete must successfully meet the following academic eligibility rule:

- During the academic year (Fall, Winter & Spring), a student-athlete must pass at least 27 degree applicable units in order to compete the following Fall quarter. **A student-athlete cannot use any units passed in the summer to satisfy this rule.**
- If a student-athlete does not satisfy this rule at the end of the Spring quarter, the student will be ineligible to compete in the Fall, but can regain their eligibility for the Winter quarter by making up their deficient units.
- **For Mid-Year Enrollees** – During a mid-year enrollee's first year at UCLA, the 27-unit certification calendar may deviate from the Fall-Winter-Spring calendar. Please consult with Nick Thornton, Associate Director of Compliance & Eligibility, or Greg Loza, Compliance & Eligibility Assistant.

#### PROGRESS-TOWARD-DEGREE RULES (36-UNIT & 40/60/80)

To be eligible for competition, a student-athlete must successfully meet the following academic eligibility rules:

- At the start of a student-athlete's **Sophomore Year** (Completed 3 full-time terms) = Must have completed 36 degree applicable units.
  - Student-athletes must declare their major by **February 1<sup>st</sup>** of their Sophomore Year
- At the start of a student-athlete's **Junior Year** (Completed 6 full-time terms) = Must have completed **40%** of their degree in their designated major.
- At the start of a student-athlete's **Senior Year (4<sup>th</sup> Year)** (Completed 9 full-time terms) = Must have completed **60%** of their degree in their designated major.
- At the start of a student-athlete's **Senior Year (5<sup>th</sup> Year)** (Completed 12 full-time terms) = Must have completed **80%** of their degree in their designated major.

#### ELIGIBILITY FOR POSTSEASON COMPETITION - BETWEEN TERMS

To be eligible for postseason competition (e.g., bowl game, conference tournament or NCAA championship) that occurs between academic terms a student-athlete must pass at least six (6) degree applicable units during the preceding academic term.

#### IMPORTANT ELIGIBILITY NOTE REGARDING BASEBALL STUDENT-ATHLETES

A Baseball student-athlete who is academically ineligible at the beginning of Fall quarter shall be **INELIGIBLE the remainder of the academic year.**

#### DECLARING YOUR MAJOR

You must officially declare a major by **February 1<sup>st</sup>** of your sophomore year or by your **5<sup>th</sup> full-time quarter** in college. Please see your AS2 College Academic Counselor to discuss specifics.



**Declaring your major is a 2-step process:**

1. Fill out a NCAA Declaration of Major Form with your AS2 College Academic Counselor. This NCAA Declaration of Major Form is for NCAA academic eligibility purposes only. You will still be required to follow Step 2 in order for you to officially declare your major at UCLA.
  - a. If declaring Afro-American Studies, Anthropology, Engineering, English, Environmental Science, French, Political Science, or World Arts and Cultures, you will also be required to declare your concentration to ensure your academic eligibility status is evaluated accurately.
2. You must officially declare your major with the appropriate departmental office by the 10<sup>th</sup> Friday of Spring quarter. Your official declaration with the department may either be full admission into the major or acceptance into the “pre-major” program (e.g., Pre-Sociology, Pre-Political Science). If you are not eligible to declare either status with the department, please contact the AS2 Eligibility Coordinator before the deadline.

**\* IMPORTANT NOTE:** Student-athletes who decide to change their major at any time after officially declaring a major **MUST** repeat Steps 1 and 2.

**MINOR DECLARATION POLICY**

**Minors are not guaranteed to be covered by athletics aid.** Scholarship student-athletes who wish to pursue a minor must receive pre-approval from the Associate Athletic Director of AS2 and Associate Director of Compliance & Eligibility **no later than Spring quarter of their Junior year (8 full-time terms completed)** to determine if the minor fits into their degree program, and whether athletics aid will be provided to complete the minor.

Scholarship student-athletes must submit the following items to the Associate Athletic Director of AS2 and Associate Director of Compliance & Eligibility before pursuing the minor:

- A proposed quarter-by-quarter degree plan. This must be done in consultation with the student-athletes AS2 Academic Counselor.
- One paragraph statement explaining why the student-athlete would like to pursue the minor.

The Associate Athletic Director of AS2 and the Associate Director of Compliance & Eligibility will review these items and determine if the minor will be covered by the student-athlete’s athletics aid. As needed, the head coach and sport supervisor will be consulted to reach a final decision.

**Factors that may be heavily considered in the evaluation process include, but not limited to, the number of electives remaining in the student-athlete’s degree program, UCLA academic standing, NCAA academic eligibility status, number of retroactive drops, number of seasons of competition remaining, class attendance and level of academic engagement, and personal and team conduct (e.g., citizenship issues).**

If a minor is approved, the student-athlete must update their NCAA Declaration of Major Form by the start of Fall quarter of their Senior year (9 full-time terms completed). Updating this form does not guarantee admission into the minor and the student-athlete is responsible for meeting with the appropriate department to gain official acceptance into the minor.

**IMPORTANT NOTE REGARDING GRADE QUALIFIERS**

In order to satisfy certain university, general education and major requirements, a student-athlete may be required to pass a class with a specific grade that is higher than an F. For example, to satisfy the Writing I requirement (i.e., English Comp A, 2 & 3), the student must pass the class with a C or higher. If the class requirement has a **“grade qualifier”** associated with it, the student may be required to meet this grade qualifier in order to use this class to satisfy their NCAA academic eligibility requirements. It is the responsibility of the student-athlete to check the UCLA General Catalog every quarter to see if the courses they are enrolled in have grade qualifiers associated with them.

Examples of classes with a grade qualifier of a C or higher:

- Econ 1, 2, 11, 41
- Writing I (English Comp A, 2, 3) & Writing II (Courses that end with a W)
- English 10A, 10B, 10C
- Math 31A, Math 31B
- Stats 10
- Psychology 10, 100A, 100B
- Sociology 1, 20, 101, 102

### INCOMPLETE COURSES

Because UCLA posts removals of incompletes only to the term when the work is completed, an incomplete grade (in the term the course was first attempted) **CANNOT** be used to satisfy the 6-unit requirement.

### PASS/NO PASS COURSES

Student-athletes who take courses for Pass/No Pass credit will only receive credit towards eligibility if a "C" or better is earned assuming P/NP grading can be used to satisfy the requirement.

### REPEATED COURSES

Student-athletes may have the opportunity to repeat a course previously taken at UCLA, but must always consult with their AS2 College Academic Counselor and Eligibility Coordinator before doing so to ensure that both UCLA and NCAA rules are adhered to. You may only repeat courses in which you received a C- or below, including NP grades. Upon completion of a repeated course, your first grade will be removed from your GPA. The second grade will automatically be re-calculated into your GPA, regardless of whether it is better or worse. Both grades will still appear on your official transcript.

If you do repeat a course, remember that a course can only count for NCAA academic eligibility purposes one time. Usually once units have been earned (D- or higher), a repeated course cannot be used a second time for eligibility purposes. In some cases (most notably English Comp A, 2 and 3 and prerequisites for some majors), a course may have to be repeated and a grade qualifier met before units can be applied towards eligibility. In the instances when a grade qualifier is required, a C-, D+, D or D- grade **WILL NOT** or **MAY NOT** count toward the 6, 8, 27 or 36-unit rules, but a successful grade on the subsequent attempt **WILL** count toward all of the eligibility rules.

### DIA POLICY ON GRADE CHANGES FOR STUDENT-ATHLETES

As outlined in the UCLA Academic Senate Manual, "The instructor in charge of a course shall be responsible for determining the grade of each student in the course. The standards for evaluating student performance shall be based upon the course description as approved by the appropriate course committee" [A-306(A)]. "The final grade in a course shall be based upon the instructor's evaluation of the student's achievement in the course" [A-306(B)].

As stated in **A-313 in the UCLA Academic Senate Manual**, all grades, except Deferred Report (DR), Incomplete (I) and In Progress (IP), are final when filed by an instructor in the end-of-the-year term course report. However, the Registrar is authorized to change a final grade:

- a) Upon written request of an instructor, provided that a clerical or procedural error is the reason for the change, OR
- b) Upon written request of the Chair of the Division in cases where it has been determined by the Committee on Privilege and Tenure that an instructor has assigned a grade on any basis other than academic grounds.

No change of grade may be made on the basis of reexamination or, with the exception of the I and IP grades, the completion of additional work.

In addition to the rules and regulations that govern the University, the Department of Intercollegiate Athletics (DIA) and its coaches, staff and student-athletes are bound by NCAA legislation. Specifically, NCAA Bylaw 16.02.3 Extra Benefit states:

*An extra benefit is any special arrangement by an institutional employee or representative of the institution's athletics interests to provide a student-athlete or the student-athlete family member or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their family members or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their family members or friends or to a particular segment of the student-body (e.g., international students, minority students) determined on a basis unrelated to athletics ability.*

While the UCLA Academic Senate oversees the grading policies and procedures for the University, the Faculty Athletics Representative (FAR) is responsible for ensuring that an extra benefit is not provided to a student-athlete when there is a correction of a final grade. Therefore, all grade changes will be reviewed prior to the units and grade points assigned to the course being factored into the student-athlete's continuing academic eligibility status as well as Academic & Student Services and DIA GPA Awards, including but not limited to, Athletic Director's Honor Roll, Don Shepherd Team GPA Awards, Scholar-Athlete Banquet, etc. Only after the FAR has determined that an extra benefit was not provided can the units and grade points be factored into the student-athlete's eligibility status.

If it is determined that a violation did occur in regards to the grade change, the violation will be reported to the NCAA through the standard reporting process. If appropriate, the institution will also declare the involved student-athlete ineligible for athletics competition until the time when the student-athlete is reinstated by the NCAA.

### GRADUATION CHECKLIST

- ☐ **DEGREE CANDIDACY TERM:** In order to graduate, you must declare your degree candidacy term by **DECEMBER 1<sup>ST</sup> OF YOUR SENIOR YEAR**. If you do not set your degree candidacy term by this deadline, you may not be able to participate in commencement activities and the Athletics Department's student-athlete graduation celebration.  
See page 27 under "Setting Your Degree Candidacy Term" for instructions on how to complete this.
  
- ☐ **CORRECT SPELLING OF NAME:** Confirm the spelling of your name on your Degree Progress Report (DPR)/Degree Audit Report System (DARS). If you have capitalization, punctuation, accent mark or spacing in your name that you wish to include on your official diploma, but cannot be accommodated on your DPR/DARS, you must file a "Correction or Change of Name" with the Registrar's Office at 1113 Murphy Hall. In order to ensure that name changes are included in the Commencement Program, corrections should be made by **May 1, 2017**. (<http://www.registrar.ucla.edu/forms/namechange.pdf>)
  
- ☐ **PRIVACY RESTRICTIONS:** If you see "Do Not Release Any Information" at the top of your DPR/DARS, you have a privacy restriction. Selecting a privacy restriction on your UCLA record may block your name from being printed in the program, and prevent the University from providing degree confirmation to future employers. You may change your privacy status online via MyUCLA. However, privacy restrictions placed in person at 1113 Murphy Hall can only be released in person at 1113 Murphy Hall. In order for your name to be printed in the Commencement Program, privacy restrictions need to be released by **May 1, 2017**.
  
- ☐ **CONSULT WITH YOUR AS2 COLLEGE ACADEMIC COUNSELOR:** Visit your AS2 College Academic Counselor and review any outstanding College requirements. If you intend to complete any coursework outside of UCLA in order to complete your degree, you must consult with your AS2 Academic Counselor to discuss your proposed coursework.
  
- ☐ **CONSULT WITH YOUR DEPARTMENTAL COUNSELOR:** Visit your departmental counselor and review your major requirements. Be sure to confirm that any "in progress coursework" will satisfy your remaining major requirements.
  
- ☐ **CAREER CENTER & BRUIN ONLINE ACCOUNT:** After graduation, you can extend most UCLA Career Services for a fee. However, full access to most services end upon graduation, so arrange for them now before you graduate at [www.career.ucla.edu](http://www.career.ucla.edu). You can keep your [@ucla.edu](mailto:ucla.edu) email address forever by using the Lifetime Email Forwarding service. To set up email forwarding, log into your BOL account and provide the email account to which you would like to forward your mail; then select "**Apply When My Account is Deactivated**". Please do this within 6-8 weeks after your degree candidacy term to avoid having your BOL email account deactivated. If you have any questions about your BOL account, please contact the BOL Help Desk at Kerckhoff Hall, Suite 124, or call 310-267-4357.
  
- ☐ **SPECIAL INCLUSION PETITION (SIP):** If you are NOT declared for Fall 2016, Winter 2017, Spring 2018, or Summer 2017, but still want to participate in Commencement events, you must file a "Special Inclusion Petition" (SIP) in order to have access to Commencement ticket ordering. **At the end of March**, students with 148 units completed by the end of Winter 2017 and declared for Fall 2017 may file a SIP online through [my.ucla.edu](http://my.ucla.edu). Students with less than 148 units must file a paper SIP available at all counseling units. **SIP filing deadline is the first week of May (check the commencement website for specific deadline) for name inclusion in the Commencement program.**

- ❑ **STUDENT-ATHLETE GRADUATION CELEBRATION:** RSVP to confirm your attendance with Ric Coy, Associate Director of AS2, at [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)
- ❑ **SENIOR NIGHT:** In April of Spring Quarter 2017 (date and time to be determined), AS2 will host a Senior Night workshop for graduating seniors to help prepare them for commencement. If you are graduating or planning to walk during the June 2017 commencement, please see Ric Coy to sign up for this informational workshop.
- ❑ **QUESTIONS – COMMENCEMENT INFORMATION:** For more information regarding the graduation process and a schedule of Commencement weekend events including department and special celebrations visit: [www.commencement.ucla.edu](http://www.commencement.ucla.edu) or the Commencement Office, 310-206-3535.

## **ACADEMIC SUPPORT SERVICES**

### **ACADEMIC SUPPORT PLANS**

The goal of the AS2 Academic Support Services is to guide student-athletes in their learning process so that they may gain the skills necessary to become self-sufficient, independent learners. In order to do so, academic support plans are developed to meet the individual academic needs of student-athletes based on class schedules, past academic performance, and academic goals and interests. Academic support plans may include sessions with a learning specialist, an academic mentor, and/or peer learning facilitators.

### **LEARNING SPECIALISTS**

Mattie Gullatt, AS2 Learning Specialist, 310-794-7690, [mgullatt@athletics.ucla.edu](mailto:mgullatt@athletics.ucla.edu)  
 Veronica Rodriguez-Mora, Basketball Academic Coordinator, 310-206-6499, [vmora@athletics.ucla.edu](mailto:vmora@athletics.ucla.edu)  
 Sabrina Youmans, AS2 Senior Learning Specialist, 310-909-9814, [syoumans@athletics.ucla.edu](mailto:syoumans@athletics.ucla.edu)  
 Emily Zaplatosch, AS2 Learning Specialist, 310-206-6618, [ezaplatosch@athletics.ucla.edu](mailto:ezaplatosch@athletics.ucla.edu)

AS2 Learning Specialists oversee the entire academic support program for their assigned teams. They conduct regular mentor trainings and learning strategies sessions, and help coordinate and participate in the peer learning facilitator trainings. The Learning Specialists are also responsible for holding weekly individual meetings with student-athletes of concern. With guidance, student-athletes learn how to set and monitor learning objectives, develop and execute learning plans, and build academic skills. AS2 Learning Specialists help to identify educational concerns proactively and serve as a liaison to university resources, such as the Center for Accessible Education and Counseling & Psychological Services (CAPS).

### **ACADEMIC MENTORS**

The Academic Mentoring program aims to enrich the student-athlete collegiate experience through services that help each student-athlete identify his/her strengths and weaknesses and develop skills to succeed. Academic Mentors are part-time employees who provide guidance, resources and structure for student-athletes, while monitoring academic progress. Mentors and student-athletes meet weekly to discuss learning strategies, time management techniques and organizational skills.

### **PEER LEARNING FACILITATORS**

Athletics Peer Learning Lab, 310-206-7526  
 Peer Learning Requests, [Plfrequests@athletics.ucla.edu](mailto:Plfrequests@athletics.ucla.edu)

Peer Learning Facilitators (PLFs) provide subject-area tutoring in a collaborative learning environment in which student-athletes and facilitators work together to maximize content understanding. PLFs establish specific goals for each session, prepare activities which assist student-athletes in attaining these goals, and actively guide the session to create a positive learning experience for each student-athlete. PLFs reinforce student-athletes' understanding of course concepts through discussion and practice, while sharing helpful learning and study strategies. PLFs clarify difficult topics and expand on key ideas by providing student-athletes with materials which foster interest in the subject, provide additional practice for important concepts and processes, and promote learning independence. The focus of support is lower-division, General Education courses, selected introductory math/science courses, academic writing and occasional upper-division courses.

**In accordance with UCLA rules and regulations as well as NCAA limits set forth in Bylaw 10.1, all approved facilitators of academic support sessions are prohibited from:**

- Doing the work for student-athletes by generating ideas and/or providing answers

- Editing papers or solving specific homework problems
- Providing writing composition support without proper training
- Typing papers for student-athletes
- Creating and providing student-athletes with summaries of course readings, class notes, extensive outlines and additional course materials not otherwise distributed by the professor or TA
- Providing student-athletes with old exams
- Assisting student-athletes with take-home exams
- Discussing any course assignments by way of email or phone
- Working with student-athletes outside of the facilitator's scheduled work hours
- Acting as a substitute for student-athletes' regular class attendance
- Providing content support for online courses
- Assisting student-athletes with obtaining grade changes for coursework
- Assisting student-athletes with obtaining fraudulent academic credit
- Assisting student-athletes with disabilities in a manner not consistent with the accommodations or instructional plan set forth by the Office for Students with Disabilities

#### **PEER LEARNING REGISTRATION & REQUEST PROCESS**

The goal of the Athletics Peer Learning Lab is to guide you in your learning process, so that you may gain the skills necessary to become a self-sufficient, independent learner. However, access to peer learning is **a privilege and not a right**, so we cannot guarantee that all your requests for peer learning will be fulfilled. We strongly encourage you to immediately take advantage of Professor and TA office hours, attend each class, discussion and lab, and to form study groups with classmates to support you in your learning process.

#### **IMPORTANT DEADLINES FOR ATHLETICS PEER LEARNING LAB**

- **Registration for Peer Learning Sessions: Week 1 (each quarter)**
- **Peer Learning Sessions Begin: Week 2 (each quarter)**
- **Last Day to Make a Peer Learning Request: Friday of Week 3 (each quarter) (e.g., facilitator search, individual sessions, time changes, drop, etc.)**
- **Peer Learning Sessions End: Week 10 (each quarter)**

**\* IMPORTANT NOTE: On a case-by-case basis, some requests or accommodations may be approved after the above deadlines.**

#### ***Peer Learning Manager (PLM):***

Students can access important peer learning information online through their My.UCLA account. Login at [www.my.ucla.edu](http://www.my.ucla.edu) and select "Academics" and "Peer Learning>Peer Learning" to communicate with the Peer Learning staff.

#### ***Peer Learning Registration:***

Students will be assigned a peer learning registration time each quarter and may sign up for peer learning sessions during their designated pass using the Peer Learning Manager on My.UCLA.

#### ***English Composition Sessions:***

During peer learning registration, only student-athletes who have mandated peer learning sessions will be assigned a standing weekly English Composition session. Student-athletes who are not mandated to have a writing session may submit a wish list request to request a writing session.

#### ***Drop Request Policy:***

If a student-athlete wishes to drop their weekly peer learning session, they must **REQUEST** to do so by the **3rd Friday of each quarter**. Requests must be submitted via email to [PLFRequests@athletics.ucla.edu](mailto:PLFRequests@athletics.ucla.edu). Request must include class, day and time of the peer learning session, and reason for requesting to drop. All requests will be reviewed and a decision will be based on a

discussion with the AS2 staff, coaches and the Athletics Peer Learning Lab staff. Not all requests will be approved, so student-athletes must make sure to fully articulate their reason for requesting to drop their peer learning session.

**Questions Regarding Peer Learning?** If you have any questions regarding adding/dropping a group or individual session, being added to an existing session, changing the time of a session or checking on the status of a requested session, please submit an inquiry to [Plfrequests@athletics.ucla.edu](mailto:Plfrequests@athletics.ucla.edu).

#### **Supplemental Academic Support**

Supplemental Academic Support is defined as any academic support that is not provided to a student-athlete by the Academic & Student Services Office in the Department of Intercollegiate Athletics (DIA) or by the University. Supplemental academic support includes but is not limited to educational therapists, professional tutors, reading specialists and special education instructors, etc. If student-athletes are receiving such type of academic support, they must report that support service to the Department of Intercollegiate Athletics. Student-athletes must complete the "Supplemental Academic Support" form and turn it into their AS2 College Academic Counselor, Academic Coordinator or Learning Specialist.

#### **ACADEMIC ACCOUNTABILITY PROGRAM**

To ensure that our student-athletes are in an environment that encourages academic achievement, it is imperative that we maintain an academic culture that holds each individual student-athlete accountable for their academic responsibilities. This is done through an Academic Accountability Program that monitors the academic behaviors of our student-athletes. Any student-athlete who fails to attend their academic support appointments will be held accountable for unexcused absences. A student-athlete may also accumulate an unexcused absence for failing to come fully prepared (e.g., books, class notes, course materials, paper drafts) to their academic support appointments.

Access to academic support services is a privilege and not a right, so AS2 cannot guarantee that all requests for academic support will be fulfilled. Student-athletes are strongly encouraged to immediately take advantage of Professor and Teaching Assistant office hours, utilize services offered by the Undergraduate Writing Center and form study groups with classmates to support their learning process.

#### **In order to utilize academic support services, Student-Athletes are expected to:**

- Attend class, discussions, seminars and labs regularly. **Do not** use academic support services as a substitute for regular attendance.
- Commit to **100% attendance and engagement** at all peer learning and academic mentoring appointments, academic counseling, academic coordinator, learning specialist, and eligibility coordinator meetings, and production sessions.
- Communicate their learning needs and goals to the appropriate AS2 staff member. Staff will not do the work for student-athletes by generating ideas, providing answers, editing papers and/or completing academic work; therefore, student-athletes must show due diligence by taking responsibility for their entire academic experience.
- Use the proper communication protocol when they may miss or be tardy to an academic support appointment.
- Be on time to all appointments.
- Arrive at appointments prepared, with all relevant materials for the class and with questions. Academic support appointments are most effective when student-athletes actively contribute.
- Adhere to conduct guidelines including, but not limited to, refraining from eating meals in appointments, playing music, and blocking or obstructing pathways.
- Contribute to a productive learning environment based on mutual respect and demonstrate professionalism in their interactions with staff and fellow student-athletes.
- Turn off and put away cell phones for the entirety of the appointment. Use computers and other technology in consultation with the facilitator and only as a learning tool related to the appointment task.
- Refrain from side conversations or distracting other student-athletes in and outside of appointments.

### **Student-Athlete Code of Conduct**

As stated in the UCLA Student-Athlete Code of Conduct, student-athletes are expected to conduct themselves, both on and off-campus, in a manner that brings credit to the University and their teams. Therefore, acts and behavior that will not be tolerated in academic support appointments include, but not limited to, using offensive or explicit language or comments, intimidating, humiliating or demeaning persons or groups, undermining safety and security, disrespecting, obstructing or disrupting academic support appointments, and engaging in academic misconduct or encouraging others to do so.

As such, any act or behavior that does not meet the expectations of the UCLA Student-Athlete Code of Conduct may result in immediate suspension from all academic support services as well as other consequences deemed appropriate by the University and Department of Intercollegiate Athletics.

On occasion, student-athletes may miss academic support appointments for approved academic or athletic functions. Student-athletes must communicate in advance if they will miss an academic support appointment for any reason. Excused and unexcused absences include, but are not limited to, the following:

EXCUSED	UNEXCUSED
<ul style="list-style-type: none"><li>• University-sponsored athletic competition and/or travel</li><li>• University holidays and religious holidays</li></ul>	<ul style="list-style-type: none"><li>• Student-athlete claims no upcoming assignments, examinations or projects (e.g., the appointment after a midterm)</li><li>• Social engagements</li><li>• Student-led study sessions</li></ul>

### **STUDENT-ATHLETE COMMUNICATION**

Student-athletes are not permitted to request to cancel or reschedule appointments for any reason, outside of University holidays. A holiday reschedule will be facilitated at the discretion of the AS2 staff. Requests to reschedule due to University-sponsored competition and emergencies will be fulfilled on a case-by-case basis.

Student-athletes are required to notify the AS2 staff if they will miss an academic support appointment for any reason. Student-athletes must email the appropriate staff member in advance or immediately after their missed appointment. For peer learning, student-athletes must email [plfrequests@athletics.ucla.edu](mailto:plfrequests@athletics.ucla.edu).

All emails must include the student-athlete's name, the day and time of the appointment, the class (if applicable) and the reason for missing the appointment. Sending an email to the AS2 staff does not guarantee that the absence will be excused. Further, student-athletes who repeatedly fail to communicate, even for reasons that are excused, will be held accountable for those absences.

When a student-athlete has an unexcused absence, this will be reported to the AS2 staff. After a student-athlete accumulates multiple unexcused absences, the following will occur:

- **Level I: Warning Email (Three (3) Unexcused Absences):**  
When a student-athlete accumulates three (3) unexcused absences, the student-athlete will receive an email from the AS2 Staff Associate regarding their absences.
- **Level II: Accountability Meeting (Five (5) Unexcused Absences):**  
When a student-athlete accumulates five (5) unexcused absences, the student-athlete will be required to meet with the Manager of the Athletics Peer Learning Lab or the designated AS2 staff member.

The designated staff member will determine the outcome, which may include, but is not limited to, absences being excused, student-athlete placed on zero-tolerance, student-athlete removed from current services or student-athlete is permanently suspended from all academic support services.

- **Level III: Accumulates an Unexcused Absence After Being Placed on Zero-Tolerance**  
Barring extenuating circumstances, AS2 will immediately and indefinitely suspend any student-athlete who accumulates an unexcused absence after being placed on zero-tolerance.

**Important Note:** If the student-athlete does not schedule a meeting, the student-athlete will be **immediately suspended** from all academic support services.

#### TECHNOLOGY GUIDELINES FOR ACADEMIC SUPPORT SESSIONS

Cellular phones are **strictly prohibited** from all academic support sessions, including, but not limited to, academic mentoring meetings, counseling sessions, orientations, peer learning appointments, and program planning. Cell phone use is disruptive and distracts from the learning environment. Therefore, cell phones must be put away for the entire instructional period, and while entering and exiting the academic support environment.

#### **GUIDELINES FOR APPROPRIATE TECHNOLOGY USE**

Laptops and tablets may be beneficial to learning and are allowed, with permission from the AS2 staff.

Permissible activities include:

- Referring to course notes; Outlining and taking notes
- Looking up definitions or background information
- Checking syllabus, course calendar or assignments on line
- Writing and revising work
- Developing presentations
- Implementing academic apps or learning tools
- Other activities, to be determined with consent from staff member

Student-athletes must consult with the assigned staff member on a case-by-case basis to determine what is appropriate for each session.

A violation of the "no cell phone" policy or the "appropriate technology use" guidelines will result in immediate dismissal from the academic support session. Student-athletes must gather their belongings and exit quietly. The incident will be documented and reported to the student-athlete's coaching staff. Student-athletes may resume attendance at the following session. However, a second violation of the policy will result in permanent removal from the support session. Further disciplinary consequences may be implemented.

Planning is essential! Student-athletes should:

- Wear a watch and/or locate the nearest clock.
- Print or transfer requisite materials to an appropriate device or study aid.
- Communicate with counselors, peer learning facilitators, or academic mentors in advance to determine what is appropriate for each academic support session.

#### USERNAMES & PASSWORDS

Do not share your password with anyone for any reason. Passwords should not be shared with anyone, including students, faculty or staff. Your password protects your online identity from unauthorized access, maintaining the privacy of your e-mail messages and preventing other users from posing as you while performing malicious, illegal or prohibited activities. To maintain the security of your UCLA Logon ID and other accounts, you may want to change your password occasionally; change your password immediately if you suspect that another person may have access to your identity.

#### ACADEMIC SUPPORT PLANS

#### **DO'S AND DON'T'S OF ACADEMIC SUPPORT SESSIONS**

POSITIVE CHOICES	NEGATIVE CHOICES
<b><u>Do Be There!</u></b> <ul style="list-style-type: none"> <li>○ Be on time (early!) to all appointments and sessions</li> <li>○ Be focused, attentive and engaged throughout the session</li> <li>○ Turn off cell phones and put away headphones</li> </ul>	<b><u>Don't Be a Distraction!</u></b> <ul style="list-style-type: none"> <li>○ Don't interrupt sessions by arriving late or leaving early</li> <li>○ Don't disrupt sessions or be a distraction</li> <li>○ Don't answer cell phones or texts during sessions</li> </ul>



<b><u>Do Be Prepared!</u></b> <ul style="list-style-type: none"> <li>○ Bring all books, syllabi, notes and assignments to sessions</li> <li>○ Show “due diligence” by attending class regularly, doing all assigned work and exhibiting reasonable effort to learn course material</li> </ul>	<b><u>Don't Be Ill-Prepared!</u></b> <ul style="list-style-type: none"> <li>○ Don't come to an appointment or a session empty-handed</li> <li>○ Don't skip appointments or sessions because you have not completed the work</li> <li>○ Don't put off responsibilities to the end of the quarter</li> </ul>
<b><u>Do Be Proud of Your Work!</u></b> <ul style="list-style-type: none"> <li>○ Be a self-advocate</li> <li>○ Seek resources for your academic success</li> <li>○ Demonstrate integrity in all of your academic endeavors</li> </ul>	<b><u>Don't Compromise Your Integrity!</u></b> <ul style="list-style-type: none"> <li>○ Don't share your work with others, including your teammates</li> <li>○ Don't facilitate or encourage academic dishonesty</li> </ul>
<b><u>Do Be Proactive!</u></b> <ul style="list-style-type: none"> <li>○ Request help and schedule appointments with your Academic Counselor and/or Coordinator before academic problems arise</li> <li>○ Explore additional resources to progress toward goals</li> </ul>	<b><u>Don't Be a Slacker!</u></b> <ul style="list-style-type: none"> <li>○ Don't use athletic responsibilities as an excuse to not meet your academic responsibilities</li> </ul>
<b><u>Do Communicate!</u></b> <ul style="list-style-type: none"> <li>○ Check your emails for updates</li> <li>○ Leave messages and notes for Academic Counselors and/or Coordinators if they are not in</li> </ul>	<b><u>Don't Be Disrespectful!</u></b> <ul style="list-style-type: none"> <li>○ Don't misuse property (including writing inappropriate comments on white boards)</li> </ul>
<b><u>Do Create Positive Energy!</u></b> <ul style="list-style-type: none"> <li>○ Be respectful of others and their time</li> <li>○ Be willing to participate</li> </ul>	<b><u>Don't Be Unruly!</u></b> <ul style="list-style-type: none"> <li>○ Don't use offensive or crude language</li> <li>○ Don't intimidate, ostracize or bully others</li> </ul>
<b><u>Do Use the Learning Center Efficiently!</u></b> <ul style="list-style-type: none"> <li>○ Utilize the Learning Center for homework, projects and papers</li> </ul>	<b><u>Don't Be Counter-Productive!</u></b> <ul style="list-style-type: none"> <li>○ Don't socialize or disrupt the learning environment</li> <li>○ Don't bring non-student athletes into the Learning Center</li> </ul>
<b><u>Do Share the Space!</u></b> <ul style="list-style-type: none"> <li>○ Put away all scooters and skateboards before entering the buildings</li> </ul>	<b><u>Don't Be Unaware!</u></b> <ul style="list-style-type: none"> <li>○ Don't block entrances, steps or walkways</li> <li>○ Don't bring animals into the learning environment</li> </ul>
<b><u>Get Organized!</u></b> <ul style="list-style-type: none"> <li>○ Use a planner</li> <li>○ Write down important dates and deadlines (color coordinate, post-its)</li> </ul>	<b><u>Don't Be Disorganized!</u></b> <ul style="list-style-type: none"> <li>○ Avoid being unaware of your commitments</li> <li>○ Don't skip your responsibility to know your information</li> </ul>

## **STUDENT SUPPORT SERVICES**

### **TEXTBOOK & READER POLICY FOR STUDENT-ATHLETES ON BOOKS SCHOLARSHIP**

*Tori Forman, AS2 Staff Associate, 310-825-7057, [vforman@athletics.ucla.edu](mailto:vforman@athletics.ucla.edu)*

*Kevin Chen, Academic Counselor, 310-206-6263, [kchen@athletics.ucla.edu](mailto:kchen@athletics.ucla.edu)*

1. Student-athletes on a books scholarship are allowed to receive **REQUIRED TEXTBOOKS AND READERS** at the ASUCLA bookstore, but they **MUST RETURN ALL TEXTBOOKS AND READERS** to the Athletic Department's Copy Room (Morgan Center, 1<sup>st</sup> Floor) by **Friday of Finals Week**.

**Pick-Up Process:**

- a. Get your stamped study list from the Copy Room or the AS2 Suite on the first floor of the Morgan Center. You will not be able to pick up your books unless you have returned all textbooks and readers from the previous quarter.
- b. Print out your book list from the computers outside the bookstore and then go to the Textbook Buyback to pick up your bagged books.
- c. Prior to leaving Textbook Buyback, make sure that you have the correct textbooks needed for all of your classes.
2. Textbooks listed as "Optional" or "Suggested" are **NOT** covered by an athletics books scholarship per NCAA Rules.
3. If you change (add or drop) classes before you have picked up your books, you must pick up a new stamped study list. If you have already picked up your books prior to changing classes, you will not be able to pick up your new books until the books for the classes which have been dropped are returned to Textbook Buyback.
4. Textbooks will be provided by the ASUCLA Bookstore **ONLY** upon presentation of a current Study List **with the RED "Athletic Department" stamp**.
5. Any required readers purchased off-campus will be reimbursed once the proper form is completed and turned into Tori Forman in the AS2 Suite.
6. Failure to return books promptly can result in the suspension of books scholarship privileges.
7. Student-athletes who lose a book, fail to return all textbooks for a specific quarter, or wish to keep any of their books, will be charged the posted buy-back price(s) and must pay that amount to the Business and Finance Office in the Athletics Department in order to be eligible for books scholarships in future quarters.
8. Students whose books are stolen **MUST** file a police report in order to request replacements and/or a waiver of the book return requirements. Students are allowed to request replacement books once during their undergraduate careers.

**TRAVEL LETTERS & EXAM CONFLICTS WITH COMPETITION TRAVEL**

*Ric Coy, Associate Director of AS2, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

Team travel letters are located in the wall pockets in the Rose Gilbert Learning Center. Student-athletes are responsible for taking the travel letter to their professors and teaching assistants **no later than Friday of Week 1**. Failing to do so can result in unexcused absences, loss of attendance and participation points, lowering of final grade or in extreme cases, a student-athlete not being able to travel and compete.

Student-athletes are also responsible for checking their class syllabi to see if they have any exam conflicts with competition travel. Student-athletes must meet with their professors **no later than Friday of Week 2** to receive approval for alternate testing dates/times, which may include before or after the competition or while on the road. The decision is based solely on the professor's discretion and not the student-athlete or coach. If there are exam conflicts, student-athletes must fill out an "**Exam Information Sheet**", which is also located in the wall pockets. This form must be turned into Ric Coy, Associate Director of AS2, immediately after the student-athlete has spoken with the professor. Failure to make prior arrangements and submitting the Exam Information Sheet will prohibit a student-athlete from having an alternate testing date/time approved.

**At no point should a student-athlete request their professor to contact their coach, staff and/or team personnel member. Additionally, at no point should a student-athlete request their coach, staff and/or team personnel member to contact their professor.**

If the professor requires the exam to be proctored while the student-athlete is traveling, only a full-staff member from the following approved groups can administer the exam. Approved exam proctors will be selected by Ric Coy, Associate Director of AS2 and Dr. Christina Rivera, Associate Athletic Director for AS2.

**Approved Exam Proctors:**

- Academic & Student Services (AS2) Full-Time Staff
- Compliance
- Sport Supervisor
- Academic Support Staff at host institution

In all exam proctoring situations, student-athletes are responsible for having all required materials to take the exam, such as pen, pencil, blue book, scantron and calculator. If a student-athlete registered with the Office for Students with Disabilities (OSD) has been approved for testing accommodations and would like to use these accommodations for an exam proctored on the

road, the student-athlete must work with their AS2 Learning Specialist and OSD Coordinator to coordinate these accommodations prior to campus departure.

If in rare cases none of the above groups are available to administer the exam, the Faculty Athletics Representative, Dr. Michael Teittel, will contact the professor to determine if another staff member traveling with the team is permitted to administer the exams.

Below is a comprehensive competition travel checklist. Student-athletes are responsible for completing the tasks outlined for "Pre-Travel", "During Travel" and "Post-Travel".

<b>COMPETITION TRAVEL CHECKLIST</b>	
<b>Pre-Travel</b>	<ul style="list-style-type: none"> <li>• Take travel letters to professors and TAs the first week of class</li> <li>• One week prior to departure, remind professors/TAs, PLFs, and mentors of travel plans</li> <li>• Attend office hours to go over what you will be missing and/or to turn in work ahead of time</li> <li>• Develop an academic travel plan on what you need to accomplish while on the road</li> <li>• With professor approval, ask a classmate to take notes for you and to hand in paper copies of assignments for you when appropriate</li> <li>• Make sure you have all learning materials (blue books, scantrons, calculator, and pencils if exams are being proctored)</li> <li>• Have contact information of all parties to facilitate communication in case there is a question or problem</li> </ul>
<b>During Travel</b>	<ul style="list-style-type: none"> <li>• Try to study on the bus/plane or airport if you are able to</li> <li>• Implement your academic travel plan</li> <li>• Locate conference room where study hall or exam proctoring will take place if assigned</li> <li>• Communicate with your academic staff on what you need to get done academically</li> <li>• If studying independently, find a quiet, distraction-free environment</li> <li>• If you do not have or are finished with your academic responsibilities, do not disturb those who are still working</li> <li>• Notify professors/TAs/Ric Coy of any academic issues that come up</li> <li>• Be prepared to take exams/turn in papers or homework at the scheduled time the professor has indicated</li> <li>• Remember to take time zones into consideration</li> </ul>
<b>Post-Travel</b>	<ul style="list-style-type: none"> <li>• Attend office hours to follow up with professors/TAs to go over any missed work</li> <li>• Discuss any academic issues you encountered on the road with Ric Coy</li> <li>• Make up any missed Peer Learning sessions</li> <li>• Start preparing for next travel dates if any</li> </ul>

#### **ACCOUNT HOLDS**

Students may have holds placed on their student records which could affect registration, priority enrollment, financial aid, campus services, and/or release of academic transcripts for the following reasons:

- Failure to comply with admission or academic provisions.
- Failure to settle financial obligations with the University.
- Failure to respond to official notices.
- Failure to respond to administrative or disciplinary issues with on-campus housing.

Each student who becomes subject to a hold action is given advance notice via e-mail and MyUCLA notification. The hold must be released by the initiating office before a student may enroll in classes or receive various campus services. Information on holds can be found at MyUCLA.

#### **BRUINBILL ACCOUNTS & CHARGES**

All students have a BruinBill account which displays all charges and payments associated with registration, housing and transportation, as well as other service charges like health insurance. Your BruinBill is available to manage nearly 24/7; just login to MyUCLA. Accounts are administered electronically (eBill) through MyUCLA and paper statements are issued only on

request at 1121 Murphy Hall. Be sure to keep your UCLA email address current as monthly email reminders are sent to you prior to payment deadlines.

Students must pay all charges in full by the 20th of the month following the posting date of the charge. If the 20th falls on a weekend or holiday, the due date is the last business day prior to the 20th. Payment must be made by 5:00pm online or by 4:00pm if made in-person at the Payment Solutions & Compliance office in Murphy Hall, Room 1125. If student services fees are not paid in full by the payment deadline, the account will be subject to late fees and holds will be placed on the account, and **classes will be dropped in accordance with the drop class deadline** (see the "Calendar" for class drop dates specific to each term). Students can give **select access** to third parties (e.g., parents, guardians or others whom they want to view their student information or pay their bills). Students and third parties receive bi-monthly courtesy e-mail reminders prior to payment deadlines if there is a balance due on the Registration Fees and Campus Charges account.

**\* IMPORTANT NOTE:** The University Student Health Insurance Plan (UC SHIP) fee is a part of registration fees and is due and payable at the time registration fees are paid.

Failure to settle financial obligations with the University may result in a hold being placed on the student's record. Such a hold could affect registration, priority enrollment, financial aid, campus services, release of academic transcripts and receipt of diploma. Holds not cleared in a timely manner may go to Collections.

#### **DIRECT DEPOSIT – My BruinDirect**

Student Financial Services has launched online enrollment for BruinDirect. Sign-up is available on the BruinBill via MyUCLA. Under the "Finances and Jobs" tab at the top of the page, select "BruinBill" on the left hand side. Click on "BruinBill Accounts" and then "Enroll" in the My BruinDirect box. This online enrollment becomes active immediately upon sign up, alleviating the need to wait for a paper form to be processed.

As always, student-athletes are strongly encouraged to sign up for BruinDirect. It is the fastest, most secure way to receive funds at UCLA. Refunds using Bruin Direct are processed nightly (Monday-Friday) and refunds will show up in the student's bank account within 2-3 business days of posting to the BruinBill.

#### **SUMMER WORK OPPORTUNITY PROGRAM (SWOP)**

*Ric Coy, Associate Director of AS2, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

The Summer Work Opportunity Program provides student-athletes an opportunity to work during the summer months. SWOP starts in mid-June and goes through mid-September. The program offers flexible hours Monday-Friday and work schedules will be organized around your class and workout schedules. Applications are available April 1<sup>st</sup>. For more information, contact Pat Scism, 310-206-6663.

**Examples of Jobs in Athletics:** Facilities, Receptionist, Academic Assistant, Learning Specialist Assistant, Learning Center Monitor, Business & Finance Assistant, Sports Information Assistant, Recruiting. **Examples of Jobs with On-Campus Partners:** Transportation Services, Career Center, Graduate Division, Alumni Center and more added daily.

#### **GLACIER**

*Emily Zaplatosch, AS2 Learning Specialist, 310-206-6618, [ezaplatosch@athletics.ucla.edu](mailto:ezaplatosch@athletics.ucla.edu)*

As part of the University's efforts to facilitate the process of determining the tax residency status of foreign nationals (student/staff/faculty) receiving payments from the campus, UCLA uses an online nonresident tax compliance system known as GLACIER. GLACIER is a secured web-based Nonresident Alien (NRA) tax compliance system that foreign visitors can use to provide their immigrant and tax data to UCLA via the internet 24 hours a day. GLACIER helps determine tax residency, withholding rates and income tax treaty eligibility. GLACIER also manages NRA's paperwork, maintains NRA's data, and prepares tax forms and required statements.

International student-athletes receiving an athletics scholarship will be issued a GLACIER record, prior to receiving tax reportable income from UCLA. Individuals set up with a GLACIER record will be issued a temporary logon and password, which will allow the creation of a personal record that will need to be accessed and updated while at UCLA.

Once you have visited GLACIER and completed the process, you must print, review, and sign all forms as instructed (attach the necessary supporting documents) and mail or bring the forms to **UCLA Payroll Services 10920 Wilshire Blvd, Suite 620, Los Angeles, CA 90024**. If time is of the essence and you are being asked to bring the forms here, know that the visiting hours are 7:30am to 3:00pm Monday through Friday.

**\*\*\* IMPORTANT NOTE:** International student-athletes receiving athletics aid **WILL NOT** be eligible to receive their athletics aid until they have completed the GLACIER process; therefore, **it is imperative that you complete this process as soon as you arrive on campus.**

## **UCLA AWARDS & RECOGNITION**

Ric Coy, Associate Director of AS2, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)

### ***UCLA All-Academic Team – Academic Recognition***

The student-athlete with the highest cumulative GPA for each team (must have completed 60 units at UCLA to qualify) are recognized annually as a part of the UCLA All-Academic Team. The pictures of the recipients are hung in the Rose Gilbert Learning Center for the full academic year.

### ***Athletic Director's Honor Roll – Academic Recognition***

Student-athletes who earn a 3.00 or higher term GPA in a minimum of 12 graded units or more are recognized as a part of the Athletic Director's Honor Roll. Student-athletes who choose to take a course on a Pass/No Pass (P/NP) grading basis or have pending grades (e.g., Incomplete, No Report, Deferred Report, etc.) will be subject to further evaluation and may deem themselves ineligible for the Athletic Director's Honor Roll. Student-athlete names are posted by sport each quarter outside the AS2 Suite in the Morgan Center and remain there for the entire academic year. Special recognition is given to those student-athletes who earn a 3.50-4.00 quarterly grade point average.

### ***Scholar-Athlete Banquet***

Each spring, the UCLA Athletics Department hosts the Scholar-Athlete Banquet sponsored by Rose Gilbert, in memory of Maggie Gilbert. The banquet is in recognition of our student-athletes who put the time and effort into maintaining their high academic standing. The banquet is by invitation only. In order to be invited to the banquet, you must have completed at least 60 units at UCLA and have a cumulative grade point average (cum GPA) of at least 3.0. Other academic awards will be presented at the banquet, such as the UCLA All-Academic Team (student-athlete with the highest cum GPA from each team) and the Scholar-Athlete of the Year Award.

### ***Academic Medals***

Thanks to a generous donation from UCLA alumna, Rose Gilbert, graduating seniors, who are eligible, may receive an academic medal at the annual Student-Athlete Graduation Celebration. Medals are presented to eligible graduating students based on their cumulative grade point average. Graduates who have earned an overall cumulative GPA of 2.00 - 2.99 will receive a *Student-Athlete* medal, and those with an overall cumulative GPA of 3.00 - 4.00 will receive a *Scholar-Athlete* medal. The graduating male and female student-athlete with the highest overall GPA will receive *The Rose Gilbert UCLA Scholar-Athlete Award* and have their names added to a special plaque displayed outside the Kneller Academic Center.

### ***Donald R. Shephard Award - Applications are available April 3, 2017. Deadline is June 9, 2017***

This award is granted annually to senior student-athletes who have exhausted their athletic eligibility and are pursuing a graduate degree. Candidates for this award must be in their last quarter or have completed requirements for a baccalaureate degree, have a declared degree path for their postgraduate degree, and receive a letter of recommendation from his/her coach. The award is also based on financial need and/or service to the Department of Athletics and UCLA community. Two awards may be provided each year and the final award amount will be determined by the donor. The award amount will be directed first toward the recipient's tuition, up to \$10,000 annually. Depending on financial need, it may also be applied to other educational expenses or to necessary living expenses that will be incurred while pursuing a graduate degree.

### ***The Rose & Sam Gilbert Fellowship - Deadline to apply is January 2017***

Student-athletes who have been admitted to a graduate program at UCLA can apply for the Gilbert Fellowship. Two awards of up to \$10,000, from which fees are paid, are awarded to students who attended UCLA as undergraduates for at least two years and participated on a men's or women's intercollegiate athletic team(s). Per NCAA rules, this fellowship must be awarded in the 6 year window for athletic financial aid. To apply for this scholarship, you must go through the UCLA graduate school you were admitted to.

### ***John McLendon Memorial Minority Postgraduate Scholarship Program – Applications due in April***

NACDA is pleased to offer, through the John McLendon Memorial Minority Scholarship Foundation, five \$10,000 postgraduate scholarships to minority nominees who are planning to pursue a graduate degree in athletics administration. There are two options available: (1) For nominees who are current full-time seniors or who have graduated but have less than two years' experience in an athletics administration position; and (2) For nominees who have graduated and have a minimum of two years'

experience in an athletics administration position. Nominees must meet the federal guidelines for definition as a minority, minimum GPA of 3.0 (based on a 4.0 scale), planning to pursue a postgraduate course of study in athletics administration within five years of receipt of the award and demonstrated leadership qualities on a college/university or community level.

#### **NCAA POSTGRADUATE SCHOLARSHIPS, INTERNSHIPS & CAREER DEVELOPMENT**

*Ric Coy, Associate Director of AS2, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

***Please be aware of application due dates and allow yourself time to submit information.***

#### ***NCAA Postgraduate Scholarship Program – Applications due early January 2017 (Fall Sports), early March 2017 (Winter Sports) and early May 2017 (Spring Sports)***

The NCAA awards up to 174 postgraduate scholarships annually, 87 for men and 87 for women. The scholarships are awarded to student-athletes who excel academically and athletically and who are in their final year of intercollegiate athletics competition. The one-time grants of \$7,500 each are awarded for fall sports, winter sports and spring sports. Eligibility is restricted to student-athletes at NCAA member institutions who, in their final year of eligibility, have performed with distinction as members of varsity teams in the sport for which they were nominated. Nominees must have a minimum grade point average of 3.200 (based on a 4.000 scale), be nominated by the Faculty Athletics Representative or designee, and intend to continue academic work beyond the baccalaureate degree as a part-time or full-time graduate student. You must meet with Dr. Michael Teitell, Faculty Athletics Representative ([mteitell@mednet.ucla.edu](mailto:mteitell@mednet.ucla.edu)) before you begin the application process.

#### ***NCAA Ethnic Minority and Women's Enhancement Postgraduate Scholarship Programs – Applications due in November 2016***

Sixteen scholarships for ethnic minorities and 17 scholarships for women are available annually to college graduates who will be entering into the first year of their initial postgraduate studies. The applicant must be seeking admission or have been accepted into a sports-administration or related program that will assist the applicant in obtaining a career in intercollegiate athletics (athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics). Each award is valued at \$6,000.

#### ***Walter Byers Postgraduate Scholarship Program – Applications due in January 2017***

The Walter Byers Postgraduate Scholarship Program recognizes the excellence in academic performance by student-athletes. One male and one female student-athlete are annually awarded a postgraduate scholarship in recognition of outstanding academic achievement and potential for success in postgraduate study. It is intended that an individual named a Byers Scholar will be recognized as one who has combined the best elements of mind and body to achieve national distinction for his or her achievements, and promises to be a future leader in his or her chosen field of career service.

The Walter Byers Postgraduate Scholarship Program is separate and distinct from the NCAA Postgraduate Scholarship Program, which provides numerous annual awards with smaller stipends. The stipend for each Byers Scholarship is \$21,500 for an academic year. If the graduate school where the Byers Scholar is enrolled provides evidence of satisfactory performance and progress, the grant may be renewed for a second year. Therefore, in any single year, \$86,000 worth of scholarships are awarded (\$43,000 to the current year's recipients and \$43,000 to the previous year's awardees for their second year of graduate school).

Final award is contingent upon acceptance and attendance at an accredited, nonprofit educational institution; stipends are paid through the institution in which the Byers Scholar is enrolled for graduate study. Evidence of acceptance into a graduate degree program or a post baccalaureate professional degree program may be submitted after the notification of an award, but must be supplied by the institution in which the Byers Scholar enrolls for graduate work before the funding of the scholarship. If the initial awardee is not admitted to an appropriate graduate program, the award will be withdrawn and an alternate will receive the award. Financial need shall not be a factor in the granting of these scholarships. Awards from other sources will not disqualify an applicant, except that an awardee may not use more than one NCAA postgraduate scholarship.

To be eligible for consideration, nominees shall:

1. Have an overall undergraduate cumulative grade-point average of 3.500 or better (based on a maximum 4.000), or the equivalent in other recognized grading systems;
2. Have competed in intercollegiate athletics as a member of a varsity team at an NCAA member institution;
3. Be a graduating senior or be enrolled in graduate study at an NCAA member institution;

4. Have intentions of applying for admission into a graduate degree program at a properly accredited, nonprofit educational institution or into a post baccalaureate professional degree program at a professionally accredited law school, medical school, or the equivalent, without restriction as to the national site of the institution;
5. Be committed to work on a full-time basis toward a graduate degree or toward a post baccalaureate professional degree;
6. Have evidenced superior character and leadership;
7. Have demonstrated that participation in athletics has been a positive influence on the nominee's personal and intellectual development. Relative success in athletics is important but not of overriding significance; and
8. Enroll into a graduate degree program within 5 years of being named a Byers Scholar.

#### **NCAA Internship Program**

The NCAA offers one-year internships at its national office in Indianapolis, Indiana, providing on-the-job learning experiences for **college graduates** from a four-year NCAA member institution who express an interest in pursuing a career in the administration of intercollegiate athletics. These are paid, 12-month positions. The areas of the NCAA that offer intern positions are administrative services, branding and communications, championships, corporate and broadcast alliances, Division I men's and women's basketball, diversity and inclusion, education services, enforcement services, governance, membership services/student-athlete reinstatement and the NCAA Eligibility Center. Applicants are able to request their top three areas of interest in which they prefer to serve. For more information log on to [www.ncaa.org](http://www.ncaa.org) and click on Scholarships and Internships.

#### **NCAA Career in Sports Forum**

*Ric Coy, Associate Director of AS2, 310-825-6054, [rcov@athletics.ucla.edu](mailto:rcov@athletics.ucla.edu) \* See Ric Coy for all 2017 Career in Sports Forum dates and deadlines*

The Career in Sports Forum, an annual educational forum hosted by the NCAA, brings together 200 selected student-athletes to learn and explore potential careers in sports, with the primary focus on intercollegiate athletics. This unique, four-day forum is designed to assist student-athletes in charting their career paths, as well as provide an opportunity to network and learn from current athletics professionals. As a participant, you will hear from a variety of speakers and panelists during large, general sessions, and throughout the program engage as well with your peers in focused, small-group classroom discussions called "Color Teams."

The cutting-edge topics brought to you by industry experts include: how personal values intersect with career opportunities, how behavioral styles impact individual effectiveness, the key professional and career development information that assists with transition from a student-athlete to a professional, and the role of the intercollegiate coach or athletic administrator. You will also network with your peers, as well as the key decision-makers at the campus, conference and national level of intercollegiate athletics. The NCAA Career in Sports Forum is held in early June in Indianapolis, Indiana at the NCAA National Office.

**Eligibility** - NCAA member institutions may nominate up to 10 student-athletes to complete the online application to attend the Career in Sports Forum. Institutions are strongly encouraged to consider diversity in the areas of sport, gender and ethnicity/race when nominating student-athletes. Nominated student-athletes are required to have been athletically eligible, as well as participated, in an NCAA-sponsored sport during the current academic year. However, eligible student-athletes who will have graduated prior to the forum dates are also eligible to participate. Previous Career in Sports Forum participants are not eligible to reapply.

**Nomination and Application Process** - Beginning in late January, institutions may nominate student-athletes. Nominated student-athletes will receive an email that will direct them to the NCAA Program Hub to complete a profile and submit their application through the "Application" tab. All application materials must be submitted by the nominated student-athlete. The deadline to both nominate and submit all application materials is early March.

**Cost of Attendance** - There is no application or registration fee associated with the Career in Sports Forum. The NCAA will cover the costs associated with lodging, meal and program materials. The only costs to the participants shall be hotel incidentals. The NCAA will cover the cost of flights, ground transportation in Indianapolis, parking at the airport of origin and baggage fees.

#### **NCAA AFTER THE GAME RESOURCES FOR GRADUATING STUDENT-ATHLETES**

Graduating student-athletes as you prepare to enter the workforce, check out NCAA After the Game. The site is a valuable resource, especially for those seeking jobs in all professions, with a Career Center that is tailored to connect former college athletes with employers seeking to hire them and job seeker resources. Also, join the NCAA after the Game networking group on LinkedIn. It's a great way for student-athletes to build their professional network. For more information, contact [Monica Miller, mmiller@ncaa.org](mailto:mmiller@ncaa.org), Associate Director of former student-athlete engagement.

## **PAC-12 AWARDS, INTERNSHIPS & POSTGRADUATE SCHOLARSHIPS**

*Ric Coy, Associate Director of AS2, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

***Please be aware of application due dates and allow yourself time to submit information.***

### **PAC-12 Sports Management Fellow – Applications due February 1, 2017**

Each year the Pac-12 selects a former Pac-12 student-athlete to serve as the Sport Management Fellow in the Pac-12 Conference office. Applicants must meet the following educational and employment requirements:

- BA/BS from a Pac-12 Institution, have experience as an undergraduate varsity student-athlete, have an interest in intercollegiate athletics administration and in pursuing a career in some aspect of this field, be willing and able to relocate to the Bay Area.

### **PAC-12 Leadership Award – Applications due in October 2017**

The Pac-12 Leadership Award is a \$3000 postgraduate scholarship designed to recognize student-athletes who have served on their institutional Student-Athlete Advisory Committees (SAAC) and demonstrated leadership. To be eligible for the award, nominees must be in their final year of intercollegiate athletics eligibility, and on track to graduate (may be a fourth or fifth year senior, or already in graduate school).

### **PAC-12 Postgraduate Scholarship – Applications due in May 2017**

The Pac-12 Conference created a postgraduate scholarship program to honor outstanding student-athletes from its member institutions who also are outstanding scholars. The Conference each year will award 24 scholarships of \$9,000 each to student-athletes who have excelled academically and athletically and are in their last year of intercollegiate athletics competition. Each Pac-12 institution will select two student-athlete recipients, one male and one female, through its institutional selection process.

To be selected for a Pac-12 postgraduate scholarship, a student-athlete must:

1. Have an overall undergraduate minimum cumulative grade-point average of 3.000 (based on a 4.000 scale) or its equivalent;
2. Be in his or her final season of intercollegiate athletics eligibility and competition under Pac-12 legislation. The student-athlete will be evaluated on the basis of all academic work completed at time of selection;
3. Have performed with distinction as a member of the varsity team in the sport in which the student-athlete has been nominated. The degree of the student-athlete's athletic achievement will be weighed at least equally with the degree of academic performance;
4. Intend to continue academic work beyond the baccalaureate degree as a full-time graduate student. The Pac-12 expects a scholarship recipient to enroll as a full-time graduate student in a graduate or professional school of an academically accredited institution. **Recipients must be admitted into a graduate school in order to apply.** Schools will have the option of giving the awards to current seniors, or to any student-athlete that has graduated in the last three years; and
5. Have behaved, both on and off the field, in a manner that has brought credit to the student-athlete, the institution and intercollegiate athletics.

If the student-athlete meets the above requirements, participation in campus and/or community service activities will be considered when choosing recipients. Institutions will consider participation in activities in which the student-athlete serves as an example to other students and a demonstration of leadership qualities.

The Pac-12 Postgraduate Scholarships are one-time grants and are not renewable. Need is not a factor in granting these scholarships. Receiving awards from other sources does not make a selected recipient ineligible for a Pac-12 postgraduate scholarship. The application process is in the spring of each year, with the names of the award winners reported to the Conference office in mid-April. The Conference office will provide a "Verification of Enrollment Form" which must be completed and returned to the Conference office, after which payment will be made directly to the graduate institution.

### **PAC-12 Sportsmanship Award – Applications due in March 2017**

Each Pac-12 member institution is asked to submit one male and one female student-athlete for the Pac-12 Sportsmanship Award. To be eligible for this award, the student-athlete must:

1. Have demonstrated consistently good sportsmanship and ethical behavior in his/her daily participation in intercollegiate athletics;
2. Have demonstrated good citizenship outside of the sports-competition setting;
3. Be in good academic standing; and
4. Be a member of an intercollegiate athletics team during that academic year.



The Pac-12 Conference Student-Athlete Advisory Committee selects the winners of the Pac-12 Sportsmanship Award each year from nominations submitted by member institutions. One male and one female are selected annually, and those winners are forwarded to the NCAA for consideration for the NCAA Sportsmanship Award.

## **STUDENT-ATHLETE DEVELOPMENT**

The Bruin Student-Athlete Development Program strives to enhance the student-athlete experience within the University setting by coordinating educational programs that address personal growth, leadership, professional development, and community service. Our goal is to assist student-athletes with their transition to college, provide opportunities to enhance their college experience, support the development of a well-balanced lifestyle, and prepare student-athletes to be champions in life. For more information, contact Ric Coy, Associate Director of AS2, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)

### **BRUIN ATHLETIC COUNCIL (BAC)**

The Bruin Athletic Council (BAC) is a leadership group that consists of representatives from all 25 Bruin teams that meet throughout the academic year. The BAC provides an important voice to the athletic administration, and serves as a forum to offer input regarding the student-athlete experience, programming ideas/needs, and Pac-12 and NCAA legislation. They are ambassadors for UCLA Athletics that are responsible for organizing and participating in community service and leadership activities, communicating information on upcoming events to their teams and coaches, and promoting unity among all athletic teams. Student-athletes who are interested in BAC should talk with their head coach or contact Ric Coy.

### **THE WOODEN ACADEMY: TEAMWORK, LEADERSHIP & CHARACTER**

The Wooden Academy is a leadership development program designed to educate and support Bruin student-athlete leaders. The pillars of the Wooden Academy are teamwork, leadership and character. The program was named after legendary Coach John Wooden, and strives to teach the principles of his Pyramid of Success. We believe that these skills will assist student-athletes in their pursuit to be successful leaders and teammates at UCLA, and as they prepare to be champions in life. Student-athletes have the opportunity to participate in the Wooden Academy each year by attending seminars to learn practical leadership lessons from coaches, administrators and Bruin alumni.

- **Leadership Development Program (LDP):** The LDP is designed to teach freshmen and transfers the skills they need to lead themselves and effectively work with others. Our goal is to create a strong network of future Bruin leaders. Freshmen and transfers are required to attend two (fall/spring quarter) sessions in their first year. Voluntary continuation LDP program for Sophomores/Juniors/Seniors.
- **Wooden Academy Seminars:** These seminars are designed to address leadership, personal and professional development topics that are relevant to the student-athlete experience. All student-athletes are required to attend two Wooden Academy Seminars per academic year.

### **PROFESSIONAL DEVELOPMENT**

UCLA Athletics encourages student-athletes to start their professional development once they arrive on campus. In addition to the numerous career planning workshops and resources that are offered through the Career Center, the Student-Athlete Development program hosts professional development opportunities for student-athletes. Our goal is to provide opportunities for students to identify and learn how to market their transferable skills and prepare for the transition from their athletic career to the professional world. Career information is also posted in the Kneller Academic Center. Student-athletes are encouraged to get a copy of the **Bruin Student-Athlete Career Development Guide** to assist you with resume and professional development tips. For assistance with professional development contact Ric Coy.

### **CAREER CENTER COACHES**

501 Westwood Plaza (at Strathmore), Floors 2 & 3, 310-206-1915, [www.career.ucla.edu](http://www.career.ucla.edu)

The Career Center provides a wide range of information and resources to help students choose and prepare for their careers. The center offers various workshops (e.g. resume writing, interview techniques, job search), career fairs, internships and study abroad programs. Student-athletes are encouraged to schedule an appointment with their assigned Career Center Coach to discuss career-related questions or concerns.

### **ATHLETES EQUAL BUSINESS - [www.athletesequalbusiness.com](http://www.athletesequalbusiness.com)**

**Athletes Equal Business (AEB)** provides one-on-one career planning, resume development, and assistance with interviewing skills. AEB assists student-athletes, who have exhausted their athletic eligibility, in arranging interviews with several Fortune 500 Companies. They are dedicated to coaching, counseling and placing highly talented student-athletes into the corporate world. For more information, contact Ross Lerner, 818-802-1156 [rlerner@athletesequalbusiness.com](mailto:rlerner@athletesequalbusiness.com) or Ric Coy.

**ATHLETES TO CAREERS - [www.athletestocareers.com](http://www.athletestocareers.com)**

**Athletes To Careers (A2C)** an organization dedicated to hours of live coaching, mentoring and advising athletes across the country in the art of finding and landing the career opportunity of their choice. Whether it is right off the playing field or after years of successful experience, A2C Career Coaches meet, educate, prepare and coach top-flight talented athletes before introducing them to our Corporate Partners. Taking the fear of the unknown out of the equation and facilitating LIVE meetings, A2C helps people connect live with their next potential team. Come experience the difference, it's totally cost free to the schools and the athletes. For more information, contact Howie Jacobson, 714-290-3968 [hjacobson@athletestocareers.com](mailto:hjacobson@athletestocareers.com) or Ric Coy.

**NCAA AFTER THE GAME**

The goal of this career center is to promote connections between former NCAA student-athletes of all ages and employers in a wide variety of professions who want to hire them. Former NCAA student-athletes can post their resume, find employment opportunities and get job-seeking advice for free. For employers wanting to hire former NCAA student-athletes of all ages, this is the go-to place to post jobs and peruse resumes. For more information, go to

<http://www.ncaa.org/student-athletes/former-student-athlete/ncaa-after-game-career-center>

**ATHLETE NETWORK - [www.athletenetwork.com](http://www.athletenetwork.com)**

Athlete Network provides current and former student-athletes the opportunity to build a professional network with current and alumni student-athletes and business organizations that are interested in hiring student-athletes. They provide numerous on-line career development resources and post-graduate job opportunities to assist student-athletes in their transition from competitive athletics to the work place.

**WORKSHOPS/PANELS/NETWORKING NIGHTS**

Throughout each academic year, the Athletic Department hosts professional development events, such as: Graduate and Professional School Panels, Alumni Career Panels, Networking Nights, Dining and Professional Etiquette and Life after Sports Workshops. These workshops and events are valuable opportunities for student-athletes to meet and network with alumni, get resume tips, and polish their professional skills.

**STUDENT-ATHLETE MENTORS (SAMS)**

The Student-Athlete Mentor Program (SAMS) was reintroduced in the winter of 2010. The purpose of this group is to provide each team with a representative(s) that will be trained and able to serve as a role model and resource to his or her teammates and other student-athletes. SAMS will deal with a variety of issues, including but not limited to: alcohol and drug abuse, nutrition and eating disorders, basic counseling and referral skills, safety, stress, sexual harassment and misconduct. The members of SAMs are committed to displaying a positive image to fellow athletes by providing help and support through education, awareness, and the promotion of healthy lifestyles. For more information, contact Ric Coy.

**COMMUNITY OUTREACH**

Bruin student-athletes have the opportunity to participate in community outreach activities on campus and throughout the Los Angeles area, such as, food and clothing drives, Dribble for the Cure, participation in elementary/middle school activities, visits to Mattel Children's Hospital, individual speaking engagements and events, sports clinics, the "I'm Going to College" program, and Adopt-a-Classroom (pen pal program). These service opportunities give student-athletes a chance to mentor youth, give back to the community and serve as ambassadors for UCLA Athletics.

**\* IMPORTANT NOTE: All student-athletes and coaches must receive prior written approval to participate in any charitable or non-profit activities. Contact Ric Coy 310-825-6054 or Dan Goldberg, 310-794-8813 for more information.**

**TEAM WORKSHOPS/STUDENT-ATHLETE EDUCATION**

Personal development workshops are provided to student-athletes on topics such as interpersonal communication, leadership, teambuilding, substance use and misuse, nutrition, etiquette, social networking, time and stress management. These workshops are conducted by Athletic Department staff, UCLA staff or faculty, and alumni or professional speakers.

**MEDIA RELATIONS/ATHLETIC COMMUNICATIONS**

UCLA Athletic teams receive an incredible amount of attention from the media. Interacting with the media gives student-athletes the opportunity to share their stories and promote their team and the Bruin family. These experiences will help students perfect their communication and interpersonal skills that will transfer into life after their college experience.

UCLA's Sports Information Office helps to prepare student-athletes for the various media opportunities they will encounter through the visibility of the Bruin program. Student-athletes have a responsibility to their coaches and teammates to cooperate with the news media. UCLA student-athletes represent themselves, their teammates, coaches, and the entire Athletic Department when interacting with members of the news media. Student-athletes are asked to never give out their home or cell phone number to any media member. All media requests should be arranged by the Athletics Communication office. Contact the athletics communication director for your sport with questions about interviewing or dealing with the media.

#### **STUDENT-ATHLETE EXPERIENCE EVALUATIONS**

At the end of each sport season, student-athletes will be asked to complete Student-Athlete Experience Evaluations. These surveys give student-athletes the opportunity to provide anonymous feedback about their coaches and suggestions for improving their overall experience. For more information, contact Ashley Armstrong.

#### **EXIT SURVEYS & INTERVIEWS**

At the conclusion of a student-athletes athletic eligibility, seniors are asked to complete a comprehensive exit survey. The survey evaluates issues and areas related to the student-athletes overall experience. Student-athletes who leave the program for other reasons (i.e., transfer, quit the team, etc.) are also asked to complete the exit interview survey. A select number of student-athletes are chosen to participate in a face-to-face interview with their Sport Supervisor and/or Ashley Armstrong. Questions asked in the face-to-face interview refer to the student-athletes' overall experience. For example: facilities, equipment, academic services, career planning, personal development, time demands, facilities, coaches, and support staff. Results from the exit surveys and face-to-face interviews are shared with the Sport Supervisors. Specific issues that are raised in the exit interviews are addressed by the sport supervisors with the appropriate support units and/or sport. For more information, contact Ashley Armstrong.

#### **BRUIN VARSITY CLUB**

*J.D. Morgan Center, Suite 310, Shaina Zaidi, 310-206-3302, [bruinvarsityclub@athletics.ucla.edu](mailto:bruinvarsityclub@athletics.ucla.edu)*

The Bruin Varsity Club (BVC) is an exclusive association of UCLA letterwinners seeking to uphold the legacy of UCLA Athletics through a united and engaged alumni community. The BVC works with over 300 Alumni Mentors who are available to meet with current student-athletes and alumni individually for career networking purposes and professional opportunities.

Graduating seniors are automatically enrolled in the Bruin Varsity Club as active members and will receive a BVC membership card for admission to all UCLA regular season home sporting events (with the exception of men's basketball) at their end-of-the-year banquets. The Bruin Varsity Club also manages the distribution of varsity rings which have been designed exclusively for UCLA student-athletes and are awarded to four-year letterwinners in their respective sports.

### **CAMPUS RESOURCES**

#### **CAREER CENTER**

*501 Westwood Plaza (at Strathmore), Floors 2 & 3, 310-206-1915, [www.career.ucla.edu](http://www.career.ucla.edu)*

The UCLA Career Center is dedicated to offering UCLA students and alumni opportunities to make thoughtful and deliberate career choices. They provide progressive services and resources to help students choose and prepare for their careers, prepare and apply to graduate or professional school, learn job search skills, and find employment opportunities. The Center offers various workshops (e.g., writing a resume, interview techniques), hosts career fairs, and provides customized guidance and resources for securing internship and career opportunities. Students should register for BruinView (the online career portal found on MyUCLA), which provides exclusive access to hundreds of online job and internship postings, campus interviews, and information sessions at the UCLA Career Center. Student-athletes can use the drop-in hours (Tuesday-Thursday 10AM - 2PM) for a 15 minute session, or schedule a full 30 minute appointment. Appointments may be made directly through BruinView or by emailing your assigned career counselor.

#### **COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)**

*John Wooden Center West, 310-825-0768, [www.caps.ucla.edu](http://www.caps.ucla.edu)*

Counseling and Psychological Services (CAPS) assists students as they face the challenges of the university experience. CAPS provides a safe place for any student to talk with a professional about concerns or problems which may interfere with personal growth and academic achievement. These concerns or problems may include depression, anxiety, eating concerns, roommate disputes, relationships, sexuality, family health challenges, bereavement, and substance use and abuse. CAPS offers brief individual and group counseling, psychiatry, crisis intervention, consultation, outreach, prevention, and education

programs. CAPS maintains a strict policy of confidentiality. No information is released without the student's written consent except where disclosure is required or allowed by law.

Each quarter CAPS offers a variety of wellness skills groups and daily drop in groups focused on helping students "Cope through the Quarter." Contact CAPS or visit the website for more information.

Student-athletes with UC SHIP receive CAPS counseling services at no charge. For student-athletes who waive UC SHIP there is a \$15 copayment for services. Student-athletes without UC SHIP coverage should see their Learning Specialist or Athletic trainer for more information regarding Athletics coverage for CAPS fees. In order to use CAPS services please go to CAPS and request an *athletics brief screening appointment*. You will be asked to complete paperwork and will then meet briefly with a counselor, who will help you schedule your initial intake appointment with a CAPS clinician or provide referrals if needed. Remember, CAPS maintains a strict policy of confidentiality. No information is released without the student's written consent except where disclosure is required or allowed by law.

#### **CARE (CAMPUS ASSAULT RESOURCES & EDUCATION) @ CAPS**

Counseling Center at Wooden Center West, [www.counseling.ucla.edu/CARE](http://www.counseling.ucla.edu/CARE)

Zabie Yamasaki, M.Ed. Assistant Director, CARE, (310) 825-6552

Victoria Molina, MSW (CARE Advocate), [vmolino@saonet.ucla.edu](mailto:vmolino@saonet.ucla.edu), (310) 206-2465

Jacqueline Wright (CARE Advocate), 310-794-4959

CARE at CAPS is a safe place for survivors of sexual assault, intimate partner violence, and stalking to get support, consultation, and have a safe place to talk. *Students can get help without formally reporting an assault or requesting formal treatment.*

CARE at CAPS offers:

- **Immediate CARE Response** - CARE services include 24-hour crisis counseling, referrals to the Rape Treatment Center at Santa Monica – UCLA Medical Center, medical and legal options, and consultation.
- **Short Term Counseling** - Counselors to help students work through feelings and explore the impact and meaning of their experience. Medication and referrals to long-term treatment are also available.
- **Resource Navigation, Support and Advocacy** - Student Care Managers/Advocates for CARE are available to consult with students, families, staff, and faculty to determine a helpful approach or course of action.
- **Prevention & Education Programs** - CARE workshops and trainings are offered to students, faculty, and staff to educate the community about sexual violence prevention and response. The CARE Training Certificate program is offered to student leaders committed to taking a stand against sexual and gender-based violence.

#### **CENTER FOR ACCESSIBLE EDUCATION (CAE)**

A-255 Murphy Hall, 310-825-1501 [www.osd.ucla.edu](http://www.osd.ucla.edu)

The Center for Accessible Education (CAE) provides a wide range of academic support services to regularly enrolled students with documented permanent or temporary disabilities in compliance with federal and state laws and University policies. Academic support services are determined for each student according to specific disability-based requirements. Students with documented learning disabilities, Attention-Deficit/Hyperactivity Disorder, psychological disabilities, Autism Spectrum Disorders, acquired brain injuries, mobility impairments (temporary or permanent), visual impairments, hearing impairments, and other health conditions may be eligible for services.

The range of services includes readers, notetakers, sign language interpreters/captioning, proctor and test-taking arrangements, on-campus transportation, priority enrollment, special parking assistance, housing assistance, processing of California Department of Rehabilitation authorizations, campus orientation, adaptive equipment, referral to the Disabilities and Computing Program, and support groups and workshops. CAE services are free to students and all contacts and assistance are handled confidentially. Student-athletes with learning concerns or other documented disabilities or temporary impairments are encouraged to work with AS2 Learning Specialists.

#### **IMPORTANT NOTICE FOR STUDENTS WITH ADHD**

**Student-athletes diagnosed with ADHD who take medication are mandated to provide medical documentation, which must be on file with the UCLA Sports Medicine Office *prior to the first practice session*. Failure to do so may prohibit the student-athlete from practicing and competing. Student-athletes with questions or concerns should contact their Athletic Trainer and can work with the AS2 Learning Specialists to coordinate medical documentation and educational support and accommodations.**

## TEMPORARY DISABILITY REQUEST PROTOCOL

Mattie Gullatt, AS2 Learning Specialist, 310-794-7690, [mgullatt@athletics.ucla.edu](mailto:mgullatt@athletics.ucla.edu)

Veronica Rodriguez-Mora, Basketball Academic Coordinator, 310-206-6499, [vmora@athletics.ucla.edu](mailto:vmora@athletics.ucla.edu)

Sabrina Youmans, AS2 Senior Learning Specialist, 310-909-9814, [syoumans@athletics.ucla.edu](mailto:syoumans@athletics.ucla.edu)

Emily Zaplatosch, AS2 Learning Specialist, 310-206-6618, [ezaplatosch@athletics.ucla.edu](mailto:ezaplatosch@athletics.ucla.edu)

Center for Accessible Education, 310-825-1501 [www.osd.ucla.edu](http://www.osd.ucla.edu)

When a student-athlete has surgery or an injury, including a concussion, that affects their mobility or ability to take notes, the student-athlete, with appropriate medical documentation, can request temporary Center for Accessible Education (CAE) services such as transportation, notetaking, and/or disability parking.

Please complete the Student-Athlete Temporary Disability Protocol form and corresponding paperwork prior to surgery or directly after injury. It may take several days to determine eligibility for accommodations and/or course modifications, so it is imperative that you complete all forms in a timely manner and promptly communicate with your professors, teaching assistants, and learning specialists. Students have the responsibility to:

- Complete the Verification of Disability form with your athletic trainer available at [http://www.osd.ucla.edu/portals/3/documents/Verification\\_Disability.pdf](http://www.osd.ucla.edu/portals/3/documents/Verification_Disability.pdf)
- Submit medical documentation, quarter Calendar listing all major assignments and exams (available in AS2 resource wall) to team's learning specialist
- Review weekly schedule, including courses, practice times, weights/conditioning, mentoring appointments, and peer learning sessions and notify any facilitators of absences due to medical concerns

## UCLA LIBRARY: 3 THINGS EVERY STUDENT-ATHLETE NEEDS TO KNOW

**1. We're BIG, We're FREE, and We're here to help.** UCLA Library offers free access to millions of books, articles, and scholarly resources online and in person. We're also here to help you succeed at UCLA. Let us know how we can help you! <http://library.ucla.edu>

**2. We study your classes, too.** UCLA Library has created *Research Guides* for nearly every subject and many courses at UCLA. See <http://guides.library.ucla.edu> to find research guides for your courses. We even have a *Research Guide* designed just for student-athletes: <http://guides.library.ucla.edu/athletes>

**3. You can take us with you on the road:** Even when you are off-campus, you can still get help and access library resources online:

- To get research help, access our 24/7 "Ask a Librarian" chat service at <http://www.library.ucla.edu/questions/>
- To set up your computer to access library resources, see <http://www.bol.ucla.edu/services/proxy>
- To keep in touch, search for UCLA Library on Facebook and Twitter

## FINANCIAL AID OFFICE

Murphy Hall A129J, 310-206-0400, [www.financialaid.ucla.edu](http://www.financialaid.ucla.edu)

Roger Ling, [rling@athletics.ucla.edu](mailto:rling@athletics.ucla.edu)

The mission of the Financial Aid Office is to help remove financial barriers and to assist students in meeting the rising cost of attendance at UCLA. The role of the Financial Aid Office is to fill the gap that exists between the cost of attendance and funds available from your family, savings and other resources. The office will assist you with completing your application for financial aid, determining your level of need and offering financial aid to meet your educational expenses. The staff is available to answer any questions you may have regarding financial aid to address your eligibility concerns. General Financial Aid Tips:

- The website for completing the Free Application for Federal Student Aid (FAFSA) is [www.fafsa.ed.gov](http://www.fafsa.ed.gov), NOT [www.fafsa.com](http://www.fafsa.com). Fafsa.com is a private company that charges a fee.
- The deadline for University and Cal Grants is at the beginning of each March (date varies). You can still fill out a FAFSA after the deadline, but you may not be eligible for some grants.
- If you are completing a FAFSA for the first time and do not have a pin number, you need to allow for 2 days to receive your pin number.
- To apply for summer aid through the Financial Aid Office, you have to fill out the Summer Supplemental Aid Form and must be enrolled in at least 6 units.
- If you have a cumulative GPA of a 3.5 or higher and you are not receiving athletics aid, you may qualify for university scholarships.
- If you are interested in scholarship information, stop by the Scholarship Resource Center on the 2<sup>nd</sup> floor of Covell Commons.

**\* IMPORTANT NOTE:** The biggest mistake students make is not completing their FAFSA on time because their parents have not filed their income taxes. **YOU DO NOT HAVE TO WAIT.** You can put in an estimated amount, use last year's information or simply enter zero. The important thing is that the application is completed before the March deadline. Awards will not be given until they have the correct income for that year, but at least the application is received. If estimated info is used on the FAFSA, be sure to remember to log in to your FAFSA to update the estimated information as soon as your parents have filed their tax returns.

#### **OFFICE OF OMBUDS SERVICES**

*Strathmore Building, 501 Westwood Plaza, Suite 105, 310-825-7627, [www.ombuds.ucla.edu](http://www.ombuds.ucla.edu)*

The Office of Ombuds Services is a place where members of the UCLA community—students, faculty, staff and administrators—can go for assistance in resolving conflicts, disputes or complaints on an informal basis. In order to afford visitors the greatest freedom in using its services, the Office is independent, neutral and confidential.

The Office of Ombuds Services works to ensure that all members of the University community receive fair and equitable treatment in matters of concern or complaint. The Ombudspersons facilitate communication and assist parties in reaching their own mutually acceptable agreements when conflicts arise. Acting as neutrals and committed to confidentiality, the Ombudspersons may gather information on complaints, clarify issues, expedite processes or, when appropriate, initiate mediation. The response of the Office is tailored to the dynamics of the situation and the informed consent of the visitor. The Ombudspersons are respectfully impartial with all parties to a conflict. The Office operates within University policy and reports to the Chancellor's Office for administrative and budgetary purposes. Ombudspersons may make recommendations for review or change when policies or procedures of the University generate trends or patterns in conflicts and concerns.

#### **UCLA ATHLETE ALLIES**

*Ric Coy, Associate Director of AS2, 310-825-6054, [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)*

*Kirk Walker, Assistant Softball Coach, 310-206-6779, [kwalker@athletics.ucla.edu](mailto:kwalker@athletics.ucla.edu)*

UCLA Athlete Allies is a partnership between the Department of Intercollegiate Athletics and the Department of Cultural & Recreational Affairs. UCLA Athlete Allies are individuals who STAND UP against discrimination, homophobia and bullying in sports and recreation, and bring the message of respect, inclusion and equality to their athletic, sports and recreation community. UCLA Athlete Allies communicate to others that non-inclusive language will not be tolerated and they do not make derogatory slurs, jokes or other comments. They also refrain from actions that intimidate, humiliate or demean persons or groups. UCLA Athlete Allies include competitive and recreational student-athletes as well as coaches, participants, students, faculty, staff, officials, parents and fans.

**UCLA Athlete Allies Pledge To:** UCLA Athlete Allies pledge to lead the UCLA community to respect and welcome all persons, regardless of sexual orientation, gender, race, ethnicity, national origin, age, religion, and physical or mental disabilities. Beginning right now, UCLA Athlete Allies will do their part to promote the best of UCLA sports and recreation by making all student-athletes, coaches, participants, students, faculty, staff, officials, parents and fans feel welcomed and respected on and off the field.

#### **LESBIAN GAY BISEXUAL TRANSGENDER CAMPUS RESOURCE CENTER (LGBT RESOURCE CENTER)**

*B36 Student Activities Center, 310-206-3628, [www.lgbt.ucla.edu](http://www.lgbt.ucla.edu)*

The LGBT Campus Resource Center provides a comprehensive range of education and advocacy services supporting intersectional identity development. The Center fosters unity, wellness, and an open, safe and inclusive environment for lesbian, gay, bisexual, intersex, transgender, queer, asexual, questioning, and same-gender-loving students, faculty, staff, alumni, their families, and the entire campus community.

The Center offers educational workshops and training seminars for classes, campus agencies, and departments about LGBT lives and issues. They design programs specifically for target audiences and may include students who talk about their own experiences. The professional staff works throughout UCLA to ensure that LGBT voices are represented for sensitive and inclusive UC policies and practices. They provide confidential assistance and support to students, faculty, and staff who feel they have experienced harassment or discrimination, or who have questions round issues of health, housing, financial aid, classroom, and personnel. They also are available for consultation to the UCLA community regarding matters of policy pertaining to sexual orientation and gender identity.

Counselors in Residence are available for individual drop-in consultation several days a week. If you would like to schedule an appointment, please email any of our counselors: Dee Chappelle, [dchappelle@caps.ucla.edu](mailto:dchappelle@caps.ucla.edu) ; Amanda Bartolomeo, [abartolomeo@caps.ucla.edu](mailto:abartolomeo@caps.ucla.edu); Saeromi Kim, [skim@caps.ucla.edu](mailto:skim@caps.ucla.edu); Peter Kassel, [pkassel@caps.ucla.edu](mailto:pkassel@caps.ucla.edu). The Center also has

one member of Campus Assault Resources & Education available for individual drop-in consultations. C.A.R.E. is a safe place for survivors of sexual assault, dating violence and stalking to get support, consultation, and to have a safe place to talk.

#### **ACADEMIC ADVANCEMENT PROGRAM (AAP)**

1232 Campbell Hall, 310-206-1551, [www.aap.ucla.com](http://www.aap.ucla.com)

The Academic Advancement Program (AAP) is the nation's largest university-based student diversity program. AAP has enjoyed a tradition of academic excellence at UCLA for over 35 years. AAP is available to nearly 6,000 UCLA undergraduates from diverse populations who have been historically underserved by higher education. These groups include first-generation college students, students from low-income families and students from underrepresented populations. AAP promotes academic achievement and excellence through academic advising, collaborative learning workshops, mentoring to prepare for graduate studies and professional schools, summer bridge programs for entering freshmen and transfer students, and scholarships for students.

#### **GRADUATE MENTORING & RESEARCH PROGRAMS (GMRP)**

1202 Campbell Hall, 310-794-4186, [www.aap.ucla.edu/graduate-mentoring-and-research-programs](http://www.aap.ucla.edu/graduate-mentoring-and-research-programs)

Are you thinking about applying to graduate or professional school? If so, the AAP Graduate Mentoring and Research Programs office offers AAP students the opportunity to obtain valuable preparation. Free services include: 1) one-on-one mentoring with a currently enrolled UCLA graduate student; 2) workshops and information sessions; 3) review of statements of purpose and other professional school admissions materials; and 4) a resource library.

#### **ETHNIC STUDIES CENTERS**

[www.iac.ucla.edu](http://www.iac.ucla.edu)

UCLA is home to four ethnic studies research centers, among the very first organizations of their kind in the country. The Centers conduct original research and build community partnerships, earning international acclaim for their accomplishments. The Centers also work together, modeling the interethnic cooperation that is so necessary in today's society.

- **American Indian Studies Center** – 3220 Campbell Hall, 310-206-4380, [www.aisc.ucla.edu](http://www.aisc.ucla.edu)
- **Asian American Studies Center** – 3230 Campbell Hall, 310-825-2974, [www.aasc.ucla.edu](http://www.aasc.ucla.edu)
- **Chicano Studies Research Center** – 193 Haines Hall, 310-794-9167, [www.chicano.ucla.edu](http://www.chicano.ucla.edu)
- **Ralph J. Bunche Center for African American Studies** - 160 Haines Hall, 310-825-7403, [www.bunchecenter.ucla.edu](http://www.bunchecenter.ucla.edu)

#### **INTERNATIONAL STUDENTS – DASHEW CENTER**

106 Bradley Hall, 310-825-1681, [www.internationalcenter.ucla.edu](http://www.internationalcenter.ucla.edu)

The Dashew Center for International Students and Scholars (DCISS) is a campus resource for international students that assist students in areas such as interpreting immigration regulations, understanding employment options, and making cultural, educational, and personal adjustments to the campus and the community. The goal of DCISS is to enhance the UCLA experience for international students and scholars through their programs and services. As a resource and learning center, DCISS hosts cultural and entertainment programs and activities throughout the year, and for the entire UCLA community, to promote global connection, international understanding and cultural sensitivity.

#### **IMPORTANT INFORMATION FOR NEW INTERNATIONAL STUDENT-ATHLETES:**

F-1 students are required by the U.S. Department of Homeland Security (DHS) and DCISS to complete an F-1 Visa Workshop and Visa Check-In, both components of [iSTART@UCLA](http://iSTART@UCLA), to validate their F-1 status in the U.S. Failure to complete your check-in requirements will result in severe consequences for your visa status within the U.S.

##### ***Mandatory Visa Workshop***

All newly admitted F-1 students are required to complete the mandatory F-1 Visa Workshop requirement. The F-1 Visa workshop is only offered online through [iSTART@UCLA](http://iSTART@UCLA): Pre-Arrival Orientation. This workshop will provide you with information on how to maintain your F-1 status at UCLA, apply for F-1 benefits and request for services provided by DCISS. **\*\* All newly admitted F-1 students must complete the F-1 Visa Workshop online and pass the F-1 Visa Workshop Quiz to successfully meet this requirement.**

##### ***Mandatory Visa Check-In***

Upon arrival to UCLA, all newly admitted F-1 students are required to check-in with DCISS. The mandatory Visa Check-In requirement can only be completed in-person at Bradley International Hall at **ONE** of the designated DCISS Visa Check-In Sessions.

Please bring the following documents to **ONE** of the Visa Check-In Sessions:

- Completed DCISS F-1 Check-In Form
- Copy of page 1 and 2 of your UCLA I-20
- Copy of your I-94 Admission Record (accessible at [www.cbp.gov/i94](http://www.cbp.gov/i94) only after arrival to the U.S.)
- Copy of your F-1 Visa (Canadian citizens exempt)
- Copy of your Copy of your Passport Photo Page
- Original Passport and UCLA I-20

**Please Note:** Only make copies of the documents listed above **AFTER** your arrival to the U.S. DCISS does not provide photocopy services. You will not be able to complete the Visa Check-In if you do not have all of your required copies.

#### ***DCISS Hold***

If you do not complete the F-1 Visa Workshop and the Visa Check-In requirements by the end of Week 2 of your first Quarter at UCLA, an all-services hold from DCISS will remain on your Student Record which will affect your eligibility to receive services from DCISS and UCLA departments, restrict your course enrollment and limit your access to UCLA campus resources.

**\*\* Failure to comply with visa check-in requirements will result in termination of your F-1 status.**

#### **IMPORTANT INFORMATION FOR MAINTAINING YOUR F-1 VISA STATUS:**

##### ***Full-Time Enrollment***

F-1 students must maintain full-time enrollment and make normal academic progress toward completion of their degree program.

- Full-time Enrollment: minimum of 12 units per academic quarter. Students are not required to enroll full-time for the Summer.
- F-1 students are not allowed to drop below full-time enrollment without receiving prior authorization for a Reduced Course Load (RCL) from DCISS.

**\*\* Failure to maintain full-time enrollment during your program will result in severe consequences for your F-1 status.**

##### ***Address Reporting***

F-1 students are required to have a valid local mailing address and permanent foreign address at all times (P.O. Box addresses not valid).

- Local Address: Must be a valid, residential address in the Los Angeles area where you will be residing during your F-1 program at UCLA. This address cannot be an address outside of the U.S., outside of California, or an academic department address (P.O. Box addresses not valid).
- Permanent Address: must be a valid, residential address outside of the United States (P.O. Box addresses are not valid).
- E-Mail: The e-mail address listed in MyUCLA will be the primary method of communication that DCISS will use to contact you. Please make sure that you list an e-mail address in MyUCLA that you check regularly.
- Phone Number: must have a valid 10 digit U.S. telephone number in MyUCLA account.

**\*\* Please keep all of your addresses up-to-date on MyUCLA. Changes in address (local and permanent) must be updated in MyUCLA within 10 days of the change. Failure to maintain a valid local and permanent address will affect your visa status and eligibility for services at DCISS.**

**Valid Passport:** All F-1 students must maintain a valid passport at all times. Your passport must always be valid for at least 6 months into the future.

##### ***Employment***

###### ***On-Campus Employment:***

F-1 students are eligible to work part-time (up to 20 hours per week) during the academic year and full-time (more than 21 hours per week) during winter and summer vacation. On-campus employment may include teaching assistantships, research assistantships, reader appointments, or student positions at the campus library, bookstore, food/dining services, etc. F-1 students can work on-campus without obtaining employment authorization from DCISS or the U.S. Citizenship and Immigration Services (USCIS).



Suggested On-Campus Employers: Associate Students UCLA, Transportation & Parking Services, and UCLA Library. For jobs with UCLA departments, please contact that specific department for job opportunities. For other job opportunities, please check the Ackerman Union – Level A job bulletin wall.

**\*\* Note: F-1 students are not eligible for work-study appointments.**

#### Off-Campus Employment:

F-1 students may not engage in off-campus employment (including paid and unpaid internships) before receiving proper employment authorization from DCISS. *Types of Off-Campus Work Authorization:*

- Curricular Practical Training (CPT): Employment authorization approved by DCISS for you to engage in an internship or employment opportunity directly related to your field of study and integral to your academic program.
- Optional Practical Training (OPT): Up to 12-months of employment authorization approved by the U.S. Citizenship and Immigration Services (USCIS) for you to gain practical experience in your field of study upon completion of a degree program.

**\*\* You must have a Social Security Number (SSN) to receive wages from employment in the U.S.**

#### **Program Completion – Grace Period**

Upon completion of your degree program, you have 60-days to:

- Prepare for departure from the U.S.
- Transfer to another school/degree program by requesting a SEVIS Transfer Out
- Change your visa status

**\*\* Students may not exit and re-enter the U.S. in F-1 status during their 60-day grace period.**

#### **STUDENT LEGAL SERVICES**

A239 Murphy Hall, 310-825-9894, [www.studentlegal.ucla.edu](http://www.studentlegal.ucla.edu)

Student Legal Services (SLgS) provides confidential legal counseling and assistance regarding a wide range of legal issues to all currently registered and enrolled UCLA students. SLgS is able to help students with a variety of problems, including: landlord/tenant relations; accident and injury problems; domestic violence and harassment; criminal matters; divorces and other family law matters; automobile purchase, repair, and insurance problems; credit, collections and financial issues; employment matters; and health care and consumer problems. The office also frequently assists students with issues they have with other UCLA departments in such areas as housing, financial aid, harassment, discrimination, ADA compliance, student discipline, and faculty misconduct. SLgS gives students the information they need to assess their options and, in appropriate cases, will negotiate on behalf of the student, as well as draft letters and legal documents for the student. Students may make an appointment by telephone or in person, and there is a \$10 fee for the initial one-hour consultation with an experienced attorney. SLgS is open Monday through Friday, 9am-5pm.

#### **BRUIN RESOURCE CENTER (BRC)**

Student Activities Center, Suite B44, 310-825-3945, [www.brc.ucla.edu](http://www.brc.ucla.edu)

The Bruin Resource Center (BRC) is here to help students make the most of their UCLA experience. Students often feel confused and intimidated by the size and complexity of the campus. The BRC is a welcoming place that supports the success of all Bruins. The BRC also specializes in supporting former foster youth, undocumented students, transfer students, veterans and students with children. The BRC offers programs and academic courses with a focus on student development, practical life skills, health education, and dialogue between diverse groups to promote emotional, intellectual and social well-being. The BRC also provides caring and personalized support to UCLA students, who are parents, guardians, and caregivers to help students succeed, both as parents and scholars. The BRC is open Monday through Friday, 9am-5pm and also has drop-in hours to meet with the staff on Mondays: 10:30-12:30, Tuesdays: 1:00-3:00, and Thursdays: 1:00-3:00pm.

#### **STUDENT MATH CENTER**

Math and Science Building Room 3974, <https://www.math.ucla.edu/ugrad/smc>

The Student Math Center (SMC) offers group study and tutorials for lower division mathematics courses to students enrolled in UCLA lower division math courses. Each quarter the website posts hours of operation as well as courses being supported.

#### **HISTORY WRITING CENTER**

Bunche Hall 2165, [www.hwc.ucla.edu](http://www.hwc.ucla.edu)

The History Writing Center is a discipline specific center that is open to all undergraduate students enrolled in History classes. We offer one-on-one assistance with all stages of the writing process. It is highly recommended that you schedule appointment

for writing assistance online at [www.hwc.ucla.edu](http://www.hwc.ucla.edu) but drop-in appointments are also available. Please note that you must bring a hard copy of your paper with you to review. Writing workshops are also available on a quarterly basis.

#### **WRITING SUCCESS PROGRAM (WSP)**

*Student Activities Center, Suite 105G, 310-794-9079, <http://www.cpo.ucla.edu/src/writing-success-program/>*

*Blog: [wspucla.wordpress.com](http://wspucla.wordpress.com), Email: [wsp@cpo.ucla.edu](mailto:wsp@cpo.ucla.edu), Twitter: @wspucla, Schedule a Session: [wspucla.setmore.com](http://wspucla.setmore.com)*

The Writing Success Program believes in the power of words to transform and inspire. Collaborating with students in each step of the writing process, the WSP assists students in developing the tools required for critical thinking and writing. The WSP provides one-to-one writing counseling and quarterly workshops to address the full range of students' needs in relation to multiple types of assignments including research papers, resumes and personal statements. WSP's main goals are to ease writing anxiety, increase students' confidence and develop the analytical skills necessary for students to be effective, persuasive communicators.

#### **UNDERGRADUATE WRITING CENTER**

*Writing Programs: 310-206-1320, [www.wp.ucla.edu](http://www.wp.ucla.edu)*

As part of the UCLA Writing Programs, the Undergraduate Student Writing Center's mission is to enrich the education of undergraduate students in all disciplines through individualized consultation on writing. The goal is not only to help students with a particular writing assignment, but also to help them become more effective and confident writers. Peer Learning Facilitators (PLFs) work collaboratively with writers and tailor appointments to the writer's needs and concerns. PLFs can help writers discover, explore, and articulate their ideas as well as suggest writing strategies and alternatives for the writer to consider. PLFs can also provide instruction in the conventions of academic writing, appropriate use of sources, and language use and editing strategies. In the end, however, PLFs leave the decisions and actual writing and editing to the writers. Students are welcome to walk-in or schedule an appointment to work with a PLF. To make appointments, go to: [www.wp.ucla.edu/uwc](http://www.wp.ucla.edu/uwc)

#### **UCLA VOLUNTEER CENTER**

*[www.volunteer.ucla.edu](http://www.volunteer.ucla.edu)*

Volunteer participation is a core value at UCLA, and in order to integrate the volunteer spirit into daily life, the UCLA Volunteer Center was established in 2009. The Center's mission is to inspire volunteerism and civic engagement among UCLA students, faculty, staff, alumni, parents, and community members. The Center creates and organizes innovative service projects, such as Volunteer Day, One Bus, One Cause, and student leadership programming, helping all members of the Bruin family to play an active part in their community. By becoming actively involved in improving the lives of fellow citizens by assisting disadvantaged children, the elderly, the homeless, and protecting the environment, we can make a difference.

## **NCAA COMPLIANCE & ELIGIBILITY**

### **UCLA Compliance Office: Morgan Center Suite 235, 310-206-6099**

At the beginning of each year, the Compliance staff will meet with every team to discuss NCAA rules, Pac-12 regulations, and UCLA Department of Intercollegiate Athletics (DIA) policies. At that time, you will review materials and sign required forms related to NCAA eligibility and NCAA rules. You are not permitted to participate in intercollegiate competition until you attend a team rules meeting or meet individually with a member of the Compliance staff. You will meet again, as a team, with the Compliance staff at the end of the year to prepare for the summer and ensure your eligibility for the next year.

As a UCLA student-athlete, you are always welcome to visit the Compliance Office with any questions or concerns regarding eligibility, athletically related financial aid, extra benefits or any of the topics listed in this section. The Compliance staff also is available to discuss the rights and obligations of student-athletes under NCAA, Pac-12 and UCLA rules. The Compliance office is located in Suite 235 on the second floor of the Morgan Center.

#### **EXTRA BENEFITS**

An extra benefit is any gift or service that is provided to you, your family or friends that is not expressly authorized by NCAA legislation. Generally, you are only allowed to receive benefits from UCLA Athletics directly related to practicing or competing in your sport or benefits that also are offered to the general student population. You could lose your eligibility, scholarship, and your right to compete in intercollegiate athletics if you accept extra benefits. Be extremely cautious of "free" or "special" benefits that you may be offered.

**Examples of "extra benefits" which result in loss of a student-athlete's eligibility include, but are not limited to:**

- Free or discounted items, such as clothing, food, drinks, or gifts;
- Free or reduced-cost services not available to UCLA student body;
- Cash or loans of any amount or kind;
- Gifts of any kind;
- Free transportation (including borrowing cars or getting rides from agents or boosters);
- Restaurant or booster providing a free meal at a restaurant (Boosters can only provide an occasional meal at their homes on infrequent basis if it is approved in advance by the Compliance Office);
- Reduced cost or free lodging/housing (housesitting not allowed);
- Special payment arrangements on personal purchases;
- Money from selling complimentary tickets;
- Free or discounted workouts from personal trainers or free access to gyms or other training facilities;
- Use of Athletic Department copiers, staff computers, tablets, smart phones, telephones, access codes or calling cards for personal use;
- Money from selling athletics-issued apparel and equipment, championship memorabilia or autographs;
- Athletics equipment or apparel (e.g., tennis racquets, golf clubs, balls, shirts) directly from a manufacturer or commercial business.

If any of these items or services has been offered to you by someone other than a family member, notify the Compliance Office immediately. If you have questions about whether something might be considered an extra benefit, contact the Compliance Office before accepting anything.

#### **ATHLETIC BOOSTERS**

In accordance with NCAA rules and regulations, UCLA is responsible for the control and conduct of its intercollegiate athletics program. This responsibility includes accountability for the acts of "athletic representatives," who are also known as boosters or donors.

**The NCAA defines a booster as anyone who:**

- Made a financial contribution of any amount or a gift-in-kind (goods or services) to UCLA Athletics or to any of the groups or funds that support UCLA programs;
- Provided benefits to UCLA student-athletes or their families or to prospective student-athletes or their families;
- Assisted in any manner in the recruitment of a prospective student-athlete to attend UCLA; or
- Has otherwise assisted in promoting UCLA Athletics.

Once an individual has been identified as a booster, he or she retains that identity forever and is governed by the same NCAA and University rules and regulations as athletic staff members. Any violation of these rules could result in loss of eligibility.

**Athletic representatives are not permitted to provide you or your family or friends with any extra benefits. See the sample list of extra benefits in the section above.**

### **AGENT & AMATEURISM PROGRAM**

The Agent & Amateurism Program is designed to ensure all student-athletes maintain their amateur status while enrolled at UCLA. The program aims to assist you with the transition from intercollegiate to professional athletics. The program provides rules education, counseling, an agent registration program, an agent database, and opportunities to interview agents.

Only an amateur student-athlete is eligible for intercollegiate athletics participation. You may lose your amateur status and be declared ineligible for intercollegiate competition in a particular sport if you:

- Use your athletic skill (directly or indirectly) for pay in any form in that sport;
- Receive preferential treatment, benefits or services based on athletics ability or reputation, except as permitted by NCAA regulations;
- Accept a promise of pay even if you won't be paid until after you finish competing for UCLA;
- Sign a contract or commitment of any kind to play professional athletics;
- Compete on any professional athletics team, even if no pay or remuneration for expenses was received;
- Enter into a verbal or written agreement with an agent; or
- Accept any benefits from an agent, financial advisor, marketing agent, runner, street agent, or anyone else that attempts to make money from your career.

California's Agent Law is designed to protect student-athletes from agents while they are enrolled in school and competing as amateurs. Agents that harass or interfere with student-athletes can be fined or even jailed. Some of the key parts of the law are:

- Agents may not first contact student-athletes or their families in person or over the phone.
- Agents may send emails or letters to student-athletes, but they must inform the Compliance Office.
- Student-athletes and families may initiate conversations with agents, but agents must then inform the Compliance Office.

The Compliance Office requires agents to register with UCLA before pursuing you or any UCLA student-athletes and maintains a database of information on agents. You can also schedule agent interviews through the Compliance Office and meet agents right on campus. All agent contacts and questions about the Agent & Amateurism Program should be directed to Justin DiTolla ([jditolla@athletics.ucla.edu](mailto:jditolla@athletics.ucla.edu) or 310-206-6099) in the Compliance Office.

### **GAMBLING**

NCAA rules prohibit sports wagering. Sports wagering includes placing or accepting a bet of any type with any individual or organization on any intercollegiate, amateur or professional team or contest.

#### **GAMBLING FACTS THAT YOU NEED TO KNOW**

- Student-athletes may not place or accept a bet on any college or professional sporting event.
- Student-athletes may not give information to anyone who places bets on college or professional sports.

#### **This means...**

- No wagers on ANY professional or college sports events, even those that do not involve UCLA.
- No sports "pools" or fantasy leagues, even those run by your friends, if there is an entry fee and chance to win anything of value.
- No Daily Fantasy Leagues.
- No Internet gambling on sports events.
- No sports wagering over the phone.
- No sports wagering even if it is legal in that state or country (e.g. Las Vegas).
- Do not provide information about your team to ANYONE who gambles. In other words, do not give out information about injuries, team plays, team morale, discipline problems or anything else!

**Consequences...**

- Once you accept or place a bet on any college or professional team or sport, or provide information to someone who does gamble, you are declared ineligible to compete.
- If you accept or place a bet on any team at UCLA you will be permanently ineligible.
- If you accept or place a bet on any other college or professional team you will automatically be suspended a minimum of one year (365 days).
- You also run the risk of losing your scholarship, being expelled from school, being banned from other college and professional sports, and/or being arrested and charged with a state or federal crime.

**MODELING OR COMMERCIAL ENDORSEMENTS**

You may not allow a company to use your name, image or likeness, to promote any commercial product or service. If you have modeling experience from before college, you might be able to continue that activity. However, specific criteria must be followed and you **MUST** clear the activity with the Compliance Office before making any commitments.

**OUTSIDE COMPETITION**

Student-athletes are not permitted to participate on teams other than those fielded by UCLA during the academic year unless it is approved by the Compliance Office. This includes the academic year and all vacation periods. All outside competition, including participation on a National team, in the Olympics or World Championships, must be approved by the Compliance Office in advance and the Outside Competition Form must be completed by the student-athlete before competing.

**FULL-TIME ENROLLMENT**

In order to practice and compete, you must be enrolled in at least 12 units each quarter. At no time shall you drop below 12 units unless your AS2 College Academic Counselor can certify that you are in the last term of enrollment and enrolled in the proper units for graduation. Prior approval from AS2 and the Compliance Office is required to avoid jeopardizing eligibility.

**CONTINUING ELIGIBILITY & DEGREE PROGRESS REQUIREMENTS**

Please refer to page 29 for a complete overview of the NCAA academic eligibility rules and requirements.

**SUMMER SCHOOL**

Summer school may be used to fulfill some eligibility requirements. If you plan to take summer school courses at **another** institution, you must check with your AS2 Academic Counselor to make sure the course(s) is/are transferable for eligibility purposes. Athletic aid for summer school may be awarded only if an application is submitted to your counselor in a timely manner and if it is approved by Nicholas Thornton, Associate Director of Compliance & Eligibility.

**5-YEAR RULE**

You may compete for a maximum of 4 seasons during the 5-year period starting from the date you first enroll full-time in college.

**TRANSFERRING FROM UCLA**

NCAA Bylaw 13.1.1.3 requires written permission from the UCLA Director of Athletics (or a designated athletics administrator) before a UCLA student-athlete may contact or be contacted by an athletics staff member or representative of athletics' interests from another NCAA or NAIA four-year collegiate institution, regardless of who makes the initial contact. If you are interested in transferring to another institution, you must inform your coach. Please also visit the Compliance Office to begin the process of requesting permission to contact any other schools or coaches.

UCLA will provide a decision on all permission to contact requests within 7 business days of receiving the student-athlete's written request. If you or your parents contact another institution prior to receiving written notice, the other institution is obligated to contact UCLA, and it may impact your ability to compete at that other school. If permission is not granted, the other institution shall not encourage the transfer and that institution shall not provide athletically related financial assistance until the student-athlete has attended that institution for one academic year. Also, if UCLA fails to respond to the student-athlete's written request within 7 business days, permission will be granted by default and UCLA will provide written permission to the student-athlete.

NCAA regulations require a transfer student-athlete to complete one full-time academic year in residence at the new institution prior to participating, unless he or she meets requirements for an NCAA transfer exception. Under Pac-12 rules, you may not use the One-Time Transfer Exception if you transfer to another Pac-12 school, unless the original school grants you permission to waive the penalty. Under NCAA Bylaw 14.5.1.2, if you transfer to another NCAA institution while you are disqualified or suspended from UCLA for disciplinary reasons, you are required to complete one calendar year of residence at the new institution.

### **NCAA ONE-TIME TRANSFER EXCEPTION**

It is possible under NCAA rules to receive a one-time exception to the academic year in residence requirement under certain circumstances. In other words, you may be immediately eligible if all of the following conditions are met:

- You are a participant in a sport other than baseball, basketball, or football, or were a participant in those sports but were not originally recruited and did not receive institutional athletically related financial aid;
- You have not transferred previously from another four-year institution;
- You are in good academic standing and would be academically eligible if you returned to the University;
- The University certifies in writing that there is no objection to the granting of an exception to the transfer-residence requirement.

If you are not granted permission to discuss transfer possibilities with another institution or if you are denied a "release" to waive the residence requirement, you may still transfer, but will be subject to the appropriate penalties. You also have the right to an appeal hearing, by a committee of non-athletics personnel, if denied either permission to speak with another institution or a waiver of the residence requirement.

### **PAC-12 INTRA-CONFERENCE TRANSFER RULE**

Any student-athlete that transfers directly to another Pac-12 institution shall fulfill a residence requirement of one full academic year and shall lose one year of eligibility in all sports. There are exceptions for student-athletes that were not recruited and received no athletics financial aid and student-athletes that were recruited but did not receive any institutional financial aid.

### **TRANSFER APPEALS & PROCEDURE**

If UCLA denies a student-athlete's request to either 1) permit any other institution to contact the student-athlete about transferring, or 2) receive an exception to the NCAA or Pac-12 transfer requirements, UCLA shall inform the student-athlete in writing that he or she, upon written request, shall be provided an appeals hearing conducted by a Transfer Appeals Committee ("Appeals Committee") outside of the DIA. A copy of this policy may constitute written notice of a student-athlete's right to appeal.

#### Procedure

The student-athlete shall contact the Faculty Athletics Representative (FAR), in writing, to request a hearing to appeal UCLA's decision. If a hearing is requested, an Appeals Committee shall be formed, that may be composed of the FAR, student-athletes, and non-athletics faculty/staff members. FAR, Mike Teitell, will chair the hearing, but does not serve as a voting member of the committee.

The Appeals Committee shall conduct a hearing and provide a written response within 15 business days after receiving a written request for such a hearing from the student-athlete. The student-athlete and coach or director of athletics/sport supervisor shall be notified of the time and place of the hearing. At the hearing, each side may present its arguments to the Appeals Committee. The student-athlete may bring along another person or legal counsel to the hearing.

The decision to uphold or revise the institution's support of the transfer request is left to a majority decision of the Appeals Committee. The Appeals Committee's decision is final and there is no appeal beyond the Appeals Committee. However, if the student-athlete wishes to discuss the result of the appeal, a meeting with a designated member of the Appeals Committee shall be arranged by the FAR.

### **ATHLETIC SCHOLARSHIPS/GRANT-IN-AID LIMITATIONS**

A full athletic scholarship covers the full Cost of Attendance as defined by the UCLA Office of Financial Aid and Scholarships. Per UCLA policy, scholarship student-athletes are eligible to receive **up to a maximum of 15 segments** of athletically related financial aid. Each quarter in the academic year (Fall, Winter & Spring) counts as one segment, while each summer session counts as one-half of a segment. Transfer student-athletes will be issued a prorated number of segments dependent on the number of full-time terms completed prior to UCLA; summer session prior to a student-athlete's initial full-time enrollment at UCLA will not count against the student-athlete's segment allocation. Aid for additional segments may be available on a case-by-case basis as approved by the Sport Supervisor. Most athletic scholarships are awarded and renewable on an annual basis for student-athletes with eligibility remaining and on an annual or term-by-term basis for student-athletes who have exhausted their eligibility or are medically retired. Renewal and non-renewal notices will be provided to each student-athlete at the end of the academic year. For 4th year, exhausted-eligibility and injured-retired student-athletes, the renewal letter will be accompanied by a graduation plan that will project the number of quarters needed for the student-athlete to earn their degree. Based on the graduation plan, the renewal may be issued only for the remaining quarters necessary for the student-athlete to finish their degree despite the number of segments remaining. Student-athletes who receive a reduction or non-renewal of scholarship will be notified in writing, and have the option to apply for a university hearing per NCAA rules to review the case.

Questions regarding your athletic scholarship amounts should be addressed to your coach or Roger Ling (310-825-1002 or [rling@athletics.ucla.edu](mailto:rling@athletics.ucla.edu)) in the Compliance Office/Financial Aid office.

## **STUDENT-ATHLETE DEPARTMENT RULES AND CONDUCT**

**Please refer to the Student-Athlete Code of Conduct at the beginning of the Student-Athlete Handbook.**

### **ATHLETIC AID APPEALS PROCEDURE**

The appeals procedure below applies to all current or former student-athletes on athletics financial aid. The purpose of this procedure is to provide student-athletes with an opportunity to appeal decisions where grant-in-aid has been canceled, reduced, or otherwise not renewed in accordance with NCAA rules. Athletic scholarships may not be cancelled or reduced for athletically based reasons.

If UCLA decides to cancel or reduce a student-athlete's financial aid during the award period or during the renewal period prior to June 30<sup>th</sup> for the upcoming academic year, UCLA shall inform the student-athlete in writing of this decision and that he or she, upon written request, shall be provided a hearing before the UCLA Athletic Financial Aid Appeals Committee ("Appeals Committee").

#### Procedure

A student-athlete who wishes to appeal a decision related to his or her financial aid shall submit a written request to the UCLA Athletics Compliance Office for a hearing before the Appeals Committee. The request shall be made within 15 business days from the date the student-athlete receives notification that the aid is being reduced or canceled, and shall include the following information:

- The student-athlete's name, student ID number, year in school, and sport;
- Type and amount of previous financial aid;
- Reasons for believing that the decision was unmerited, including names of UCLA staff (e.g. coach, financial aid officer) with whom the student has discussed the aid; and
- Copies of any relevant documents (e.g. letter regarding initial award of athletic aid)

The Appeals Committee shall conduct a hearing within 15 business days of receiving a written request for such a hearing, unless all parties agree to a delay. The student-athlete and coach or director of athletics/sport supervisor shall be notified of the time and place of the hearing. At the hearing, each side presents its arguments to the Appeals Committee. The student-athlete may bring along another person or legal counsel to the hearing.

The Faculty Athletics Representative (FAR), Professor Michael Teitell, will chair the hearing, but does not serve as a voting member of the committee. The Appeals Committee will include members of the faculty and University staff.

The Appeals Committee shall notify the student-athlete in writing of its decision within 10 business days after the hearing. The recommendation to rescind, modify, or support the decision to reduce or cancel financial aid is left to a majority decision of the Appeals Committee. Their decision is final and there is no appeal beyond the Appeals Committee. However, if the student-athlete wishes to discuss the result of the appeal, a meeting with a designated member of the Appeals Committee shall be arranged by the FAR.

### **WALK-ONS (NON-SCHOLARSHIP STUDENT-ATHLETES)**

UCLA students who "walk on" to athletic teams are entitled to the same benefits as scholarship athletes, except athletic scholarship awards. These benefits may include, but are not limited to: athletic academic counseling, tutoring, training room, weight room, pre- and post-game meals, equipment, preferential pre-enrollment, and athletic awards. Walk-ons must meet all NCAA academic and amateurism requirements to be eligible for practice and competition, including a physical and providing proof of insurance before participating in conditioning or preseason workouts.

### **FINANCIAL AID**

*Roger Ling, 310-825-1002, [rling@athletics.ucla.edu](mailto:rling@athletics.ucla.edu)*

All new and continuing students are eligible to apply for need-based financial aid. Federal grants, loans, and work-study money are available for your education. State and institutional student financial aid is also administered through UCLA, including Cal Grants and University Grants. You can complete a Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov/> to determine whether you may be eligible for financial aid.

Note that NCAA rules limit the forms of financial aid a student-athlete on an athletic scholarship can accept without affecting the sport's scholarship limits. Pell Grants, University Grant and Cal Grant Awards can be accepted without affecting the limits of your sport. Student-athletes must report all other financial aid that they receive from the institution or outside sources (scholarships from outside organizations) to the Compliance Office. Questions regarding whether aid is countable or not should be addressed with the Compliance Office.

## **EMPLOYMENT**

All student-athletes are permitted to work on or off campus at any time. All employment compensation must be only for work actually performed, at a rate equal to the going rate for similar services, and not include any pay for value or utility that the student-athlete may have for the employer because of publicity or reputation that he or she has obtained due to his or her athletics ability.

In sports other than golf, a student-athlete may receive compensation for teaching or coaching sports skills or techniques in his/her sport on a fee-for-lesson basis, under the following conditions:

- a) institutional facilities are not used;
- b) playing lessons shall not be permitted;
- c) institution obtains and keeps on file documentation of the lesson(s) and fee charged during any time of the year;
- d) compensation is paid by the lesson recipient (or family) and not another individual or entity; and,
- e) the student-athlete does not use his or her name or image to advertise the lessons.

UCLA Athletic Department policy requires all student-athletes to complete a form **PRIOR** to commencing any employment or fee-for-lesson instruction. Forms are available in the Compliance Office.

## **COMMUNITY SERVICE/PROMOTIONAL ACTIVITY**

Per NCAA Bylaw 12.5.1.1, student-athletes must receive written approval prior to participating in any charitable, educational, or non-profit activities considered incidental to participation in intercollegiate athletics. UCLA student-athletes can participate in charitable/non-profit activities under the following conditions:

- the student-athlete does not miss class.
- the student-athlete receives written approval from the Director of Student-Athlete Development or Compliance Office.
- all monies derived from the activity will go directly to the charitable/non-profit agency.
- the specific activity in which the student-athlete participates does not involve co-sponsorship, advertisement, or promotion by a commercial agency.
- the student-athlete may only accept actual and necessary expenses (i.e., meals and travel) from the institution or charitable/non-profit agency.
- the student-athlete signs a release statement prior to the activity.
- the student-athlete's name, picture, or appearance is not utilized to promote the commercial ventures of the agency.

Contact Ric Coy or Justin DiTolla for more information.

## **TICKET POLICIES**

**Football:** Student-athletes will be admitted free to all home football games. A student-athlete who wishes to attend a game should go to the student-athlete gate located adjacent to Gate C at the Rose Bowl on game day for admission. Student-athletes must show their Bruin Card and sign a roster list in order to gain admission to the Rose Bowl. No hard tickets shall be issued. All seats are in the UCLA student section, and are unreserved and available on a first-come, first-seated basis, except for the USC game. For the USC home game, student-athletes must sign-up to attend the game through the Athletic Department. This game is a reserved seat event. Details on the USC game ticket process will be available to all student-athletes via email.

**Men's Basketball:** As a student-athlete, you can be admitted for free to all regular season home basketball games. You may show up on the day of game to the Pauley Pavilion Northeast entrance to pick-up your ticket. Student-athletes must show their Bruin Card and sign the roster list in order to gain admission to Pauley Pavilion. No hard tickets shall be issued. A limited number of spots will be available on the floor on a first come, first serve basis. Once the floor is full, all other students will be seated in the upper level.

**Olympic Sports:** For all home Olympic Sport regular season events, UCLA student-athletes will be admitted free to the event at any venue entrance by showing their Bruin Card. Seating will be on a first-come, first-seated basis, especially if event seating is limited, such as at the Wooden Center or Spieker Aquatic Center.



## STUDENT HOSTS

UCLA student-athletes must abide by the rules and regulations of their teams, the DIA, the University, the Pac-12 and the NCAA, as well as Federal and State laws, when acting as a student host in recruiting. Further, you are expected to conduct yourself, both on and off campus, in a manner which brings credit to the University and your teams. You must avoid any inappropriate behavior, including, but not limited to, the use of alcohol or illegal drugs, gambling, or adult entertainment.

### **Student-athletes who serve as hosts are required to sign an agreement that specifies the following:**

- I agree that my role as a student host is an important service to the institution and the Athletic Department. Appropriate conduct is required of me, my teammates, the prospect and members of my institution in conforming to University & NCAA standards.
- I understand I am subject to University, Pac-12 and NCAA penalties for violations of UCLA/NCAA recruiting policies.
- I am enrolled at this institution, which is a requirement to serve as a host. If I am enrolled in my first academic year, I must be a NCAA high school academic qualifier to perform this function for the University and the Athletic Department.
- I am the only student-athlete who is being provided money with which to entertain myself, the prospect, and the prospect's parents, legal guardians or spouse. Other students may assist me with hosting the prospect listed, but shall pay for their own entertainment.
- A maximum of \$40 per day may be provided to me to cover all entertainment expenses for myself, the prospect, and the prospect's parents, legal guardians or spouse. I may be provided with an additional \$20 per day for each additional prospect I entertain.
- I understand that cash may not be given to the visiting prospect or anyone else connected with that prospect.
- I understand that I may not use entertainment funds to purchase, or otherwise provide the prospect with, gifts of value (e.g., souvenirs or clothing) during the official visit.
- I may not use vehicles provided or arranged for by an institution staff member or a booster of Athletic Department interests.
- I may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
- I should not allow recruiting conversations to occur, on or off campus, between the prospect and a UCLA booster. If an unplanned meeting occurs, only an exchange of greetings is permissible under NCAA rules.
- I will not allow the prospect to participate in any athletics activity involving or related to the sport for which the prospect is being recruited, unless no coaches are present and the activity is not arranged by a coach or staff member.
- I may receive a complimentary admission, but no hard tickets, when accompanying a prospect to a campus athletics event.
- I will not post photographs of or comments about prospective student-athletes on social media.

Potential penalties for violation of these policies could include loss of eligibility, scholarship or additional sanctions from the NCAA, Pac-12 or the University.

## **SPORTS MEDICINE**

### **Acosta Athletic Training Center, 310-206-6107**

The 14 athletic trainers, physical therapist, 15 team physicians, ancillary staff, and 60 student interns who comprise the UCLA Sports Medicine Team provide care for approximately 700 student-athletes in the Acosta Athletic Training Center. This athletic training room features 25 treatment stations, hot and cold in-ground whirlpools, SwimEx therapy pool, Alter-G antigravity treadmill, Bod Pod, physician suites including a minor procedures area with Flouroskan imaging, various cardio equipment, a large rehabilitation area and numerous rehabilitation devices that all aid in providing the highest level of care for UCLA student-athletes.

The Director of Sports Medicine, Mark Pocinich, oversees a Sports Medicine program that offers UCLA student-athletes comprehensive care encompassing prevention, evaluation, rehabilitation and management of athletic injuries. In addition, much time is dedicated to the education and counseling of student-athletes in issues related to health and wellness. Each sport is designated an Athletic Trainer to provide direct coverage to that team. Additionally, an integral part of the program is the Team Physicians, who along with the facilities of the UCLA Medical Center, are heavily utilized in the treatment of the student-athletes. Each student-athlete has access to the array of exceptional ancillary staff including a physical therapist, nutritionist, dentist, podiatrist and insurance coordinator, all of whom aid in the extraordinary care of UCLA student-athletes.

#### **HOURS OF OPERATION**

During Academic Year:	Monday – Friday: 7:00am - 6:30pm (hours may change based on need) Weekends as per in-season practice & event coverage
Holidays/Winter/Spring Break:	Determined by in-season practice & event coverage
Summer:	Monday – Thursday : 7:00am-5pm    Friday: 7:00am – 3pm

In case of emergency outside of posted hours, either report to the **UCLA Emergency Room** or call **(310) 825-1491 for UCLA EMS or 911**. Notify your Athletic Trainer ASAP after the incident.

#### **INJURY/ILLNESS POLICY**

Report all injuries to your Athletic Trainer as soon as possible. This is important so that we may provide care and relay your status to your coaches & athletic performance staff and initiate referral to our physicians if necessary. If your Athletic Trainer is not in, please seek assistance from any Athletic Trainer. UCLA has a comprehensive medical system in place for you. You must access this system through your Athletic Trainer. Costs incurred from athletic related injuries that occur as result of participation in UCLA sponsored/approved events in this system will be paid for by your personal insurance first with UCLA Athletic Department insurance paying any deductible or non-covered items. Non-approved costs incurred by you inside or outside our system will become your responsibility. UCLA does not provide coverage for injuries determined to be pre-existing to participation at UCLA. Second opinions must be submitted to and approved by the Director of Sports Medicine. Student-athletes must report all athletic related injuries prior to their separation from the team (quit, transfer, graduation, medically retire) by completing the required Exit Questionnaire, or other method, identified by the sports medicine staff to be eligible to receive services after the separation. All services must be approved by the Director of Sports Medicine prior to receiving said services.

#### **MANDATORY HEALTH INSURANCE - UC SHIP**

Health insurance is mandatory for all UCLA students. A fee for the Student Health Insurance Plan (UC SHIP) will be assessed each academic term as part of registration fees. Students may waive out of UC SHIP by providing proof of adequate insurance that meets the University's minimum requirements. UC SHIP must be waived online by the fee payment deadline for each term. No late waivers are accepted. Please note that submitting your health insurance information to the UCLA Athletic Department DOES NOT waive student-athletes out of UC SHIP. Read the following information to determine if you are eligible to waive UC SHIP.

Students who have health insurance from another source may opt out of the UC SHIP program provided it meets the following criteria:

- Plan provides a minimum of \$250,000 in lifetime benefits.
- Plan provides a total out-of-pocket expense (including deductible and co-insurance) that does not exceed \$5000 per year for hospitalization, surgery and emergency care.
- Plan was purchased in the United States from a domestically owned and operated insurance company.
- Plan is not a travel insurance policy or a reimbursement program.

- Plan provides a health care facility within 25 miles of UCLA that the student is eligible to use. (For example, HMO patients from outside the Los Angeles area must transfer to a local provider.)

If your insurance coverage meets the above criteria you may waive out of UC SHIP via an online registration form at [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu). Students are solely responsible for waiving out of UC SHIP (the Athletic Department cannot do it for them).

The NCAA Student Assistance Fund may be used to pay for UC SHIP premiums if the student-athlete is a Pell Grant or Cal Grant recipient, an international student-athlete or can demonstrate financial need. **Student-athletes must seek PRE-APPROVAL BEFORE insurance premiums can be paid.** This is because financial support provided through the NCAA Student Assistance Fund may impact a student-athlete's cost of attendance stipend (if applicable) and any other financial aid awards unless pre-approval is obtained. For more information regarding the NCAA Student Assistance Fund, please see page 45 or contact Ric Coy, Associate Director of Academic & Student Services, at [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu).

Information about UC SHIP enrollment, fees and eligibility can be found at [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu)

The UCLA Athletic Department would like to ensure its athletes are vaccinated to protect themselves and their team against preventable diseases. The list of vaccines that will be required of athletes is in accordance with the recommendations from national governing bodies, including the NCAA (National Collegiate Athletic Association), CDC (Centers for Disease Control and Prevention and US Department of Health), AAFP (American Academy of Family Physicians) and AAP (American Academy of Pediatrics).

The expectation is that athletes will have vaccines updated prior to arriving for new/annual Physical exam.

#### REQUIRED IMMUNIZATIONS FOR PARTICIPATION IN UCLA ATHLETICS:

Immunization	Date:
<b>Tdap or Td (Tetanus)</b> <ul style="list-style-type: none"> <li>Required within the last 10 years</li> </ul>	
<b>Measles, Mumps, Rubella (MMR)</b>	<b>Dose 1:</b> <b>Dose 2:</b>
<b>Meningococcal (Meningitis)</b> <ul style="list-style-type: none"> <li>If player has not had MCV → needs 1 dose</li> <li>If player had one dose when &lt; 16 years old → needs #2 dose</li> <li>If player had one dose when &gt; 16 years old → no further doses needed</li> </ul>	<b>Dose 1:</b> <b>Dose 2:</b>
<b>Varicella or history of Chicken Pox disease as child</b>	<b>Dose 1:</b> <b>Dose 2:</b>
<b>Hepatitis B</b>	<b>Dose 1:</b> <b>Dose 2:</b> <b>Dose 3:</b>

#### MANDATORY HEPATITIS B REQUIREMENT

New UCLA students who are under the age of 19 are required to provide proof of immunity to Hepatitis B prior to enrollment. Information on how to meet the requirement is provided online at the Ashe Center website, [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu)

There are 4 ways to meet the requirement:

- Having received the Hepatitis B vaccine series (3 vaccines given over 6 months),
- A blood test called a Hepatitis B antibody titer that proves antibodies exist that make you immune,

3. A medical reason why you cannot have the vaccine, or
4. A statement of 'non-belief' in vaccines.

For students who are in the process of receiving the Hepatitis B vaccine series, you must start the series prior to your enrollment and enter your information on the Ashe Center website. You will then be given an extension to complete the series. Contact 310-825-7693 with any questions.

#### **STUDENT-ATHLETES WITH ATTENTION-DEFECIT/HYPERACTIVITY DISORDER (ADHD)**

The NCAA bans classes of drugs because they may harm student-athletes and may create an unfair advantage in competition. Some legitimate medications contain NCAA banned substances, and student-athletes may need to use these medicines to support their academics and general health. The NCAA has a procedure to review and approve legitimate use of medications that contain NCAA banned substances through a Medical Exceptions Procedure. Adequate medical records must be on file with UCLA Sports Medicine in order to request an exception in the event the student-athlete tests positive for a stimulant medication utilized in the treatment of ADHD. The following documentation **must be on file with UCLA Sports Medicine prior to the first practice session. Failure to do so may prohibit the student-athlete from practicing/competing.**

The treating physician should be contacted to write a letter on behalf of the student-athlete documenting the diagnosis and treatment plan. The submitted paperwork **must** contain the following information:

- Treating Physician (printed name)
- Specialty
- Office Address
- Physician Signature and Date
- Physician Document (letter, medical notes) to include the following information:
  - Diagnosis
  - Medication(s) and dosage
  - Blood pressure and pulse readings and comments
  - Note that alternative non-banned medications have been considered, and comments
  - Follow-up orders
  - Date of clinical evaluation
- Attached Written Report Summary of Comprehensive Clinical Evaluation
  - The evaluation should include individual and family history, address any indication of mood disorders, substance abuse, and previous history of ADHD treatment, and incorporate the DSM criteria to diagnose ADHD. Attach supporting documentation, such as completed ADHD Rating Scale(s) (eg. Connors, ASRS, CAARS scores)
  - The evaluation can and should be completed by a clinician capable of meeting the requirements above

This information will be needed on an annual basis as long as the student-athlete is on ADHD medication that contains a banned substance.

The Department of Sports Medicine and CAPS will provide a form that can be used to help document the required information listed above. Student-athletes with questions or concerns should contact the Director of Sports Medicine at 310-794-1547 and can work with the AS2 Learning Specialists to coordinate medical documentation and educational support and accommodations.

#### **DRUG EDUCATION & TESTING PROGRAM (updated 8/30/15)**

##### **Objectives**

The purpose of the drug education and testing program for UCLA student-athletes is to promote a drug-free environment for the intercollegiate athletics program. Education and counseling are the cornerstones of the program. The goals of the program are:

- To prevent an unfair competitive advantage for those who abuse certain chemical substances
- To protect the health and safety of all competitors
- To educate student-athletes regarding the potential harm resulting from substance abuse
- To provide assistance and treatment for those who are found to engage in substance abuse
- To maintain appropriate standards of behavior in intercollegiate athletics at UCLA

Procedures used are to be systematic, fair, assure reliability of tests and protect the privacy of the participants. The mandatory program provides for appropriate sanctions for student-athletes who are not in compliance with the terms and conditions described in this policy statement. Signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions in this policy. UCLA may amend this policy at any time.

To the extent permitted by law, information obtained in the operation of the program is confidential. The UCLA Program will be consistent with applicable NCAA regulations. UCLA will provide student-athletes and coaches with all relevant information regarding NCAA drug-testing policies and programs.

#### **Educational Component**

Each team and coaching staff is to meet as often as necessary (at minimum once per academic year) with an assigned team athletic trainer to review the Drug Education and Testing Program. These sessions are to include information regarding the use of illegal substances, a review of the current UCLA and NCAA Banned Drug Classes, and the danger of using performance-enhancing substances, including anabolic steroids and amphetamines. The education session may include computer-based training. The requirements of the UCLA and the NCAA drug-testing programs will also be discussed. Although the list of banned substances may be the same or similar, the NCAA drug-testing program and the UCLA Program will remain separate and not related in any way.

#### **Counseling Component**

Under the direction of the UCLA Sports Medicine Program, services and referrals of psychologists and addiction specialists are made available to student-athletes and coaches as further information and/or treatment is required. To the extent permitted by law, all counseling is confidential. However, consultation with other health care professionals and/or program administrators can occur after obtaining expressed written consent from the student-athlete, or in the case of an emergency. Student-athletes and coaches are made aware of these resources and methods of obtaining these services in pre-season team meetings and other educational programs administered by the Department of Intercollegiate Athletics. Consistent with California law, individual counseling with licensed medical or psychological personnel is privileged under the patient-physician or patient-therapist privilege. If a student-athlete is a minor, parental consent and knowledge may be necessary. In appropriate cases, attempts are made to encourage student-athletes to permit involvement of family in the treatment program. Student-athletes who sign the consent form agree to allow program administrators to verify compliance with mandatory assessment/counseling sessions.

#### **Testing Component**

The testing program is confidential and utilizes methodology with appropriate sensitivity to minimize the likelihood of inaccuracy. The substances for which testing is done may include, but is not limited to, anabolic steroids, central nervous system stimulants, narcotic analgesics and psychomotor stimulants. The testing program is as follows:

1. Notification: A complete description of UCLA's Drug Education & Testing Program is provided to each student-athlete and coach annually.
2. Banned Substances: A list of substances for which testing will be done for that year including the generic names of substances, as applicable, is available in the Athletic Training Room and at each annual team meeting where this drug education & testing program is reviewed.
3. Consent: A consent form for student-athletes acknowledging receipt of notification and that he/she agrees to participate in the program is to be completed and returned to the University prior to a pre-participation physical examination. The consent form requires the student-athlete to submit relevant information to the team physician if he/she is taking one or more of the listed substances under medical supervision. This signed consent form is a precondition for participation in UCLA intercollegiate athletics. Parental consent is necessary for minors.
4. Testing Protocol:
  - a. The UCLA medical team conducts a series of drug tests throughout the academic year at an intercollegiate athletic facility on the UCLA campus in which ALL student-athletes are eligible. **Student-athletes are either chosen randomly, as part of a team, as a result of previous positive test(s), or may be recommended due to reasonable suspicion screening.** Reasonable suspicion screening may be exercised at any time. Reasonable suspicion may include, without limitation, 1) observed possession or use of drugs, 2) arrest or conviction for a criminal offense related to prohibited drugs, or 3) observed abnormal appearance, conduct or behavior reasonably interpreted as being caused by the use of prohibited drugs or substances.
  - b. The Department of Intercollegiate Athletics is responsible for compiling a list which will include student-athletes who have had previous positive tests, are recommended for reasonable suspicion, and/or are selected at random. The list is then provided to Drug Free Sport (UCLA's outside contractor) for sample collection.
  - c. **Student-athletes are notified in writing by the assigned team athletic trainer that they have been selected for drug testing no more than 24 hours prior to the test and student-athletes are required to confirm this notification in writing.** If written confirmation is impossible, verbal acknowledgment via phone is acceptable. Email and text message communication is not permitted. If it is not possible to provide notice as outlined above to a student-athlete, the student-athlete may be excused from the test, but will be tested at

the next available opportunity. This excuse may only be used one time per student-athlete. **However, random team testing may occur without prior written notification.** On rare occasions, the Faculty Athletics Representative may excuse a student-athlete from a test due to extenuating circumstances (e.g., death in the family, hospitalization). Finally, notification of a positive test result is not required prior to a student-athlete being selected for future testing.

- d. **Each notified student-athlete must report to the designated testing area at the time reported on the notification form.**
- e. **Once the student-athlete has reported to the testing area, he or she must remain in the testing area until a sample has been produced.**
- f. Drug Free Sport will oversee the sample collection in private bathroom facilities and will be responsible for filing the appropriate forms.
- g. Each student-athlete selected for testing must produce 90mL of testable urine (or an amount pre-determined by the testing team) under direct supervision of the sampling control officer. Once a student-athlete has reported to testing, the student-athlete has three (3) attempts or three (3) hours to produce a viable sample. **If a student-athlete fails to produce an adequate sample volume, and/or that sample is too dilute for testing, the sample will still be submitted to the laboratory and will be treated as a positive result for an illicit substance/street drug. A “no-show” is defined as a student-athlete who fails to report for a scheduled drug test at the date and time specified on the notification. Tardiness will not be tolerated. A no-show is treated as a positive result for an illicit substance/street drug.**
- h. Any attempt to alter or manipulate the integrity or validity of the urine specimen and/or collection process (for example, by dilution or substitution) will be treated as a positive result for a banned substance.
- i. If a student-athlete provides an altered sample, that student-athlete may be subject to subsequent individual testing.
- j. At the conclusion of testing, urine samples will be delivered to the testing laboratory.
- k. Testing may continue as long as a student-athlete is a reported member of an athletic team from the Department of Intercollegiate Athletics and remains eligible for participation.
- l. Student-athletes under the care of an approved program provider for a prior positive test may be excused from receiving additional sanctions while receiving counseling or treatment. In consultation with the Medical Director, the approved provider working directly with the student-athlete will determine the appropriate duration of the exemption for each student-athlete. This exemption may be withdrawn at any time if the student-athlete fails to meet counseling or treatment requirements. Student-athletes remain eligible for NCAA drug testing and sanctions while exempt from UCLA drug testing sanctions.
- m. The results of the tests are provided to the physician assigned responsibility for managing the drug education & testing program, who notifies the appropriate individuals, as specified by this program, of positive test results. Confidentiality is maintained at all times throughout all notifications and communication.
  - i. **Any positive test in a student-athlete's career will count cumulatively with respect to the provisions of this program.**
  - ii. **Positive tests need not be on consecutive testing dates, in the same academic year, or for the same category of substance to increase the level of sanction that is applied.**
- n. Positive test results from this program may only be sanctioned as outlined in this program and may not be increased by coaches or other department staff.

#### **Sanctions: Performance Enhancing Drugs (PEDs)**

##### **First Positive Result of Career. The following will occur:**

- 1) **Notification:**  
In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.
- 2) **Accountability Meeting:**
  - a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
  - b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
  - c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.

- 3) **Assessment(s):**
  - a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
  - b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.
- 4) **Competition Sanction:**
  - a. Suspension will occur from 20% of the season's contests in which the student-athlete is eligible to participate within the NCAA Championship Season. Scrimmages and exhibition matches may not be used to satisfy the suspension.
  - b. The suspension will start with the first scheduled contest after twelve (12) business days elapse from the date of notification to the student-athlete of the positive result.

**Second Positive Result of Career. The following will occur:**

- 1) **Notification:**

In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.
- 2) **Accountability Meeting:**
  - a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
  - b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
  - c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.
- 3) **Assessment(s):**
  - a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
  - b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.
- 4) **Competition Sanction:**
  - a. Suspension will occur for 365 days.
  - b. The suspension will start after twelve (12) business days elapse from the date of notification to the student-athlete of the positive result.

**Third Positive Result of Career. The following will occur:**

- 1) **Notification:**

In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.
- 2) **Accountability Meeting:**
  - a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
  - b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
  - c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.
- 3) **Assessment(s):**
  - a. An assessment session with a psychologist approved by the UCLA Drug Education & Testing Program will be offered.
  - b. Based on the initial assessment session with the approved psychologist, additional sessions and/or educational services may be offered.
- 4) **Competition Sanction:**

The student-athlete will be permanently dismissed from participation in intercollegiate athletics and his or her athletic scholarship will be cancelled.

For the purposes of this Section, performance enhancing substances and masking agents include, but are not limited to:

- **Stimulants:**  
Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone) and related compounds. Exceptions: phenylephrine and pseudoephedrine are not banned.
- **Anabolic Agents:**  
(sometimes listed as a chemical formula, such as 3,6,17-androstenetrione) Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; and related compounds.
- **Diuretics:**  
(water pills) and Other Masking Agents Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; and related compounds.
- **Peptide Hormones and Analogues:**  
Growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); and related compounds.
- **Anti-Estrogens:**  
Anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), and related compounds.
- **Beta-2 Agonists:**  
Bambuterol; formoterol; salbutamol; salmeterol

These are examples. For a complete list and additional resources, go to [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

#### Sanctions: Illicit Substances/Street Drugs

##### First Positive Result of Career. The following will occur:

- 1) **Notification:**  
In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.
- 2) **Accountability Meeting:**
  - a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
  - b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
  - c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.
- 3) **Assessment(s):**
  - a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
  - b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.

##### Second Positive Result of Career. The following will occur:

- 1) **Notification:**  
In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.
- 2) **Accountability Meeting:**
  - a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
  - b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.



- c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.
- 3) **Assessment(s):**
  - a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
  - b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.
- 4) **Competition Sanction:**
  - a. Suspension will occur from one contest in which the student-athlete is eligible to participate within the NCAA Championship Season. Scrimmages and exhibition matches may not be used to satisfy the suspension.
  - b. The suspension will start with the first scheduled contest after twelve (12) business days elapse from the date of notification to the student-athlete of the positive result.

**Third Positive Result of Career. The following will occur:**

- 1) **Notification:**  
In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.
- 2) **Accountability Meeting:**
  - a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
  - b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
  - c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.
- 3) **Assessment(s):**
  - a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
  - b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.
- 4) **Competition Sanction:**
  - a. Suspension will occur from 10% of the season's contests in which the student-athlete is eligible to participate within the NCAA Championship Season. Scrimmages and exhibition matches may not be used to satisfy the suspension.
  - b. The suspension will start after twelve (12) business days elapse from the date of notification to the student-athlete of the positive result.

**Fourth Positive Result of Career. The following will occur:**

- 1) **Notification:**  
In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.
- 2) **Accountability Meeting:**
  - a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
  - b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
  - c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.
- 3) **Assessment(s):**
  - a. An assessment session with a psychologist approved by the UCLA Drug Education & Testing Program will be offered.
  - b. Based on the initial assessment session with the approved psychologist, additional sessions and/or educational services may be offered.

**4) Competition Sanction:**

The student-athlete will be permanently dismissed from participation in intercollegiate athletics and his or her athletic scholarship will be cancelled.

**Illicit substances/ Street drugs: The following is a non-exhaustive list:**

- Heroin
- Marijuana
- Tetrahydrocannabinol (THC)
- Synthetic Cannabinoids (e.g. spice, K2, JWH-018, JWH-073)

**Important: Compliance with Drug Education & Testing Program Sanctions**

Student-athletes may be subject to an immediate suspension from all team and athletically-related activities if any of the following occur:

1. Student-athlete does not schedule and meet with the Senior Staff Member responsible for the Accountability Meetings within 7 business days of being notified in writing of positive result.
2. Student-athlete does not schedule a Mandatory Assessment session with an approved psychologist by the specified deadline set forth by the Senior Staff Member during the Accountability Meeting.
3. Student-athlete does not to attend their Mandatory Assessment session.
4. Student-athlete does not complete the educational requirements set forth by the UCLA Drug Education & Testing Program.
5. Student-athlete does not complete the counseling and treatment program requirements set forth by the UCLA Drug Education & Testing Program.

**Self- Disclosure**

At any point in a student-athlete's intercollegiate career prior to his or her first positive result, the counseling services of the UCLA Drug Education & Testing Program will be made available to a student-athlete on a priority basis if the student-athlete voluntarily discloses that he/she may have a substance abuse problem.

1. Self-disclosure must occur prior to a student-athlete being notified of a scheduled testing.
2. The student-athlete may be tested immediately at the team physician's discretion.
3. When a student-athlete avails him/herself of this opportunity, he/she will be exempt from having a test designated as a positive test for his/her cumulative record until scheduled counseling sessions are completed.
4. The Medical Director and approved program provider working directly with the student-athlete will determine the appropriate duration of the exemption for each student-athlete.
5. This self-disclosure opportunity can be initiated by the student-athlete contacting the team physician.
6. Student-athletes remain eligible for NCAA drug testing and sanctions while exempt from UCLA drug testing sanctions.

**Hearings, Appeals and Reinstatement**

**Appeal of a Sanction of Dismissal or Scholarship Cancellation**

Student-athletes subject to dismissal and scholarship cancellation under the terms of the program are entitled to a hearing with the institutional Drug Testing Appeals Committee prior to the imposition of the sanction. This hearing will be arranged by the Faculty Athletics Representative ("FAR"). A written request for such a hearing must be made by the student-athlete within five (5) business days of the Accountability Meeting. The hearing is to be no later than ten (10) business days after the student-athlete so requests. The hearing date may be extended more than ten (10) days for good cause and upon the mutual agreement of the parties to the extension. Depending on the duration and reason for the extension, a student-athlete requesting such an extension may be suspended from all team and athletically-related activities during the extension.

**Appeal of Lesser Sanctions**

Student-athletes subject to lesser sanctions that involve withholding from competition, may submit a written appeal to the FAR within five (5) business days of the Accountability Meeting. The FAR will make a determination within his or her sole discretion as to whether the appeal merits further review. If not, the appeal will be denied. If the appeal merits further review, the FAR will review the appeal in consultation with at least one other member of the institutional Drug Testing Appeals Committee and render a joint decision within ten (10) business days of receiving the appeal.

A student-athlete who has tested positive in the testing program and voluntarily leaves his/her team may be subject to similar specific conditions if that student-athlete later expresses interest in rejoining an intercollegiate athletics team.

#### **Other University and Civil Action**

*The student-athlete will not be subject to University student disciplinary action under the UCLA Student Code of Conduct as a result of a positive drug test. The University will not voluntarily supply personally identifiable test data or results of a test to any law enforcement agency and has developed procedures to assure that only information necessary to the purposes of this Program is retained and all other information concerning test results is destroyed. Requirements of the Higher Education Act Amendment related to the conviction for possession or sale of illegal drugs will be handled separately by the University from the administration of the Department of Intercollegiate Athletics' Drug Education & Testing Program.*

#### **Summary of Drug-Testing Protocol**

##### **Performance Enhancing Drugs**

###### **First Positive Test Result**

- The Student-Athlete, Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program ("Notice Group") will be informed of the result. The Senior Staff Member responsible for the drug education & testing program will schedule an Accountability Meeting with the student-athlete.
- Suspension from 20% of next available season contests in which the student-athlete is eligible to participate within the NCAA Championship Season
- Mandatory Assessment session with drug education and testing program approved psychologist
- Participation in future testing

###### **Second Positive Test Result**

- The Notice Group will be informed of the result. The Senior Staff Member responsible for the drug education & testing program will schedule an Accountability Meeting with the student-athlete.
- Immediate suspension from competition for 365 days
- Mandatory Assessment session with drug education and testing program approved psychologist
- Participation in future testing

###### **Third Positive Test Result**

- The Notice Group will be informed of the result. The Senior Staff Member responsible for the drug education & testing program will schedule an Accountability Meeting with the student-athlete.
- Immediate, permanent dismissal from the team and cancellation of athletic scholarship
- Recommendations for drug abuse treatment plans can be provided by the approved psychologist

##### **Illicit Substances/Street drugs**

###### **First Positive Test Result**

- The Notice Group will be informed of the result. The Senior Staff Member responsible for the drug education & testing program will schedule an Accountability Meeting with the student-athlete.
- Mandatory Assessment session with drug education and testing program approved psychologist
- Participation in future testing

###### **Second Positive Test Result**

- The Notice Group will be informed of the result. The Senior Staff Member responsible for the drug education & testing program will schedule an Accountability Meeting with the student-athlete.
- Suspension from the next scheduled athletic contest in which the student-athlete is eligible to participate within the NCAA Championship Season
- Mandatory Assessment session with drug education and testing program approved psychologist
- Participation in future testing

###### **Third Positive Test Result**

- The Notice Group will be informed of the result. The Senior Staff Member responsible for the drug education & testing program will schedule an Accountability Meeting with the student-athlete.

- Immediate suspension will occur for 10% of the current year's complete NCAA Championship Season, or a minimum of 2 competitive events, in which the student-athlete is eligible to participate, whichever is greater. If the suspension cannot be completed in the current NCAA Championship Season, it will extend into the next season in which the student-athlete is eligible for participation.
- Mandatory Assessment session with drug education and testing program approved psychologist
- Participation in future testing

#### **Fourth Positive Test Result**

- The Notice Group will be informed of the result. The Senior Staff Member responsible for the drug testing program will schedule an Accountability Meeting with the student-athlete.
- Immediate, permanent dismissal from the team and cancellation of athletic scholarship
- Recommendations for drug abuse treatment plans can be provided by the approved psychologist

#### **2016-17 NCAA BANNED DRUGS**

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

#### **The NCAA Bans the Following Classes of Drugs:**

1. Stimulants;
2. Anabolic Agents;
3. Alcohol and Beta Blockers (banned for rifle only);
4. Diuretics and Other Masking Agents;
5. Street Drugs;
6. Peptide Hormones and Analogues;
7. Anti-estrogens; and
8. Beta-2 Agonists.

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

#### **Drugs and Procedures Subject to Restrictions:**

1. Blood doping;
2. Gene doping;
3. Local anesthetics (under some conditions);
4. Manipulation of urine samples; and
5. Beta-2 Agonists permitted only by prescription and inhalation.

#### **NCAA NUTRITIONAL/DIETARY SUPPLEMENTS WARNING**

**Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.**

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

**Check with your athletics department staff prior to using a supplement.**

### Examples of NCAA Banned Substances in Each Drug Class

**Note to Student-Athletes: There is NO complete list of banned substances.**

**Do not rely on this list to rule out any label ingredient.**

1. Stimulants: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine (DMAA); methylphenidate (Ritalin); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone); octopamine; DMBA; phenethylamines (PEAs); etc. Exceptions: phenylephrine and pseudoephedrine are not banned.
2. Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine); etc.
3. Alcohol and Beta Blockers (banned for rifle only): Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
4. Diuretics (water pills) and Other Masking Agents: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
5. Street Drugs: Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).
6. Peptide Hormones and Analogues: Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.
7. Anti-Estrogens: Anastrozole; tamoxifen; formestane; ATD; clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3, 5-dien-7, 17-dione), etc.
8. Beta-2 Agonists: Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

**Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting:**

**NCAA Health and Safety Website – <http://www.ncaa.org/health-and-safety>**

**or**

**Resource Exchange Center (REC) @ 877-202-0769**

**or**

**[www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) -- password ncaa1**

Please be aware, this is only a partial list. There are many other substances in these categories that are not listed here that are banned, including "street drugs". These were only listed examples. Remember, ultimately each student-athlete is responsible for his or her own compliance with UCLA and/or NCAA drug testing policy.

### **\*\*WARNING\*\* DO NOT SHARE PRESCRIPTION MEDICATIONS**

**The sharing of prescription medications (such as ADHD medications) is an unsafe health practice. The ramifications could include: allergic reactions (including death), positive UCLA and NCAA drug tests, and possible legal issues.**

## **ATHLETIC PERFORMANCE DEPARTMENT**

**Acosta Athletic Training Center 310-206-6103**

**Pauley Pavilion Training Center 310-794-9674**

**Drake Training Center 310-206-6103**

### **HOURS OF OPERATION**

During the Academic Year: **Team assignment only**

Holidays, Winter & Spring Break, Finals Week, & Summer Break: **Determined on team by team basis**

### **TRAINING POLICIES**

1. **Facility Usage:** The Acosta Center, Pauley Pavilion and Drake weight rooms are restricted to the following individuals:
  1. Current UCLA student-athletes who have completed and passed a physical exam through UCLA's Sports Medicine Department
  2. Individuals approved by the UCLA Athletic Performance and/or Football Strength and Conditioning staff
2. **Schedule:** Current UCLA student-athletes are required to train with their team under the supervision of their assigned Athletic Performance / Strength & Conditioning Coach. Team training schedules are set one year in advance in collaboration with sport coaches. Adjustments to training schedules will be made for academic reasons only.
3. **Apparel:** Proper attire is required during all training sessions:
  - a. UCLA team issued
  - b. Adidas
4. **Illness:** In the unlikely event you are to become ill at anytime, the following steps will need to be taken:
  1. Call your Athletic Performance / Strength and Conditioning Coach before scheduled training time.
  2. Call your Athletic Trainer immediately after.
  3. Visit the training room that day.
5. **Injured Athletes:** Injured athletes are required to attend all training sessions on time unless otherwise instructed. An alternative training program will be provided.
6. **Performance Nutrition:** UCLA indorsed / NCAA compliant supplements are for the sole use of UCLA student athletes are distributed at the discretion of the athletic performance staff during training sessions.
7. **Permissible Facility Usage:** The Acosta Center, Pauley Pavilion and Drake weight rooms are the sole usage of UCLA student-athletes.
8. **Exceptions are as follows:**
  - Former UCLA varsity student-athletes who are in good standing with the University
  - Individuals approved by the UCLA Athletic Performance staff for visiting usage

**\*The Athletic Performance staff reserves the right to approve or deny any noncurrent UCLA student- athlete. All preapproved noncurrent UCLA student-athletes must train during designated "Open Hours."**

### **ADDITIONAL FACILITY RULES**

- Cell phones are not permitted on the training floor
- Student-athletes are not permitted to use personal music players, except on cardio equipment.
- Student-athletes and visitors are not permitted in coaches' offices unless authorized.
- Weights, bars, belts, straps and all other training equipment will be returned to proper location in accordance with the rack maintenance sheet.
- Food and drink are not permitted on the training floor, except for those supplements distributed by the athletic performance staff.
- Report any injury to your Athletic Performance Coach immediately.

## **PERFORMANCE NUTRITION**

### **Acosta Athletic Training Center, 310-206-4011**

The UCLA Performance Nutrition Department believes that nutrition can make a “good” athlete a “great” athlete both in competition and in the classroom. The department believes that sound nutrition practices are an integral part in meeting optimal athletic performance goals while playing a major role in injury and illness prevention. The department follows a “food first philosophy”, promoting whole foods before dietary supplements, while still properly educating on the role supplements can play in performance and overall health. We advocate that athletes eat breakfast every day, incorporate proper recovery nutrition and utilize fuel around activity. Our approach aids the immune system and helps keep our student athletes strong, healthy and injury free. By combining current nutritional research with contemporary nutrition education, the Performance Nutrition Department aims to help athletes build a strong nutrition foundation for both peak performance during their collegiate career as well as optimal health for their lifetime. Proper nutrition practices are taught through planned team talks and individual meetings with the Director of Performance Nutrition. We provide dietary assessment, nutrition education, implementation skills, and body composition analysis of all student athletes, as well as day-to-day fueling and competition fueling to support top performance.

#### **Mission Statement:**

The UCLA Performance Nutrition Department is committed to providing UCLA student athletes with accurate, scientific-based nutrition resources, knowledge and care to fuel top sport performance. Additionally, the department assists all UCLA student-athletes in acquiring skills needed to optimize health for their entire lifetime, both in and beyond athletics.

#### **UCLA Bruin Athlete Nutrition Motto**

- I. Breakfast every day
- II. Recovery nutrition after each workout
- III. Utilize fuel around activity
- IV. Injury prevention, immunity protection
- V. Nutrition first over supplementation

#### **Performance Nutrition Department Services**

The Director of Performance Nutrition, Beth Miller, is a Registered Dietitian trained in nutrition and exercise physiology. She works side-by-side with the Athletic Performance staff and the Sports Medicine staff to ensure that every rep in the weight room, every drill in practice, and every play in competition is effective and injury-free. Proper fueling is key to a long, successful athletic career. In order to ensure the department’s mission is accomplished and all needs are met, the UCLA Performance Nutrition Department offers a wide variety of services to our athletes which include:

- Pre and Post-Training and Competition Fueling
- Home and Away Competition Menu Planning
- Body Composition Assessments (Via BODPOD)
- Team Education Talks
- Individual Counseling (Athletic Performance Nutrition and Clinical Nutrition/Medical Nutrition Therapy)
- Grocery Store and Dining Hall Tours
- Cooking Classes
- Dietary Analysis and Meal Planning
- Education for Special Diets (Vegetarian, Food Allergies etc)
- Supplement Education and Monitoring

## **FUELING FOR PERFORMANCE**

### **PRE PRACTICE FOOD SUGGESTIONS**

Ideally, you should eat a balanced meal (whole grains, lean protein, fruits and veggies) about 3 hours before practice, followed by a carbohydrate-rich snack about an hour before practice. While it is not always possible to have a meal before practice (early morning practices for instance), it is vital to your performance and recovery that you eat prior to training or competing. Here are some suggestions for pre practice snacks:

- 4oz applesauce (Go Go Squeeze)
- 1 packet of instant oatmeal
- ½ peanut butter and jelly sandwich
- Granola bar (whole grain)
- Trail mix (1/4 c.)
- Fresh Fruit

### **POST PRACTICE FOOD SUGGESTIONS**

After a hard workout, it is important to give your muscles time to recover. By eating a high carbohydrate snack with some protein, the recovery process will begin much more quickly. Try to bring a snack to practice with you or stop by the Fueling Station immediately post-training so that it can be eaten within 30 minutes of your workouts' conclusion.

- 8-10oz fat free chocolate milk
- Lowfat Greek yogurt with fruit
- Muscle Milk Collegiate or Core Power
- 1 small tortilla (corn or flour) rolled with 2oz sliced turkey and 1 slice cheese
- One handful trail mix (nuts and dried fruit)

### **ANTI INFLAMMATION FOODS**

Foods high in Omega-3 fatty acids and antioxidants can help in reducing inflammation... helping sore shoulders, knees and backs! To benefit from this effect, include some of the following foods into your diet each day:

- Fish (salmon, halibut, tuna, scallops)
- Walnuts
- Flax seeds (or flax seed oil)
- Edamame
- Kidney/navy beans
- Dark colored vegetables
- Olive oil

### **IMMUNE BOOSTING SUPER FOODS**

Dorm living and team sports coupled with lack of sleep and intense workouts can leave your immune system working over time! Be sure to include some foods with antioxidant power each day to enhance your immunity. Post season play often occurs during the most stressful times of year... finals! Colds and other illnesses can be prevented during these critical times by increasing your intake of fruits and vegetables. Try to include at least 3 of these foods in your diet every day!

- Blueberries
- Grapes
- Broccoli
- Carrots
- Raspberries
- Green tea
- Tart cherries/Cherry juice
- Garlic
- Onion
- Spinach

**For more nutrition information and resources, reach out to your Performance Nutrition Department. Also, download the Fueling Bruins Mobile App to have prime nutrition resources accessible right to your phone.**