

University of Colorado Boulder



2015-2016 Student-Athlete Handbook

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Colorado Creed

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

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

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

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

COLORADO COMMITMENT

VISION

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

CORE VALUES

RESPECT – Recognize and embrace each individual's unique value.

ACCOUNTABILITY – Take personal responsibility for actions and results.

PASSION – Personal energy that drives work ethic, focus, and a need to excel.

INTEGRITY – Always operate in an honest and ethical manner.

DEDICATION – Unwavering loyalty to the each other and our shared vision.

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

COLORADO ATHLETICS WILL PROVIDE:

 Innovative health and wellness programs.

 Cost of attendance athletic scholarships.

 Guaranteed four-year athletic scholarships.

 Post eligibility degree completion plan.

 First-rate academic support services.

 Personalized career development assistance.

 A voice in issues that impact student-athletes.

 Nationally recognized coaching and instruction.

 Elite strength and conditioning training.

 State-of-the-art facilities.

 A culture that embraces diversity and inclusion.

 A sincere recognition of the time demands placed on student-athletes.

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

Academic and Athletic Excellence

The University of Colorado Boulder offers student-athletes a world-class education and an elite Division I athletic experience in arguably the most beautiful college setting in America. As a member of the Pac-12 Conference, our student-athletes compete in one of the most competitive conferences in the NCAA. In fact, the Pac-12 is called the “Conference of Champions,” having won **478** NCAA Championships, or nearly double that of any other conference.

While we succeed athletically at the conference and national levels, our number one priority is educating our student-athletes. Our student-athletes continue to garner University, Conference and NCAA academic awards.

Data through the 2015 spring semester revealed that the school’s 336 student-athletes recorded the second highest grade point average for a spring term, 2.901, since information was first compiled in 1996. The cumulative grade point was an even healthier 2.930, third-highest on record.

Postgraduate Scholarships

The NCAA awards scholarships to student-athletes who excel academically and athletically and who are in their last year of intercollegiate athletics competition. In the past 13 years, 15 CU student-athletes have earned NCAA postgraduate scholarships.

The Pac-12 Conference also awards postgraduate scholarships and selects four student-athletes annually from each school. Previously in the Big 12 Conference, 20 CU student-athletes earned a postgraduate scholarship.

Pac-12 Conference All Academic

The Pac-12 Conference honors academic excellence by naming student-athletes to the Pac-12 Conference All Academic Teams. Unlike other conferences, selection to the All-Academic Team is not automatic based on GPA. Nominations are solicited and those athletes who have above a 3.0 cumulative grade point average and have participated in a minimum of 50 percent of the scheduled contests are considered. In the 2014-15 school year, 64 CU student-athletes earned Pac-12 All-Academic team honors.

The University of Colorado sponsors 17 varsity sports and has approximately 350 student-athletes. Colorado has won 28 national championships in its athletic history (20 skiing, five men’s cross country, two women’s cross country, one football). A long-time member of the Big Eight and then Big 12 conferences dating back to the middle of the last century, CU joined the Pac-12 for the 2011-12 season; in its first year in the conference, the Buffaloes captured two conference championships, men’s and women’s cross country, and also were also the postseason men’s basketball tournament champions. The men’s cross country team has since repeated as titlists in 2012, 2013 and 2014.

- The **Men's Basketball** team under fifth-year head coach Tad Boyle advanced to their fifth consecutive post-season appearance – a school-first reaching the College Basketball Invitational (CBI) quarterfinals. Despite an injury-plagued season that saw the Buffaloes finish 16-18, CU defeated NCAA Sweet 16 participant UCLA and the National Invitation Tournament Champion Stanford at home. All-Pac-12 Conference second team selection Askia Booker became the first CU player to lead the team in points per game average (17.2 ppg), assists (99), and steals (44) since Chauncey Billups performed the feat during the 1996-97 campaign, and Josh Scott, who missed eight games due to injury, was second in team scoring (14.5 ppg) and field goal percentage (.544), ranked first in rebounding at 8.4 caroms per game. Wesley Gordon led the team in blocked shots for the second straight year with 47.
- The **Women's Basketball** team finished 15-17 overall, ending on a high note with a run to the Pac-12 Tournament semifinals. Coach Linda Lappe's ninth-seeded Buffaloes pulled off the largest upset in Pac-12 Tournament history with a 68-65 win over No. 8 ranked and regular season league champion Oregon State in the quarterfinals; the lowest seed to ever defeat a No. 1 seed in tournament history. Senior Lexy Kresl was named to the Pac-12 Women's Basketball All-Academic team for the third straight year while sophomores Haley Smith and Zoe Beard-Fails earned honorable mention to the squad. Kresl would also go on to earn CoSIDA Academic All-District VII honors and was rewarded as a Pac-12 Postgraduate Scholarship recipient.
- The **Men's Cross Country** team lived up to the hype of being the top team in the country all season long, claiming its second consecutive (fifth overall) NCAA Championship, CU's fourth straight Pac-12 Championship and the NCAA Mountain Region Championship. Junior Ammar Moussa led the way with a fifth place finish at nationals to lead five Buffs in the top 40; Mark Wetmore was named both the NCAA, region and Pac-12 men's coach of the year.
- The **Women's Cross Country** enjoyed a good season as well, finishing third in the Pac-12 meet and claiming the NCAA Mountain Region title ahead of finishing seventh in the NCAA's. Sophomore Erin Clark earned her first All-America honor with a 31st place finish. Six Buffaloes, five women and one man, were named to the USTFCCA's All-Academic Teams for the 2014; honorees must have compiled a cumulative GPA of 3.25 or greater and must have finished as an All-American or among the 15 finishers (or 10 percent) in their regional meet. Maddie Alm, Kaitlyn Benner, Erin Clark, Jenny DeSouchet, and Sara Sutherland were the CU women recognized; while Ben Saarel earned the award on the men's side. Eight Buffs were named to the various Pac-12 All-Academic teams. The women's team also posted the best 2015 spring term (3.498 GPA) of all 17 CU varsity sports.

- The **Football** team finished with a 2-10 record under second-year coach Mike MacIntyre, but despite winning two less games than in his first season, the team made tremendous strides (while playing a tougher schedule than the year before). The Buffaloes were just 15 points shy of a 6-6 record and the bowl game eligibility that would have come with it; that was the combined margin of defeat for four Pac-12 games. The team set over 120 offensive individual and team records, including 51 by quarterback Sefo Liufau and 27 by receiver Nelson Spruce. The Buffs had their fair share of academic honors, with 10 named to the Pac-12 All-Academic Team (making the total 41 over the past two years), with 15 on the inaugural NFF/Colorado Chapter Academic All-Colorado team (including kicker Will Oliver, the state's student athlete-of-the-year). At the end of the Spring 2015 semester, the team had nine straight semesters over a 2.5 grade point average and had its third highest cumulative figure ever – 2.65.
- The **Men's Golf** team came oh-so-close to advancing to the NCAA Championship Finals; the Buffs placed sixth in the Central/Noblesville Regional, a disappointing finish after leading after the first round (and posted the best single round score for the three rounds, an 11-under 277). It was total redemption after an 11th place finish at the Pac-12 Championships, especially after a fourth-place finish in 2014. The team set a school mark with a 73.51 overall stroke average, with the spring average of 73.44 the second-best ever. Colorado finished the season ranked as the No. 47 team in the nation, its highest since the 2008-09 campaign, with junior Philip Juel-Berg earned All-American Scholar honors from the Golf Coaches Association of America.
- The **Women's Golf** team earned a second consecutive NCAA Regional invite after claiming a program best fifth place finish at the Pac-12 Championships. The Buffs were anchored by newcomer Esther Lee, who helped guide the team through arguably the nation's toughest conference in women's golf. Lee won her first career tournament last spring and she also became the first Buff named First-Team All-Pac-12. As a team, CU finished the season ranked No. 38 in the country and tied a school record with 11 top 10 finishes. Freshman Brittany Fan earned WGCA All-American Scholar honors while juniors Alexis Keating and Allie Zech were named to Pac-12 All-Academic teams.
- The **Lacrosse** team concluded its 2015 campaign with its second straight 11-win season, posting an 11-7 overall record and 5-4 Mountain Pacific Sport Federation mark to finish fourth in the conference. CU also qualified for the MPSF Tournament and advanced to the semifinals for a second consecutive year. Four Buffs were named to All-MPSF Teams and five earned a place on the MPSF All-Academic Team. In their young two-year history, the Buffaloes have compiled an impressive 22-15 record and are a stellar 12-4 at Kittredge Field.

- The **Ski** team claimed its third NCAA championship in the last five years, and in the process, won CU's 20th national title in the sport (11 men's, eight coed, one women's). Eight Buffaloes earned All-America honors in the meet, three gaining first-team status: Rune Oedegaard (freestyle, classical), Mads Stroem (freestyle, classical) and Maja Solbakken (classical). Five earned second-team nods: Thea Grosvold (slalom), Henrik Gunnarsson (giant slalom), Jessica Honkonen (slalom), Petra Hyncicova (freestyle, classical) and Ane Johnsen (freestyle, classical). Colorado also placed 11 team members on the NCAA Skiing All-Academic Team (its version of Academic All-America), as the qualifications included owning a 3.50 or better cumulative grade point average and participation in the NCAA regionals (unless injured). Grosvold, Gunnarsson, Honkonen, Hyncicova, Oedegaard, Solbakken, Camilla Brautaset, Roger Carry, Brooke Wales Granstrom, Clare Wise and Adam Zika all made the prestigious team. Head Coach Richard Rokos and Nordic Coach Bruce Cranmer were named the national coaches of the year.
- The **Women's Soccer** team claimed a program best third place finish in the Pac-12 Conference, punching its ticket to the postseason for a second straight year. The Buffs advanced to the second round of the NCAA Tournament also for a second consecutive year after defeating No. 15 BYU in the opening round at home, 2-0. CU finished with a 14-7-1 overall record and went 6-4-1 in the Pac-12. The team's six Pac-12 victories were the most-ever since joining the conference and first time it posted a winning Pac-12 record. Senior Tori Cooper and sophomore Brie Hooks earned All-Pac-12 Second Team honors and nine Buffs were named Pac-12 All-Academic Honorable Mentions.
- The **Women's Tennis** team achieved its first winning season since 2009 with an 11-11 record, and for eight consecutive weeks (Feb. 17-Apr. 13) was nationally ranked among the top 75 teams in the Intercollegiate Tennis Association poll. Nuria Ormeño Ruiz shared top honors in singles victories with Julyette Steur and Alex Aiello with 18 wins apiece. Ormeño Ruiz' 38 singles wins over the last two years, is a two-year best for a CU women's player since the 2009 and 2010 campaigns. Steur and teammate Kyra Wojcik became the first CU tandem to win 2014 ITA Mountain Region Championship during the fall 2014 season, earning an automatic berth to the National Indoor Championships. In the spring, Aiello became the first CU woman to reach a Pac-12 Tournament quarterfinal singles main draw, and in doubles teamed with Ormeño Ruiz to reach the Pac-12 semifinals main draw bracket, also a program first.

- The **Men's and Women's Track & Field** teams enjoyed another successful season, both indoors and out. The Pac-12 only sponsors an outdoors championship, so indoors the Mountain Pacific Sports Federation pools programs from as many as three other conferences; the women finished ninth and the men 11th, and the men sent athletes on to the NCAA championships including school record holders Jake Hurysz (mile run) and Alex Kizirian (weight throw). Several athletes enjoyed success in the outdoor season, most notably Erin Clark (steeplechase), Ammar Moussa (10,000) and Connor Winter (steeplechase), who each claimed an individual Pac-12 title; the men placed seventh at Pac-12s, while the women were eighth. Twenty-three Buffs competed at NCAA West Prelims and seven of those advanced to nationals. Fifteen student-athletes who competed in the indoor season, eight women and seven men, earned MPSF All-Academic honors; twenty-one athletes were named to the Pac-12 All-Academic Team.
- The **Women's Volleyball** team finished the year with a 20-14 record, its best in recent years. The Buffs tallied an 11-9 Pac-12 mark, its best ever Pac-12 finish, which tied for fourth. CU, which was ranked as high as 18th in the coaches poll, recorded several big wins against No. 2 Washington and No. 14 Arizona at home and No. 17 UCLA on the road. The Buffaloes qualified for the NCAA Tournament for the second straight year and defeated Northern Colorado in the first round before falling at Colorado State on its home court in five sets, narrowly missing advancing to the Sweet 16. Taylor Simpson became the first Buff to earn AVCA All-American First Team honors after being named to the all-region and All-Pac-12 teams. Three other Buffs garnered all-Pac 12 accolades of various levels, and the Buffs continued to excel in the classroom and had three players earn Pac-12 All-Academic honors.

Herbst Academic Center Staff

Name	Title	E-Mail (@colorado.edu)	Phone (AC 303)
Kris Livingston	Associate AD / Student Success	kris.livingston	492-8717
Tricia Clesi	Administrative Assistant	tricia.clesi	492-6591
Katie Bason	Director of Football Academics <i>Coordinator for Football</i>	katie.bason	492-5407
Michele Brannigan	Senior Learning Specialist / Director of PASS Program	michele.brannigan	735-6152
Kevin Brennan	Academic Mentor	kevin.brennan	(720) 235-9562
Dave Callan	Director of Student-Athlete Leadership	david.callan	735-2518
Corey Edwards	Academic Coordinator/Tutoring Director <i>Coordinator for Cross Country and Track & Field</i>	corey.edwards	735-5614
Katharine Lindauer	Tutor Coordinator	katharine.lindauer	492-6591
Megan Evoe	Learning Specialist	megan.evove	492-6591
Jedediah Herb	Learning Specialist	jedediah.herb	735-0180
Chris Howlett	Academic Coordinator <i>Coordinator for Women's Basketball, Skiing, and Volleyball</i>	chris.howlett	492-1599
Ryan Kataoka	Associate Director for Academics <i>Coordinator for Football, Men's Golf, and Soccer</i>	ryan.kataoka	492-1068
Robin Maras	Academic Mentor	robin.maras	492-6591
Medford Moorer	Assistant Director for Academics <i>Coordinator for Football and Tennis</i>	medford.moorer	492-5244
Mindy Sclaro	Associate Director for Academics <i>Coordinator for Men's Basketball, Women's Golf, and Lacrosse</i>	mindy.sclaro	735-2491

Student-Athlete Support Services

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

Academic Coordinating

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

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

Missed Classes and Exams

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

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

Athletic Eligibility Monitoring

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

Tutoring

The Herbst Academic Center provides tutoring for all student-athletes at no cost. Tutors are available for most core subject areas. The Herbst Academic Center uses GradesFirst, a web-based system, to manage and fulfill tutor requests. Students are instructed to make tutor requests in the GradesFirst system, then most appointments will be scheduled within 48 hours of the request. Students are notified via email of the scheduled appointment, and the appointment appears on the student's GradesFirst profile. Students are encouraged to check their GradesFirst profile daily after submitting a request to ensure they do not miss an appointment. Once an appointment is scheduled, it is the student's responsibility to attend the appointment or cancel within a reasonable amount of time. Below are 5 guidelines to assist students with managing their tutoring appointments:

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

Tutoring Director Contact Information:

Corey Edwards or Katharine Lindauer

tutoring@colorado.edu

Dal Ward Athletics Center, Tutoring Center – 2nd Floor

Phone: 303-941-6126

PASS Program

The mission of the PASS Program is to provide academic support to student-athletes who have a learning disability, ADHD, academic deficiencies or other educational impacting conditions. Collaboration with campus and educational evaluators/professionals creates an enriched and specialized learning environment for students. The PASS Program provides an individualized support system to meet each individual student's unique learning needs as they progress toward graduation. The PASS Program helps to develop autonomy, increased confidence and learning strategies within student-athletes.

Dal Ward Computer Lab/Study Hall Policies

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

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

Textbook Policy

The rental textbook program is administered through the Herbst Academic Center. Each student-athlete who receives books as part of his/her scholarship must pick up textbooks at the start of each semester at the University of Colorado Bookstore in the UMC. Students will receive an email letting them know when books are ready to be picked up.

Student-Athletes receive only one copy of each book; replacement of books that are lost or stolen cannot be funded as part of your scholarship. You are responsible for returning any books for courses you drop to your Academic Coordinator. At the end of each term during Finals Week, all books must be returned to the Herbst Academic Center. To receive books for a course that you add, see your Academic Coordinator.

Student-athletes wishing to keep a textbook upon completion of the class need to bring the book(s) to the Herbst Academic Center during Finals Week and request to purchase the book. Student-athletes will be charged the fair market value price for the textbook.

Course Supplies Policy

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

Academic Policies

Registration Process

Student-athletes have priority registration, meaning you register on the first day of registration for the student body.

1. **Make a tentative plan.** Prior to meeting with your Academic Advisor, make a list of questions or concerns, have a tentative schedule, and/or be prepared to discuss academic interests and goals.
2. **Schedule an appointment with your Academic Advisor.** You must see this individual prior to meeting with your Academic Coordinator. You and your Primary Advisor will complete a planning sheet with the list of courses in which you plan to enroll. **YOUR PRIMARY ADVISOR MUST SIGN THIS SHEET.**
3. **Schedule an appointment with your Academic Coordinator at the Herbst Academic Center.** Meeting with your Academic Coordinator is necessary to ensure that you are completing University, Pac-12 Conference and NCAA progress requirements. After meeting with your Academic Coordinator, your “advising stop” will be removed.
4. **Remove “financial stops”.** A financial stop is placed on a student’s account when the student’s bill has a past due balance. The stop will prevent you from registering for classes and obtaining transcripts or your diploma. To clarify your bill, e-mail the Bursar’s Office at bursars@colorado.edu or call 303-492-5381.
5. **Enroll in classes on the first day of registration.** Priority registration assists student-athletes in scheduling courses around athletic commitments and ensures that necessary courses are “open” for enrollment.

Academic Probation and Suspension

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

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

Students on suspension are not allowed to register on any campus of the University of Colorado, except continuing education or campus summer sessions.

Students should consult their dean's office regarding college or school minimum GPA requirements and policies on probation, suspension and dismissal.

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

CU Grading System

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

Standard Grade Credit Points per Each Hour of Credit

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

Grade Symbols

I incomplete; changed to F if not completed within one year

IP in progress

P passing; under the pass/fail option, grades of D- and above convert to a P. Other specified courses may also be graded on a pass/fail basis.

NC no credit

W withdrawal or drop without discredit

* class grades were not submitted when final grades were processed, or the student is currently enrolled in the course.

Incomplete Grade (I)

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

Pass/Fail (P/F)

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

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

University Honor Code

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

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

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

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

Classroom Etiquette

- **COME TO CLASS A FEW MINUTES EARLY** - If you are late, you may not receive attendance credit. Arriving late disrupts the instructor and class.
- **SIT IN THE FRONT OF THE CLASS** - Front-row; students appear more interested in what's going on in class and, more times than not, get better grades.
- **STAY IN THE CLASSROOM UNTIL YOU ARE DISMISSED** - Do not start putting books away, closing up notebooks or zipping up book bags before the official end of class. This can be disruptive and distracting to both the instructor and classmates.
- **REMOVE HEADPHONES, EVEN IF THE MUSIC IS OFF** - Show the professor you are interested in the class.
- **TURN OFF YOUR CELL PHONE** – Give the professor your full attention.
- **DO NOT TEXT MESSAGE DURING CLASS** – Stay engaged with the professor and the class. Your messages can wait until class is over.
- **USE LAPTOP/IPAD/SURFACE PRO FOR NOTETAKING ONLY** – Be sure to ask the professor if electronic note-taking is permitted. Do not use a laptop/iPad/Surface Pro/cell phone for anything other than note-taking in class.
- **ONLY MISS CLASS IF YOU ARE TRAVELING WITH YOUR TEAM** - Present a “class absence” letter the first week of class and speak with professors at the start of each semester.
- **YOU ARE RESPONSIBLE FOR MAKING UP ANY ASSIGNMENTS MISSED BECAUSE OF SPORTING EVENTS** – This is not like high school where the teacher will find you. Be proactive!
- **REGISTER YOUR iCLICKER AND PARTICIPATE IN CLASS** – If your clicker is not working correctly, notify your instructor immediately.
- **TURN IN ASSIGNMENTS ON THE ASSIGNED DATE.**

Temporary Medical Conditions: Injuries, Surgeries, or Illnesses

Temporary medical conditions such as injuries, surgeries, or acute illnesses do not qualify as disabilities and are not covered under federal disability laws. The resources of Disability Services are limited to serving students with permanent disabilities. However, CU staff and faculty know these situations often impact students' ability to attend classes and complete work effectively. Below are strategies and resources for finding needed support during a difficult time.

Proof of Temporary Medical Condition

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

Contact Your Instructors

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

Attendance

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

If your condition has caused you to miss a major part of the semester, it may be necessary to withdraw or to request an incomplete. Discuss this with your professors and advisors. Contact the [Office of Registrar](#) for information about withdrawing from classes.

Class Notes

Ask a student in your class to take notes for you or ask your instructors to help you recruit a student to do this. Ask your note taker to email you the notes or provide you with a photocopy. Another option is to consider recording class lectures using a digital recorder, pen, or software (e.g., Livescribe Pen, One Note, etc.).

Producing Written or Typed Assignments

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

Exams

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

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

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

Getting Around Campus

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

Campus Accessibility

The Facilities Management provides information on accessible entrances, restrooms, and elevators on campus.

Wheelchair and Scooter Rentals

Disability Services is not responsible for providing wheelchair or scooter but listed below is contact information on wheelchair and scooter rentals.

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

Parking and Transportation Services

Parking and Transportation Services provides information about parking and transportation services around and on campus. There is no building-to-building shuttle service on campus.

For accessible parking, you must have a state-issued accessible license plate, permit, decal, or place card. Temporary injury usually does not qualify for accessible parking. You may want to purchase a temporary permit to park near the building where you need to go.

The CU [Parents Association](#) has provided taxi vouchers for emergency use. Contact Disability Services at 303-492-8671 or by e-mail at dsinfo@colorado.edu.

Boulder community transportation resources include:

[Special Transit](#) 303-447-2848

This private, not-for-profit organization provides door-through-door, wheelchair accessible transportation to individuals who cannot access other transit alternatives.

Also, Special Transit has an “[Easy Rider](#)” program that shows people with mobility limitations how to use public transportation, such as RTD buses.

[Yellow Cab](#) 303-777-7777

[RTD](#) 303-299-6000

Academic Calendar

Fall 2015

First Day of Classes	Aug. 24 (Mon.)
Labor Day – No Classes (campus closed)	Sept. 7 (Mon.)
Fall Break – No Classes	Nov. 23-25 (Mon.-Wed.)
Thanksgiving – No Classes (campus closed)	Nov. 26-27 (Thurs.-Fri.)
Last Day of Classes	Dec. 11 (Fri.)
Reading Day – No Exams	Dec. 12 (Sat.)
Final Exams (start at 4:30pm on Sunday)	Dec. 13-17 (Sun.-Thurs.)
Fall Commencement – Coors Events Center, 9:30am	Dec. 19 (Sat.)

Add Deadlines

ADD DEADLINES – Fall 2015	
September 2 (Wed.), 11:59 p.m.	Add Deadline (11:59 p.m.) the deadline to add a course, including independent study and thesis, via MyCUInfo without the instructor's signature. After the Deadline: The instructor's approval is required, and course adds are processed by the instructor's department. Students should contact the instructor or the instructor's department for more information.

Drop Deadlines

DROP DEADLINES – Fall 2015	
September 9 (Wed.), 11:59 p.m.	Drop Deadline (11:59 p.m.): the deadline to drop a course without being assessed tuition and fees for that course and without a W grade appearing on the transcript. After the Deadline: Students have until October 30 to drop a course without approval signatures via MyCUInfo.
October 30 (Fri.), 11:59 p.m.	Drop Deadline (11:59 p.m.): the deadline for students to drop a course without approval signatures using MyCUInfo. After the Deadline: After October 30th, all dropped courses require the instructor's and dean's signature on a special action form. These forms are available at the instructor's department. Additional approval, such as petitioning the dean, may be required for some colleges (check with your school or college).

Spring 2016

First Day of Classes

Martin Luther King, Jr. Holiday – No Classes
(campus closed)

Spring Break - No Classes
(campus closed Fri. Mar. 25)

Last Day of Classes

Reading Day – No Exams

Final Exams (start at 4:30pm on Sunday)

Spring Commencement – Folsom Stadium, 8:30am

Jan. 11 (Mon.)

Jan. 18 (Mon.)

Mar. 21-25 (Mon.-Fri.)

April 29 (Fri.)

April 30 (Sat.)

May 1-5 (Sun.-Thurs.)

May 7 (Sat.)

Fall 2015 Final Exam Schedule

Classes Meeting MWF, M-F	Exam Date/Time		
8:00 a.m. *8:30 a.m.	Tue.	Dec 15	7:30 p.m. - 10:00 p.m.
9:00 a.m. *9:30 a.m.	Mon.	Dec 14	4:30 p.m. - 7:00 p.m.
10:00 a.m. *10:30 a.m.	Wed.	Dec 16	4:30 p.m. - 7:00 p.m.
11:00 a.m. *11:30 a.m.	Thur.	Dec 17	4:30 p.m. - 7:00 p.m.
12:00 p.m. *12:30 p.m.	Tue.	Dec 15	4:30 p.m. - 7:00 p.m.
1:00 p.m. *1:30 p.m.	Thur.	Dec 17	7:30 p.m. - 10:00 p.m.
2:00 p.m. *2:30 p.m.	Sun.	Dec 13	4:30 p.m. - 7:00 p.m.
3:00 p.m. *3:30 p.m.	Wed.	Dec 16	1:30 p.m. - 4:00 p.m.
4:00 p.m. *4:30 p.m.	Thur.	Dec 17	10:30 a.m. - 1:00 p.m.
Evening classes **M, MW	Mon.	Dec 14	7:30 p.m. - 10:00 p.m.
Evening classes **W only	Wed.	Dec 16	7:30 p.m. - 10:00 p.m.

***Standard meeting pattern start times for classes held in Williams Village, CINC, SEEC or BIOT.**

****All classes beginning at 5 p.m. or later are considered "evening" classes.**

Classes Meeting TR	Exam Date/Time		
8:00 a.m. *8:30 a.m.	Mon.	Dec 14	7:30 p.m. - 10:00 p.m.
9:30 a.m. *10:00 a.m.	Tue.	Dec 15	1:30 p.m. - 4:00 p.m.
11:00 a.m. *11:30 a.m.	Mon.	Dec 14	1:30 p.m. - 4:00 p.m.
12:30 p.m. *1:00 p.m.	Sun.	Dec 13	7:30 p.m. - 10:00 p.m.
2:00 p.m. *2:30 p.m.	Thur.	Dec 17	1:30 p.m. - 4:00 p.m.
3:30 p.m. *4:00 p.m.	Wed.	Dec 16	7:30 p.m. - 10:00 p.m.
Evening classes **T, TTH	Tue.	Dec 15	7:30 p.m. - 10:00 p.m.
Evening classes **TH only	Thur.	Dec 17	7:30 p.m. - 10:00 p.m.

***Standard meeting pattern start times for classes held in Williams Village, CINC, SEEC or BIOT.**

****All classes beginning at 5 p.m. or later are considered "evening" classes.**

Fall 2015 Common Final Exam Schedule

APPM 1235, 1340, 1350, 1360, 2350, 2360	Thur.	Dec 17	7:30 a.m. - 10:00 a.m.
BCOR 2000, 3010	Thur.	Dec 17	10:30 a.m. - 1:00 p.m.
CHEM 1021, 1113, 1133, 3311	Mon.	Dec 14	10:30 a.m. - 1:00 p.m.
EBIO 1030, 1210	Tue.	Dec 15	10:30 a.m. - 1:00 p.m.
FREN 1010, 1020, 1050, 2110, 2120	Wed.	Dec 16	7:30 a.m. - 10:00 a.m.
GRMN 1010, 1020, 2010, 2020	Wed.	Dec 16	7:30 a.m. - 10:00 a.m.
ITAL 1010, 1020, 2110, 2120	Wed.	Dec 16	7:30 a.m. - 10:00 a.m.
MATH 1300, 1310, 2300, 2400	Tue.	Dec 15	7:30 a.m. - 10:00 a.m.
MCDB 1150	Tue.	Dec 15	10:30 a.m. - 1:00 p.m.
PHYS 1110, 1120, 2010	Wed.	Dec 16	10:30 a.m. - 1:00 p.m.
RUSS 1010, 2010	Mon.	Dec 14	7:30 a.m. - 10:00 a.m.
SPAN 1010, 1020, 2110, 2120, 2150, 3000	Mon.	Dec 14	7:30 a.m. - 10:00 a.m.

Spring 2016 Final Exams

Final Exams (start at 4:30 p.m. on Sunday): May 1-5

Academic & Athletic Eligibility

Congratulations on your decision to attend the University of Colorado. While you've reached the highest level of collegiate athletics, your academic performance is your top priority. In fact, as an NCAA Division I student-athlete, you must exceed the academic requirements of the University's general student body.

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

The following requirements apply to **all** CU student-athletes:

12-Hour Rule

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

NCAA Five-Year Rule

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

NCAA Six-Hour Rule

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

NCAA Nine-Hour Rule

Additional Requirements -- Football. In football, a student-athlete who is a member of the institution's football team and who does not successfully complete at least nine-semester hours or eight-quarter hours of academic credit during the fall term and earn the Academic Progress Rate eligibility point for the fall term shall not be eligible to compete in the first four contests against outside competition in the following playing season.

Regaining Eligibility for Two Contests. A student-athlete who is ineligible, pursuant to Bylaw 14.4.3.1.6, to compete in the first four contests of a playing season against outside competition may regain eligibility to compete in the third and fourth contests of that season, provided he or she successfully completes at least 27-semester hours or 40-quarter hours of academic credit before the beginning of the next fall term. A student-athlete in his or her initial year of full-time collegiate enrollment at the certifying institution may use credit hours earned at the certifying institution during the summer prior to initial full-time enrollment and credit hours earned during the summer following the regular academic year to satisfy the 27-semester/40-quarter credit-hour requirement.

Regaining Full Eligibility -- One-Time Exception. One time during a student-athlete's five-year period of eligibility, a student-athlete who does not successfully complete at least nine-semester hours or eight quarter hours of academic credit during the fall term and earn the Academic Progress Rate eligibility point for the fall term may regain eligibility to compete in the first four contests against outside competition in the following playing season, provided he or she successfully completes at least 27-semester hours or 40-quarter hours of academic credit before the beginning of the next fall term. A student-athlete in his or her initial year of full-time collegiate enrollment at the certifying institution may use credit hours earned at the certifying institution during the summer prior to initial full-time enrollment and credit hours earned during the summer following the regular academic year to satisfy the 27-semester/40-quarter credit hour requirement.

Schedule Changes

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

University of Colorado Boulder GPA Requirements

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

Progress Toward Degree

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

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

Degree and GPA Requirements

Enrollment Year	% of Degree Completed	GPA % for Graduation
2 nd	NA	90%
3 rd	40%	95%
4 th	60%	100%
5 th	80%	100%

The minimum grade point average (90/95/100) must be certified on a term-by-term basis, based on the academic record in existence by the first date of completion of the academic term.

Colleges and Majors

College of Arts and Sciences

Anthropology
Applied Mathematics
Art and Art History
Asian Languages and Civilizations
Asian Studies
Astrophysical and Planetary Sciences
Biochemistry
Chemistry
Classics
Computer Science
Dance
Ecology and Evolutionary Biology
Economics
English
Environmental Studies
Ethnic Studies
Film Studies
French
Geography
Geological Sciences
Germanic and Slavic Languages and Literatures
History
Humanities
Integrative Physiology
International Affairs
Italian
Jewish Studies
Linguistics
Mathematics
Molecular, Cellular, and Developmental Biology
Philosophy
Physics
Political Science
Psychology and Neuroscience
Religious Studies

Sociology
Spanish and Portuguese
Speech, Language and Hearing Sciences
Theatre
Women and Gender Studies

Leeds School of Business

Accounting
Finance
Management (three track options: Human Resources, Information Management, Operations Management)
Marketing

School of Education

In Colorado, it is not possible to major in education at the undergraduate level. Undergraduate students that aspire to become public school teachers may complete the teacher licensure program in conjunction with their bachelor's degree. Students may pursue licensure in one of the following subject areas: Elementary (K-6), Secondary (7-12), or Music (K-12).

Depending upon your major, it is possible to complete the requirements for both the teaching license and the bachelor's degree in four academic years. Please consult an advisor within the Office of Student Services to obtain additional information.

College of Engineering and Applied Science

Aerospace Engineering Sciences
Applied Mathematics
Architectural Engineering
Chemical Engineering
Chemical and Biological Engineering
Civil Engineering
Computer Science
Electrical Engineering
Electrical and Computer Engineering
Engineering Physics
Environmental Engineering
General Engineering Plus
Mechanical Engineering
Technology, Arts and Media (ATLAS Institute)

College of Music

Music

Musicology and World Music

Music Composition

Music Education

Music Performance

Jazz Studies

Program in Environmental Design

Environmental Design

College of Media, Communication and Information

Strategic Communication - Advertising, Public Relations and Media Design

Communication

Information Science

Journalism

Media Production

Media Studies

Preprofessional Study in Health Sciences and Law

Preprofessional advisors are available to help students who want to prepare for professional study in medicine, dentistry, physical therapy, veterinary medicine, nursing, pharmacy, dental hygiene, a physician assistant program, other allied health sciences and law. Students interested in these fields should apply to any one of the majors offered at CU-Boulder, including the open option major in the College of Arts and Sciences. Many CU-Boulder students are preparing for careers and/or graduate school in these areas.

Certificate Programs and Areas of Interest

In addition to major programs, the College of Arts and Sciences, the College of Media, Communication and Information, the Leeds School of Business, the College of Music and the College of Engineering and Applied Science offer certificate programs in a variety of subject areas. Please consult your academic advisor or Herbst Academic Center Coordinator for additional information regarding certificate programs.

Double Degrees, Double Majors, and Minors

Two different degrees, either from the same college, or from different schools or colleges, may be earned providing that certain conditions are met and any additional hours are completed. Students considering a double-degree program are encouraged to speak with advisors in both proposed fields to determine requirements and procedures for application. Students are admitted to one major and degree program initially and then may consider pursuing a second degree after they enroll. Please also work closely with your Herbst Academic Center Coordinator as the pursuit of a double major could affect athletic eligibility.

Students pursuing a bachelor's degree in the College of Arts and Sciences may graduate with more than one major within the degree (e.g., psychology and sociology) by completing all requirements for both majors. Minor programs are offered in a number of undergraduate departments and programs in the College of Arts and Sciences, the Leeds School of Business, and the College of Engineering and Applied Science.

LEADERSHIP AND DEVELOPMENT PROGRAM

Educating our Student-Athletes to be Exemplary Citizens in Diverse Communities, Lifelong Learners, and Champions On and Off the Fields of Competition.

In order to meet the mission of the University of Colorado and the Department of Intercollegiate Athletics, all student-athletes will be provided with personal development and theory based experiences to understand and practice basic leadership principles and skills. Through a developmental approach, all student-athletes will have opportunities to explore leadership both from a personal perspective as well as through theory and practice; understanding that one cannot be an effective leader for a group or organization if one does not take personal responsibility for their own self-leadership. Through their participation, student-athletes will exhibit a commitment to the core values to oneself, team, department, the university and the community as a whole.

Personal Development and Leadership

Former U.S. Supreme Court Justice Byron White was the epitome of a leader. The graduate of the University of Colorado and football All-American was a scholar, athlete, public servant and humanitarian. It was said that he knew himself and his convictions and acted accordingly—personal leadership. A student-athlete at CU, through their various experiences, will have several opportunities to understand the topics and challenges relevant to achieving success. Beginning with our First Year Experience Program and ending with a purposeful transition program their senior year (STEPS), student-athletes will have formal and informal opportunities to develop strategies around career development, financial planning, personal wellness and other life skills.

Theory and Practice of Leadership

It is the belief of many that leadership skills can be learned, improved and ultimately implemented. Through the Leadership Development Program, all student-athletes will have annual opportunities to gain first-hand knowledge of those skills and then use them on their teams as well as in the university and community. Through workshops, seminars, and service, all student-athletes will hear from presenters to educate and motivate. In addition, programs will be offered with a series of seminars over a year focusing on leadership development topics and leadership training for team leaders.

PERSONAL DEVELOPMENT

STRENGTH OF THE HERD:

Physical Health

- Nutrition Workshops
- Drug & Alcohol Programming
- Sleep & Recovery

STAMPED INTO THE FUTURE:

Career Development

- Resume Preparation/Mock Interviews
- Career Workshops/Internships
- PSCP-Pro Sports Counseling Panel

LEADING THE HERD:

Experiential Based Leadership

- SAAC-Student Athlete Advisory Committee
- NCAA Forums for Student-Athletes
- University/Department Leadership



BUFFALO VISION:

Psychological Health

- First-Year Transition Program
- Personal Counseling
- Sports Psychology/Performance-Enhancement Counseling

BUFFALO BASICS:

Skills for Life

- Personal Branding Development
- Personal Finance
- STEPS-Senior Transition & Exit Counseling

LESSONS FOR THE HERD:

Instruction

- Foundations of 21st Century Leadership
- Leadership Academy



BUFFALO COMMUNITY:

Leadership Through Service

- Volunteer Opportunities
- Youth Programs
- Community Partnerships

LEADERSHIP THEORY & PRACTICE

Educating our Student-Athletes to be Exemplary Citizens, Lifelong Learners, and Champions On and Off the Fields of Competition.

PERSONAL DEVELOPMENT

STRENGTH OF THE HERD:
Physical Health



BUFFALO VISION:
Psychological Health

Stampeding Into the Future:
Career Development

BUFFALO BASICS:
Skills for Life

LEADING THE HERD:
Experiential Based Leadership

LESSONS FOR THE HERD:
Instruction

BUFFALO COMMUNITY:
Leadership Through Service

LEADERSHIP THEORY & PRACTICE

STAMPEDING INTO THE FUTURE

Career Development Pathway

SEMESTER 1

SEMESTER 2

FRESHMAN YEAR

Foundations of 21st Century Leadership

Career Athlete (Online Networking)

Career Related Assessments
(Myers-Briggs Type Indicator® and Strengths Quest®)

SOPHOMORE YEAR

Career Planning Night
Strong Interest Inventory Assessment®
Career Services Online

Resume Preparation
Professional Development
Informational Interviews

JUNIOR YEAR

Resume Revision
Mock Interview 1

Mock Interview 2
Job Shadowing

CU Athletic Department Career Workshops (C-Club Networking/Internships, Etiquette Dinner)
CU Career Events (Networking/Career Fairs)

SENIOR YEAR

STEPS Program (Success Training and Exit Planning for Seniors)
Career/Post Grad Final Planning
PSCP (Professional Sports Counseling Panel)
Final Resume/Interviews
Athletic Department Exit Survey and Interview
Career events

CONTACT INFORMATION

Dave Callan, Director: david.callan@colorado.edu or 303.492.6591

www.CUBuffs.com/LDP

PERSONAL DEVELOPMENT

STRENGTH OF THE HERD:
Physical Health

STAMPEDING INTO THE FUTURE:
Career Development

LEADING THE HERD:
Experiential Based Leadership



LESSONS FOR THE HERD:
Instruction

BUFFALO VISION:
Psychological Health

BUFFALO BASICS:
Skills for Life

BUFFALO COMMUNITY:
Leadership Through Service

LEADERSHIP THEORY & PRACTICE

BUFFALO VISION

Student-Athlete Counseling and Psychological Services

Student-Athlete Counseling and Psychological Services guides student-athletes in self-discovery and identification of personal core values by providing opportunities to increase self-confidence, self-awareness, advance personal growth and strengthen communication and decision-making skills.

FIRST-YEAR TRANSITION PROGRAM

Individual consultation is provided to freshman and transfer student-athletes to enhance a successful transition to CU. Topics addressed include navigating a new living environment, adjusting to a culture of diversity and exploring campus opportunities. Based on positive psychology, the Myers-Briggs Type Indicator® and Strengths Quest® assessments are used to identify personal strengths and preferences. Furthermore, assessment results are integrated into the development of the student-athlete's 4-year plan of success.

PERSONAL COUNSELING

Confidential counseling is provided to student-athletes to assist with challenges and experiences that may interfere with personal, academic and/or athletic success. Topics addressed include: adjustment issues, relationships difficulties, substance abuse, trauma, grief, depression, personal growth and self-awareness.

SPORT PSYCHOLOGY/PERFORMANCE-ENHANCEMENT COUNSELING

Confidential individual and/or small group counseling is available to assist student-athlete(s) desiring to improve their sport performance. Using personal preferences and strengths learned through the First-Year Transition Program, student-athletes address topics including: goal setting, positive self-talk, visualization, imagery and recovery from injury.

CONTACT INFORMATION

All services provided by Licensed Clinical Social Worker and/or Licensed Psychologist and Certified Sport Psychologist.

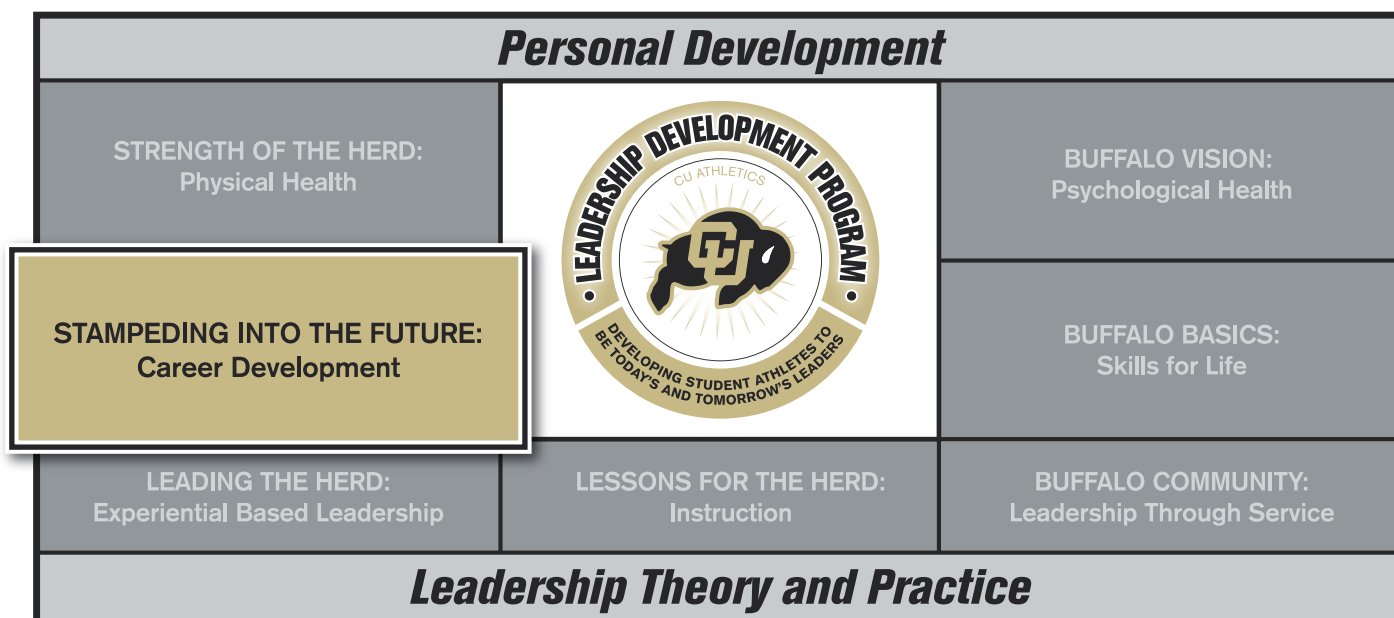
Sheila Ridley, M.Ed., LCSW; Director

email: sheila.ridley@colorado.edu or phone: 303.681.8600

Chris Bader, Ph.D., LP, CC-AASP; First-Year Transition Specialist | Counseling & Sport Psychologist

email: christopher.bader@colorado.edu or phone: 303.819.5294

www.CUBuffs.com/LDP



STAMPEDING INTO THE FUTURE

CAREER DEVELOPMENT PATHWAY

SEMESTER 1

SEMESTER 2

FRESHMAN YEAR

Foundations of 21st Century Leadership

Career Athlete (Online Networking)

Career Related Assessments
(Myers-Briggs Type Indicator® and Strengths Quest®)

SOPHOMORE YEAR

Career Planning Night
Strong Interest Inventory Assessment®
Career Services Online

Resume Preparation
Professional Development
Informational Interviews

JUNIOR YEAR

Resume Revision
Mock Interview 1

Mock Interview 2
Job Shadowing

CU Athletic Department Career Workshops (C-Club Networking/Internships, Etiquette Dinner)
CU Career Events (Networking/Career Fairs)

SENIOR YEAR

STEPS Program (Success Training and Exit Planning for Seniors)
Career/Post Grad Final Planning
PSCP (Professional Sports Counseling Panel)
Final Resume/Interviews
Athletic Department Exit Survey and Interview
Career Events

CONTACT INFORMATION

Dave Callan, Director, email: david.callan@colorado.edu or phone: 303.492.6591

www.CUBuffs.com/LDP



WHY:

To develop a culture of leadership in which CU student-athletes act with personal responsibility, integrity and conviction while committed to the greater good in both principle and action.

HOW:

Our program will be creative, student-centered and educationally based, targeting all student-athletes. Through a culture of positive leadership, all student-athletes will inherently contribute to excellence in their academic work, in their athletic pursuits and in their personal lives.

OUTCOMES:

Through the Leadership Development Program, all student-athletes will:

- 1) Take personal ownership; understanding that one cannot lead others unless they first find their own voice.
- 2) Exhibit a commitment to the core values to oneself, team, department, the university and the community as a whole.
- 3) Understand that leadership can be learned, experienced and improved.
- 4) Understand and practice basic leadership principles and skills.

CONTACT INFORMATION

Dave Callan, Director: david.callan@colorado.edu or 303.492.6591

www.CUBuffs.com/LDP

Success Training and Exit Planning for Seniors (STEPS)

The *STEPS* Program is designed to support graduating student-athletes as they transition to life after the university setting. The program will have Department of Athletics staff and university faculty assist student-athletes in the following areas:

- Interview Skills
- Job Placement
- Informational interviews
- Personal Financial Planning
- Exit Interview with the Department of Athletics
- Resume
- CSO On-line
- Letters of Recommendation
- Job Fairs
- Post-Graduation Test Preparation
- Exit Physical
- Counseling and Psychological Services
- Graduation Checklist
- Alumni C-Club - Student-athletes stay connected to CU through membership in this group
- Post-Graduate Scholarships

For more information, contact:

Dave Callan

Herbst Academic Center

303-492-6591

David.Callan@colorado.edu

Office of Compliance Services

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

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

Amateurism

- You cannot receive payment of any kind for athletics participation. However, in certain situations, exceptions are made for your “actual and necessary expenses” (transportation, lodging, meals, entry fee). Check with Compliance before accepting any prize money.
- Do not sign a contract, accept any benefit from, or even orally agree to be represented now or in the future by someone acting as an agent or financial advisor. “Payment” can be anything; a ride, a meal, small gift from the agent, preferential treatment, free or discounted services, etc. Do not ever meet or talk with an agent prior to visiting with your coach and/or the Office of Compliance Services. The same would also be recommended for your parents/legal guardian or family members as well—be sure you fully understand what is permissible before you make any contact with an agent.
- You may not receive preferential treatment because of your reputation, skill or payback potential as a professional athlete.

Eligibility

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

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

Employment

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

- The compensation you receive from your employer is subject to several rules. Most importantly, it must be only for work that is actually performed and at a rate commensurate with the “going rate” in that locality for similar services. Be sure to do the actual work you are being paid to do and that your time sheet reflects the actual date/time/hours worked.
- Camp/Clinic employment—several specific rules apply to your potential employment at camps, clinics or any job where your athletic skill or reputation is involved. For example, you cannot conduct your own camp. You can provide lessons for a fee (except golf), if you obtain prior approval from the Office of Compliance Services, and do not advertise these lessons. They can only be advertised via word of mouth and campus facilities cannot be used.

Extra Benefits

You are not allowed to accept gifts, money, transportation, meals, loans, lodging gifts, professional services (e.g. lawyer, tax accountant, dental work, etc.) or special benefits from anyone (e.g. donors/boosters of CU) due to your status as an athlete. This rule also applies to your family and friends.

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

The point is, nothing can be provided to you free or at a reduced rate or arranged for you because you are a student-athlete. For example, extra benefits include, but are not limited to:

- A special discount, payment arrangement, or credit on purchase (e.g., airline ticket, clothing, nutritional supplements, tax prep consultation) or services (e.g., tattoo service, laundry, auto repair, attorney fees).
- A loan of money or guarantee of bond at a special rate (even if the loan is for a very short period of time).
- Use of an automobile belonging to a coach, staff member, donor/booster, etc.
- Receipt of free or discount meals or services at a commercial establishment.
- Benefits connected with off-campus housing (e.g., TVs, internet services, summer storage, used furniture given away free of charge by a donor/booster, etc.).
- Signing or co-signing of a note by a coach, staff member, booster, etc. to help you arrange a loan.
- Use of personal property of a department employee or booster (e.g., stereo, house sitting, use of a moped, etc.)

It is permissible to have an occasional meal at the home of a donor/booster or Athletics Department employee, if the meal is not excessive (well beyond what you'd be served on campus). It is permissible for the individual to give you a ride from campus or your home and back for the meal within a 30 mile radius of Boulder. A donor/booster and staff member could also provide an occasional meal in on-campus facilities. Also, an institutional staff member (but not mentor, booster, scholarship donor or CU fan) can occasionally take you to a restaurant in Boulder and pay for your meal, and provide transportation to do so. An occasional meal request form must be completed prior to accepting any invitation for a meal from a donor/booster.

Financial Aid

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

For those student-athletes on athletic scholarship including books, CU pays the cost of required textbooks but not supplies. All SAs are responsible for paying for their own supplies, whether it is through personal funding or through a full grant-in-aid, of which supplies is a line item.

The cost of a team's training table meal must be withheld from your board money, unless you are on a dorm 19-meal plan and not eating that meal in the dorm. A non-scholarship student-athlete or a student-athlete on scholarship that doesn't include board must pay for the training table meal in advance. See Senior Associate Athletic Director Ceal Barry for additional information on training table.

Some student-athletes may qualify for the Student Assistance Fund (SAF). Go to the Compliance Corner website for more details, or see Jill Keegan to discuss your needs.

Ethical Behavior

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

Game Tickets

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

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

Playing & Practice Season Rules

Participation in countable athletically-related activities (CARA) shall be limited to a maximum of 4 hours per day and 20 hours per week during the season. Each program must keep a log of practice hours. A team member signs the log as a representative of the team.

- **Competition Day:** All competition and any associated athletically-related activities directed by your Coach, on the day of competition shall count as 3 hours regardless of the actual duration of the activity.
- **Practice:** Practice may not be conducted at any time (including vacation periods) on the same day following competition, except between contest rounds or events during multi-day or multi-event competition. This includes individual/team meetings, chalk talks, discussions about your performance and the like in hotel rooms following competitions. In addition, a Coach may not schedule practice or competition between the hours of midnight and 5am. Your activity can continue into this time frame if started prior to midnight. For example, a basketball game that tips at 10:30pm and concludes at 1am is permissible as it started before the midnight requirement. A student-athlete could not be required to engage in an early morning workout prior to 5am.
- **Preseason Practice:** Daily and weekly hour limits do not apply to countable athletically-related activities during preseason practice before the first day of class or first scheduled contest, whichever is first.
- **Vacation Periods and Between Terms:** Daily and weekly hour limits do not apply to countable athletically-related activities during official vacation periods.

- **Weekly Hour Limits Outside of Playing Season:** Participation in limited activities is permitted up to 8 hours per week, but not more than 2 hours may be spent on individual skill workouts in all sports but football. You may not participate in countable athletically-related activities outside the playing season during institutional vacation periods.
- **Required Day Off:** During the season it is required that each student-athlete receives one day per week off from required athletic activities. Outside of your playing season a student-athlete must receive two days off per week.
- **Voluntary Activities:** Student-athletes can participate in voluntary activities at any time. In order for an activity to be considered voluntary, the following must occur: 1) A coaching staff member cannot be present; 2) Student-athletes cannot be required to report back to a coach regarding the activity; 3) The activity must be requested and initiated solely by the student-athlete; 4) Participation in, or lack of participation in voluntary activities cannot be rewarded or punished; and 5) Attendance is not taken during voluntary activities.
- **Golf Practice Round Exemption:** A practice round of golf may exceed 4 hours, but the weekly limit of 20 hours remains in effect. A practice round played on the day prior to the start of a collegiate golf tournament at the tournament site shall count as 3 hours, regardless of the actual duration.

Promotional and Charitable Activities

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

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

When you are approved to make an appearance, remember;

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

Recruiting

- All student-athlete hosts must go through a student-host certification program prior to hosting a recruit.
- Know and abide by NCAA rules and the CU Campus Visit Recruiting Policy when you host prospective student-athletes visiting CU, or whenever you run into them off-campus. If you violate NCAA rules, **your eligibility** may be in jeopardy. Your Coach will review the CU Campus Visit Recruiting Policy with you in great detail prior to you hosting a recruit.
- You can call or write to CU’s recruits at your own expense or initiative, but not at the direction or expense of your coaches.
- If you host a prospect, coaches can give you up to \$40 per day to entertain that prospect. You cannot buy souvenirs for recruits with that money. Never give prospect cash.
- You cannot use your own money to exceed the \$40 host money per day limit.
- You cannot take CU recruits more than 30 miles from the CU Boulder campus.

Sportsmanship

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

Retention of Apparel and Equipment

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

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

Vehicle and Housing Registration

If you own or operate a motor vehicle, you must complete the CU Vehicle Registration Information Sheet. This is a one-time requirement (unless you get a new vehicle). You must also register your housing arrangement--you cannot receive free or reduced rent housing from a CU donor/booster or staff member at any time (even summer) or "house sit" for a member of the athletics department.

Personal Automobiles for Practice and Competition

University insurance does not cover non-University vehicles. For those student-athletes who drive their own personal vehicle to and from practice sites, to and from competition sites, and to and from DIA to depart for official competition, the driver's automobile coverage will be primarily for themselves and any passengers that they are transporting in the event of an accident. Any liability or property claims are the responsibility of the auto owner and their personal automobile policy.

This list is not all-inclusive. You can visit the Office of Compliance Services website to see many more policies, such as the transfer policy, drug testing policy and financial aid appeals policy.

Equipment Office

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

Nike

CU has entered into a product supply contract with Nike, Inc. We have partnered with Nike on all levels of athletic product supply since 1994. Nike provides footwear and apparel for each athletic program. Contractually, only items of apparel provided by Nike are to be worn during all official practices and competitions. At no time may you cover up a logo on equipment or apparel, be it the University's or Nike's logo.

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

Locker Facilities

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

Policies

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

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

Our Offices

We have three equipment rooms that support the various programs:

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

Financial Aid

Room and Board Stipends

Room and board stipends are directly deposited into the bank account of student-athletes who receive them as part of their athletics scholarship and live off-campus. The deposits will occur on the last working day of each month during the regular academic year (August-May) and on the first day of class during summer school sessions.

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

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

Aid for Summer School

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

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

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

Post-Eligibility Aid

At the University of Colorado, our goal is to graduate every student-athlete at the same time that they complete their eligibility. However, if you are receiving athletic aid and have not graduated by the time you complete your eligibility, we may help you finance the remainder of your education. This is not a guarantee! There is a process to follow. Your head coach must recommend that such financial aid be awarded to the Student-Athlete to the respective Sport

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

College Opportunity Fund (COF) Project

The State of Colorado no longer appropriates monies to institutions for undergraduate education, but rather provides direct funding to undergraduate students through the “College Opportunity Fund” or “COF”. This program is also known as “vouchers” or “stipends”. Starting in fall 2005, provided that an undergraduate in-state student applies for and authorizes use of the voucher, COF vouchers will be applied to the student’s university bill.

To learn more about COF go to: www.cu.edu/ums/cof/faq.html. To learn how to apply for COF and how it impacts student billing with the University, go to: <http://bursar.colorado.edu/billing/college-opportunity-fund/>.

NCAA Student Assistance Fund (SAF)

The NCAA Student Assistance Fund was established to provide direct benefits to student-athletes or their families as determined by conference offices. The guidelines list very few prohibited uses of the funds. However, the University of Colorado notes that as a guiding principle, the funds shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. The funds should be used to enhance the welfare of enrolled student-athletes and make the student-athlete experience more enjoyable and rewarding. Expenditures should be reasonable.

All University of Colorado student-athletes, including international student-athletes, are eligible to receive certain SAF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons.

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

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

Additional Financial Aid

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

For questions regarding the type of aid which you can accept, or for assistance finding permissible non-athletic aid, contact Rob Drybread in the University's Office of Financial Aid (Regent Administrative Center) at 303-492-1774 or email at rob.drybread@colorado.edu.

Scholarships

Scholarships are for one academic year only unless otherwise noted. Any multi-year financial aid offers must be approved in advance by the Director of Athletics. When applying scholarship money, the Office of Financial Aid will apply Books first, then to Tuition and Fees and lastly to Room and Board during the regular academic year. Books will only be provided to full scholarship students during the summer school sessions. Student-athletes are responsible for purchasing all course related supplies.

International Student-Athletes

Coming to a foreign country can be a confusing and scary experience. When you couple that transition with the beginning of a college career, it can be even more overwhelming.

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

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

In addition, the Athletics Department encourages all international student-athletes to participate in a peer mentoring program where each incoming international student-athlete is introduced to a returning international student-athlete who will assist in the incoming student's acclimation to the University of Colorado and the U.S. The program has been designed to increase retention amongst international student-athletes and provide each new international student with a reliable resource to assist them during the transition.

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

Chris Howlett
Academic Coordinator
Phone: 303-492-1599
E-mail: chris.howlett@colorado.edu

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

Phone: 303-492-8057
E-mail: adviser@colorado.edu
Website: www.colorado.edu/oie/iss/

Sports Information

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

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

The University of Colorado is covered on a daily basis by many media outlets, most notable locally being the Boulder Daily Camera and the Denver Post , radio stations KOA, KKFN, Mile High Sports and ESPN 102.3 (radio) and television stations KCNC (Ch. 4), KMGH (Ch. 7), KUSA (Ch. 9) and KDVR (Ch. 31). There are several Internet publications, including the CU Independent, the school's on-line newspaper. There are alliances among the newspapers along the Front Range, and what appears in the Camera and Post will also be printed in the Longmont Times-Call, Colorado Springs Gazette, Pueblo Chieftain and the Colorado Daily. Overall, on Colorado's Front Range, there are 10 television stations and 41 radio stations.

Then there is the national media such as ESPN (to include all its platforms, from television, radio to ESPN.com), ABC, FOX, the Associated Press, Sports Illustrated, CBSSports.com and the Sporting News. The Pac-12 also debuted seven of its own television networks in 2012, and the Buffaloes appear on the national Pac-12 Network and Pac-12 Mountain.

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

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

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

Quick Tips for Succeeding with the Media

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

Sports Medicine

Mission Statement

The Sports Medicine Program is dedicated to providing outstanding health care for all our student-athletes. We are committed to the prevention, evaluation, management and rehabilitation of injuries and illnesses and work with team physicians, ancillary medical personnel, coaches, and strength and conditioning staff to ensure our athletes are physically and mentally prepared for practice and competition. When an injury occurs, our goal is to do everything possible to return the athlete to a level equal to or above that of their pre-injury status.

Routine and Orthopedic Care

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

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

If additional medical or diagnostic care is required, the athlete will be referred to Wardenburg Health Center or to a provider off-campus. Each referral requires a written authorization by the athletic trainer. All off-campus referrals will include a Sports Medicine authorization form and the athlete's health insurance information.

Referral Policy

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

Second Opinions

CU team physicians make decisions regarding individual treatment plans, rehabilitation programs and return to sports participation. Every athlete has the right to seek a second opinion for any medical problem and the Sports Medicine staff will make an appointment, upon request.

Alternatively, the athlete may select a physician of his/her choice. However, if the athlete makes the appointment he/she must obtain the approval of the Head Athletic Trainer in advance, or charges for the second opinion will be the responsibility of the athlete. We will make every effort to provide treatments or rehabilitation programs as prescribed by the physician, provided the CU team physicians approve the plan.

Emergency/Urgent Medical Procedures

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

Emergency

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

Urgent Medical Problem

If there is an urgent medical matter that is not life-threatening, call the athletic training room and speak with the athletic trainer for the sport. Every attempt will be made to have the team physician attend to the athlete. However, if the medical problem arises outside of normal business hours and if the athlete is unable to reach an athletic trainer, seek medical attention as needed, then call the training room (303-492-3801) and leave a message with a call back number. The athlete will be responsible for all medical charges if the injury is not related to sports participation and, in the event of a sports-related injury, if they fail to contact an athletic trainer.

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

Dental Care

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

Eye Glasses & Contact Lenses

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

Exit Physicals

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

Eligibility

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



STUDENT-ATHLETE GUIDELINES

EXPECTATIONS

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

SPORTS PERFORMANCE CENTER IS DEDICATED TO PROVIDING THE BEST SERVICE TO STUDENT-ATHLETES AS POSSIBLE. BEFORE PARTICIPATION, ALL STUDENT-ATHLETES NEED TO RECEIVE A PHYSICAL EXAM AND BE CLEARED FOR PARTICIPATION IN THEIR SPORT.

UNIVERSITY OF COLORADO BOULDER
INTERCOLLEGIATE ATHLETIC DEPARTMENT
SUBSTANCE ABUSE EDUCATION AND TESTING PROGRAM
POLICY

June 2, 2008, Revised on February 21, 2012, Revised January 10, 2013, Revised April 7, 2015, Revised April 20, 2015

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

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

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

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

- A. is detrimental to the physical and psychological well-being of the Student-Athlete, as defined in Section VIII(B) below;
- B. can seriously interfere with the athletic and academic performance of Student-Athletes;
- C. is dangerous to the life and health of the Student-Athlete and his/her teammates, particularly with regard to participation in athletic competition or practice; and
- D. compromises the integrity of intercollegiate athletic competition.

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

Retaliating against an individual for reporting information or otherwise participating in the University of Colorado Intercollegiate Athletics Substance Abuse Education and Testing Program (the "Program") will not be tolerated and, if applicable, reported to the Office of Student Conduct.

PURPOSE OF THE SUBSTANCE ABUSE EDUCATION AND TESTING PROGRAM

The purposes of the Program are to:

- A. educate Student-Athletes about the negative consequences associated with the use of Prohibited Substances and how such use and abuse may affect the Student-Athlete and his/her teammates' health and safety;
- B. provide a drug-free environment for all athletic participation, consistent with Pac-12 Conference and NCAA policies, thereby assuring that participants are physically and mentally prepared for the rigors of intercollegiate athletic competition;
- C. discourage unapproved Prohibited Substance use and abuse; and
- D. encourage and assist in the education, treatment, and/or rehabilitation of any Student-Athlete identified as using Prohibited Substances.

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

PROHIBITED SUBSTANCES

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

- A. the Student-Athlete has been diagnosed by his/her prescribing physician as having a medical history that demonstrates a medical need for use of a Prohibited Substance;
- B. the Student-Athlete has previously provided the Team Physician with written documentation from his/her prescribing doctor which documents:
 - 1. how such diagnosis was reached;
 - 2. confirms that the Student-Athlete has a medical history demonstrating the need for use of the Prohibited Substance; and
 - 3. reveals Prohibited Substance dosage information; and
- C. the Team Physician has previously approved such documentation and Prohibited Substance use. The Student-Athlete's use of substances classified as "street drugs" by the NCAA, such as marijuana, will not be approved by the Team Physician. This

includes medical marijuana. Possession of a medical marijuana registry identification card does not qualify the Student-Athlete for a medical exception pursuant to NCAA requirements or this Policy and will not nullify a positive test result.

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

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

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

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

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

EDUCATION

A. OBJECTIVES

The objectives of the Program are to:

1. provide information to Student-Athletes regarding the physiological and psychological effects which certain Prohibited Substances may have on their bodies;
2. encourage discussion about the use of Prohibited Substances;
3. counsel individual Student-Athletes regarding the unapproved use of Prohibited Substances by themselves or others; and
4. deter, based upon their own educated choice, Student-Athletes from unapproved use of Prohibited Substances.

B. IMPLEMENTATION

Each academic year, the Senior Associate AD for Internal Operations, or a designee, will ensure that all Student-Athletes are aware of the contents and intent of this Policy. A copy of the Policy will also be posted on the CU Athletic Department website. http://www.cubuffs.com/ViewArticle.dbml?&DB_OEM_ID=600&ATCLID=204968078

C. EDUCATIONAL MATERIALS AND PROCESSES

1. Each sports supervisor will ensure that at least one presentation will be made to each athletic team relating to the effects which Prohibited Substances may have upon the human body. Student-Athlete attendance at this presentation is mandatory unless excused in advance for proper purpose as determined in the sole discretion of the Associate AD for Health and Performance.
2. A portion of the annual student-athlete Compliance video will educate student-athletes on the use, effects, and potential consequences of abusing prohibited substances.
3. Student-Athletes are encouraged to seek information, assistance and counsel through the full-time athletic training staff, the Sports Performance staff, the Sports Dietetics staff, or the Counseling & Sport Psychologist.

TESTING PROGRAM

A. CIRCUMSTANCES UNDER WHICH TESTING WILL BE CONDUCTED

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

1. as required by the NCAA;
2. upon a determination that there exists Reasonable Suspicion of a Student-Athlete's use of a Prohibited Substance and the Reasonable Suspicion Form attached as Attachment C has been completed and approved by the Athletic Director, a sports supervisor or designee; or
3. upon a determination that there exists Reasonable Suspicion indicating that a Student-Athlete is using "over-the-counter" medications contrary to NCAA policies and the Reasonable Suspicion Form attached as Attachment C has been completed and approved by the Athletic Director, a sports supervisor or designee; or
4. upon a Student-Athlete's Voluntary Consent, as defined in Section VIII(D) below, to body fluid testing, for Student-Athletes eighteen years of age and older; or
5. if the Student-Athlete is charged or indicted with a drug related offense or a crime involving violence or the threat of violence, including, but not limited to, assault, sexual assault, menacing, or robbery; or
6. as may be otherwise set forth in or called for by this Policy.

B. SELF-ADMISSION AND ONE-TIME AMNESTY

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

2. Any subsequent positive test will subject the Student-Athlete to sanctioning per this Policy

C. NOTIFICATION OF REQUIRED TESTING

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

D. COLLECTIONS & LABORATORY PROCEDURES

1. Body fluid collection will be monitored by a member of the Athletic Training Staff or a designee. The monitor who observes the collection of this sample will be of the same gender as the Student-Athlete.
2. The Student-Athlete may wear simple clothing such as shorts and a T-shirt to the collection area. No outer clothing or personal belongings may be taken into the collection area. Clothing constructed with pockets, or of construction conducive to concealing alternate samples, or which could aid an effort to compromise the validity of the test or allow tampering with the sample, should not be worn in the collection area. If such clothing is worn, it will be subject to inspection.
3. At the time of testing, the Student-Athlete will be required to confirm in writing that he/she and CU-Boulder has complied with the proper testing protocol.
4. The athletic trainer or designee will receive the sample from the Student-Athlete and check the sample for appropriate color, temperature, specific gravity and other properties to determine that no substitution or tampering has occurred.
5. The sample will be split into two portions. Each separate sample will be sealed in a tamper-proof container and marked with the Student-Athlete's confidential number.
6. The laboratory testing shall be performed using recognized standard industry procedures by a competent testing agency selected by the CU-Boulder Athletic Department.

D. NOTIFICATION OF TEST RESULTS

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

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

E. VIOLATIONS

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

1. the Student-Athlete tested positive for a Prohibited Substance;
2. the Student-Athlete failed or refused to appear for testing;
3. the Student-Athlete was notified of the requirement to provide a body fluid sample for testing, appeared at the test location, but failed to produce an acceptable sample within a reasonable time period, an acceptable sample is one that has appropriate color, temperature, gravity, and no properties indicating a substitution or tampering has occurred; or
4. the Student-Athlete admitted he or she has been using a Prohibited Substance or the Student-Athlete indicates his or her body fluid sample will test positive for a Prohibited Substance.

SANCTIONS

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

A. FIRST VIOLATION

Upon a first violation:

1. The Student-Athlete shall schedule a substance evaluation with the Counseling & Sport Psychologist within two (2) weeks of the date of written notification from the Associate AD for Health and Performance of a positive test result. The Student-Athlete must participate in this substance evaluation and any recommended counseling and/or treatment program. The Student-Athlete's failure to schedule the substance evaluation appointment, failure to meaningfully participate in the substance evaluation, and failure to meaningfully participate in any recommended counseling or treatment program will result in further disciplinary action including, but not limited to, suspension from participation in practice or competition, or both. The Student-Athlete will be required to sign a release to allow the Counseling & Sport Psychologist to communicate with the sports supervisor regarding whether the Student-Athlete has or has not meaningfully participated in a substance evaluation and any recommended counseling and/or treatment program.
2. The Student-Athlete must participate in periodic body fluid sample testing for unapproved Prohibited Substances for a period of one year calculated from the date of the notice of the violation. These tests will be scheduled by the Associate AD for Health and Performance on a random basis, which will not be known to the Student-Athlete. The Associate AD for Health and Performance will report the results of testing to the Athletic Director, sports supervisor, Senior Associate AD for Internal Operations, the Counseling & Sport Psychologist, and the Head Coach.
3. Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), the Athletic Department may notify the Student-Athlete's parent(s)/legal guardian(s) of the violation if the Student-Athlete is a tax dependent of a parent(s)/legal guardian(s) or under twenty-one (21) years of age. Such notification shall include the link to the website containing this Policy. http://www.cubuffs.com/ViewArticle.dbml?&DB_OEM_ID=600&A_TCLID=204968078

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

B. SECOND VIOLATION

Upon a second violation:

1. The Student-Athlete will be suspended automatically and immediately from a minimum of 20% of his or her competitive season, beginning with the first available contest. During this time, in the discretion of the Athletic Director, the Student-Athlete may be allowed to continue to practice and use services provided by Sports Medicine, Sports Performance, Academic Support, and attend Training Table.
2. The Student-Athlete is required to meaningfully participate in the substance evaluation and any counseling and/or treatment program recommended by the Counseling & Sport Psychologist or other licensed mental healthcare provider. Such participation is a condition of the Student-Athlete being allowed to return to competition and being allowed to continue to practice and use services provided by Sports Medicine, Sports Performance, Academic Support, and attend Training Table.
3. Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), the Athletic Department may notify the Student-Athlete's parent(s)/legal guardian(s) of the violation if the Student-Athlete is a tax dependent of a parent(s)/legal guardian(s) or under twenty-one (21) years of age. Such notification shall include link to the website containing this Policy.
4. The Athletic Department will notify in writing the Office of Student Conduct that the Student-Athlete has violated this Policy. The Student-Athlete may be subject to additional sanctions imposed by the Office of Student Conduct.
5. The Student-Athlete must participate in periodic body fluid sample testing for Prohibited Substances for a period of at least one year calculated from the date of the notice of the violation. These tests will be scheduled by the Associate AD for Health and Performance on a random basis, which will not be known to the Student-Athlete. The Associate AD for Health and Performance will report the results of testing to the Athletic Director, sports supervisor, Senior Associate AD for Internal Operations, the Counseling & Sport Psychologist, and the Head Coach.
6. The Student-Athlete may be reinstated at the conclusion of the suspension period provided the Student-Athlete has no further Policy violations and the Student-Athlete has meaningfully participated in his/her substance evaluation and any recommended counseling and/or treatment program.

C. THIRD VIOLATION

Upon a third violation:

1. The Student-Athlete shall be suspended automatically and immediately from all & any participation in athletic competition and practice sponsored by the Athletic Department for a minimum period of one year.
2. The Student-Athlete may be banned from using athletic services provided by Sports Medicine, Sports Performance, Academic Support, and from attending Training Table.
3. Financial aid guidelines will dictate whether the Student-Athlete is eligible for financial aid.
4. To the extent not prohibited by law, the Student-Athlete may be disallowed from receiving student services, including but not limited to, academic support, health care, or insurance.
5. Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), the Athletic Department may notify the Student-Athlete's parent(s)/legal guardian(s) of the violation if the Student-Athlete is a tax dependent of a parent(s)/legal guardian(s) or under twenty-one (21) years of age. Such notification shall include link to the website containing this Policy.
6. The Athletic Department will notify in writing the Office of Student Conduct that the Student-Athlete has violated this Policy. The Student-Athlete may be subject to additional sanctions imposed by the Office of Student Conduct.

APPEAL PROCESS

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

- A. The established procedures were not followed in a significant way and as a result, the violation finding was not correct. Deviation from the procedures in this policy will not invalidate a violation except where such deviation has clearly resulted in significant prejudice to the Student-Athlete.
- B. There is new information that would have been material to violation finding had the information been presented at the time to the sports supervisor. The new information

must be included with the student's request for appeal and the student must show that the new information was not known by the sports supervisor at the time that the sports supervisor determined that the Student-Athlete violated this policy.

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

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

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

- A. Find that improper procedures were used in the Reasonable Suspicion finding, to the prejudice of the Student-Athlete. In this case, the Appeals Committee shall nullify the violation and sanction and refer the matter back to the sports supervisor with a recommendation on how to correct the procedures. The sports supervisor may add any missing information and correct any inaccuracies and shall make a new decision on whether to approve the Reasonable Suspicion form. If the sports supervisor approves the revised Reasonable Suspicion Form, the Student-Athlete will be required to provide a new body fluid sample for testing.
- B. Find that improper procedures were used in the violation finding, to the prejudice of the Student-Athlete. In this case, the Appeals Committee shall nullify the violation and sanction and refer the matter back to the sports supervisor with a recommendation on how to correct the procedures. The Student-Athlete will be required to provide a new body fluid sample for testing.
- C. Find that (a) the Student-Athlete has presented information that would have been substantively material to the Reasonable Suspicion finding or violation determination, had the information been presented at the time to the sports supervisor for approval and (b) the information was not known to the sports supervisor at the time that the Reasonable Suspicion Form was approved or the violation was determined. In this event, the Appeals Committee shall nullify the violation and sanction and refer the

matter back to the sports supervisor for reconsideration in light of the new information. If the sports supervisor again finds Reasonable Suspicion, the Student-Athlete will be required to provide a new body fluid sample for testing.

D. Affirm the violation and the sanction.

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

DEFINITIONS

- A. **Prohibited Substance(s)** – amphetamines, barbiturates, cocaine, methamphetamine, opiates (including morphine and codeine), PCP (“angel dust”) and its analogues, tetrahydrocannabinol (“THC”) (including marijuana and hashish), and performance-enhancing substances such as anabolic steroids, as well as any other substances included on the NCAA prohibited substances list.
- B. **Student-Athlete** – all student participants in recognized intercollegiate sports, including students who are no longer eligible for NCAA competition but who continue to receive Athletic Department financial aid.
- C. **Reasonable Suspicion** – suspicion founded upon specific, objective, and individualized facts which, if taken with rational inferences drawn from those facts, strongly suggest that drug testing may produce evidence of improper use of a Prohibited Substance. Any of the following criteria shall constitute grounds for Reasonable Suspicion:
 - 1. A report whose credibility the Athletic Department has no legitimate reason to question (i.e. Athletics is not aware of a motive the reporting person may possess for being untruthful), by a student, staff or faculty member, or other individual who identifies him/herself and provides details that he/she is willing to testify about, indicating that he/she witnessed a Student-Athlete using a Prohibited Substance or otherwise has knowledge that a Student-Athlete has used a Prohibited Substance;
 - 2. An anonymous report whose credibility the Athletic Department has no legitimate reason to question i.e. Athletics is not aware of a motive the reporting person may possess for being untruthful), by an unidentified individual who provides details indicating that he/she witnessed a Student-Athlete using a Prohibited Substance or otherwise has knowledge that a Student-Athlete has used a Prohibited Substance and the Athletic Department is able to independently corroborate the details of such report;

3. Observation that a Student-Athlete is exhibiting physical indicators, as detailed in Attachment B to this Policy, of Prohibited Substance impairment or use;
4. The Student-Athlete has been arrested, charged, or convicted of a drug-related offense or the Student-Athlete has been identified as the focus of a criminal investigation into illegal drug possession, use, or trafficking; or
5. Any other circumstances in which the Athletic Director, or designee, has determined Reasonable Suspicion, as defined above, to exist.

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

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

EFFECTIVE DATE

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

ATTACHMENT A: APPEAL FORM

For Official University Use Only

Date Received by Associate Athletic Director: _____

Associate Athletic Director's Initials: _____

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

NAME: _____

BEST PHONE NUMBER TO REACH YOU: _____

DATE: _____

DATE OF BODY FLUID SAMPLE TEST SUBMISSION: _____

- Student-Athletes have the right to appeal a violation finding pursuant to the policy, if based upon one or more of the following grounds:
 - The established procedures were not followed in a significant way and as a result, the violation finding was not correct. Deviation from the procedures in this policy will not invalidate a violation except where such deviation has clearly resulted in significant prejudice to the Student-Athlete.
 - There is new information that would have been material to violation finding had the information been presented at the time to the sports supervisor. The new information must be included with the student's request for appeal and the student must show that the new information was not known by the sports supervisor at the time that the sports supervisor determined that the Student-Athlete violated this policy.
- **A Student-Athlete who has admitted to using a Prohibited Substance or indicates that his or her body fluid sample will test positive for a Prohibited Substance shall not have the right to appeal.**
- **This form must explain the Student-Athlete's grounds for appeal and all rationale for appeal. Please attach any documents that you would like considered to this form. Subsequent information and/or revisions to the appeal will not be accepted.**

APPEAL FORM – Narrative

Name:_____ **Date:**_____ **Page:**___ of ___

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ATTACHMENT B: INDICATORS OF PROHIBITED SUBSTANCE IMPAIRMENT¹

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

¹ Numbers 1 through 33 of this checklist are derived from the article, “Defining ‘Reasonable Suspicion’ of Employee Drug Use: The Symptoms of Drug Impairment Checklist” by Paul M. Mastrangelo and Beth McDonald of the University of Baltimore. To operationally define “reasonable suspicion” for employee urinalysis, the authors asked state certified substance abuse counselors to rate 168 symptoms of alcohol and other drug impairment on the degrees to which each behavior is observed when a person is impaired by a particular substance. This list represents the top rated symptoms indicative of impairment across drug types. Numbers 34 through 45 are derived from The National Drug Screen website (2007) for reasonable cause determination checklist, available at <http://www.nationaldrugscreen.com/dfmanual-supervisors-checklist.html>.

- (34) Scratching
- (35) Involuntary eye movement
- (36) Excessively active
- (37) Flushed skin
- (38) Sweating
- (39) Yawning
- (40) Twitching
- (41) Dizziness
- (42) Unconsciousness
- (43) Inability to verbalize
- (44) Irritable
- (45) Argumentative

ATTACHMENT C: REASONABLE SUSPICION FORM

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

Student-Athlete's Name:	Specific Location of Occurrence:
Date of Occurrence:	Student-Athlete's Team(s):

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

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

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

Reasonable Suspicion Form

Name: _____ Date: _____ Page: ____ of ____

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

1.	3.
2.	4.

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

Describe any inferences drawn from the reported facts: _____

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

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

Reasonable Suspicion Form

Name: _____ Date of Occurrence: _____ Page: ____ of ____

Describe any inferences drawn from the reported facts: _____

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

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

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

1.	3.
2.	4.
5.	6.

Reasonable Suspicion Form

Name: _____ **Date of Occurrence:** _____ **Page:** ____ of ____

Check all items observed:

↑ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>☐ Has alcohol odor on breath</td></tr> <tr><td>☐ Has developed bulky muscles</td></tr> <tr><td>☐ Is stumbling, staggering; has difficulty balancing; acts in an uncoordinated manner</td></tr> <tr><td>☐ Behaves in an unpredictable manner; behaves erratically</td></tr> <tr><td>☐ Looks sedated, sleepy, over relaxed; has droopy eyelids</td></tr> <tr><td>☐ Uses slurred speech</td></tr> <tr><td>☐ Has impaired fine motor skills</td></tr> <tr><td>☐ Has fresh needle marks on the body</td></tr> <tr><td>☐ Has scars or tracks over veins in inner arm</td></tr> <tr><td>☐ Shows dramatic weight loss</td></tr> <tr><td>☐ Is overactive, overly excitable</td></tr> <tr><td>☐ Is very talkative</td></tr> <tr><td>☐ Has small, constricted pupils</td></tr> <tr><td>☐ Shows recent increase in weight</td></tr> <tr><td>☐ Is nervous, agitated, fidgety (tapping feet, hands)</td></tr> <tr><td>☐ Is unaffected by affliction of physical injuries</td></tr> <tr><td>☐ Is recently always broke, without money</td></tr> <tr><td>☐ Has large, dilated pupils</td></tr> <tr><td>☐ Shows slow, decreased reactions</td></tr> </table>	☐ Has alcohol odor on breath	☐ Has developed bulky muscles	☐ Is stumbling, staggering; has difficulty balancing; acts in an uncoordinated manner	☐ Behaves in an unpredictable manner; behaves erratically	☐ Looks sedated, sleepy, over relaxed; has droopy eyelids	☐ Uses slurred speech	☐ Has impaired fine motor skills	☐ Has fresh needle marks on the body	☐ Has scars or tracks over veins in inner arm	☐ Shows dramatic weight loss	☐ Is overactive, overly excitable	☐ Is very talkative	☐ Has small, constricted pupils	☐ Shows recent increase in weight	☐ Is nervous, agitated, fidgety (tapping feet, hands)	☐ Is unaffected by affliction of physical injuries	☐ Is recently always broke, without money	☐ Has large, dilated pupils	☐ Shows slow, decreased reactions	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>☐ Seems paranoid; looks anxious</td></tr> <tr><td>☐ Is frequently sniffing</td></tr> <tr><td>☐ Acts violently, aggressively</td></tr> <tr><td>☐ Is late or absent from practice</td></tr> <tr><td>☐ Has red, blood-shot eyes</td></tr> <tr><td>☐ Has extreme mood swings</td></tr> <tr><td>☐ Has a slow respiration rate</td></tr> <tr><td>☐ Has poor concentration, difficulty focusing</td></tr> <tr><td>☐ Has marijuana odor on clothes, hair</td></tr> <tr><td>☐ Has excessive hunger or thirst</td></tr> <tr><td>☐ Lacks motivation</td></tr> <tr><td>☐ Has runny nose</td></tr> <tr><td>☐ Is vomiting; has nausea, intestinal difficulty</td></tr> <tr><td>☐ Scratching</td></tr> <tr><td>☐ Involuntary eye movement</td></tr> <tr><td>☐ Excessively active</td></tr> <tr><td>☐ Flushed skin</td></tr> <tr><td>☐ Sweating</td></tr> <tr><td>☐ Irritable</td></tr> <tr><td>☐ Yawning</td></tr> <tr><td>☐ Twitching</td></tr> <tr><td>☐ Dizziness</td></tr> <tr><td>☐ Unconsciousness</td></tr> <tr><td>☐ Inability to verbalize</td></tr> </table>	☐ Seems paranoid; looks anxious	☐ Is frequently sniffing	☐ Acts violently, aggressively	☐ Is late or absent from practice	☐ Has red, blood-shot eyes	☐ Has extreme mood swings	☐ Has a slow respiration rate	☐ Has poor concentration, difficulty focusing	☐ Has marijuana odor on clothes, hair	☐ Has excessive hunger or thirst	☐ Lacks motivation	☐ Has runny nose	☐ Is vomiting; has nausea, intestinal difficulty	☐ Scratching	☐ Involuntary eye movement	☐ Excessively active	☐ Flushed skin	☐ Sweating	☐ Irritable	☐ Yawning	☐ Twitching	☐ Dizziness	☐ Unconsciousness	☐ Inability to verbalize
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☐ Dizziness																																												
☐ Unconsciousness																																												
☐ Inability to verbalize																																												

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

Reasonable Suspicion Form

Name: _____ Date of Occurrence: _____ Page: ____ of ____

____ 4. Other circumstances as described below:

Check all items observed:

Unexplained or unexcused absences to
practices, class or required appointments

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

Rude or irrational behavior to authority
figures

Possession of paraphernalia commonly used
with substances

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

Describe any inferences drawn from the reported facts: _____

Additional Comments and Information: _____

Reasonable Suspicion Form

Name: _____ **Date of Occurrence:** _____ **Page:** ____ **of** ____

Name and Job Title of Person Who Completed Form: _____

Date: _____

Reviewed and Approved by: _____

Date: _____

Student-Athlete Acknowledgement: _____

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

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

Signature of Student-Athlete

Date

Student-Athlete's Name - Printed

Health Insurance Policies

CU Mandatory Health Insurance Policy

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

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

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

- NOTE: The University of Colorado automatically defaults ALL CU Boulder students enrolled for one or more credit hours into the Student Gold Health Insurance plan.
- You must waive the student insurance before the deadline. Instructions for waiving the insurance are at this link www.colorado.edu/studenthealthplans.

International students are advised to review their health insurance options to ensure that they have adequate coverage in the USA. Most medical facilities do not file claims with international plans unless there is a USA member services contact phone number and USA claims address.

NOTE: Your health plan must have a USA member services contact phone number and USA claims address. International students who incur medical expenses not related to intercollegiate sports participation will need to coordinate all claims directly with their international health insurance company.

Medical Care and Billing Protocols

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

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

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

The Athletics Department also does not cover charges incurred because of pre-existing conditions, non-athletic related injuries or conditions, acute illnesses, any and all medications related to pre-existing conditions (e.g. asthma, skin conditions, women's health, and mental health). We also do not cover routine annual medical or dental exams.

Privacy restrictions may limit the ability of the Sports Medicine Program staff to resolve health insurance or billing questions. Therefore, the parent/guardians and/or the student-athletes themselves are responsible for responding to ALL inquiries or requests for information from their health insurance company and/or medical billing offices. These inquiries may be printed on the patient statement or on the health insurance explanation of benefits form. Parents and student-athletes are strongly encouraged to read these documents carefully and take action, if needed.

Health Insurance Information

It is our policy that student-athletes will not be permitted to participate in the Athletics program until the Sports Medicine Program has received all required information. The following required documents must be completed and submitted to the Manager of Medical Office Services in the Sports Medicine Program. The manager coordinates the student-athlete's health insurance files and finalizes the student-athlete's insurance compliance to participate in their sport:

1. Health Insurance Information Form
2. Quality legible copies of current medical, prescription, and dental cards (Front and Back)
3. Authorization to Release Insurance Information Form
4. Checklist for Student/Parents/Guardians
5. Wardenburg Student Health Insurance Acknowledgement Form

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

Health Insurance Information Requests

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

Health Insurance Changes

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

Non-Covered Expenses

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

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

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

Extended Medical Coverage Policy

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

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

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

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

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

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

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

Student-Athlete Advisory Committee

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

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

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

Last year SAAC hosted the 15th annual CU Sports People of the Year (CUSPY) Awards. This year-ending awards celebration is designed to recognize the many outstanding achievements of the student-athletes. The event, created by the Student-Athlete Advisory Committee in 2001, is run entirely by student-athletes.

The benefits of being a member of SAAC are many, including leadership development, gaining an understanding of the inner workings of the CU Athletic Department, opportunities to deal with student-athlete issues at the highest level of the Pac 12 and NCAA and, most importantly, developing lasting, unifying relationships with peers from other teams. If you are interested in being a part of this leadership group, please contact your team's SAAC representative or the staff advisor, Jo Marchi, at marchi@colorado.edu.

Social Networking – Best Practices

(Facebook, Twitter, Instagram, SnapChat & Others)

- **Understand you are a public figure.** You are your own brand that is a big part of the brand of the Colorado Buffaloes.
- **Think before you post.** If you have to think twice, don't post it! Ask yourself if your parents, grandparents, family, coaches, teammates would approve. If there's any question, stay away.
- It is much easier to maintain your own identity and profile on social media, but it's much harder to control what others may post about you.
- It's extremely easy for people to identify you as a student-athlete. Maintain awareness and keep yourself out of situations out of your control.
- Understand the compliance rules regarding social media.
- Aside from those compliance rules, there are no other athletic department rules about use of social media. They are covered under team rules, so make sure you understand what your coaches expect from you on social media.
- Use CU. We have a fast growing social media following and we will engage with you if you show that you're responsible on social media.

FACEBOOK

- Lock it down. Do not accept friend requests from people you don't consider a friend. Go through your list, unfriend people you don't know. Your personal profile is a link to your past, to your friends from prior to CU and friends you make a CU. Keep it that way, it will be much more valuable to you later in life.
- There are more active sports fans on Facebook than created accounts on any other social media network. If you want a public Facebook page, we can help.

TWITTER & INSTAGRAM

- It's ultimately up to you whether or not to keep those accounts public or private. The whole point of those outlets is to be social on them. If you have a private account, understand it's still not private.
- Best practices are to keep those accounts public, then you understand what you're sending out is meant for everybody.

SNAP CHAT

- Nothing goes away forever. A story not well told in the summer of 2015 was that of SnapChat getting hacked. It likely happened to you without you knowing.

If you have any questions about anything related to social media, Curtis Snyder, Director of Digital Marketing and our social media coordinator, can help. Please contact him at curtis.snyder@colorado.edu or 303-492-3139.

Student-Athlete Welfare Resources

Student-Athlete Welfare Grievance and/or Appeal Procedures

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

Resources

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

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

Grievances/Appeals

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

1. Attempt to resolve the concern or issue by communicating directly with the coach or staff member.
2. Utilize the campus and department resources (listed previously and below) to help provide guidance and assistance.
3. If a resolution cannot be reached using these means, contact the direct supervisor of the coach or staff member.
 - A. Ceal Barry, Senior Associate Athletics Director for Internal Operations/SWA, oversees Men's and Women's Basketball, Men's and Women's Cross Country, Women's Golf, Soccer, Men's and Women's Track and Field, and Volleyball.
 - B. Lance Carl, Associate Athletic Director for Business Development, oversees Football
 - C. Kris Livingston, Associate Athletic Director for Student Services, oversees Lacrosse
 - D. Matt Biggers, Associate Athletic Director for External Affairs & Chief Marketing Officer, oversees Men's Golf, and Men's and Women's Skiing.
 - E. Grievances regarding any other staff member should be made to the direct supervisor of that individual.
 - F. Rick George, the Athletic Director, will hear any grievances or requests for appeals if a resolution is not reached by going through the previous steps.
- 4 The Student-Athlete Advisory Committee will provide information, guidance and support as it deems appropriate.

Counseling & Sport Psychology Services

Individual and group consultation /counseling is available to address challenges faced by student-athletes. Topics can include dealing with injury, relationship issues, time management, dealing with redshirting, stress, homesickness, drug and alcohol issues, anxiety and depression, financial issues, family matters, etc.

Applied sport psychology services are available through Dr. Christopher (Chris) Bader. These can include, but are not limited to, performance under pressure, maximizing performance, dealing with injury, goal setting, and imagery/visualization.

Services are also available for student-athletes transitioning in to CU. Services include taking the Myers-Briggs Type Indicator, Strengths Quest assessment, and individual discussion of transition issues.

There are also alternative on and off-campus resources available if student-athletes are interested. Counseling services are available through the Counseling & Psychological Services offices (C4C – 492-6766 & Wardenburg – 492-5654). Additionally, the Office of Victim Assistance is an advocacy and support office serving students who are impacted by disruptive or

disturbing life events, such as violent crime, sexual harassment, death and debilitating accidents.
(492-8855)

- **Contact information:** Services provided by Christopher Bader, Ph.D., LP, CC-AASP, Counseling & Sport Psychologist, Office located in Dal Ward, Office 139.
- **Phone:** 303-819-5294 (Chris)
- **Appointments:** Office hours 8 a.m. to 5 p.m. Appointments are available outside of those hours as the need arises.
- **Confidentiality:** As required by Colorado law, all communication between Dr. Bader and a student-athlete is confidential. The student-athlete can voluntarily sign a release of information to allow information to be shared.

University of Colorado's Prohibition against Sexual Misconduct- Student Information Guide

Sexual Misconduct, as defined below, is a form of sex discrimination. The University of Colorado ("University") is committed to providing an environment where all individuals can achieve their academic and professional aspirations free from sex discrimination or related retaliation.

Further, it is critical to this commitment that anyone who believes they may have been the target of or has experienced *Sexual Misconduct* in the context of University educational programs, activities or employment, to feel free to report their concerns for appropriate investigation and response, without fear of *retaliation*.

To foster a climate that encourages prevention and reporting of *Sexual Misconduct*, the University will provide prevention efforts, educate the community, respond to all reports promptly, provide interim protection measures to address safety and recognize the inherent dignity of all individuals involved.

The following information is intended to allow you to better understand the University's policies, reporting and the process.

What is Sexual Misconduct?

Sexual Misconduct includes Sexual Assault (non-consensual intercourse or contact), Sexual Harassment, Sexual Exploitation, Intimate Partner Abuse (domestic or dating violence) and Stalking. The University provides campus procedures for resolving reported incidents. The Office of Institutional Equity and Compliance (OIEC) is responsible for enforcing the University's Sexual Misconduct Policy and related procedures (see below in Resources and Reporting).

Any student who engages in Sexual Misconduct can be removed from athletic programs, suspended or expelled from the University, and/or prosecuted criminally.

Examples of Sexual Misconduct include:

- displays of unwelcome, sexually suggestive materials or content
- unwelcome sexual jokes or innuendos;
- unwelcome touching/sexual touching;
- unwelcome flirting or advances;
- pressuring for sex;
- repeated requests for unwelcome dates;
- persistent email or social network communications that makes someone fear for their safety;

- requiring sexual favors in exchange for a grade, a favor or some other benefit;
- non-consensual sexual contact;
- non-consensual sexual intercourse; or
- violence or threatened violence against a person with whom someone has a sexual or dating relationship.

When the University “knows or reasonably should know” about Sexual Misconduct, we are required “to take immediate action to eliminate it, prevent its recurrence and address its effects.” Unlike a criminal investigation, the University must promptly investigate any report; a typical investigation takes up to 60 days unless there are extenuating circumstances which warrant a lengthier investigation. If there is also a criminal investigation, the University does not have to delay in taking full action while the criminal investigation is ongoing.

Consent

Sexual activity requires consent. Consent for sexual activity is clear, knowing, voluntary, mutually understandable words or actions which indicate a willingness to participate in mutually agreeable sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a “no”; a clear “yes,” verbal or through actions, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically impaired when that person lacks the ability to make or act on decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know—or reasonably should know—to be impaired constitutes sexual misconduct.

Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as consent. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent by talking and asking questions. Talking with sexual partners about desires and limits serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

Before the parties can consent to sexual contact with each other, each must understand what the other will accept. If a person indicates not wanting to proceed further it is **not acceptable** to continue that sexual encounter or to try and persuade, pressure or threaten that person to continue.

Recruiting

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

Student-athletes are responsible for the behavior of any recruit under their supervision and must not allow the recruit to engage in any form of Sexual Misconduct as described above.

Resources & Reporting

- How to file a report with the University (this link also has information on other resources)
 - <http://www.colorado.edu/institutionalequity/reporting-options>
 - Call: (303) 492-2127
 - Email: cureport@colorado.edu
 - Report directly to the Title IX Coordinator for the University: Valerie Simons, (303) 492-5359, valerie.simons@colorado.edu
- Office of Institutional Equity and Compliance
 - For more information on the applicable process, policies and procedures regarding Sexual Misconduct
 - <http://www.colorado.edu/institutionalequity/303-492-2127>
- Office of Victim Assistance
 - Free and **confidential counseling** and advocacy, can help you know your options and rights
 - <http://CUvictimassistance.com>
 - 303-492-8855

University Policies

University of Colorado Sexual Misconduct Policy: <https://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-5014-sexual-harassment-policy>

Office of Institutional Equity Process and Procedures 2015-16:

http://www.colorado.edu/institutionalequity/sites/default/files/attached-files/oiec_process_and_procedures_2015-2016_final_7_1_15.pdf

Pregnant Student-Athletes

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

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

- Reporting:

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

- o Teammates or Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to the team physician or to the Director of Student-Athlete Wellness.

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

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

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

- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.

- Students may take a pregnancy leave of absence for so long a period of time as is deemed medically necessary by the student-athlete's physician, at the conclusion of which the student-athlete shall be reinstated to the status which she held when the leave began.
- No coach or other Athletic department personnel shall suggest to any student-athlete that her continued participation on a team will be affected in any way by pregnancy.
- Athletics will not allow a hostile or intimidating environment to exist regarding student-athlete pregnancy. Acts or statements that are hostile toward pregnancy or that shun or shame a student-athlete because she is pregnant will not be tolerated.
- Medical personnel in the Office of Sports Medicine are available to educate the pregnant student-athlete regarding the risks of continued participation in her sport. Athletics does not provide health insurance benefits for pregnancy, although Athletics personnel can assist the student-athlete in locating available resources. If requested by the student-athlete, the Office of Sports Medicine will refer her to her primary care physician, Wardenburg Health Center on the CU Campus, or additional resources for medical services. Counseling and Psychological Services on the Boulder campus is another resource available to the student-athlete.
- Athletics staff will not counsel (unless requested by the student-athlete) or influence in any way a pregnant student-athlete regarding issues related to her pregnancy. Such advice or influence is inappropriate and is prohibited.
- Regarding institutional financial aid, all grants-in-aid are renewed annually and in accordance with NCAA rules. Pregnancy will be treated as all other temporary medical conditions where grants-in-aid are awarded. As such, institutional grant-in-aid money may not be revoked or reduced due to missed practice and playing time as a result of pregnancy.
- NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy. A waiver application must be submitted by the University to the NCAA in such cases, and approval is not assured.
- Complaints of violation of this policy or retaliation will be handled by the Office of Office of Student Conduct or the Office of Discrimination & Harassment.

Student-Athlete Code of Sportsmanship and Ethical Conduct

The Department of Intercollegiate Athletics (Athletics Department), as an integral part of the educational mission of the University of Colorado Boulder (CU-Boulder), provides the student-athletes it serves with the opportunity to participate in a nationally successful and respected intercollegiate athletic program which establishes and maintains unparalleled standards in education, athletic competition, and relationships with its internal and external communities.

It is a privilege, not a right to be a NCAA, Division I student-athlete at CU-Boulder. To earn this privilege, student-athletes must conduct themselves, on and off the field, as positive role models who exemplify good sportsmanship. The concept of sportsmanship includes the following characteristics which CU-Boulder aspires to utilize: integrity, honor, honesty, respectfulness, courtesy, civility, class, responsibility, duty, accountability, fair play, empathy, compassion, kindness, teamwork and playing by the rules.

The CU-Boulder Athletics Department and its student-athletes are often in the spotlight and, fair or not, their behavior is subject to scrutiny by their peers, members of the campus, local and national communities, and by the media. The actions of one student-athlete reflect on the individual, team, department and CU-Boulder. Therefore, the honor and privilege of being a student-athlete at CU-Boulder comes with a commensurate level of responsibility.

The University expects its student-athletes to train and strive for their highest degree of athletic excellence; to demonstrate academic integrity and accomplishment; and to conduct themselves responsibly as members of the campus and surrounding communities for the duration of their tenure as student-athletes at CU-Boulder.

**NO MATTER WHERE YOU ARE, YOU ARE A
COLORADO BUFFALO AND ALWAYS IN UNIFORM!**

SPORTSMANSHIP AND ETHICAL CONDUCT EXPECTATIONS

A. Responsible Conduct/Colorado Creed. Student-athletes are expected to conduct themselves responsibly at all times within the Athletics Department, campus, and larger community, including abiding by the Colorado Creed:

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

- Act with honor, integrity and accountability in my interactions with students, faculty, staff and neighbors.
- Respect the rights of others and accept their differences.

- Contribute to the greater good of this community.

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

More information on the Colorado Creed may be found at: <http://www.colorado.edu/creed>.

B. CU-Boulder, NCAA, and Pac-12 Conference Policies and Regulations. Student-athletes are required to abide by all CU-Boulder, NCAA, and Pac-12 Conference policies, guidelines, procedures and rules including, but not limited to, the following:

CU-Boulder Student Policies:

- Student Conduct Code <http://www.colorado.edu/studentaffairs/judicialaffairs/code.html>
- Academic Honor Code <http://www.colorado.edu/policies/honor.html>
- Sexual Misconduct/Harassment Policies and Protocols and Amorous Relationships <http://www.colorado.edu/sexualharassment/>

NCAA, Pac-12 Conference and Athletics Department Policies:

- Drugs
- Sports Wagering
- Extra Benefit, Ethical Conduct and Amateurism Rules
- Sportsmanship
- CU Recruitment of Prospective Student-Athletes Policy
- Hazing

C. Standard Team Rules. The Athletics Department makes every effort to offer a program that assists student-athletes in securing a degree and fulfilling the educational mission of CU-Boulder. A student-athlete's acceptance of athletics financial aid and/or participation as a member of an athletics team carries with it definite standards of personal, academic, and athletics conduct including, but not limited to:

Personal: Student-athletes are expected

- to conduct themselves in such a manner that would uphold or enhance the traditions and ethical standards of CU-Boulder, the athletics program, and the team
- not to bring discredit to CU-Boulder or cause harm to its reputation

Academic: Student-athletes are expected

- to attend classes and complete all academic assignments
- to consult with academic coordinators and attend tutoring sessions, supervised study sessions, or other academic responsibilities and programs
- to keep a course load of at least 12 credit hours per semester and make progress, as required by the NCAA, toward a degree
- to accept responsibility for academic eligibility

or other academic responsibilities and programs

Athletics: Student-athletes are expected

- to abide by CU-Boulder, Pac-12, NCAA and team rules
- to maintain themselves in top physical condition, within accepted health standards
- to attend organized practices unless officially excused
- to respect all athletics facilities and use them properly
- to take proper care of equipment and return it in good condition
- to treat officials and opponents with respect, and avoid undue confrontations
- to maintain established team standards of appropriate grooming and dress
- to abstain from using tobacco and non-therapeutic drugs
- to abstain from underage consumption of alcoholic beverages
- not to accept any impermissible “extra benefits” from representatives of athletics interests
- not to sell or accept anything of value in exchange for complimentary admissions to athletics events, participation, championship or special achievement awards

Nothing in this Code limits the authority of a head coach to establish and enforce more stringent team rules and student-athletes are also required to comply with such additional team rules as are established by the Head Coaches.

D. Laws. Student-athletes are required to abide by all applicable municipal ordinances and state and federal civil and criminal laws.

SELF-REPORTING OBLIGATION

A student-athlete is obligated to report any violation of this Code of Ethics to the Head Coach or to the Athletics Director within 24 hours of, or at the student-athlete’s first opportunity to report, such violation. This obligation is in effect year round, including semester and summer breaks. Failure to self-report may also be considered a violation and may be weighed by the Athletics Department when determining an appropriate sanction.

POTENTIAL SANCTIONS AND DISCIPLINE PROCESS

A student-athlete who violates any of the requirements of this Code and/or who takes any other action that is considered detrimental to the character of the team or the educational mission of the Athletics Department, and/or CU-Boulder, may be subject to disciplinary action.

A. Sanctions. Possible sanctions include but are not limited to:

- Warning: issuance of a verbal and/or written warning.

- Probation: special status with conditions, including referral to counseling or community service or restitution, imposed for a specified time.
- Suspension: removal for a specified period of time from some or all Athletics Department activities and services.
- Dismissal: removal from all Athletics Department services and activities.
- Withdrawal of Financial Aid: termination of athletic-related financial aid at the first opportunity allowable by NCAA regulations.

B. Procedures for Violation of Team Rules. A student-athlete who is alleged to have engaged in conduct that violates team rules or requirements can be sanctioned by the Head Coach, or his/her designee. Before a student-athlete can be sanctioned with dismissal from the team for violation of team rules, the Head Coach or his/her designee must consult with and obtain approval from the Athletics Director.

C. Procedures for Violations of NCAA, Pac 12 Conference, and Athletics Department Rules. A student-athlete who is alleged to have engaged in conduct that violates NCAA, Pac 12 Conference, and Athletics Department rules, requirements, and policies can be sanctioned by the Athletics Director, or his/her designee, after consultation with the Head Coach.

D. Procedures for Violation of Criminal Law and/or Student Conduct Code. A student-athlete who is alleged to have engaged in conduct that violates criminal law or the Student Conduct Code can be sanctioned by the Athletic Director, or his/her designee, after consultation with the Head Coach. Whether the sanction is permanent or interim (pending an investigation and determination of responsibility by the Office of Student Conduct) is in the discretion of the Athletics Director.

V. EFFECTIVE DATE

This Policy is effective immediately and its administration/operation is subject to change or modification at any time.

Glossary

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

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

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

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

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

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

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

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

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

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

Advisor: A qualified person, usually a faculty member, assigned to give you support and advice related to your academic and career plans.

Annotate: To add notes to (a text or diagram) giving explanation or comment.

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

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

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

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

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

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

Booster: A representative of athletics' interest.

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

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

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

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

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

Career: A grouping of academic work to which academic statistics are accumulated (e.g., undergraduate, graduate, non-credit).

C4C: CU's Center for Community, located on Regent Drive across from the Coors Events Center. This building houses most of the Student Affairs offices and features a 900 seat dining facility.

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

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

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

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

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

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

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

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

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

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

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

Commencement: A graduation ceremony.

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

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

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

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

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

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

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

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

Cross-Listed Course: A course that is offered through two different departments or careers, is taught at the same time by the same instructor, and can typically be used to fulfill a requirement in either department or career. For example, MATH 4120 is cross-listed as APPM 4120. A

mathematics major enrolls in MATH 4120, and an applied mathematics major enrolls in APPM 4120, and each student would receive credit in their program for the course.

Cumulative: All parts combined. A “cumulative exam” tests material learned not just in one unit, but in all units covered up to that point.

Database: A collection of related electronic records in a standardized format, searchable in a variety of ways, such as title, author, subject, and keyword. Common examples of databases are the library catalog and citation indexes.

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

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

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

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

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

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

Double Major: Two declared majors within one degree program. For example, a student in the College of Arts and Sciences with a double major in history and philosophy will earn one bachelor of arts degree.

Drop/Add Period: The period after registration during which a student can add or drop courses and change credit designations without instructor signatures. (www.colorado.edu/registrar/registration-grades/adddrop-courses)

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

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

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

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

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

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

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

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

FERPA(Family Educational Rights and Privacy Act of 1974): A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

Final Exams: Students may find the final exam schedule on the registrar's office website each fall and spring semester. Exams are listed by class meeting time. If you have three or more final exams scheduled on the same day, you are entitled to arrange an alternative exam for the last exam or exams scheduled on that day. To qualify for rescheduling final exam times, you must provide evidence that you have three or more exams on the same day, and arrangements must be made with your instructor no later than the end of the sixth week of the semester.

(www.colorado.edu/registrar/calendars-schedules/final-exams-schedule)

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

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

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

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

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

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

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

Honors: Distinction achieved through general honors courses or a departmental honors program (requires special courses and thesis).

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

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

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

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

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

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

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

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

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

M.S.: Master of Science. A graduate degree.

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

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

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

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

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

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

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

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

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

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

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

Pass/Fail: An option that some students may use for some classes, which allows them to use a different grading system than the typical A, B, C, D, F format. In a pass/fail class, you either pass (P) or your fail (F). A grade of D- or above is converted to a P; an F remains an F. Only the F is calculated as part of your GPA; a grade of P is not counted.

Percent to Degree: The percentage of your degree that is complete. When you reach 100% you graduate. NCAA regulations require that student-athletes meet certain percentage requirements at the end of their fourth (40%), sixth (60%) and eighth (80%) semester.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Scholarly/Professional Journal: Journals that present in-depth, original research in a specific field. These articles have been reviewed by other scholars in the field for scholastic standards and validity. Professional journals may also contain profession or industry related news.

Serials: A publication that is issued in parts, indefinitely over time. Serials include journals, periodicals, magazines, almanacs, annual reports, numbered monographs, and other materials. This term is sometimes used interchangeably with "periodical."

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

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

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

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

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

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

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

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

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

Tardy: Being late for an appointment, meeting, job, or class.

T.A.: Teacher's Assistant. T.A.'s are usually graduate students who, in partial fulfillment of their degree, or to earn their stipend, are required to teach courses or help faculty members teach courses in the subject of their expertise.

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

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

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

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

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