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Video Coordinator for Women's Basketball

Head Cross Country & Track & Field Coach
Assistant Track & Field Coach
Assistant Track & Field Coach
Assistant Track & Field Coach
Head Men's Golf Coach
Head Men's Soccer Coach
Assistant Men's Soccer Coach
Assistant Men's Soccer Coach
Head Women's Soccer Coach
Associate Head Women's Soccer Coach
Assistant Women's Soccer Coach
Head Softball Coach
Associate Head Softball Coach
Assistant Softball Coach
Head Women's Tennis Coach
Head Men's Tennis Coach
Head Women's Volleyball Coach
Assistant Women's Volleyball Coach
Assistant Women's Volleyball Coach

UNIVERSITY MINISTRY
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WELCOME FROM THE ATHLETICS DIRECTOR

Dear Student-Athletes,

Welcome to DePaul Athletics! Participation in intercollegiate athletics should be one of your most rewarding and challenging experiences during your college career. At the same time, remember that being a student-athlete at DePaul is a privilege, not a right.

All of our efforts, coaches and staff alike, are to support your academic and athletic successes. To this end, we have provided you with this 2018-19 Student-Athlete Handbook. Please be sure to read it and be familiar with its contents. It answers many questions you may have. We also have posted an online version, accessible through depaulbluedemons.com. However, if you need any further information, please do not hesitate to contact any one of us for assistance. A staff directory is provided in the next pages to assist you.

Participation in athletics is a privilege that carries a tremendous amount of responsibility for each student-athlete. Therefore, a DePaul student-athlete is expected to exemplify a high sense of accountability, personal honor, loyalty, and integrity.

On behalf of our coaches and athletic department staff, we wish you success in achieving your personal and academic and athletic goals. The very best of DePaul Athletics is yet to come; we look forward to your leadership, dedication, and commitment toward getting us there.

Go Blue Demons!
Cordially,

Jean Lenti Ponsetto
Director of Athletics

MISSION OF DEPAUL

This mission statement embodies the principal purposes of DePaul University. As such it is the nexus between past, present and future; the criterion against which plans are formulated and major decisions made; the bond which unites faculty, students, staff, alumni, and trustees as an academic community. As a university, DePaul pursues the preservation, enrichment, and transmission of knowledge and culture across a broad scope of academic disciplines. It treasures its deep roots in the wisdom nourished in Catholic universities from medieval times. The principal distinguishing marks of the university are its Catholic, Vincentian, and urban character.

Central Purposes
DePaul, in common with all universities, is dedicated to teaching, research, and public service. However, in pursuing its own distinctive purposes, among these three fundamental responsibilities this university places highest priority on programs of instruction and learning. All curricula emphasize skills and attitudes that educate students to be lifelong, independent learners. DePaul provides sufficient diversity in curricular offerings, personal advisement, student services, and extracurricular activities to serve students who vary in age, ability, experience, and career interests. Full-time and part-time students are accorded equivalent service and are held to the same academic standards.
As a comprehensive university, DePaul offers degree programs at the undergraduate and graduate levels and a range of professional programs. The liberal arts and sciences are recognized not only for their intrinsic value in undergraduate and graduate degree programs, but also because they are foundational for all specialized undergraduate programs and supportive of all advanced professional programs. The university maintains that depth of scholarship to offer the doctorate in selected academic disciplines. Libraries, computer resources, and other academic support services match the levels and diversity of degree programs.

Research is supported both for its intrinsic merit and for the practical benefits it offers to faculty, students, and society. Broadly conceived, research at the university entails not only the discovery and dissemination of new knowledge but also the creation and interpretation of artistic works, application of expertise to enduring societal issues, and development of methodologies that improve inquiry, teaching and professional practice.

In meeting its public service responsibility, the university encourages faculty, staff and students to apply specialized expertise in ways that contribute to the societal, economic, cultural and ethical quality of life in the metropolitan area and beyond. When appropriate, DePaul develops service partnerships with other institutions and agencies.

Students and Faculty
DePaul invites to its programs of study students from across the nation. Originally founded for students from the greater Chicago area, and still serving them predominantly, DePaul continues its commitment to the education of first generation college students, especially those from the diverse cultural and ethnic groups in the metropolitan area. Admission standards for all degree programs are selective or highly selective. In admitting students the university places greatest weight on intellectual potential and academic achievement. It seeks diversity in students' special talents, qualities, interests, and socio-economic background.

DePaul University seeks to manage its resources effectively so as to control the costs it charges students for programs and services. Moreover, it makes available as much financial aid as possible to assure access to a broad range of talented students. The university identifies and offers special assistance to students of high potential who have been handicapped by educational, personal or societal obstacles beyond their control.

From its first charter DePaul has supported a philosophy which now is expressed as being an equal opportunity educator and employer. DePaul continues to provide equal opportunities to students and employees without regard to age, national origin, race, sex, handicap, creed or color. Moreover, it strives to recruit faculty and staff who reflect the diverse mix of the student body.

The faculty, learned yet learning, gives substance to the mission of the university. These men and women personify the intrinsic value of scholarly inquiry and the force of creative and intellectual efforts. Through their dedication to learning, their contributions to a personalistic environment, and their faith in the potential of their students, the faculty and staff serve as role models for students.

Distinguishing Marks
By reason of its Catholic character, DePaul strives to bring the light of Catholic faith and the treasures of knowledge into a mutually challenging and supportive relationship.
It accepts as its corporate responsibility to remain faithful to the Catholic message drawn from authentic religious sources both traditional and contemporary.

In particular, it encourages theological learning and scholarship; in all academic disciplines it endorses critical moral thinking and scholarship founded on moral principles which embody religious values and the highest ideals of our society.

On the personal level, DePaul respects the religiously pluralistic composition of its members and endorses the interplay of diverse value systems beneficial to intellectual inquiry. Academic freedom is guaranteed both as an integral part of the university's scholarly and religious heritage, and as an essential condition of effective inquiry and instruction.

The university derives its title and fundamental mission from St. Vincent de Paul, the founder of the Congregation of the Mission, a religious community whose members, Vincentians, established and continue to sponsor DePaul. Motivated by the example of St. Vincent, who instilled a love of God by leading his contemporaries in serving urgent human needs, the DePaul community is above all characterized by ennobling the God-given dignity of each person. This religious personalism is manifested by the members of the DePaul community in a sensitivity to and care for the needs of each other and of those served, with a special concern for the deprived members of society. DePaul University emphasizes the development of a full range of human capabilities and appreciation of higher education as a means to engage cultural, social, religious, and ethical values in service to others.

As an urban university, DePaul is deeply involved in the life of a community which is rapidly becoming global, and is interconnected with it. DePaul both draws from the cultural and professional riches of this community and responds to its needs through educational and public service programs, by providing leadership in various professions, the performing arts, and civic endeavors and in assisting the community in finding solutions to its problems.

**MISSION OF THE BIG EAST CONFERENCE**

The BIG EAST Conference promotes healthy competition and academic integrity. Its mission is to serve as a vehicle to:

- Promote and cultivate intercollegiate athletic programs which foster integrity, healthy competition and the pursuit of excellence in academic environments.
- Provide competitive opportunities compatible with resource allocation while allowing a degree of institutional flexibility.

The BIG EAST Conference does this to optimize competitive opportunities for our student-athletes, advance our institutional missions, and enhance resources. The Big East Code of Conduct is discussed with each student-athlete prior to annual participation.

**MISSION OF THE DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

The mission of the Athletics Department at DePaul University is consistent with the purposes, goals and ideals of the University and the Division of Student Affairs.

Primary to our purpose is to maximize the great potential of our students by exposing them to the wide variety of recreation, intramural and intercollegiate programs so vital to their total education. Complementing their more formal classroom education, the Athletic Department strives to teach and develop lifelong values inherent in the Vincentian character: integrity, leadership, competition, loyalty, cooperation, fair-play, self-confidence, sacrifice and physical fitness among others. At the same time, athletic participation brings together men and women students from diverse ethnic, socioeconomic, cultural and geographic backgrounds, possessing
various unique skills, working together towards common success and a commitment to excellence. Furthermore, athletics provides the campus community, our urban neighbors in Chicago, and alumni the opportunity for participation in the form of recreation and as spectators for intercollegiate competition.

The Athletic Department also has a unique opportunity and responsibility, as the most visible messenger of the DePaul story, to represent the highest qualities and standards of our education to an observant community, state and nation. A clear, positive exposure of DePaul University, through athletics, can enhance the University's mission and image and directly affect the quality of faculty, enrollment and development.

Not unimportant to our Mission is the emotion, school spirit and morale, so crucial to the soul of the University, that can be uplifted through participation in athletics.

**STUDENT-ATHLETE CODE OF CONDUCT**

As student-athlete, you are part of one of the most visible groups in the DePaul University community due to your visibility during competition and the interest that NCAA athletics brings. Consequently, what you do and how you do it is often subject to scrutiny by many others, including members of the campus community. You are therefore placed in a position which requires exemplary behavior at all times.

Be advised that you must conform to the stated behavioral expectations of the University's Code or the University Code of Responsibility (found at: http://sr.depaul.edu/catalog/catalogfiles/Current/Undergraduate%20Student%20Handbook/pg50.html). Behavior outside this Code could subject any student-athlete to discipline from the University, the Athletic Department, or both. Such discipline may range from a warning, athletics probation (discussed later in this handbook) to dismissal from the team or reduction/withdrawal of athletically-related financial aid.

There are three general areas of the Athletics Code of Conduct: General Behavioral Expectations, Academic Expectations, and Sporting Conduct Expectations.

**General Behavioral Expectations:**
- Show respect for your coaching staff at all times, including being forthright and honest with them and abiding by the standards of conduct they establish for you.
- Abide by all team rules/training rules/travel rules as outlined by your coach.
- Understand and follow the Big EAST Code of Conduct.
- Recognize that the use of tobacco products is strictly prohibited.
- Understand that there is to be no drinking of alcoholic beverages by underage student-athletes.
- Engage in or be around no illegal or inappropriate activity.
- Be compliant with the Athletics Department personal website policy and all policies of DePaul University.

**Academic Expectations:**
Student-athletes shall:
- Arrive at class on time and do not leave early.
- Be responsible and punctual in all responsibilities including all athletic activities. This includes practice, competition, rehabilitation, counseling or other mental health care appointments, tutoring, AAA meetings, community service, recruiting visits, and administrative meetings. As part of this responsibility, you must inform the appropriate
person (e.g., coach, trainer) of any emergency that would cause you to miss or be late for an appointment.

- Treat instructors, classmates and teammates with courtesy and respect.
- Discuss travel schedules with each instructor in advance and make arrangements to make up missed coursework.
- Abide by instructor's course policies for in-class behavioral expectations.

**Sporting Conduct Expectations:**

Your conduct will be closely scrutinized as you compete on campus, and as you travel and compete off-campus. You will be looked upon as a role model, particularly by young children, and it is important that your personal conduct be above reproach at all times. It is expected that when you are a representative of DePaul University as a student-athlete either at the University or on road trips you will:

- Be a good sportsperson; avoid profanity or talking back from your field of play, and to opponents or officials.
- Use appropriate language particularly as it relates to race, gender, sexual orientation, or any area that could be marginalizing to someone or a group of people.
- Be courteous to, cooperative with and respectful to fans, officials, the community and media personnel.
- Do not use inappropriate language, signs or symbols of unsports-like conduct.

The head coach of each sport may establish his/her own set of team rules, and is responsible for enforcing these rules. The Athletics Department will fully support appropriate disciplinary action taken by a coach in concurrence with the administrator who supervises that sport. In the case of behavior that result in a felony or misdemeanor charge (other than minor traffic violations) or a charge involving gambling in any degree, the Athletics Department may choose to place the student-athlete on suspension from athletics participation and use of athletics facilities until the facts of the incident are reviewed, and the charges are dropped, dismissed, or otherwise resolved.

**Probation:**

Student-athletes who engage in misconduct as outlined above may be placed on probation with the department if the situation, in the sole judgment of the Athletics Director, rises to the level that warning and notice of future consequences must be provided. In this case, a probation letter will place the student-athlete on notice that any further non-compliance with athletics or university policy during the remainder of his or her enrollment may result in suspension or removal from the team and recommendation that the athletic scholarship be reduced or not be renewed, if applicable. The probation letter is placed in the student-athlete's file and shared with Financial Aid if a scholarship termination is contemplated.

**STUDENT-ATHLETE WELL-BEING**

Student-athletes should be aware that all University policies, procedures, and expectations pertain and apply to them in the same way that they do to any DePaul student. Therefore, in addition to any action taken by Athletics to address violations of its Athletics Code of Conduct (above), students should expect that other University offices will address issues for which they have oversight pursuant to University policy. Though students are responsible for knowing and complying with all University policies, including the Code of Student Responsibility, the following sections highlight some such policies and procedures for which
questions may arise. Student-athletes should be aware that in many instances, once an allegation falling within these policies is raised with any staff member, that staff member is obligated as a University employee to report that allegation to the responsible University office and may not choose to keep it confidential. In addition to the responsible University contacts below, you also may contact Senior Associate Athletics Director and Deputy Title IX Coordinator Jill Hollembeak, at 773-325-7502, with any questions.

SEXUAL AND RELATIONSHIP VIOLENCE PREVENTION AND RESPONSE POLICY

The University's Sexual and Relationship Violence Prevention and Response Policy prohibits sexual and relationship violence by or against all members of the DePaul community and can be found at https://www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/university-policies-applicable-to-students/Pages/sexual-and-relationship-violence-prevention-and-response.aspx. Per the policy, every member of the DePaul University community has the right to safety from the threat of sexual and relationship violence. Grounded in our commitment to valuing the dignity of all people, DePaul fosters a culture of respect and safety by implementing best practices in education, prevention, and holistic support and care. DePaul does not tolerate sexual and relationship violence and addresses incidents swiftly and equitably.

As explained in the policy, sexual and relationship violence can occur in many different ways and includes sex offenses, sexual misconduct, domestic violence, dating violence, and stalking (each of which is defined in the policy). Students should be advised that sexual misconduct means taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to:

- sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person;
- indecent or lewd exposure;
- recording any person engaged in sexual or intimate activity in a private space;
- distributing sexual or intimate information, images or recordings about another person; or
- inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

Students should also be familiar with the thorough definition of consent outlined in the policy. Consent is an affirmative act that must be unambiguous and cannot be obtained from individuals who are unable to understand the nature of the activity or give consent due to being asleep, unconscious, underage, or due to incapacity, including as a result of drug or alcohol use.

All potential violations of this policy must be reported to DePaul's Title IX Coordinator. (titleIXcoordinator@depaul.edu or 312.362.8970).

NCAA SEXUAL VIOLENCE POLICY

Coaches, college athletes and athletics administrators are required to complete education each year in sexual violence prevention. As part of the policy, leaders on each NCAA campus — the school president or chancellor, athletics director and Title IX coordinator — must attest annually that coaches, athletics administrators and student-athletes were educated in sexual violence prevention.

Additionally, according to the new policy, each of the three campus officials must declare that:

- The school's athletics department is knowledgeable about, integrated in, and
compliant with institutional policies and processes regarding sexual violence prevention and proper adjudication and resolution of acts of sexual violence.

- The school's policies regarding sexual violence prevention and adjudication – plus the name and contact information for the campus Title IX coordinator – are readily available in the athletics department and are distributed to student-athletes.

DePaul University Athletics will continue to educate student-athletes, coaches and administrators on sexual violence prevention and other Title IX protections. The protection against discrimination on the basis of sex includes sexual harassment, sexual misconduct, sexual violence and gender based dating and domestic violence and stalking.

The following person has been designated to handle inquiries regarding the non-discrimination policies at DePaul University:

**Title IX Coordinator: (Ashley Knight – Interim)**
- Title IX Coordinator
- Division of Student Affairs
- Lincoln Park Student Center – Suite 308
- Phone: (312) 362-8970
- Office Hours: 9:00 am to 5:00 pm
- titleIXcoordinator@depaul.edu

The Title IX Coordinator is designated with primary responsibility to monitor and oversee overall campus-wide implementation of Title IX including training, education, communications and administration of complaint procedures for faculty, staff, students and third parties in the areas of Sex Discrimination, Sexual Harassment, Sexual Violence, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking.

**ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

The University's Anti-Discrimination and Anti-Harassment Policy prohibits discrimination and harassment on the basis of multiple protected classes, as well as retaliation against individuals who exercise their rights under the policy or applicable law. Per the policy:

- It is the policy of DePaul University that no person shall be the object of discrimination or harassment on the basis of race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information or other status protected by local, state, or federal law in its employment or its educational settings. DePaul University reserves the right to take actions that are consistent with its policies and procedures to deal with individuals found to have engaged in harassment, discrimination and/or retaliation in violation of this policy.

- DePaul University seeks to engender an environment of non-discrimination for all students and employees. Behavior that is outside this environment is unacceptable to our mission and values. Within the athletic department, our commitment to this principle is equally strong. Discriminating or harassing behavior will not be tolerated and does not represent the beliefs of DePaul.

The DePaul University Anti-Discrimination and Anti-Harassment Policy can be found at: [http://www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/general-information/Pages/default.aspx](http://www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/general-information/Pages/default.aspx). All potential violations of this policy must be reported to the Office of Institutional Diversity and Equity at 312-362-6872
POLICY ON TRANSGENDER STUDENT-ATHLETES

All student-athletes have an equal opportunity to participate in a safe, inclusive and respectful climate where they are valued for their contributions as team members and for their individual commitment and character, regardless of their sexual orientation or gender identity/expression. As an integral component of higher education, DePaul's athletics department is responsible for upholding existing institutional nondiscrimination and anti-harassment policies, as well as complying with laws prohibiting discrimination based on sexual orientation or gender identity/expression.

More information can be found at:
http://www.ncaapublications.com/productdownloads/CRLGBTQ.pdf

HAZING POLICY

The hazing of students at DePaul University is strictly prohibited. Hazing is defined in accordance with all applicable local, state, and/or federal laws and includes any action taken or situation created to produce mental or physical discomfort, embarrassment, ridicule or endangerment of a student or group of students for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in a group, team, club or other organization, including an Athletics team. Such activities include, but are not limited to: use/abuse of alcohol, paddling in any form, creation of excess fatigue, physical and psychological shocks, and morally degrading or humiliating games and activities. Other activities and requirements that should be planned with care so as to avoid hazing include wearing particular apparel or accessories, scavenger hunts/treasure hunts, and road trips. Hazing can arise in the athletics arena perhaps more readily than with the general student body. The athletic department has a zero-tolerance policy for hazing. Student-athletes found to have engaged in hazing will face serious consequences as will any coach/person in authority who condones or allows it.

The DePaul University Hazing Policy can be found at: http://www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/general-information/Pages/default.aspx. All potential violations of this policy should be reported to the Dean of Students Office at 773-325-7290 or deanofstudents@depaul.edu.

CLERY ACT REQUIREMENTS

The Clery Act is a federal law that requires all colleges and universities to disclose timely information about crime on and around their campuses. As part of this requirement, all institutional staff members are required to report to the DePaul Public Safety Office any crime
that they witness or receive information about, including crimes pertaining to underage drinking. This reporting requirement extends to activity occurring when athletics teams are competing at away contests.

**TRAVEL POLICIES**

Student-athletes shall travel with their teams at all times unless extenuating circumstances are present (e.g. must delay travel for a midterm or final, have written permission to return from competition with a parent, etc.). Coaches shall use the most direct means possible to plan travel within budget constraints, with safety being the highest priority at all times. Circumstances where student-athletes certified to drive University vehicles are responsible for transporting teammates shall be kept to a minimum. Compliance with these policies shall be reviewed by the athletics administration on an annual basis.

**NCAA STUDENT ASSISTANCE FUND**

Student-athletes may apply for funds through this NCAA initiative for expenses related to furthering their education (e.g., LSAT, GRE exams, teaching certification exams) or for emergency and extraordinary situations. Funds are available to student-athletes regardless of documented financial need, but are awarded at the discretion of the Athletics Department. A school supply assistance program is in place for those student-athletes who show financial need by qualifying for a Federal Pell grant. For more information, please see Athletic Academic Advising.

The application can be obtained from the Compliance Office. All requests must be accompanied by receipts. The fund is limited, so pre-approval must be granted by the Senior Associate Athletic Director.

**CAPTAINS' COUNCIL**

The Captains' Council is comprised of at least one team captain from each of the intercollegiate varsity teams. Four officers are elected by their peers annually. The Athletics Director, Associate Athletics Director and the Director of Compliance are the staff liaisons. Additional underclassmen members of the Captains' Council will be selected at the start of each academic year.

Captains' Council's purpose shall be:

- To be a formal forum for student-athletes of DePaul University.
- Serve as a voice for all student-athletes in the Athletics Department.
- To ensure that all student-athletes remain integrated into the University community.
- Follow and uphold the Vincentian beliefs of DePaul University.
- Develop service initiatives that represent the values of the university, the Athletic Department and the Captains' Council.
- Plan and implement the annual all sports banquet.

**POLICY FOR STUDENT-ATHLETE WELFARE AND COMMUNITY SAFETY**

The DePaul University Athletics Department values the welfare of both its student-athletes and the larger DePaul community and is committed to providing a safe and healthy environment for participation in intercollegiate athletics. This policy describes the mental health care services and resources available to support DePaul University student-athletes. It also describes how the Athletic Department and Department of Sports Medicine in particular support the University in addressing behaviors or language (e.g. suicidal or
violent) that suggest a direct threat to the safety or health of the student-athlete or others, as well as behaviors that could disrupt the athletic or academic community. The Athletic Department aims to provide a supportive environment that will help student-athletes realize their full academic and athletic potential.

It also aims to facilitate and promote positive mental health and well-being by:

- Providing a range of support services, including on-campus counseling services, learning support services and mental health services, through various University offices and other off-campus professionals. Specifically, the Office of Health Promotion and Wellness (HPW) provides the following services:
  - Individual and group drug and alcohol educational workshops;
  - Personal growth-oriented workshops;
  - Bystander intervention training;
  - Crisis management services; and
  - Intake and referrals for private therapy.

Students may contact HPW directly via:

**Office of Health Promotion and Wellness**
Lincoln Park Student Center, Suite 302
2250 N. Sheffield Ave.
773-325-7129
hpw@depaul.edu

- Partnering with the Center for Students with Disabilities to provide reasonable accommodations and related services to student-athletes with documented disabilities related to mental health.
- Encouraging student-athletes with emotional, psychological and interpersonal concerns to seek appropriate support when needed.
- Providing clear guidance on the confidentiality of student-athlete's personal health information.
- Promoting understanding and recognition of the need for mental health services and resources generally.
- Ensuring that the sources of support are clearly communicated to both prospective and current student-athletes.

### Services Available to DePaul Student-Athletes

1. **University-Sponsored Consultation and Services.** All DePaul students, including student-athletes, have access to a range of on-campus mental health care services at University Counseling Services ("UCS").

UCS offers the following services:

- Individual and group counseling;
- Personal growth-oriented workshops;
- Psychiatric evaluations;
- Crisis management services; and
- Referrals for private therapy.

UCS has two office locations as follows:

**Lincoln Park**
2250 N. Sheffield Student Center, Suite 350 Chicago, IL 60614 (773) 325-7779

**Loop**
25 E. Jackson Blvd Lewis Center, Suite 1465 Chicago, IL 60604 (312) 362-6923

There are a maximum of 20 sessions available to all DePaul students enrolled at least half-time. There is a cost of $5-$10 per session. To access a complete list of services and for additional information, please visit the counseling center online at [http://studentaffairs.depaul.edu/ucs/](http://studentaffairs.depaul.edu/ucs/).
2. **Reasonable Accommodations and Related Services.** The University's Center for Students with Disabilities ("CSD") coordinates the provision of reasonable accommodations and related services to students with documented disabilities, including student-athletes. CSD regularly works with students diagnosed with a range of disabilities, including mental health disorders, and strives to provide equal access to the University experience and teach students skills and strategies to achieve success.

CSD offers a variety of individualized support services, which can include the following:
- Clinician services;
- Adaptive equipment and assistive technology;
- Coursework or exam modifications; and
- Advocacy and advising.

CSD (csd@depaul.edu) is one unified department with two fully staffed office locations as follows:

**Lincoln Park**
2250 North Sheffield Avenue Student Center Room 370 Chicago, IL 60614
(773-325-1677)

**Loop**
25 E. Jackson Boulevard Lewis Center Room 1420 Chicago, IL 60604
(312-362-8002)

Clinician services are available by student request and accommodated on clinician availability and require a fee of $350 for weekly sessions each term or $600 for twice weekly sessions each term. A complete list of services and further information is available at [http://studentaffairs.depaul.edu/csd/index.html](http://studentaffairs.depaul.edu/csd/index.html).

3. **Personal and Professional Development Services.** The Office of Athletic Academic Advising in DePaul's Athletics Department ("AAA") is committed to providing informed, competent, and holistic advising that assists student-athletes in accomplishing their educational, career and life objectives. The primary responsibility of AAA is to cultivate and enhance student-athletes' opportunities for academic success as well as their development as the total "student-athlete." AAA creates and maintains a supportive environment where individual differences are appreciated and each person is respected. The best interest of student-athletes is the foundation of policies, procedures and programs.

AAA offers the following support services:
- Academic support services, such as supervised study time, weekly advising meetings, and tutoring; and
- Personal development and life skills programming, such as time and stress management, management of health issues, leadership training, and career development.

AAA is located in the Sullivan Athletic Center. More information on AAA's mission and services is available on the DePaul Athletics website at [http://www.depaulbluedemons.com/ot/acad-advising.html](http://www.depaulbluedemons.com/ot/acad-advising.html).

4. **Other University Resources.** The University has a host of other offices available to serve and support all students, including student-athletes, such as the Division of Student Affairs, the Dean of Students Office, the Office for Health Promotion and Wellness, the Office of Multicultural Student Success, and University
Ministry, who are all a part of the University CARE Team. The Athletics Department collaborates with these offices as necessary to ensure the availability of support services to all student-athletes. As needed, the CARE Team is utilized by the Athletics Department to provide holistic care to student-athletes who need additional support.

MENTAL HEALTH AND COUNSELING SERVICES
Some circumstances may dictate individual counseling for student-athletes from a professional, well-versed in issues pertaining to elite competition and its stressors. Student-athletes who conclude they may need such assistance should contact the Director of Sports Medicine for more information. Such services are provided by various University professionals and professionals outside of DePaul. If long term services are recommended, the student-athlete must utilize his/her primary insurance. In such instances that a student-athlete does not have primary insurance, DePaul may be able to assist in payment during the student-athlete's collegiate career at DePaul on a case-by-case basis.

Roles and Responsibilities of Athletics Staff and Student-Athletes
1. All DePaul student-athletes are subject to and should be aware of the University's policies about student welfare and community safety. This includes the Code of Student Responsibility and the Student Handbook, including guidelines for voluntary and involuntary withdrawal. These policies are available on the DePaul University website at www.depaul.edu. Student-athletes must adhere to these policies and to state and local regulations. If a student living in campus housing requires emergency care for a mental health condition, the University may require that student to have appropriate documentation from a licensed health care provider before he or she is allowed to return to campus housing.

2. Athletics Department staff and student-athletes must take all threats of self-harm or harm to others seriously. If an individual expresses the intention to harm himself or herself or others, or appears to be in immediate danger of seriously harming himself or herself or others, staff or students witnessing this behavior should contact DePaul University Public Safety, Emergency Medical Services (EMS), or the Chicago Police Department as appropriate.
   a. Student-athletes should be aware that threats of self-harm or harm to others are often not protected by health care provider-patient confidentiality policies.
   b. The Athletics Department will coordinate with other University offices as necessary to respond to threats of self-harm or harm to others, including the Dean of Students Office and the University's Student Care Team.
   c. In addition to activating an appropriate emergency response, the Athletics Department staff will contact family members and others as necessary when student-athletes express an intent to harm themselves or others.

3. Student-athletes are encouraged to take responsibility for their own mental health. For example, student-athletes should make sure they get adequate rest, take prescribed medications for mental health conditions, follow up with mental health care providers as recommended, and access appropriate support services when needed.

4. The Department of Sports Medicine coordinates physical and mental health care for student-athletes. For conditions not related to athletics participation, the department can provide a student-athlete with an appropriate referral. If the condition is not related to athletics participation, the student-athlete is
responsible for the cost of care.

a. When a student-athlete is not at risk to cause harm to himself or herself or others and has minimal to no distress due to a mental health condition, a Department of Sports Medicine staff member can connect the student-athlete to an appropriate mental health care provider.

b. If a student-athlete is perceived to be a direct threat to his or her own safety or the safety of others, referrals will be made to the appropriate University offices for further conversation. The student-athlete may be required to seek care from an appropriate health care provider.

5. In the event that a staff member from the Athletics Department, consulting with a psychologist or team physician, concludes that a student-athlete could be a direct threat to his or her own safety or the safety of others, that student-athlete will be restricted from athletic participation and travel until a mental health care provider has prescribed an appropriate treatment plan and has documented that the student-athlete is complying with the treatment plan for a designated length of time.

Any questions or concerns regarding this policy should be directed to the Athletic Department's Department of Sports Medicine

**MISSED CLASS TIME**

In addition to expectations that student-athletes should not miss class for personal reasons as outlined in the Academic Contract, student-athletes are not to miss class for home practice at any time. In addition, every effort shall be made to minimize missed class time for competition conflicts. Athletic Academic Advising will annually track missed class time for each team and a subcommittee of the Athletics Board will review this data annually to ensure that this policy is followed.

**ATHLETICS BOARD**

The purpose of the Athletics Board is to review athletic policies and programs with a goal of offering recommendations and advice which will support and strengthen athletics throughout the University and in intercollegiate competition. Student-athletes should be made aware that the members of the Athletic Board can be an additional avenue by which they can communicate any concerns that they may have. Athletics Board members are faculty, staff, students, student-athletes, and DePaul alumni.

**SOCIAL MEDIA POLICY**

If a student-athlete chooses to use social media, such usage should strengthen the communication with the University community as well as help market athletics activities and events to fellow students. The expectation for all student-athletes is to maintain a professional social media profile that represents the University and the Athletics Department positively at all times.

Guidelines for appropriate social media usage by student-athletes:

- Removing tags to inappropriate pictures is the responsibility of each student-athlete.
- For continued safety reasons, no private information shall be posted- i.e. phone numbers, address, full birth date, email address, residence hall.
- No involvement in anti-DePaul groups, events, comments, pictures, etc.
- No inappropriate pictures: alcohol, drugs, weapons/violence, gestures, inappropriate clothing, signs, degrading teammates/others.
- Captains will encourage and monitor appropriate use of Facebook. This includes monitoring or excluding questionable pictures and wall messages/status updates.
Student-athletes should not join any groups or 'be a fan' of any groups that are disparaging of any segment of the population or themselves.

Student-athletes who use social media are strongly encouraged to use it to connect with DePaul community- i.e. Blue Crew, club teams, campus events, etc.

Absolutely no sharing of password and log in information. Any information posted will be assumed to be your own.

Other Policy Elements:

- All student-athlete social media users must allow access to their team captains.
- It is each captain's responsibility to monitor all teammates' profiles and social media posts to the extent possible, at least on a weekly basis.
- Captains will be held accountable for inappropriate use that is not dealt with immediately.
- 1st time offense will be managed by captains and coach.
- If there is inappropriate content on a student-athlete's profile/feed, the student-athlete must remove or fix the issue immediately.

It should be noted that athletics administration reserves the right to amend or rescind the social media policy due to non-compliance with the policy at any time.

ACADEMIC SERVICES AND POLICIES

Participation in intercollegiate athletics can place exceptional demands on student-athletes’ time and energy. In response to these demands, university leadership developed Athletic Academic Advising (AAA). The purpose of AAA is to assist student-athletes in achieving their educational, career, and personal goals. AAA provides academic advising in addition to the advising offered by college offices, monitored study sessions, tutoring, and Student-Athlete Development programming.

AAA Hours (during the academic year): Sunday 5-9 p.m.
Monday-Thursday 9 a.m.-9 p.m.
Friday 9 a.m.-5 p.m.

AAA Hours (vacation periods): Monday-Friday 9 a.m.-5 p.m.
Summer Fridays 9 a.m.-3 p.m.

AAA observes all university holidays.

ACADEMIC CONTRACT FOR STUDENT-ATHLETES

Each academic year, student-athletes will be required to sign an Academic Contract. The contract outlines the department’s policies.

In the event a student-athlete chooses not to abide by the policies set forth in the contract, they will not have access to AAA services. In order to restore service, student-athletes must submit a letter to their Athletics Academic Advisor requesting reinstatement.

ACADEMIC STANDING

Academic standing in a student-athlete’s college may affect their athletic eligibility. Good academic standing will be determined by your college based on your academic performance according to college standards for degree completion. Each college has different rules on when a student may declare their major, begin upper division courses and the grades required to ensure good standing. Suspension from your college may disqualify you from athletic competition. It is a student-athlete’s responsibility to be familiar with good standing requirements in their college and to meet with their college office/major field advisor quarterly.
ACADEMIC MONITORING

All new student-athletes (freshmen and transfers) and those with cumulative GPAs below a 3.0 are required to meet with their AAA advisor once a week to discuss their academic progress. AAA monitors all student-athletes’ progress towards degree for graduation and eligibility purposes. Each quarter, AAA submits an academic summary report to the Associate Athletics Director of Compliance and Eligibility Committee, reviewing each student-athletes’ academic progress. You may also obtain your Degree Progress Report from your college office or online on Campus Connect.

At midterms, professors are asked to complete a progress report to update AAA on student-athletes’ status in each of their classes. You may view the reports via Campus Connect, with your AAA advisor, or with your coach. A copy is provided to the Director of Athletics and the Senior Associate Athletic Director.

TEXTBOOKS

If textbooks are included in a student-athlete’s scholarship, required books will be available for pick up in AAA during the first week of each term and must be returned at the conclusion of the term. If there is a recommended book needed for a class, student-athletes may request it from the Associate Athletics Director for Academic Advising. It is the responsibility of the student-athlete to ensure that they receive all required textbooks. Textbooks must be returned directly to AAA upon completion of the quarter, or immediately after a course is dropped. Failure to return textbooks paid for by the Department will require repayment and may result in an NCAA violation.

CLASS ATTENDANCE

The University requires certification of the attendance of students in classes to fulfill requirements established by several governmental agencies. To satisfy these requirements, it is University policy that attendance will be monitored in all classes. Each college and professor maintains additional specific policies concerning attendance. Students should become familiar with these policies.

The Athletic Department mandates class attendance, unless a student-athlete is excused for athletic competition or medical reasons. Absences for medical reason must be verified by the Sports Medicine staff. Student-athletes are expected to be on time for every class and tardiness may be counted as an absence by some professors.

At the beginning of each quarter, AAA will provide travel letters to student-athletes in season. They are to be delivered to each professor on the first day of class. These letters inform professors of competition dates and estimated departure and return times. Student-athletes should review planned absences with their professors during the first week of the term as well as prior to each absence. If concerns arise, notify AAA immediately.

Remember:

• Student-athletes may only add classes during the first week of a 10 week term.
• To be eligible to practice and compete, student-athletes must be enrolled in at least 12 hours per quarter at all times - but will be expected to register for and complete 16 hours per term unless other arrangements are made with AAA advisor and approved by coaches and athletics administration. Failure to maintain this course load may require more than four years to graduate.
• Student-athletes may not drop a class without the approval of their AAA advisor, coach and athletics administration.
• It is the student-athletes’ responsibility to reschedule tests and assignments with their professor due to absences for competition.
ONLINE COURSES
Student-athletes are only allowed to take one online class during their championship season unless they have reached junior or senior standing and have a 3.2+ cumulative GPA. At that point, the student-athlete can take one online class per quarter selected in consultation with their AAA advisor. Online courses offer a different dynamic that may not suit the learning style of every student-athlete. An academic integrity violation may cause all online class options for a student-athlete to be revoked.

MONITORED STUDY SESSIONS
All incoming student-athletes are required to complete four hours of monitored study in AAA office per week. The week begins on Sunday and ends on Friday. All other student-athletes' study table requirements will be determined by their AAA advisor and coach based on their academic performance. Each week, AAA sends study table reports to head coaches. AAA promotes a positive and productive study atmosphere; therefore all student-athletes who are mandated to attend study sessions are required to sign in with front desk staff. All student-athletes are required to use their student ID to swipe in and out when using AAA services. Failure to sign in and out may result in hours not being reported.

STUDY SESSIONS/GUIDELINES
AAA recommends two hours of outside studying for every hour a student-athlete is in class. In order for student-athletes to earn credit for study sessions, the following regulations have been set:
1. A quiet atmosphere should be maintained at all times.
2. Student-athletes must come prepared with enough material to ensure a productive study session.
3. Student-athletes will not receive study time for studying in the library, unless prior arrangements are made with their AAA advisor and their attendance is confirmed with a member of the library staff.
4. The computer lab is to be used for academic purposes.

TUTORING
AAA hires qualified tutors to help student-athletes better understand coursework and to develop study skills. Tutors are trained to follow NCAA and university guidelines for academic integrity. They are not allowed to do homework, projects, or assignments for student-athletes.

All tutoring appointments are scheduled through the Tutor Coordinator and must take place in AAA. Student-athletes may not meet with tutors outside of AAA without the permission of the Tutor Coordinator.

Individual and graduate drop-in tutoring is available to all student-athletes for all classes. In addition many colleges also offering tutoring in specific subject areas either through academic departments or on-campus tutoring centers. The use of tutoring resources is highly recommended for all student-athletes. Based on progress reports or at the discretion of AAA, tutoring may be mandatory. Cancellation of a tutoring appointment requires 12 hours notice to the tutor and Tutor Coordinator.

STUDENT-ATHLETE DEVELOPMENT
The Athletics Department and AAA sponsor a Student-Athlete Development program focused on health and wellness, leadership, career development and community service. The purpose of the program is to provide educational programming on subject areas not formally offered in the traditional classroom. Participation in the program is mandatory. AAA collaborates with campus partners, such as the Office of Health Promotion and Wellness (Student Center 302), University Counseling (Student Center 350) and The Career Center (SAC 192), to administer the program.
University Counseling and the career center also have offices on the Loop campus.

**PRIORITY REGISTRATION**

Student-athletes and managers who are in good standing with AAA are provided access to priority registration. Priority registration is a privilege and is only available to a limited number of students at DePaul University. Prior to registration, student-athletes are required to meet with their college office/major field advisor and their AAA advisor. Class schedules can be viewed on Campus Connect. College offices email registration information such as open advising dates, deadlines and announcements.

**REGISTRATION ADVISING**

AAA and college advisors are available to assist student-athletes in planning programs and schedules to fit individual needs. College office advisors focus on degree requirements, course sequencing and long-term planning. AAA monitors student-athletes’ eligibility and can assist in planning course schedules. **Student-athletes are ultimately responsible** for planning schedules, meeting pre-requisites and major requirements, and being familiar with NCAA eligibility standards.

College advisors and their contact information are listed on a student’s degree progress report and appointment can be scheduled using Bluestar. Pre-law, pre-health and honors advising is also available.

**CANCELLED CLASSES**

Classes may be cancelled because of low enrollment. If this occurs, colleges will notify students before the first class meeting. Student-athletes **must alert their AAA advisor immediately to ensure full-time enrollment is maintained and eligibility to practice and compete is not affected.**

**COURSE ENROLLMENT CHANGES** *(Drops and Adds)*

Course enrollment changes can be made prior to the designated deadlines through Campus Connect. Any schedule change must be approved in advance by AAA. Student-athletes are required to enroll in 16 hours per quarter unless they have prior approval from their AAA advisor, coach and the Senior Associate Athletic Director. Student-athletes are immediately ineligible to practice or compete if they drop below full-time status.

Failure to officially drop courses via Campus Connect will result in a grade of "FX" (failure due to excessive absence, which is calculated as an "F" in a student’s GPAs).

**REGISTRATION HOLDS**

All student-athletes should check their accounts in advance of their assigned registration date in order to allow time to resolve any holds (i.e. financial, immunization, college office, international, etc.). All holds must be resolved before a student can register. Student-athletes are responsible for paying library fines, room damage fees, etc. as they will not be covered under athletic scholarships per NCAA regulations.

**FULL-TIME STATUS**

To maintain full-time status for purposes of financial aid and athletic eligibility, a minimum of 12 credit hours are required each quarter during the academic year.

Student-athletes must take 16 hours per quarter to graduate in four years. The maximum number of courses that can be taken in a term is five (20 hours). Students wanting to take more than 20 hours must have the permission of their college office. **Student-athletes may receive athletic financial aid for no more than 18 credit hours per quarter,** unless approved in advance from the Senior Associate Athletic Director.
Managers are expected to be enrolled full-time throughout the year and make progress toward a degree.

NOTE: Students are typically restricted to a maximum of 18 hours unless they have senior standing or a grade point average of 3.3 or better.

SUMMER REGISTRATION
Summer athletics aid is not guaranteed for any student-athlete. NCAA rules allow an institution to provide aid in the summer term only to those student-athletes who received athletic aid during the preceding academic year and only equivalent to what was received during that time. The Director of Athletic Academic Advising and the Senior Associate Athletic Director determine recipients of summer aid. Aid is distributed on an as-needed basis. Student-athletes wishing to apply for summer athletic aid may complete the request form when made available on JumpForward.

Summer school registration occurs simultaneously with spring quarter. If a student-athlete registers for a class and is not granted athletic aid, it is their responsibility to either pay the tuition or drop the class before the deadline.

If a student-athlete decides to attend summer school at another institution while enrolled at DePaul, they must receive prior approval from their college office and AAA. Failure to receive prior approval could result in the class not transferring to DePaul which could affect a students’ eligibility. Upon completion of the class, official transcripts must be sent to DePaul.

Important: A maximum of 132 transfer hours (quarter hours) will be applicable to any undergraduate degree at DePaul. This includes transfer courses taken at both community colleges and other four-year institutions and credit by examination. Of the 132 quarter hours, a maximum of 99 quarter hours earned at a community college and through credit by examination may be applied to a DePaul University degree. At least the last 60 quarter hours must be earned in residency at DePaul University. At least one half of the major field course work must be DePaul University credit. In the School for New Learning 15 of the 50 competencies must be earned at DePaul.

CLEP AND OTHER OUTSIDE CREDITS:
Credits earned from the College Level Examination Program (CLEP), International Baccalaureate (IB), Advanced Placement (AP) and/or International A/S and A level exams and ACE military credit combined with transfer credits from two-year institutions will total no more than 99 hours and, combined with credits from four-year institutions, will total no more than 132 hours. The senior year residency requirement prohibits the application of transfer, ACE military, CLEP, AP, IB, or A/S and A level credits to the final 60 credit hours of course work.

DECLARATION OF MAJOR
Student-athletes must declare a major by the end of their sophomore year via Campus Connect. Each department has specific requirements students must meet in order to be accepted as a major. The requirements are listed on the appropriate department's website. Anyone who does not have an official major declared by the start of their junior year cannot be certified eligible. Double majors are acceptable under NCAA eligibility guidelines, but student-athletes must work closely with their AAA advisor to ensure the applicability to their particular situation.

MINORS:
A student may also choose a minor. Classes taken to fulfill minor requirements are not
applicable to eligibility requirements according to the NCAA, unless they are part of a student-athletes graduation requirements.

**STUDY ABROAD**
Student-athletes and managers who are considering studying abroad must discuss this well in advance with their coaching staff, the Senior Associate Athletics Director, and AAA. Failure to do so could result in removal from the team or termination of athletics scholarship.

Student-athletes on athletics scholarships may not miss practice or competition to study abroad unless expressly approved in advance by their head coach. As well, only DePaul study abroad programs are eligible for possible scholarship coverage under NCAA rules.

**INTERCOLLEGE TRANSFERS**
Before deciding to transfer to a different college within DePaul University, student-athletes must talk with their AAA advisor and a college office advisor to determine eligibility and graduation implications. Once approved by AAA, a student-athlete must request an inter-college transfer via Campus Connect.

**UNIVERSITY ACADEMIC STANDARDS**

**DEAN'S LIST**
Eligibility for the Dean's List is determined by a grade point average of 3.500 or above for the academic term, based on a minimum of 12 graded hours. Students who have received any grades of "IN," "M" or "R" for the term are not eligible for the Dean's list until these grades have been resolved, at which time the term grade point average will be computed.

**UNIVERSITY ACADEMIC PROBATION**
Any student who fails to maintain a 2.000 cumulative grade point average (C average) is on academic probation. A student is removed from academic probation when the cumulative grade point average reaches the required minimum of 2.000. A student's academic status is reviewed after any Autumn, Winter, Spring and Summer quarters in which the student was enrolled in at least 1 credit hour. A probationary student may be limited to 12 credit hours per quarter until a cumulative GPA of 2.000 is reached. A student who remains on probation for three sequential quarters of enrollment may be dismissed.

**DISMISSAL**
A student dismissed for academic reasons shall not be eligible for readmission to any division of DePaul University for a period of two quarters, excluding Summer session, subsequent to such dismissal. The re-admission decision is made by the Office of Admission in consultation with the applicable college office.

**ACADEMIC INTEGRITY**
Violations of academic integrity include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources, alteration or falsification of academic records; academic misconduct; and complicity.

This policy applies to all courses, programs, and learning contexts in which academic credit is offered, including experiential and service-learning courses, study abroad programs, internships, student teaching and the like. If an instructor finds that a student has violated the Academic Integrity Policy, the appropriate initial sanction is at the instructor's discretion.
Actions taken by the instructor do not preclude the college or the university from taking further action, including dismissal from the university. Conduct that is punishable under the Academic Integrity Policy could also result in criminal or civil prosecution.

Plagiarism is a major form of academic dishonesty involving the presentation of the work of another as one's own. Plagiarism includes, but is not limited to the following:

- The direct copying of any source, such as written and verbal material, computer files, audio disks, video programs, or musical scores, whether published or unpublished, in whole or in part, without proper acknowledgement that it is someone else's.
- Copying of any source in whole or in part with only minor changes in wording or syntax, even with acknowledgement.
- Submitting as one's own work a report, examination paper, computer file, lab report or other assignment which has been prepared by someone else. This includes research papers purchased from any other person or agency.
- The paraphrasing of another's work or ideas without proper acknowledgement.

All academic integrity violations involving student-athletes which are reported to the university will be brought to the attention of the Director of Athletic Academic Advising and be reported to your coach, the Senior Associate Athletic Director, and the Athletic Director. Also, an academic integrity violation will no longer allow the student-athlete to have approval for a schedule that includes an online class during any term.

**GRADUATION REQUIREMENTS**

1. The student must have completed a minimum of 192 quarter hours. The total quality points must equal twice the number of graded quarter hours attempted.
2. The student must have a minimum of 2.000 cumulative grade point average.
3. The student must have satisfied all the regulations of the individual college or school granting the degree.
4. The student must have earned grades of C- or better in all major, minor and allied field classes. Please note that the cumulative grade point average in each of these areas must be greater than or equal to 2.000.
5. The student must have completed the residency requirement, i.e., he or she must have completed the following work at DePaul University: the final 60 quarter hours of credit; one-half of the credit earned in the major area of concentration; one-half of the credit earned in the minor if applicable; all courses in the senior year. Exemptions to the residency requirement may be made by the Dean in individual cases.
6. A formal application for graduation must be filed by a candidate. Application for graduation may be made only by classified degree seeking students. The student must complete the online degree conferral application in Campus Connect by the designated deadline date:
   - Autumn degree conferral: October 1
   - Winter degree conferral: January 15
   - Spring degree conferral: February 1
   - Summer (July) degree conferral: June 1
   - Summer (August) degree conferral: July 15

Submitting this on-line application does not guarantee the conferral (granting) of a degree from DePaul University. A student can change the expected completion term up to the last day of that term. Degree requirements are reviewed at the end of the expected completion term indicated. If all requirements are met, the degree will be conferred within 30 days of the end of the term. Diplomas are mailed (to graduates without financial holds), generally within
45-60 days after the end of the term.

DePaul reports degree information to the National Student Clearinghouse monthly. Many companies and agencies use this service to verify awarded degrees. A student's degree will only be verified by the Clearinghouse if the student's Privacy Settings in Campus Connect indicate this as releasable information at the time the degree is conferred. Students should verify Privacy Settings before the end of their completion term.

CONFIDENTIALITY OF STUDENT RECORDS
The University follows the requirements of the Family Educational and Privacy Act of 1974 (FERPA). The Act provides for the confidentiality of the records of all students. It also provides the right for you to review your educational records. The procedures for such review and your rights as a student are set forth in detail in the Undergraduate Student Handbook and at: http://compliance.depaul.edu/resources/ferpa.asp.

No other person, agency or organization has access to your student records without your written permission. Your academic record may be referred to by authorized faculty and deans in the preparation of recommendations or for the purpose of academic and/or personal counseling. In this regard, student-athletes are asked to sign release of information forms.

The Buckley Amendment does allow that certain directory types of information can be given out, such as major, name, participation in activities and other general types of directory information. You should change your setting in Campus Connect if you do not want such information about you released to any interested outside agencies.

As well, as a student-athlete, you waive additional provisions of FERPA in order that we may certify your compliance with various NCAA bylaws pertaining to academic progress, financial aid, and other topics. Refer to the documents you receive during your team compliance meeting at the beginning of the year for more specifics about the boundaries for this waiver of information. You also give AAA permission, via your signature on the Academic Contact, to contact your professors about your academic progress, to share this information with your coaches and athletics administrators as well as to gather and release academic data for award nomination purposes.

More information on many of the topics contained above can be found at: http://sr.depaul.edu/catalog/catalogfiles/Current/Undergraduate%20Student%20Handbook/pg17.html

Also, please see the Sports Medicine section for confidentiality policies for student-athlete health care information.

REPEAT COURSE POLICY
Student-athletes will ONLY be permitted to repeat courses with a final grade that is unsatisfactory as defined by their college. The grade achieved by repeating the course, whether it is higher or lower, will be entered on the student's record. Please check with AAA before repeating a course to ensure that its impact upon your eligibility is clear.

If you repeat a course, both grades will appear on your transcript, but only the second attempt will be figured into your GPA. If you must take a class more than two times, the 2nd and all subsequent attempts will be included in your GPA.

GRADES
The following is an explanation of DePaul's grading scale, based on a four-point system.

A 4.0 quality points for each credit hour
A- 3.7 quality points for each credit hour
B+ 3.3 quality points for each credit hour
B 3.0 quality points for each credit hour
B-  2.7 quality points for each credit hour
C+  2.3 quality points for each credit hour
C   2.0 quality points for each credit hour
C-  1.7 quality points for each credit hour
D+  1.3 quality points for each credit hour
D   1.0 quality points for each credit hour
F   No Quality points
IN  Temporary grade indicating that you have a satisfactory record in work complete, but for unusual circumstances you were prevented from completing the course requirements by the end of the term. (Approval is needed from the instructor)
M   Final grade not submitted (by Professor)
PA  Passing achievement in a Pass/Fail course
R   Temporary grade indicating that the student is making satisfactory progress in a course that formally extends beyond the end of a term. Only designated courses are eligible for R grades.
W   Automatically recorded when you file a withdrawal from a course on or before the deadline date for withdrawal
FX  You have excessive absences, no quality points

INCOMPLETE GRADES
An IN is a temporary grade indicating that a student has a satisfactory record in work completed, but for unusual or unforeseeable circumstances not encountered by other students in the class and acceptable to the instructor, is prevented from completing the course requirements by the end of the term. An incomplete grade may not be assigned unless the student has formally requested it from the instructor, and the instructor has given his or her permission for the student to receive an incomplete grade. At the end of the second quarter (excluding summer) following the term in which the incomplete grade was assigned, remaining incompletes will automatically convert to "F" grades. Ordinarily incomplete grades may not be completed after this grace period has expired. Instructors may not change incomplete grades after the end of the grace period without the permission of a college-based Exceptions Committee.

The responsibility to complete class requirements and receive a grade for an incomplete course rests entirely with the student. Your AAA advisor will assist you in this process, but you are responsible for making arrangements with your professor to complete the work. Student-athletes are expected to resolve their incompletes within one academic term after earning the incomplete. Since eligibility is certified quarterly, outstanding incompletes not remedied within one quarter may affect a student-athlete's eligibility status. If you receive an IN, you must meet with your AAA advisor right away to discuss your plan for completing the work and how it may affect your eligibility.

GRADE CHANGES
Other than the completion of an incomplete "IN" or research "R" grade, a final grade that has been submitted to The Office of Student Records can only be changed under the following conditions: a clerical error has been made, a successful grade challenge or a successful appeal of an academic integrity violation. Grades may not be changed because of a reassessment of course work, the submission of extra work or by the retaking of an examination. In very rare cases an instructor may request to make a change of grade but it requires approval by a college-based Exceptions Committee. For more information, please see http://sr.depaul.edu/catalog/catalogfiles/Current/Undergraduate%20Student%20Handbook/pg29.html
PASS/FAIL OPTION
Sophomore standing is required before a student may use the pass/fail option. Written permission to use this option must be obtained from the student's academic advisor or from his or her college or school office prior to the beginning of the third week of the quarter. Approval to use the pass/fail option, for courses of four weeks or less in duration must be obtained before the second class meeting of the course. Under the pass/fail option, a student who is not on academic probation may register for one pass/fail course each term. A maximum of 20 quarter hours may be taken under the pass/fail option. Grades A through D represent passing performance. The option is limited to no more than one course in any one department. Courses taken to meet Liberal Studies requirements as well as courses taken to meet the requirements of a student's major, minor or allied fields of concentration may not be taken pass/fail. In addition, developmental classes may not be taken pass/fail. If the course is passed, the credit hours earned are entered on the student's record; the grade is not included in computing the student's grade point average. If the course is failed, the F grade is recorded on the student's record and the credit hours attempted are included in computing the student's grade point average. A student must apply for the elective option through his or her home college or school office.

DOUBLE MAJORS AND MINORS
Double majors are permitted across colleges as well as within a college. The following stipulations apply to all double majors:

• When declaring more than one major, the student will designate one major as the primary major. This major determines the college within which the student is matriculating and the degree which will be conferred when all graduation requirements for the primary major have been met.

• All admission requirements for each college within which the declared majors are located must be met. This includes audition requirements where applicable.

• All graduation requirements for each major must be met when completing a double major. This includes particular Liberal Studies courses specified by each major and allied field requirements.

• All normal stipulations regarding coursework completed in residence and regarding completion of applicable major coursework at "C-" level or above apply to both majors. A C- grade is acceptable in a student's major providing the overall GPA in each major is at least 2.00.

• No more than one half of the major field requirements of the second major may also have been counted toward the major field requirements of the primary major.

• Courses taken as either an allied field or liberal studies requirement in the primary major may also be used to satisfy major field requirements of the second major.

• College of Education students are not eligible to double major.

CLASSIFICATION
College credit is accumulated on the basis of quarter hours earned. Degree-seeking students are classified for administrative purposes as follows: freshmen (fewer than 44 quarter hours), sophomores (at least 44 but fewer than 88 quarter hours), juniors (at least 88 but fewer than 132 quarter hours), and seniors (at least 132 quarter hours).

REQUESTING TRANSCRIPTS
The Office of Student Records processes official transcript requests for DePaul University. Official Transcripts can be requested on-line through Campus Connect at campusconnect.depaul.edu.

• Transcripts are processed immediately in the order they are received. Unless you have a
financial or other transcript hold, your request will be processed within 1-2 business days, except during peak times of high volume. Processing time does not reflect delivery time. Students may also request an electronic copy of their transcripts to be sent via e-mail within one hour in most cases.

- You may request up to ten (10) copies of your transcript per year.
- Your Unofficial Transcript is instantly available through Campus Connect and provides an unofficial listing of all your courses, grades, and credit.

**ELIGIBILITY**

**FULL-TIME STATUS REQUIRED FOR COMPETITION AND PRACTICE**

Student-athletes must be enrolled as full-time, degree-seeking students registered for a minimum of 12 hours during each quarter to practice and/or compete. If you drop below 12 hours during any quarter, you are immediately ineligible for practice and competition for that quarter. Correspondence courses may not be used to meet the 12 hour, full-time requirement.

During your final term of enrollment, if you need less than 12 hours to graduate, you may receive an exception to this rule if your college advisor certifies in writing that the coursework you need to complete graduation requirements is less than 12 hours.

Graduate students who have eligibility remaining also must be enrolled full-time as defined by their college. Ordinarily this is eight credit hours per term.

**ACADEMIC ATHLETIC ELIGIBILITY REQUIREMENTS (NCAA & DEPAUL)**

**All Student-Athletes:**

- You must earn a minimum annual cumulative grade point average of 2.0.
- You must also be enrolled as a full-time student, minimum of 12 credit hours, each quarter. AAA checks full-time enrollment daily during each term.
- Designation of Degree/Major: You must designate a major by the beginning of your third year of enrollment (7th quarter) in order to be eligible for competition.
- You must complete a minimum of 36 quarter hours of academic credit prior to the second year of enrollment.
- You must complete a minimum of 27 quarter hours of academic credit in each subsequent academic year.
- You are responsible for term-by-term GPA requirements after one year of enrollment. This is different from the DePaul 2.0 rule, in that it is calculated at the end of each term, not just at the start of each academic year. After one year, you must present a minimum 1.8 cumulative grade point average prior to the start of each academic term. After being enrolled two years, you must present a minimum 1.9 cumulative grade point average prior to the start of each academic term. After being enrolled for three years, you are responsible for a minimum 2.0 grade point average each term.
- You must complete 28 quarter hours of academic credit during each regular academic year. *(This is not including summer hours).*
- You must complete a minimum of 6 quarter hours of academic credit in the previous academic quarter (other than summer). At DePaul, this effectively means you need to complete 8 hours, since we offer few academic courses that are not 4 credit hours.
- By the start of your third year of enrollment, you must have completed a minimum of
40% of your degree requirements.

• By the start of your fourth year of enrollment, you must have completed a minimum of 60% of your degree requirements.

• By the start of your fifth year of enrollment (if applicable), you must have completed a minimum of 80% of your degree requirements.

A good understanding of these rules is critical to your success at DePaul both academically and athletically. Please make sure you take responsibility for educating yourself and working with AAA and the compliance office to ensure that you are on track to graduate and retain your collegiate eligibility.

CREDITS FROM SUMMER SCHOOL

• You may only earn 25 percent of the credits annually required for NCAA eligibility during the summer terms. You need to work closely with AAA to ensure that you plan for this.

• Summer school credits from another institution may be used to satisfy eligibility requirements only if the course is applicable to your degree program and only with prior approval by appropriate academic officials at DePaul. You may not use transfer credits to improve your GPA average or to satisfy the 36 credit hour requirement to compete during the second year. See your AAA advisor for more specifics.

• DePaul University will accept credits from another accredited institution (junior college transfer, four year transfer, etc.). The grades earned in those courses for which the institutions accepts transfer credits ARE NOT, however, included in the DePaul grade point average.

DE PAUL UNIVERSITY - GPA REQUIREMENTS

All student-athletes shall annually meet the minimum cumulative DePaul grade point average of 2.0. This guideline corresponds with DePaul's definition of good academic standing for all students as well as the minimum grade point average required for graduation.

Grades from all coursework will be included in the GPA calculation, including courses which do not apply toward your degree. No student-athlete should drop a course or request or take an incomplete without first discussing the eligibility implications with his or her AAA advisor.

FRESHMAN YEAR ELIGIBILITY

To be eligible for practice and competition during the initial quarter of enrollment, freshmen must have been certified by the NCAA Eligibility Center, which evaluates all high school core course grade point average and scores on nationally administered standardized tests (ACT and SAT).

A freshman who was not certified as a qualifier by the Eligibility Center is ineligible to compete, practice, or receive athletically-related aid during his/her entire freshman year, and, under BIG EAST rules, may not become eligible at any BIG EAST memberschool.

ELIGIBILITY BEYOND THE FRESHMAN YEAR

Student-athletes are responsible for registering for the correct number of credits each quarter that are applicable toward the degree which will allow them to meet these credit and grade point average requirements. Working closely with your college and AAA advisor will help to ensure that this is happening at all times.

It is important to remember that just meeting athletic grade point average requirements may not be enough to ensure continued eligibility or good academic standing in college. Student-athletes must also adhere to academic performance standards set by each student-athlete's college in order to make progress toward earning a degree within four (4) years.

ELIGIBILITY FOR TRANSFER STUDENTS
Per NCAA rules, students from four-year colleges and universities in the sport of basketball must be enrolled full-time for one year before becoming eligible. In the other sports, student-athletes may be immediately eligible to practice and compete if they meet specific credit and grade point average and transfer credit requirements and are released by their former school.

Courses which are transferable to any degree-granting college within DePaul University may be used for eligibility for immediately eligible transfer students for their first year of residence only. Thereafter, only credits which are applicable to that student's particular degree program may be used for eligibility purposes. Any deficiency in credits must be made up for the following year, in addition to earning sufficient credits to make normal progress. Transfer students must meet with their athletics academic advisor at the beginning of their first year at DePaul to plan their courses and ensure their eligibility is maintained during their time at DePaul.

**GRADUATE STUDENTS**

Graduate students may maintain eligibility by being enrolled full-time, completing the graduate equivalent of 36 hours per year (24 hours), and meeting the 2.0 term-by-term and cumulative grade point average requirements.

**AMATEUR STATUS UNDER NCAA RULES**

As a student-athlete, you must maintain amateur status under NCAA rules, even though NCAA rules may differ from those of the amateur governing body of your sport. You may not accept cash, a cash equivalent (gift certificate) or merchandise in return for athletic participation or skill.

Further, a student-athlete may not donate anything which he/she could not accept as an individual. The only awards or prizes which may be accepted are those which are properly personalized (e.g. trophy, medal, engraved watch). Questions about specific permissible awards and NCAA value restrictions on awards should be addressed to the Associate Athletics Director for Compliance.

The only expenses a student-athlete may accept are actual and necessary travel expenses not dependent on the outcome of the competition.

A student-athlete may not accept payment for or permit the use of his or her name or picture to directly advertise, recommend or promote the sale or use of a commercial product or service of any kind. This rule also prohibits student-athletes from such activities as modeling, regardless of whether payment is received, unless this is something that was initiated prior to the start of collegiate enrollment.

Student-athletes may not retain the services of an agent at any time. No agreement for future representation may be made, either verbally or in writing.

**RESTRICTIONS ON OUTSIDE COMPETITION**

During the academic year (from the first day of classes in the fall through the last final exam in the spring), student-athletes may participate in organized athletic competition only as a member of a DePaul University varsity or intercollegiate team.

This rule does not apply to intramural competition in a sport other than your sport. There may be other exceptions which must be specifically approved in writing by the Director of Athletics. In the sport of basketball, summer competition must be approved in advance and can only be on a team in a league approved by the NCAA. Permissible summer competition for specific spring sports may begin earlier than the end of the DePaul academic year.

See your coach or the Associate Athletics Director for Compliance for details.

**NCAA REGULATIONS**

The NCAA annually produces and distributes a summary of the regulations regarding eligibility of student-athletes for practice and competition. This is the best summary of rules
applicable to your eligibility. Please retain the copy of the applicable rules that is handed out each year.

The Compliance staff will discuss the rules which apply in Division I during your team's annual Eligibility meeting. It is important that you ask for clarification if you do not understand any of the regulations. If you think you may have violated an NCAA rule, whether purposefully or inadvertently, the burden is upon you to come forward with this information so that the Compliance Office can help determine whether or not a violation has occurred.

FINANCIAL AID

ATHLETIC GRANT-IN-AID POLICY

1. Student-athletes on athletic grants-in-aid are bound by the same requirements for athletic eligibility as student-athletes who do not receive athletic aid.

2. The total amount of financial aid (excluding bona fide loans and aid from family) for student-athletes receiving athletic grants or other University designated financial aid (such as student employment, college work study, SEOG, DePaul University scholarships or grants, etc.) may not exceed the cost of attendance. However, a student-athlete receiving a Federal PELL Grant may receive that additional amount, distributed each term, for miscellaneous expenses as permitted under the PELL Grant program.

3. A student-athlete who fails to meet academic eligibility and progress-towards-degree requirements by the first competition or the first day of classes, whichever comes first, may or may not receive any athletics aid for the duration of the quarter. The University is under no obligation to renew the student-athlete's aid for subsequent quarters.

4. If a student-athlete is injured during practice, competition or University-sponsored travel to or from intercollegiate competition, that student-athlete's athletics grant-in-aid will be continued until the student-athlete receives his/her baccalaureate degree or through the student-athlete's fourth year of enrollment, whichever comes first. DePaul's commitment generally is to see student-athletes through to graduation. The student-athlete will be required to work in the athletics department if it is determined that the injury is career-ending.

During the student-athlete's eligibility and enrollment at the University, approved medical expenses will be covered under this policy. The University's obligation to provide medical care and financial aid under this policy will terminate immediately if appropriate University medical staff certify that an injured student-athlete has recovered sufficiently to permit competition, and the student-athlete voluntarily chooses not to participate in athletics.

5. An athletics grant-in-aid may be withdrawn if the student-athlete:
   • fails to meet academic eligibility and normal progress requirements as defined by NCAA rules.
   • voluntarily quits the team; this includes refusal to enter a game as directed by coaching staff.
   • loses amateur status in the student-athlete's sport; fraudulently misrepresents any information on an application, letter of intent or tender, or engages in serious misconduct warranting substantial disciplinary penalty.
   • fails a NCAA drug test or fails a DePaul drug test on more than one occasion.

6. If a student-athlete's athletics grant is going to be withdrawn for any reason, the student-athlete has a right to a hearing with Financial Aid to review the pending action. In this
instance, financial aid appeal guidelines will be provided to that student. The Senior Associate Athletics Director is the liaison with Financial Aid on any such appeals.

7. International student-athletes may be required (depending on tax treaties between the student-athlete's home country and the U.S. government) to pay a tax on any scholarship that exceeds the costs for tuition and fees. For more information, international students may consult a tax attorney and/or consult Publication 678-FS from the IRS website and also refer to tax law I.R.C. §§ 1441-1464.

NCAA FINANCIAL AID POLICY STATEMENT
Athletics financial aid at DePaul University is based on the following NCAA and Departmental policies:

1. Student-athletes may accept institutional financial aid up to their cost of attendance including the cost of tuition and fees, room and board, and required course-related books. Division I student-athletes who qualify for Pell grants are allowed to receive these grants even if they exceed the cost of attendance.

2. Student-athletes may obtain loans without affecting their athletics awards if the loans:
   - Are available on the same basis to all students who meet eligibility requirements, and
   - Have a regular schedule for repayment.

3. Athletics aid may be reduced or cancelled if a student-athlete:
   - Renders him/her/self ineligible for intercollegiate competition, which may result in a NCAA violation and therefore repayment of aid received in order to obtain reinstatement of eligibility by the NCAA;
   - Provides fraudulent information on a letter of intent, admission application or financial aid agreements;
   - Is adjudged by the University to have breached its standards of acceptable student conduct; this also may include violations of NCAA rules, institutional regulations, or athletics policies and rules applicable to all student-athletes; or
   - Voluntarily withdraws from/quits his/her sport/team at any time.
   - Provides written notification of transfer to DePaul; however, the student-athlete’s financial aid may not be reduced or cancelled until the end of the regular academic term (AQ, WQ, or SQ) in which written notification of transfer is received.

4. Athletics aid must be reduced if a student-athlete exceeds the individual limits established by NCAA regulations and may be reduced in circumstances where NCAA team scholarship limits may be exceeded. If you receive any other DePaul aid and/or outside aid as defined by University and NCAA regulations, your athletics scholarship may be reduced by that amount. Athletics aid must be cancelled if student-athletes with eligibility remaining are either under contract to a professional sports organization or being paid by a professional sports organization.
5. Enrolled student-athletes who are receiving athletics aid during the academic year may, based upon criteria listed in the Student-Athlete Handbook, receive institutional financial aid for summer school after they have completed a minimum of one regular term at DePaul. The aid may not be used to attend summer school at another institution.

6. In special circumstances, incoming freshmen student-athletes may be awarded athletics financial aid to attend DePaul during the summer before their initial, full-time enrollment provided:
   - They have been admitted in accordance with regular, published entrance requirements;
   - They are enrolled in a minimum of three hours of academic coursework, other than physical education activity courses, that are acceptable degree credit toward any DePaul degree program;
   - They do not engage in any on-campus, countable athletically-related activities during the summer term or orientation period unless expressly authorized per NCAA rules in the sport of basketball only; and
   - They do not need the summer coursework to complete initial or continuing eligibility requirements for their initial year at DePaul.

   NOTE: Recruited student-athletes who receive athletics aid to attend summer school and subsequently do not attend DePaul in the fall are considered transfer students per NCAA rules, and may not be immediately eligible to attend another institution.

7. Federal financial aid regulations and NCAA rules require that student-athletes report all sources and amount of financial aid and that DePaul administer all such aid, except
   - Assistance from student-athletes’ parents, legal guardians or other individuals on whom the student-athletes are naturally or legally dependent;
   - Awards from outside sources that are granted without regard to the student-athlete's athletics ability (student-athletes are still responsible for reporting these awards to the Financial Aid Office before participation);
   - Financial aid that is awarded through an established and continuing outside program (e.g., National Merit Scholarship) in which athletics participation is not the major criterion. (This aid does not count against the team limit but does count against a recruited student-athlete’s individual limit);
   - Financial aid awarded through an established and continuing program for the recognition of outstanding high-school graduates. Athletics participation may be a major criterion (This aid does not count against the team limit if the student-athlete is not recruited; however, the aid may count against the student-athlete’s full-grant-in-aid limit and student-athletes are still responsible for reporting these awards to the Financial Aid Office before participation.)
8. Athletics aid shall not be increased, reduced or cancelled during the period of the award because of a student-athlete’s illness, injury, athletics performance, ability or any other athletics-related condition (e.g., financial aid contingent upon specified performance or playing a specific position) that would permit the institution to reduce or cancel the student-athlete’s financial aid during the period of award if the conditions are not satisfied.

9. Student-athletes may obtain employment during the academic year and vacation periods. They must be paid the going rate for similar work in a similar locale. Student-athletes should obtain prior approval from their coach and the compliance office before beginning employment.

10. Student-athletes may also receive the following benefits that are considered incidental to athletics participation:

- **Meals and housing during vacation period.** Student-athletes may receive meals and housing during the institution’s vacation period (during the regular academic year) when they are required to be on campus for organized practice sessions or competition. Student-athletes who live at home during the vacation period may only receive team meals incidental to required practice sessions.

- **Expenses for practice and competition.** Student-athletes may be provided actual and necessary expenses for practice and/or competition (i.e., transportation, lodging and meals). Expenses may be provided only for student-athletes who are eligible to represent the institution in intercollegiate competition.

- **Tutoring and counseling.** Student-athletes may be provided with expenses for tutoring, on-campus student development and career counseling that uses outside resources, and career counseling related to future professional athletics from an institutional panel.

- **Medical benefit.** Student-athletes may receive medical expense benefits including contact lenses, glasses or protective eyewear needed for athletics participation; medical examinations; medical treatment for any athletically-related injury or illness; and expenses for drug rehabilitation programs. Student-athletes also may receive medication and physical therapy to enable them to participate in intercollegiate athletics, regardless of whether the illness or injury was a result of intercollegiate practice or competition.

- **Expense waivers incidental to participation.** Under unusual circumstances, special requests may be made for approval of additional expenses related to a student-athlete’s participation in intercollegiate athletics. The institution must make the special request and provide information that the expenses are warranted, do not create an unfair competitive advantage, and do not compromise NCAA regulations.

- **NCAA Student Assistance Fund.** An eligible student-athlete may qualify for additional financial aid for specific uses from an NCAA fund that is administered by the Big EAST conference. Funding may be
requested by any student-athlete who experiences extraordinary or emergency expenses or special expenses for academic testing that cannot be covered by athletic scholarship (e.g., LSAT or GMAT registration fees, teacher certification exams).

11. All student-athletes are subject to the Big East Intraconference Transfer Policy, which can be found in the Student-Athlete Handbook online or below under NCAA transfer notification policy.

12. If a student-athlete taking the normal course load of studies is on track to graduate prior to completing a full four years of full-time enrollment and that year’s sport season is concluded, the student-athlete’s athletics aid may be reduced to reflect such reduced required course-load/number of terms required to graduate. Student-athletes who have exhausted their eligibility and have not completed the requirements of their undergraduate degree may apply to receive 5th year aid which is awarded in proportion to the athletics aid received during their attendance at DePaul.

13. Student-athletes with eligibility remaining in the sport in which their aid was awarded are to be notified in writing by July 1 if their athletics aid is to be renewed, reduced, increased, or not renewed. If it is intended that athletics aid is to be reduced or is not to be renewed, the student-athlete is entitled to a prompt appeals hearing before the institution’s regular financial aid authority before such action may be taken.

Any questions regarding athletics aid, please contact:  
Associate Athletics Director for Compliance  
773-325-4019

Any questions regarding non-athletics aid, please contact:  
Fran Cebrzynski  
Senior Associate Director of Financial Aid  
773-325-1757

EMPLOYMENT
Earnings from a student-athlete's on- or off-campus employment that occurs at any time (during the academic year or summer) is exempt and is not counted in determining a student-athlete's grant-in-aid or in the institution's financial aid limitations, provided:
• the student-athlete's pay may not reflect athletic fame, publicity or reputation;
• the student-athlete is paid only for work actually performed; and
• the student-athlete is paid at the going rate for similar work in a similar locale.
There is no dollar limit upon earnings as defined above. Student-athletes should obtain prior approval from their coach and the compliance office before beginning employment.
A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis provided:
• Institutional facilities are not used
• Playing lessons shall not be permitted
The institution files documentation of the recipient of the lessons and the fee for the lesson provided during any time of the year.

The compensation is paid by the lesson recipient (or recipient's family).

Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time, and

The student-athlete does not use his or her name, picture, or appearance to promote or advertise availability for fee-for lesson sessions.

**Summer School Financial Assistance**

As previously noted, limited financial aid is available for summer school to student-athletes who receive full or partial athletics grants-in-aid. A completed summer school financial aid application form and requested attachments must be submitted to the Senior Associate Athletic Director by the annual deadline for your request to be considered for approval.

**Criteria for receiving summer aid**

To be eligible for summer school aid the student-athlete must:

- have received an athletic scholarship during the preceding academic year.
- have attended DePaul full-time during the preceding spring quarter.
- have enrolled in and carried to completion at least 12 hours in each quarter of the preceding academic year.

Note that if summer aid is received in order to accelerate progress towards graduation, potential fifth-year aid may be reduced accordingly. Two five-week summer sessions are typically the equivalent of one quarter of fifth year aid.

The Director of Athletics has the discretion to waive the DePaul criteria for summer school assistance due to mitigating circumstances.

Financial aid approved for summer school will be rescinded immediately for individuals with eligibility remaining who decide not to participate in their sport program in subsequent academic terms or those who discontinue summer school attendance.

Policies governing summer school financial assistance are subject to change.

**Fifth-Year Financial Assistance**

Fifth-year financial assistance is available to scholarship student-athletes who have completed their eligibility in four years, but have not completed requirements for their undergraduate degree. Scholarship aid is awarded at the same rate from the previous academic year, gradated to the number of terms remaining (up to three).

In exchange for receiving fifth-year assistance, student-athletes must agree to perform service in the Athletic Department. Hours required will be commensurate with the amount of scholarship received. Assignments shall be based solely upon the needs of the athletics department. Fifth-year student-athletes also will be asked to become certified drivers within the Department in order to assist with local transportation as needed.

A completed fifth-year financial aid application must be submitted to the Senior Associate Athletics Director for Varsity Sports in order for the request to be considered for approval.

**Criteria for receiving fifth-year financial assistance**

To be eligible for athletics aid in the fifth 12 month period following the date of a student-athlete's enrollment, the student-athlete must:

- have completed four years of athletics eligibility.
- be enrolled as a full-time student with 12 or more credits each quarter of the student's fifth-year aid award. The student shall carry whatever credit total is necessary for graduation during the final year.
- have received an athletics scholarship during the fourth year.
- be certified by his/her college adviser or the Registrar that the coursework listed on the student's graduation plan is needed to graduate.
- agree to work in the Athletic Department in exchange for receiving fifth-year aid.

In addition to meeting the above, the student-athlete must meet academic criteria to receive fifth-year aid. The student-athlete must:
- have earned 160 credits applicable toward a degree prior to the first day of fall quarter of the fifth year.
- have maintained a cumulative GPA of at least 2.00 prior to the first day of fall quarter of the fifth year.
- be a team member in good standing relative to team rules, personal conduct and general good citizenship.
- Policies governing fifth-year financial assistance are subject to change.

Note: Fifth-year aid is limited to the total maximum dollar amount the student received during his/her fourth year and will be awarded for the shortest period of time necessary to finish an undergraduate degree. Also, aid received during the previous Summer Session may reduce the amount of fifth-year aid.

NCAA TRANSFER NOTIFICATION POLICY - New

Under the NCAA Transfer Notification Policy in effect beginning October 2018, Division I student-athletes will be released from their institution upon notification to the athletics department of their desire to transfer. Each NCAA member school is permitted to have its own notification policy that dictates its expectations for what needs to take place before the transfer information is required to be entered into the NCAA Transfer Portal.

NCAA rules also state that if a student-athlete is receiving athletics aid this may be reduced or cancelled upon written notification of transfer to the institution; however, they also specify that a student-athlete’s financial aid may not be reduced or cancelled until the end of the regular academic term (AQ, WQ, or SQ) in which written notification of transfer is received.

Please note that this policy applies in all instances when a student-athlete wishes to transfer, even if this decision is before the start of that student-athlete’s season or whether or not the student-athlete is receiving DePaul athletics aid.

Note: NCAA rules prohibiting student-athletes from being contacted by or contacting coaches or others about transferring to another institution are still in effect. Until the transfer discussion and paperwork takes place and your information is officially entered into the NCAA Transfer Portal, it remains impermissible for any such contact.

ABOUT THE NCAA TRANSFER PORTAL:

Immediately following submission of the information, automatic alerts will be sent to you and selected institutional staff. That will be your way to know you are free to begin contacting other schools and coaches or respond to their inquiries without violating NCAA rules. Your NCAA eligibility center ID will be used as your identifier in the portal. Your transfer information (seasons of competition used, etc., but not GPA) will become searchable by other institutions, and confirms to them that permissible recruiting contacts may occur. Any institution may access your information. The portal does not allow limiting the access by division, school, conference, etc.

The NCAA does not provide student-athletes direct access to the portal. If you wish to
withdraw your information (e.g., when the transfer process is completed), you must give written notification to the DePaul Compliance Office asking them to withdraw your information. Once you either re-enroll at DePaul or elsewhere the subsequent term, your information will be archived.

**DePaul’s Transfer Notification Policy:**

A. You must first notify and speak with your Head Coach and the Administrator who oversees your sport prior to any paperwork being initiated to process the transfer notification request. After these meetings, should you still wish to transfer, you must meet with the DePaul Athletics Compliance Office to complete the Transfer Notification Form. The document allows for the release of required information to the NCAA and other institutions and informs you of all applicable NCAA rules.

B. The Compliance Office is required to enter your initial information within the NCAA Transfer Portal within two business (e.g., not weekend or holiday) days of your completion of the Notification Form and is responsible for providing subsequent updates to the required information in the Portal (eligibility, seasons used, financial aid information, etc.), as this information is verified. Once this data is in the system, it is permissible for you to be contacted by and make contact with coaches and others about potential transfer.

C. **Athletics Aid:** As noted above if you are receiving DePaul athletics aid, this may be cancelled at the end of the term in which the Transfer Notification Form was completed. You will receive notification of the timing of such cancellation at the time you complete the Transfer Notification Form.

D. **After Notification and Form Completion:**
Throughout the transfer notification process and the remainder of the academic term in which your written notification of transfer is received, you will continue to have access to the services of Athletics Academic Advising and Sports Medicine. In addition, you will have the option to schedule individual workouts with the Sports Performance staff. You will no longer be permitted to participate in team workouts or skill instruction sessions unless an exception is made by the Director of Athletics. Furthermore, the Director of Athletics may restrict access to any services (including building access) on a case by case basis, including when you have been involved with violations of the University or Athletics Department Codes of Conduct.

**Big East Transfer Rules:**

In conference sports other than basketball, a student-athlete transferring from one conference institution to another must satisfy an academic year residence requirement before he/she can be eligible to receive athletically-related financial aid and compete in any conference sport.

In the sport of basketball, transfers within schools in the conference are not permitted.
PLAYING AND PRACTICE SEASONS

TIME MANAGEMENT PLAN GUIDELINES
As part of the newly adopted NCAA legislation regarding time demands for student-athletes, the DePaul Athletics Department has developed the following policies in conjunction with the new rules to address the NCAA student-athlete time demands legislation.

Time Management Plan
Prior to the first practice or the start of Fall Quarter classes (whichever is first), each team is required to have a meeting involving the head coach, student-athlete(s), and sport administrator to review and discuss the practice and competition schedule for the year. At the beginning of both the Winter and Spring Quarters, the head coach, student-athlete(s), and sport administrator will meet to review the previous quarter schedule and review and discuss the subsequent quarter’s schedule. This will allow for regular periodic reviews of the new NCAA student-athlete time demands legislation.

- Coaches will share their daily practice schedule outlining the hours that may be required of the student-athletes to engage in countable athletically-related activities (CARA). The coaches will share the planned weekly days off for the upcoming quarter as well as any scheduled team building, entertainment, promotional, media, and community service activities for the upcoming quarter.
- Student-athlete(s) will be asked for input in regards to the scheduling of practice and other activities.
- The sport administrator will review the time demand legislation and requirements with the student-athlete(s) and the coaches to ensure a full understanding of all requirements and policies, including those stated here forth.

Coaches will be required to provide notice of the schedule of all CARA and required athletically-related activities (RARA) at least one week in advance throughout the academic year, including vacation periods (excludes summer).

Coaches will be required to provide notice of changes to the previously established schedule at least 24 hours in advance. An exception of such 24 hour period will only be granted for weather-related changes (e.g. movement of an outdoor practice due to rain, etc.), travel delays, and extenuating circumstances as approved by the Director of Athletics.

At the end of each academic year, an annual review of the Time Management Plan for each sport will occur with the Director of Athletics, sport administrator, Faculty Athletics Representative, head coach, and at least one student-athlete. The final review will be provided to the President.

ATHLETICALLY-RELATED ACTIVITIES

Countable Athletically Related Activities (CARA)
Include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations under Bylaws 17.1.7.1 and 17.1.7.2. Such activities include, but are not limited to, the following:
- Practice
- Competition and related activities
• Film Review
• Skill Instruction
• Strength & Conditioning Activities

NOTE: Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered CARA and therefore is not counted in the daily and weekly time limitations.

**Required Athletically Related Activities (RARA)**
Required athletically related activities include any activities, including those that are countable in the daily and weekly limitations that are required of a student-athlete. Such activities include, but are not limited to, the following:

- Compliance meetings;
- Organized team promotional activities;
- Recruiting activities, including student-host duties;
- Media activities;
- Fundraising events;
- Community service events;
- Team-building activities; and
- Travel to and from away-from-home competition.

NOTE: RARA (including CARA) may not occur during any designated days off, but is not included within the daily and weekly time limitations (4 hrs/day, 20hrs/week, etc.).

**Not considered CARA or RARA**

- Health & Medical Activities (e.g., medical evaluations, treatment for prevention and/or rehabilitation of injuries)
- Academically-related activities (e.g., meetings with academic advisors, tutor sessions, study hall)
- Voluntary athletically-related activities (VARA) - To be considered a "voluntary" activity, all the following conditions must be met:
  - The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, non-coaching athletics department staff members who observe the activity (e.g., strength coach, trainer, manager) may not report back to the student-athlete's coach any information related to the activity;
  - Coaches may not observe voluntary activities;
  - The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time;
  - The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
  - The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

**REQUIRED DAYS OFF**
RARA (which includes CARA) is prohibited during days off.

Health, Academic, and Voluntary athletic activities are permissible during days off.
Weekly Days Off Requirements

- One Required Day Off During Preseason Practice and Vacation Periods
  - Student-athletes must be provided one day off per week during preseason and vacation periods in season and when classes are not in session
- One Required Day Off During In-Season
  - Student-athletes must be provided one day off per week while they are in-season during the academic year, except during participation in conference and postseason championship competition.
- Two Required Days Off During Out-of-Season
  - Student-athletes must be provided two days off per week while they are out-of-season during the academic year.

7 Days Off after Championship Segment
Activities prohibited for a 7 day period beginning the day after a student-athletes' or the team's last contest of the championship segment

- The 7 days off must be consecutive.
- The 7 days are separate from and may not be used toward the 14 additional days off.
- Student-athletes may only participate in voluntary activities on any day off.
- Student-athletes who have qualified for an elite national or international event may participate in individual workout sessions conducted by a coaching staff member (student-athlete must request the workout).
- Health and medical activities or academically related activities are permitted on off days.
- Individual end-of-season sessions with coaching staff members are permissible provided the student-athlete and coach do not engage in CARA.

14 Additional Required Days Off
Institutions must provide student-athletes with 14 additional days off during the playing season (including vacation periods during the season) or outside the playing season during a regular academic term when classes are in session

- The 14 days off do not have to be consecutive.
- The 14 days are in addition to the one day off per week in-season, two days off per week out-of-season, and 7 days off at the conclusion of the season.
- Student-athletes may only participate in voluntary activities on any day off.
- Health and medical activities or academically-related activities are permitted on off days.
- The 14 additional days may include days off that fall during a vacation period within a team's declared playing season.

Exception - Return Travel Following Away-From-Home Competition
A day during which travel to an away-from-home competition occurs may not be considered as a day off. However, a day during which travel to an away-from-home competition occurs may be considered as a day off, provided no CARA or RARA occurs for a continuous 24-hour period following the student-athletes' official release from all team obligations.

Exception - Life Skills Activities Involving Multiple Sports
Student-athletes may be required to attend life skills activities on a day off (other than during the 7 day off period after the season) provided the activities are organized by the athletics department and involve multiple sports.

TIME OFF: 8 HOUR CONTINUOUS OVERNIGHT PERIOD
Continuous Eight-Hour Period Restriction
All RARA, other than competition, are prohibited during a continuous eight-hour period between 9 p.m. and 6 a.m.

Practice Example
- If practice is scheduled for 5:30 a.m. Tuesday, activities may not occur after 9:30 p.m. Monday

Competition Example
- If a home competition concludes after 9 p.m. local time, student-athletes must be provided a continuous eight-hour period during which activities are prohibited after their official release from all team obligations
- If student-athletes return to campus after 9 p.m. local time from away competition, student-athletes must be provided a continuous eight-hour period during which activities are prohibited after their official release from all team obligations.

Exempted activities from the continuous eight-hour period restriction:
- Travel to away competitions after release from home competitions
- Participation in a regular season multi-day contest, event or tournament, or post-season competition
- Activities in the locale of away competitions on the day before the competition
- Recruiting activities (i.e., student host duties)
- Participation in required life-skills and team-building activities
- Health and medical activities or academically related activities
<table>
<thead>
<tr>
<th>Activity</th>
<th>Category</th>
<th>Can be Voluntary?</th>
<th>Must be in TMP?</th>
<th>Allowed on Day Off?</th>
<th>Description</th>
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<tbody>
<tr>
<td>Academic Advisor Meetings</td>
<td>Academic</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Including meetings with athletic-specific counselors/advisors or those who work with the general student population</td>
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<td>Academic Assessments</td>
<td>Academic</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Nelson Denny, learning disability assessments, etc.</td>
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<td>General Academic</td>
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<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Includes professor meetings, class, review sessions, class group meetings, tutor/mentor/learning specialist meetings</td>
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<td>Study Hall</td>
<td>Academic</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Could include individual or team mandatory study hours</td>
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<td>Competition</td>
<td>CARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Includes regular season, post-season, exhibition, scrimmages, and alumni games</td>
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<td>Cross Training</td>
<td>CARA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yoga, Swimming, Zumba, etc.</td>
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<td>Film</td>
<td>CARA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Individual or team required film sessions with coach</td>
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<td>Foreign Tour Practices</td>
<td>CARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>The answers to time management questions may be dependent on when the foreign tour and practices occur and teams should consult the Compliance office</td>
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<tr>
<td>Mental Performance Sessions</td>
<td>CARA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Golf swing coaches, visualization, etc. CARA if they are part of practice or otherwise required</td>
</tr>
<tr>
<td>Practice</td>
<td>CARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>This includes Summer Access practices for those sports allowed to do so</td>
</tr>
<tr>
<td>Skill Instruction</td>
<td>CARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>As defined by NCAA rules</td>
</tr>
<tr>
<td>Team Meetings</td>
<td>CARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Entire team meets for athletically-related purpose, such as chalk talk, discuss practice, competition with coaches present</td>
</tr>
<tr>
<td>Tryouts</td>
<td>CARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Tryouts are likely to take place as part of regular practice (CARA); for those who have special events only for non-team members (e.g., tennis tournament), NCAA rules would not yet apply to non-student athletes</td>
</tr>
<tr>
<td>Strength &amp; Conditioning</td>
<td>CARA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Activities performed by a certified strength coach</td>
</tr>
<tr>
<td>Summer Camp Employment</td>
<td>Employment</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>If a student-athlete is paid to work summer camp, she/he is an employee and the employment status trumps her/his student-athlete status; therefore the activity is not CARA, RARA, or VARA. However, if a student-athlete is required to be at summer camp but is not being paid, that activity is considered CARA</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>Medical</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Institutional or NCAA drug tests</td>
</tr>
<tr>
<td>Individual Nutrition Meetings</td>
<td>Medical</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>This category includes individual student-athlete meetings with a nutritionist whether required for medical purpose or voluntary</td>
</tr>
<tr>
<td>Medical Appointments</td>
<td>Medical</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Orthopedic or GP appointment</td>
</tr>
<tr>
<td>Medical Diagnostics</td>
<td>Medical</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>X-rays, MRIs, ADHD testing</td>
</tr>
<tr>
<td>Activity</td>
<td>Category</td>
<td>Can be Voluntary?</td>
<td>Must be in TMP?</td>
<td>Allowed on Day Off?</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------</td>
<td>-------------------</td>
<td>----------------</td>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Medical Procedures</td>
<td>Medical</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Surgery</td>
</tr>
<tr>
<td>Mental Health Appointments</td>
<td>Medical</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Any individual mental health appointment whether related in any way to athletics or not</td>
</tr>
<tr>
<td>Physical Assessments</td>
<td>Medical</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Baseline concussion testing, DARI, sleep/wellness surveys, etc. This might also include sport specific medical assessments, such as a pitching, golf swing, etc. but such testing is CARA if performed during practice</td>
</tr>
<tr>
<td>Physicals</td>
<td>Medical</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Pre-participation physical</td>
</tr>
<tr>
<td>Preventive Medicine</td>
<td>Medical</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Tape, stim, ice baths, ultra sounds, etc.</td>
</tr>
<tr>
<td>Recovery</td>
<td>Medical</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Stretching, ice baths, Normatech, foam rolling, massages under the direction of athletic trainer, strength coach, recovery practices and other activities with coaches are CARA</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>Medical</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Performed by Athletic Trainer and/or rehabilitation specialist; easing a student-athlete back into practice is CARA</td>
</tr>
<tr>
<td>Academic Team Meetings</td>
<td>RARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Only RARA if these are required team meetings to discuss academics and include coaches</td>
</tr>
<tr>
<td>Ceremonies and Banquets</td>
<td>RARA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>End of year team banquets or award ceremonies are generally mandatory; department-wide celebrations are more likely to be voluntary</td>
</tr>
<tr>
<td>Community Service</td>
<td>RARA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Community service can be categorized in many ways and institutional policy should address various scenarios. For example, a coach who requires a certain number of community service hours could convert a voluntary activity to required</td>
</tr>
<tr>
<td>Compliance Forms Completion</td>
<td>RARA</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Beginning of the year forms completion; if these are done online and student-athletes can complete at their discretion, completion can occur any time (including a day off)</td>
</tr>
<tr>
<td>Compliance Meetings</td>
<td>RARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>“Any meetings conducted by an institution’s compliance staff in which the primary purpose is to complete required forms and/or provide education on NCAA, conference and institutional rules.” (Per Q&amp;A). Multi-sport Compliance Meetings can be treated as a Life Skills activity for purposes of the multi-sport exception</td>
</tr>
<tr>
<td>Hosting PSAs</td>
<td>RARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>A student-athlete assigned to host a PSA as defined by NCAA rules</td>
</tr>
<tr>
<td>Individual Meetings with Coach/Student-Athletes</td>
<td>RARA</td>
<td>Yes</td>
<td>No</td>
<td>No (”but yes during”</td>
<td>Student-athlete must initiate; no chalk talk or game talk can take place</td>
</tr>
<tr>
<td>Leadership Programming - Coach/Team</td>
<td>RARA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Programming required by coaches and generally involving the entire team</td>
</tr>
</tbody>
</table>
| Life Skills for Multiple Sports | RARA     | N/A               | Yes            | Yes                | “Option1: For this purpose, for an activity to be considered to involve “multiple sports,” the involved sports must have two or more different head coaches (e.g., an activity including only men’s & women’s swimming would not be considered “multiple sports.”)"
<p>| Marketing and Promotions        | RARA     | Yes               | Yes            | No                 | Photoshoot, video shoot, fan events, signing autographs or other community appearances, halftime appearances at other games, etc. |
| Media Interviews                | RARA     | No                | Yes            | No                 | Radio, television, institutional media interviews; institutional, conference or NCAA media days |
| Other Educational Programming   | RARA     | Yes               | Yes            | No                 | Sexual misconduct, drug and alcohol, time management, etc. |</p>
<table>
<thead>
<tr>
<th>Activity</th>
<th>Category</th>
<th>Can be Voluntary?</th>
<th>Must be in TMP?</th>
<th>Allowed on Day Off?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Recruiting Activities</td>
<td>RARA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Team meals, activities, meetings with PSAs only if they are required.</td>
</tr>
<tr>
<td>Pep Rallies</td>
<td>RARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Attendance at pep rallies is often mandatory for the selected student-athletes but not the entire team.</td>
</tr>
<tr>
<td>Reporting Before Competition</td>
<td>RARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Various teams have different pre-game routines - may include wait time and activities that fall into different categories - including meals, meetings, warm up, and medical.</td>
</tr>
<tr>
<td>Team Building</td>
<td>RARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Required ropes course, the Program, etc. in the presence of coaches (*but yes overnight).</td>
</tr>
<tr>
<td>Team Entertainment</td>
<td>RARA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Bowling, movie, concert, attending other teams sports if coaches require (*but yes overnight).</td>
</tr>
<tr>
<td>Team Fundraising</td>
<td>RARA</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Working a fundraising stand or booth, selling raffle tickets, phonedathons, note that if making calls or selling raffle tickets can be done on the student-athletes own time, they do not have to occur on a day off.</td>
</tr>
<tr>
<td>Team Nutrition Meetings</td>
<td>RARA</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>This category includes required educational team meetings with a nutritionist at any time during the year.</td>
</tr>
<tr>
<td>Meals Incidental to Participation</td>
<td>RARA/ Medical*</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Student-athletes can be required to eat &quot;training table,&quot; performance dining, or other meals on days off, but no additional RARA (e.g., programming or team meetings) can take place during the meals that occur on a day off.</td>
</tr>
<tr>
<td>Athletics Department Community Building Events</td>
<td>VARA</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Welcome Back BBQ, mas/spiritual service, summer outings.</td>
</tr>
<tr>
<td>Career Events</td>
<td>VARA</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Career fairs or panels, networking opportunities, educational sessions regarding resume, etc.</td>
</tr>
<tr>
<td>Individual Compliance Meetings</td>
<td>VARA</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>&quot;Meetings that occur with student-athletes on a case-by-case basis in which the primary purpose is to monitor or resolve compliance-related issues (e.g., high-profile student-athletes, waivers, NCAA Division I reinstatement cases, investigations) are not 'compliance meetings' for the purposes of the legislation.&quot; (Per Q&amp;A)</td>
</tr>
<tr>
<td>Leadership Programming - SW&amp;D</td>
<td>VARA</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Department programming often involves student-athletes from multiple sports.</td>
</tr>
<tr>
<td>Outside Competition</td>
<td>VARA</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>National or international events such as those sponsored by a NGB or charity events.</td>
</tr>
<tr>
<td>Pick Up / Captain's Practices</td>
<td>VARA</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Practices or team athletic activity with no coaches present.</td>
</tr>
<tr>
<td>SAAC</td>
<td>VARA</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Per institutional policy, SAAC is considered a voluntary activity; student athletes are encouraged to engage but are not required to attend meetings or any other SAAC-sponsored activities.</td>
</tr>
<tr>
<td>Safety Exception Practices</td>
<td>VARA</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Practices or team athletic activity where no coaches would be present but for the safety exception.</td>
</tr>
<tr>
<td>Spiritual Fellowship</td>
<td>VARA</td>
<td>N/A</td>
<td>No</td>
<td>Yes</td>
<td>Team or department faith sessions.</td>
</tr>
</tbody>
</table>
RECRUITING

PHILOSOPHY
The recruiting process is a critical time for both the prospective student-athlete (hereafter, "prospect") and the Athletic Department to assess one another. For its part, DePaul is an institution whose mission focuses squarely upon embracing the human dignity of all people. As such, we are committed to conducting all recruiting activities in keeping with the highest standards of behavior and accountability, and in compliance with all university policies and NCAA rules. It also is our goal to provide an environment for our prospects which encourages them to see us as an institution where they can develop their individual talents and reach their full potential as student-athletes and citizens. With broad-based input, we have developed this detailed policy in order to ensure that recruiting activities meet our expectations philosophically, and that behavior outside this standard is dealt with in a clear and decisive fashion.

These guidelines are designed to ensure a quality, safe, academically sound, and realistic experience for all parties involved in the recruiting process. They specifically address activities conducted during an official visit that DePaul would offer to a qualified prospect. They also set forth expectations for coaches and staff as well as student-athletes who are called upon to serve as hosts to the prospects invited for a visit.

STUDENT-ATHLETE HOSTS AND RECRUIT RESPONSIBILITIES
Although a student-athlete host is not held directly responsible for the behavior of the prospect who he/she is asked to host, the behavior and decisions of the host can impact the prospect's experience during the visit. Providing a safe and informative experience for the prospect while emphasizing the need for the prospect to recognize the academic mission of the university, should he/she ultimately attend, is an important goal.

The host responsibilities include:

• Reviewing and signing off on a student host procedures form when they receive the entertainment funds for the visit.

• Understanding what types of behavior and activities are appropriate and what are inappropriate. While good judgment is expected of student-athletes, and all possible activities cannot be listed; the following are some examples of inappropriate activities for a DePaul official visit:
  o Attendance at adult entertainment facilities.
  o Provision of alcohol to under-aged prospects or attempt to persuade an under-aged prospect to consume alcohol.
  o Provision of excessive transportation, such as limousines.
  o Use of escort services, exotic dancers, or any other similar services.
  o Participation in any unethical or illegal activity, such as provision of drugs or participation in gambling activities.
  o Activities at any location that would reasonably cause perception of impropriety.

STUDENT-ATHLETE HOSTING POLICIES
Acting as a student-athlete host is an important service to DePaul University and its Department of Athletics. Appropriate conduct is required by institutional, conference and NCAA standards:

1. Only the host shall be provided money with which to entertain only him/herself, the prospect, the prospect's parents/legal guardians or spouse. Other student-athletes may assist with hosting the prospect but shall pay for their own entertainment and meals.

2. A maximum of $30 per day may be provided to cover reasonable entertainment expenses for both the host and the prospect.
3. Hosts may not go to the airport to pick up a prospect on their official visit or ride with a coach to pick up the prospect. Hosts may not transport the prospect or anyone accompanying the prospect more than 30 miles from campus.

4. No cash may be given to the visiting prospect or anyone else.

5. Hosts may not use entertainment funds to purchase, or otherwise provide the prospect with, gifts of value (souvenirs or clothing, etc.)

6. Hosts may not use vehicles provided or arranged for by any DePaul staff member or booster of the program.

7. Hosts should make their best efforts not to allow recruiting conversations to occur, on or off-campus, between the prospect and a booster of the athletics program. (If an unplanned meeting occurs, only an exchange of greetings is permissible).

8. The prospect may participate in any athletics activity involving or related to the sport for which the prospect is being recruited. However, the prospect cannot be observed by a member of the coaching staff at any time and the host should not report back to the staff of the abilities of the prospect.

9. Hosts may receive a complimentary admission (no hard ticket) when accompanying a prospect to an athletics event.

**GAMBLING**

NCAA Bylaw 10.3 strictly prohibits gambling of any kind by student-athletes, coaches, and athletics department staff.

You are **not eligible** to compete if you knowingly participate in any gambling activity that involves **intercollegiate or professional athletics**, through a bookmaker, a parlay card or any other method employed by organized gambling (e.g. fantasy sports leagues, tournament pools).

You are **not eligible** to compete if you knowingly: provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition; solicit a bet on any intercollegiate team; accept a bet on any team representing the institution or solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value.

**EXTRA BENEFITS**

Generally, student-athletes may NOT receive any extra gifts from anyone except those persons whom they are legally dependent. This includes, but is not limited to the following:

- cash or loan in any amount;
- gifts for birthdays, holidays, etc.;
- free services (clothing, laundry, car repair, meals, haircuts, etc.);
- special discounts for gifts or services;
- use of automobiles;
- rent free or reduced rent housing; or
- tickets to professional sporting events, concerts or community events.

Furthermore, representatives of DePaul's athletic interests (boosters) may not provide any of the above to family members or friends of currently enrolled or prospective student-athletes.

Questions, concerns or reports of potential violations should be immediately directed to the Compliance Office. Violations of the extra benefit rule may automatically render a student-athlete ineligible for competition until the value of the benefit is repaid.
OCCASIONAL MEALS

Student-athletes may occasionally receive the benefit of a meal in the home of a representative of DePaul's athletics interests or on-campus. Pre-approval must be granted by the Compliance Office. Consult the Athletics Compliance Office if you are presented with this opportunity. Parents are only allowed to receive the benefit of an occasional meal if the meal is hosted by another parent on the team. In all other situations, the parent(s) must pay for the value of the meal.

PROMOTIONAL ACTIVITIES

Per Bylaw 12.5.1.1, DePaul, the Big East Conference, or a non-institutional charitable, educational or nonprofit agency may use a student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met:

- The student-athlete receives prior written approval to participate from the director of athletics (or her designee);
- The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency other than through the reproduction of the sponsoring company's officially registered regular trademark or logo on printed materials such as pictures, posters or calendars. The company's emblem, name, address, telephone number and Web site address may be included with the trademark or logo. Personal names, messages and slogans are prohibited;
- The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item;
- The student-athlete does not miss class;
- All moneys derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;
- The student-athlete may accept actual and necessary expenses from the member institution, member conference, or the charitable, educational or nonprofit agency related to participation in such activity;
- The student-athlete's name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency;
- Any commercial items with names, likenesses or pictures of multiple student-athletes may be sold only at the member institution at which the student-athletes are enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an individual student-athlete's name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, etc.), may not be sold; and
- The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the requirements of this section.

All such promotional activities requests must be made through the Compliance Office.
SPORTS MEDICINE

The Sports Medicine staff works to help make your athletic experience enriching physically, mentally and socially, and is dedicated to helping you achieve your goals.

With athletic participation comes inherent risk of injury, and Sports Medicine is able to help in the following ways:

- Reduce the risk of injury through physical screening, conditioning programs and education.
- Should an injury occur; be available for consultation, referral to the team physician and development of a treatment and rehabilitation plan that will guide you to full recovery.
- Act as a liaison between the doctor, coach, parents and student-athlete so everyone has a full understanding of the capabilities or limitations the injury imposes.
- Educate the student-athlete so that he/she understands his/her injury, responsibilities and the future implications for participation.

Sports Medicine has established departmental policies to address pertinent issues. Please take the time to read and understand the policies as they affect you. When you have completed your athletic career at DePaul University, we want you to leave with knowledge and an understanding that will enable you to live in an active, healthy lifestyle.

Athletics Training Room 773-325-4679

TRAINING ROOM PROCEDURES

The function of the Athletics Training Room is to prevent and care for injuries, which, unfortunately, are a part of athletics. When you sustain an injury either from practice or a game situation, DO NOT keep it a secret. Report all injuries to the athletics trainers immediately, and they will advise you as to what steps need to be taken.

1. All medical referrals must be approved by the Director or Assistant Directors of Sports Medicine. This includes referrals to the sports psychologist, nutritionist, optometrist, dental, orthopedic, or internal medicine referrals.

2. The Sports Medicine Department is required by law to have protected access to all student-athlete medical and billing information. Therefore the following rules will be strictly enforced:
   - No persons other than the sports medicine staff will be allowed in the training room staff work area.
   - All medical insurance matters and billing questions must go through Sports Medicine. Coaches and other staff members should not respond to questions about billing.
   - Student-athletes are required to sign a waiver allowing the Sports Medicine Department to disclose medical information to persons indicated in the waiver.
   - Only members of the Medical Staff are allowed in the training room during physician examinations. After the examination, the physician will speak with the appropriate persons if an executed waiver is on file in the training room.

   An Authorization form must also be on file in the training room before any billing/insurance information can be dispensed.

3. No form of therapeutic treatment is to be performed on any student-athlete in the Athletics Training Room other than by the Medical Staff. Coaches, administrators, and other personnel are NOT to administer any treatment whatsoever in the Athletics Training Room facility.

4. Student-athlete treatment plans will be determined and executed solely by the Medical Staff. To maintain consistency and uniformity, any input by a non-Medical Staff individual should be given to the Director or Assistant Director of the Sports Medicine
SPORTS MEDICINE POLICY

1. Annual physicals and updated insurance information must be on file prior to any participation in athletics (including any voluntary summer workouts, open gyms, etc) - the physical form can be found on the DePaul Athletics website under the Sports Medicine Department. These annual physicals are paid for by the Athletics Department. If unable to make these scheduled times, the rostered student-athlete is then responsible for scheduling and his/her own physical. Due to medical liability issues, DePaul will only accept physicals done by our team physicians. Students trying out for teams shall obtain a physical through their own physician prior to the tryout utilizing the physical form found on the DePaul Athletics website. Also, any male practice-only players must submit their insurance information to Sports Medicine, pass a physical, and are responsible for the cost of the physical before participation. The NCAA requires all member institutions to test all student-athletes for the sickle cell trait as part of the required medical exam. Student-athletes do have the opportunity to decline testing, if so desired.

2. It is challenging for the training room to provide transportation for all scheduled appointments for medical attention. It is the responsibility of the individual student-athlete and his/her coach to make those arrangements. Every effort is made to make these visits convenient by utilizing local sports medicine professionals. Please communicate with your coach on any appointments you may have.

3. The Athletics Training Room staff (certified trainers/graduate students) may not dispense any medication at any time, due to strict enforcement of the Illinois Athletic Trainers Practice Act. Only physicians will dispense medication from the training room.

4. The Athletics Training Room staff will coordinate all training room doctor's appointments. If student-athletes miss their scheduled appointment, they must reschedule their own appointment time and acquire the proper paperwork prior to attending their rescheduled appointment time.

5. The Athletics Training Room staff will determine proper treatment techniques appropriate for each specific injury.

6. DePaul will not restrict individuals with HIV infection from the participation in the University's intercollegiate, intramural, club sport, recreations, or physical education programs because of HIV or AIDS infection as long as, from a medical perspective, they are physically and mentally able to participate in such programs.

TREATMENT PROCEDURES

1. Injury or illness evaluation, treatment and rehabilitation take longer than routine procedures. Please make an appointment with one of the training staff at least one hour before practice if you need special attention. In the event there are no appointment times available, service will be on a first-come, first-serve basis, so be patient and wait your turn. Priority is given to in-season and game-day sports (please reschedule with a trainer if you need special attention).

2. The hours of operation for the training room will be posted quarterly based on practice times. [Sage Medical Group serves as the campus walk-in health service. In the event of an off-hours illness/injury, contact Public Safety (325-7777) for transportation.]

3. Physicals are offered in the summer and early fall for every sport for convenience and are paid by the department budget. If unable to make these scheduled times, you will need to reschedule a time with the Sports Medicine Staff. A student-athlete may not participate in any physical activity until you have a physical and are cleared by a team physician.
4. Physician evaluation for injury will be available weekly. Please notify trainers prior to that time for scheduling purposes. Any student-athlete can request an appointment with the physician, but the trainer must be notified in advance and approve the appointment.

5. Student-athletes will be evaluated and placed on an appropriate rehabilitation program for their specific injury.

6. It is the injured student-athlete's responsibility to follow the treatment protocol designed by the medical staff. The medical staff is unable to progress a student-athlete who has not been consistent with rehab.

7. Student-athletes must be prompt for their taping time and are responsible for getting to meetings and practice on-time. Do not use the training room as an excuse for being late. Be in the training room one half hour prior to practice for taping.

8. Sports medicine staff will communicate with coaches about their particular student athlete's progress.

9. If a student-athlete exhibits signs, symptoms or behaviors consistent with a concussion, he or she shall be removed from practice or competition and evaluated by a sports medicine physician with experience in the evaluation and management of a concussion. Student-athletes diagnosed with a concussion shall NOT return to activity for the remainder of that day. Medical clearance to practice or compete subsequent to that day will be determined by a team physician according to the DePaul concussion management plan.

**CONCUSSION MANAGEMENT PLAN**

The health and safety of student-athletes is the top priority of DePaul University and its Athletics Department. DePaul University recognizes that a sport-related concussion is a serious and challenging injury for any student-athlete and is deeply committed to providing optimal support and care to its student-athletes through comprehensive education, prevention, and treatment of concussions. In an effort to establish a consistent approach to concussion management, the Sports Medicine Department has therefore adopted this Concussion Management Plan ("the Plan") with the following mandates: (1) educational procedures for student-athletes, administrators, and medical staff regarding concussions; (2) a concussion diagnosis and medical management plan; (3) return-to-play and return-to-learn management plans; and (4) exposure minimization and Plan review procedures. It is important to note, however, that each concussion, as well as each student-athlete, is unique and individualized. As a result, for optimal health care, DePaul medical staff must ultimately manage student-athlete concussions on a case-by-case basis informed by the student-athlete's complete medical history.

To initiate the Plan, the DePaul Athletics Department will designate a licensed physician acting as a Team Physician to serve as the medical director and oversee the medical tasks of all primary athletics health care providers. As outlined in further detail below, under the supervision of the medical director, all Team Physicians and Sports Medicine health care providers will be empowered with autonomous authority to determine medical management and return-to-play decisions of student-athletes. This authority will be independent from any athletics coach and will be exercised in the sole interest of student-athlete health and welfare. Student-athletes who sustain a concussion outside of their sport will be managed for return-to-play and/or return-to-learn in the same manner as those sustained during athletic activity. This Plan and other concussion education materials are available on DePaul's website at http://www.depaulbluedemons.com/sports-med/sports-medicine-home.html.

**INFORMATION AND SYMPTOMS**

**Concussion Information**

A concussion is a complex process affecting the brain, created by a traumatic impact. Concussions may be caused by a direct blow to the head, face, neck, or elsewhere on the body.
with a force transmitted to the head. Concussions typically result in the rapid onset of short-lived symptoms that resolve spontaneously. These initial concussion symptoms largely reflect a functional change rather than a structural injury (CT scans and MRI are almost always normal in concussion patients). Because a blow to the head with the exact same forces will yield different symptoms of differing severity depending on the individual, concussions can result in a variety of symptoms that may or may not involve loss of consciousness. Resolution of the symptoms typically follows a sequential course; however, it is important to note that in a small percentage of cases, post-concussive symptoms may linger.

**Concussion Symptoms**

Since concussions are a complex and individualized injury, there are many signs and symptoms, and combinations thereof, which indicate the presence of a concussion. Common symptoms include the following:

- Loss of consciousness
- Headache (other than location of impact)
- Dizziness or disequilibrium
- Feeling "in a fog" or "zoned out"
- Confusion
- Visual disturbances (i.e. blurry vision, double vision)
- Nausea/vomiting
- Delayed verbal and motor responses
- Amnesia
- Inability to focus
- Disorientation
- Uncharacteristic emotional changes
- Excessive drowsiness
- Slurred or incoherent speech

**EDUCATION AND ASSESSMENT**

**Student-Athlete Education**

At the start of each academic year, DePaul will provide each student-athlete with the NCAA Fact Sheet for Student-Athletes and/or related concussion education material, as well as a copy of this Plan. The educational material will outline an individual student-athlete's responsibility for reporting any suspected concussions or head injuries directly to the Athletics Department medical staff. DePaul will annually require each student-athlete to sign a written form acknowledging that he or she has received, read and understands this educational material including the causes, signs and symptoms, and possible consequences of concussions, as well as his or her responsibility to report suspected concussions or head injuries directly to the Athletics Department medical staff. The Director of Sports Medicine will ensure that each student-athlete has received this education and will retain the signed acknowledgement forms in the student-athlete's medical file.

**Staff Education**

At the start of each academic year, DePaul will provide all coaches, sport administrators and the director of athletics with the NCAA Fact Sheet for Coaches and/or related concussion education material, as well as a copy of this Plan. DePaul will require each coach, sport administrator and director of athletics to sign a written form acknowledging that he/she has received, read, and understands this educational material including the causes, signs and symptoms, and possible consequences of concussions, as well as his or her responsibility to report suspected concussions or head injuries directly to the Athletics Department medical staff. The Director of Sports Medicine will ensure that each coach, sport administrator, and director of athletics has received this education and will retain their signed acknowledgement forms.
Medical Staff Education
At the start of each academic year, DePaul will provide all athletic trainers and team physicians with the NCAA Fact Sheets for Student-Athletes and Coaches and/or related concussion education material. DePaul will also annually provide and review with them a copy of this Plan. DePaul will require each athletic trainer and Team Physician to sign a written form acknowledging that he/she has received, read and understands this educational material including the causes, signs and symptoms, and possible consequences of concussion, as well as his or her individual obligations and role within the Plan. The Director of Sports Medicine will ensure that each athletic trainer and Team Physician has received this education and will retain their signed acknowledgement forms.

Pre-Participation Management Plan
Prior to participating in DePaul athletics, student-athletes will be subject to the following assessments:
- All student-athletes will undergo a pre-participation history and physical examination by a DePaul University Team Physician which will include an assessment of brain injury and concussion history.
- All student-athletes will undergo pre-participation baseline concussion assessment testing consisting of computerized neuropsychological testing using ImPACT and the Sport Concussion Assessment Tool - 3rd Edition (SCAT 3). Testing will include symptom evaluations, cognitive assessments and balance evaluations.
- At his or his sole discretion, the Team Physician will determine pre-participation clearance and/or the need for additional consultation or testing based upon known individual concussion modifiers.

The Director of Sports Medicine in consultation with the Team Physician will consider new baseline concussion assessment at six months and beyond for any student-athlete with a documented concussion, especially one with complicated or multiple concussion history. The Director of Sports Medicine will initiate this process and the Team Physician will determine next steps for assessment.

RECOGNITION, DIAGNOSIS, AND MANAGEMENT
Recognition and Diagnosis of Concussion Management Plan
A student-athlete who shows any signs, symptoms or behaviors consistent with a concussion must be removed from practice or competition and evaluated by a medical staff member (i.e. Certified Athletic Trainer, Team Physician or other medical physician designated by DePaul University Sports Medicine staff), with the following next steps:
- If a concussion is confirmed, the student-athlete must be removed from practice or competition for the remainder of that calendar day.
- A clinical assessment of head injury including skull fracture and/or intracranial bleed as well as an assessment for cervical spine trauma will be performed and the emergency action plan (including potential transport) will be implemented as warranted.
- If an athletic trainer or Team Physician is on site and the student-athlete is medically stable, DePaul will use the SCAT 3 for the evaluation of the injured student-athlete.
- If there is no Team Physician or athletic trainer available and the student-athlete is minimally symptomatic, the athletic trainer/Team Physician should be contacted to determine a plan for prompt evaluation of the student-athlete.
- If medical personnel are not available, and head injury symptoms are significant, DePaul will take the student-athlete to a local hospital emergency department for evaluation. The Athletic Department medical team will assume their role in the concussion management plan after emergency department care has been rendered.
• If not already aware, Athletic Department medical staff should be notified of the situation in a timely fashion.

Post-Concussion Management Plan
A student-athlete observed by DePaul Athletics staff to have a prolonged loss of consciousness or worsening symptoms will trigger implementation of the emergency action plan including potential transport for further medical care. Major concussion symptoms can include:
• Worsening headache;
• Nausea or vomiting;
• Glasgow Coma Scale < 13;
• Increased confusion, garbled speech;
• Lethargy or extreme sleepiness;
• Trouble using his or her arms or legs;
• Convulsions, seizure activity, or potential spine injury.

For student-athletes with prolonged concussion symptoms, a Team Physician will evaluate and consider additional diagnoses and best management options. The Team Physician will determine the need for additional consultation, testing or treatment of diagnosed conditions. Additional diagnoses may include, but are not limited to:
• Post-concussion syndrome;
• Sleep dysfunction;
• Migraine or other headache disorder;
• Mood disorder such as anxiety and depression; or
• Ocular or vestibular dysfunction.

If a student-athlete is medically stable, an athletic trainer will evaluate him or her- including a symptom inventory - and monitor for deterioration following injury. DePaul will instruct a concussed student-athlete to minimize potential cognitive stressors such as school work, video games, reading, texting, and watching television.

Once cleared, the student-athlete will be discharged from medical care with oral and written instructions for home care. DePaul will review these written instructions with the student-athlete and another responsible adult (e.g., parent, roommate, or teammate) and have the student-athlete sign a written form acknowledging receipt and understanding of the instructions. The Director of Sports Medicine will retain the signed acknowledgement form in the student-athlete's medical file.

RETURN-TO-PLAY AND RETURN-TO-LEARN
Sport-related concussion is a challenging injury for student-athletes and, unlike other injuries, the timeline for return to full activity is often difficult to project. This section outlines the University's management plans for evaluating when a student-athlete is fit to return to participation in his or her sport (known as "return-to-play") and when a student is able to return to participation in academic coursework (known as "return-to-learn").

Return to Play Management Plan
The initial management of sport-related concussion is relative physical and cognitive rest. A student-athlete diagnosed with a concussion is required to be medically cleared by a physician (i.e., Team Physician or other medical physician designated by the DePaul medical staff) before returning to practice or competition. A Team Physician may allow monitored mental and physical exertional activity prior to asymptomatic status. After symptoms return to baseline, follow up ImPACT assessment will be completed and a Team Physician will review the results. Return to play progression will involve a gradual, step-wise increase in physical demand, sport specific activities and the risk for contact. A Team Physician and an athletic
trainer shall determine and supervise return-to-play progression. Once the Team Physician deems a student-athlete to be at his or her baseline status, the student-athlete can initiate a supervised return-to-play progression in the following manner:

- Light aerobic exercise without resistance training (e.g. exercise bike).
- Sport-specific activity without head impact (e.g. lifting, agility drills).
- Non-contact practice or equivalent with progressive resistance training.
- Unrestricted training including contact drills.
- Return to game/competition activity.

If symptoms return with activity, the progression shall be halted and restarted at the preceding symptom-free step. The Team Physician has final authority for decisions regarding return-to-play progression.

**Return-to-Learn Management Plan**

In addition to return-to-play, a student-athlete's return to academics (known as "return-to-learn") is an important component of concussion management. Just as the hallmark of return-to-play is physical rest, the hallmark of return-to-learn is cognitive rest immediately following concussion. Cognitive rest means avoiding potential cognitive stressors such as school work, video games, reading, texting and watching television.

Return-to-learn should likewise be accomplished in a step-wise manner, with the absence of symptoms forming the crux of whether the progression should continue, as follows:

- Following a diagnosis of concussion, cognitive rest will be immediately prescribed. There should be no classroom activity on the same day as a concussion injury.
- In consultation with the Athletics Department medical staff, the academic counselor specific to the student-athlete's sport will serve as the point-person(s) to assist the student-athlete in navigating the return to academic and team cognitive activities. This academic counselor will assist with modification of schedule and academic accommodations as appropriate in collaboration with the Center for Students with Disabilities, the University office responsible for coordinating the provision of reasonable accommodations and related support services to students with disabilities, including student-athletes.
- The gradual return to cognitive (classroom/studying) activity shall be based upon the absence/return of concussion symptoms following cognitive exposure and involves a step-wise increase in cognitive demand. If the student-athlete cannot tolerate light cognitive activity, he/she should remain at home/dorm; otherwise he/she may gradually return to the classroom and studying as tolerated.
- A Team Physician will evaluate as appropriate any student-athletes with concussion symptoms lasting greater than two weeks and will re-evaluate any student-athletes with symptoms that worsen with academic challenges.

DePaul will engage other campus resources as appropriate. For complex cases of prolonged return-to-learn progression, a multi-disciplinary team will decide the level of academic adjustment. The multi-disciplinary team may include, but is not limited to, a Team Physician, athletic trainer, sports/neuro-psychologists, academic counseling staff, administrators, coaches, and Center for Students with Disabilities staff, among others.

**MINIMIZATION AND REVIEW**

**Reducing Head Trauma Exposure Management Plan**

DePaul will undertake to reduce student-athlete exposure to potential head trauma. The Athletic Department will take a safety first approach to all of its sports, and the Sports Medicine staff will provide education to coaches and student-athletes regarding safe play, proper technique and, in contact sports, minimizing instances of gratuitous head and body contact. The Sports Medicine department will also adhere to the NCAA Concussion
PHYSICIAN REFERRAL POLICY
The Athletics Department employs the services of physicians recognized as professionals in the field of sports medicine. They have been selected as departmental representatives based on their experience and demonstrated knowledge in athletic injury care.

Injured student-athletes will be referred to these team physicians through the Department of Sports Medicine. Student-athletes attending appointments arranged by the sports medicine department must obtain a payment authorization form from an athletic trainer prior to attending the appointment. Medical release forms signed at physicals will allow for communication between physicians, trainers and coaches regarding the diagnosis and care for athletically-related injuries. Student-athletes who choose to see their private physician for athletic injuries must recognize the fact that communication and care for injuries by the athletic trainer is hampered when they do so. Valuable treatment and practice time is frequently lost and, for these reasons, this practice is discouraged.

Student-athletes may request a second opinion after seeing a DePaul physician. The athletic trainers can work with the physicians to arrange this referral. A student-athlete choosing to work individually, not through the athletic trainers and not obtaining an authorization form for physician arrangements may assume financial responsibility for fees and testing.

PRESCRIBED MEDICATIONS
Any student-athlete taking a physician-prescribed medication that is banned by the NCAA must show written documentation to continue the prescribed medication (ex: Adderall for Attention Deficit Disorder must have proper documentation of testing for the disorder). The student-athlete, in conjunction with his or her physician, must document that other non-banned alternatives have been considered prior to requesting the medical exception for the use of a medication containing a banned substance.

HIPAA
The Health Insurance Portability and Accountability Act (HIPAA) provides federal protections for personal health information. At the same time it permits the disclosure of personal health information needed for patient care and other important purposes. Due to the vast network of physicians and specialists that the Athletics Department utilizes to provide the best care to each student-athlete, the Athletics Department requests that each student-athlete complete a form allowing disclosure of health information among these parties and certain DePaul Athletics employees in order to manage the best care possible. If you have any further questions, please consult with the Sports Medicine Department.

MEDICAL DISABILITY POLICY
This policy applies only to student-athletes who are injured while participating/competing in intercollegiate athletics and who, as a result, are rendered medically unable to continue athletic participation.

Student-athletes competing on behalf of DePaul must assume that participation carries with it the risk of injury. Some injuries may prevent a student-athlete from continuing athletic participation at the intercollegiate level. All such medical decisions will be rendered by physicians based upon their knowledge of the individual circumstance and accepted standards of care in the sports medicine industry.

The following procedure will be followed to determine on a medical basis whether an injury is so severe that it precludes further athletic competition by a student-athlete:
1. The student-athlete must report to the head or assistant athletics trainer.
2. An appointment will be made with the Physician or Orthopedic Surgeon to evaluate the
3. A form will be completed and signed by the physician with his/her recommendation on the ability of the student-athlete to continue participation/competition.

4. If the student-athlete wishes to obtain a second opinion, the referral will be made in consultation with the departmental medical staff.

**WEIGHT MANAGEMENT POLICY**

Due to the incidence of eating disorders among student-athletes, the Sports Medicine Department follows the following policy:

Any student-athlete with a BMI of 18 or below with a relevant medical history of conditions associated with an energy imbalance will be required to go through additional evaluations as determined by a DePaul physician. Also, should a coach conclude that a particular student-athlete may have a need to gain weight, he or she shall direct that student-athlete to Sports Medicine to schedule a nutritional consultation. The consultation also will include an assessment regarding the psychological components that affect weight and performance. As a result of that consultation, a plan may need to be developed to allow the student-athlete to return to practice or competition safely. The plan will be developed by a group comprised of the Director of Sports Medicine, Team Physician, Sports Psychologist, and Nutritionist. The Athletics Director shall be apprised of the situation and plan. The Sports Medicine staff will inform the involved coach of the progress of the student-athlete toward health and well-being. Parameters including weight gain, counseling, and nutrition diaries may be set as part of the plan.

Furthermore, coaches and staff shall not comment to student-athletes regarding weight, body composition (e.g. body fat percentage), or physical appearance. If a student-athlete asks a coach about his/her weight or body composition, and how it may relate to his/her performance, the coach shall emphasize that the most important facets contributing to optimal performance are sports-specific training and conditioning, psychological well-being, and overall fitness. The coach shall instruct the student-athlete to address nutrition or weight concerns with the Sports Medicine staff.

**VISION CORRECTION POLICY**

Each September, eye exams will be scheduled and conducted in Sullivan Athletics Center by professionals outside of DePaul. Follow-up exams may be required after the initial evaluation and must completed during the first quarter of enrollment. All corrective lenses will be sent directly to the DePaul University Sports Medicine Department for distribution to the student-athlete.

For further details on the policy, speak to the sports medicine staff or visit the sports medicine webpage.

**SPORTS MEDICINE INSURANCE INFORMATION**

In order to provide the best possible care, it is critical that DePaul's insurance information form be completed entirely. This form must be completed regardless of whether or not the student-athlete is covered under a family health insurance plan. The insurance form is also used for emergency contact information, so it is imperative that the form be complete and up-to-date. The insurance information form and a new copy of the insurance card (front and back) must be submitted before each academic year even if there are no changes to the insurance information. The Sports Medicine Department must be notified immediately if any changes are made to the student-athlete's insurance coverage on file or if the student-athlete's home address changes.

To help expedite care, the Sports Medicine Department requires a photocopy of additional health-related insurance cards (prescription drug cards, dental, vision).
In the event that a student-athlete receives medical care while at DePaul, at times medical bills will be sent to the home address of the student-athlete; however, the majority of medical bills are sent directly to DePaul University's excess insurance carrier after claims are processed by the student-athlete's primary insurance. It is the responsibility of the policyholder that medical claims be submitted to the primary insurance company for processing. DePaul acts as an excess insurance provider for student-athletes. Claims or the portions of claims to be paid by DePaul cannot be processed until an Explanation of Benefits statement or a Denial is received from the policyholder or the insurance company stating the amount covered by the primary insurance company. It is also the responsibility of the policyholder to maintain student certification and submit the necessary documentation to their insurance company if required by the policy. In addition, it is the policyholder's responsibility to obtain pre-authorization for services to be provided out of the health insurance network.

**MEDICAL BILLING POLICIES**

1. Each DePaul student-athlete will have two protected, confidential medical files in the Department of Sports Medicine athletic training facility. The files will not leave the athletic training facility and will be stored in areas with restricted access at all times.

2. Sports Medicine staff will act as insurance coordinators for student-athletes. This staff will be limited to a maximum of five people per year.

3. DePaul has an excess insurance carrier for student-athletes who do not have primary insurance, and for athletically related medical expenses not covered by a student's primary insurance carrier.

4. Documentation of all medical services, payment of bills, and submissions to the DePaul insurance carrier shall be maintained and recorded in a secure electronic database (as described below) as well as in the student-athlete's secured insurance file.

5. The procedure for submission and payment of athletically-related medical bills is as follows:
   a. A medical bill must first be submitted to the student-athlete's primary insurance carrier (if applicable). If the primary insurance carrier refuses payment or does not cover the complete bill, an itemized bill along with an Explanation of Benefits (EOB) or Denial must be submitted to the excess insurance carrier.
   b. If a student-athlete does not have a primary insurance carrier, DePaul's carrier will act as the student athlete's primary and cover athletically related medical expenses.
   c. If a submitted claim is not covered under DePaul's athletic accident policy, but the claim is athletically-related, the DePaul insurance staff shall review the claim and submit it for payment as determined by the insurance coordinator.
   d. For privacy and confidentiality purposes, each bill's payment status is documented within an injury tracking software program located on a secure server accessible only to authorized DePaul Sports Medicine personnel with security access.

6. DePaul University is not responsible for any missed or non-canceled appointments that incur cancellation fees.

7. Parents are responsible for keeping primary insurance updated of student athletes' full-time student status. If this is not updated and current, primary coverage can be lost and insurance claims can be denied.
8. The following situations will not be covered by the Department or by the excess insurance carrier:
   a. Any illness that is unrelated to athletic participation (ie. appendectomy, dermatology, gynecology testing, etc.)
   b. Injuries occurring outside of scheduled practices or games (ie. recreational sports, intramurals or pick-up games)
   c. Expenses for a pre-existing medical condition
   d. Expenses incurred resulting from failure to comply with the DePaul University Sports Medicine Physician Referral Policy

9. The Sports Medicine department is unable to reimburse parents or student-athletes for fees, charges and/or co-pays paid directly to medical providers for services (i.e. office visits, surgeries, etc) and/or medical goods (i.e., prescriptions, braces, etc). In order for claims to be paid by DePaul Sports Medicine all claims must be submitted with a copy of the Explanation of Benefits or Denial from the student-athletes primary insurance (if applicable) as stated above.

PREGNANCY AND ATHLETICS PARTICIPATION POLICY
Any student-athlete who becomes pregnant will receive the same treatment as any other student-athlete with a temporary medical condition, in regard to eligibility for athletic scholarships. This means that athletics aid will not be terminated or reduced for such a condition during the time of pregnancy or a reasonable time thereafter.

Confidentiality in regard to any student-athlete's medical condition, including pregnancy, is strictly enforced. Coaches should use great caution and restraint in counseling student-athletes on issues relating to pregnancy and must make clear to them the policy above.
Pregnancy is a non-athletic related health issue. Pursuant to NCAA regulations, DePaul University is not responsible for payment for any related costs.

POLICY ON UNIVERSITY RESPONSIBILITY TO INJURED ATHLETES
Students participating as athletes assume certain risks that they may suffer injuries in connection with intercollegiate athletic activities. When such injuries occur, the University cannot assume indefinite responsibility for continuing medical care that might be subsequently required. Subject to the limitations stated hereinafter, however, the University does choose to accept certain limitations.

1. University Obligations. When a student-athlete is injured during practice, competition, or University-sponsored travel to or from competition under athletic department auspices, the University will provide the following assistance to the injured student-athlete. For the purposes of this policy, University-sanctioned activity includes all practices on University facilities of which the coach knows or should have known and any event to which a student-athlete travels with University support or financial assistance.
   a. Athletic financial assistance, in an amount no less than what the student-athlete was receiving at the time of the injury, will be continued until the student-athlete receives his/her baccalaureate degree or through the fourth year of enrollment, whichever comes first.
   b. Approved medical costs associated with the injury will be submitted to the student-athlete's personal insurance policy. Deductible costs or rejected claims will be covered by the University during the period the student-athlete is enrolled as well as summers and breaks between quarters. The University reserves the right to obtain independent opinions from medical staff of its choice about the necessity and reasonableness of any particular treatment of an injury.

2. Limitations. The foregoing is subject to the following limitations:
   a. Any student-athlete who sustains an injury or has a diagnosed illness prior to enrollment at the University must notify his or her coach and athletic trainer. Without such notification, subsequent reinjury or exacerbation of the illness will not entitle the
student to the benefits described in Part 1 of this policy.
b. In instances where DePaul's medical staff certifies that an injured student-athlete has
recovered sufficiently to reasonably permit him or her to compete and that student-
athlete nonetheless voluntarily chooses not to participate in athletics, the obligation
of the University to provide medical care and athletics financial aid is simultaneously
terminated.
c. All treatment of injuries must be authorized or administered by the University. Any
outside treatment obtained by an injured or ill student-athlete without University
authorization will not entitle reimbursement from the University.
d. A student-athlete injured in events or competition not conducted or sanctioned by the
Athletics Department is not eligible for continued assistance.
e. Subject to the provisions of DePaul's accident insurance policy, if an injured student-
athlete withdraws or graduates from the University, provisions of medical care and
financial aid will be terminated.
f. When an injured student-athlete completes a baccalaureate degree or a fifth year of
enrollment, the Athletics Department will consider its obligation to provide medical
care and financial aid complete.
g. No provisions of this policy shall be interpreted to conflict with applicable NCAA
regulations.

3. Non-athletic related injuries and pre-existing injuries. The University has chosen to accept
certain obligations for injuries sustained by student-athletes in connection with intercollegiate
athletic activities. However, the University cannot accept responsibility for all injuries or
illnesses suffered by student-athletes. The following is the University's policy regarding
non-athletic related injuries and pre-existing injuries and illnesses:
a. The Athletics Department assumes no responsibility for an injury sustained by a
student-athlete while participating in a noncountable athletically-related activity.
b. When a student-athlete sustains an injury or has a diagnosed illness prior to enrollment
at the University, the Athletics Department shall assume no liability for such injury
or illness.
c. No provision of this policy shall be interpreted to conflict with applicable NCAA
regulations.

a. This policy is intended to be minimal, setting the limits to entitlement. The Director
of Athletics may, at his/her discretion, extend aid to student-athletes whose coverage
by this policy is doubtful or for other reasons he/she deems appropriate. In no event,
however, may aid of any sort be extended beyond the fifth year of enrollment or the
point at which a student-athlete receives a baccalaureate degree, unless the student-
athlete has remaining eligibility.

POLICIES AND PROCEDURES FOR DRUG AND SUBSTANCE TESTING

PHILOSOPHY
The Athletics Department is committed to enhancing the quality of life of every student-
athlete at DePaul University. From this perspective, we have addressed the use and/or abuse
of illegal or legal drugs and substances that may endanger the safety and health of all DePaul
student-athletes.

The Athletics Department’s policy of drug and substance detection is an integral part of a
comprehensive program whose emphasis is abstention through education. The purpose of
initiating a Department-wide detection program is to ensure an equitable approach to the
problem of drug and substance abuse across all sports for both men and women. The
intention is to identify a drug and substance misuser/abuser in order to implement a program
of early intervention and treatment. The NCAA, of which DePaul is a member institution, has implemented a policy of drug and substance detection at its championship events and does year-round testing in select sports. The list of drug and substances banned by the NCAA is widely available in the Athletics Department sports medicine and strength and conditioning areas, and also may be accessed at http://www.ncaa.org. It is the Athletics Department’s belief that, in order to comply with that policy, drug and substance detection must be implemented in our program at this time. Our policies and outcomes, however, are separate and distinct from those of the NCAA.

UNIVERSITY STAFF AND PHYSICIAN INVOLVEMENT
- Director of Athletics
- Associate Athletic Director for Varsity Sports
- Sport Administrator
- Head Coach
- Director of Sports Medicine
- Team Physician
- Any designee of the above

PURPOSE
1. To deter the misuse/abuse of legal or illegal drugs and substances that may create a threat to the safety and health of our student-athletes.
2. To identify misusers/abusers of legally or illegally obtained drugs and substances.
3. To assist identified misusers/abusers in their effort to eliminate drug and substance misuse and abuse through education and related problem awareness.

POLICY
The Athletics Department may request all student-athletes to produce a urine specimen to be analyzed on an annual basis and upon request at any time during the academic year, academic calendar breaks inclusive (e.g. winter, summer, etc.). The Athletics Department will respect the confidentiality of test results and will limit their provision to the necessary University Staff and medical providers. Analysis of the specimen(s) will be performed for the Athletics Department on site by the Department of Sports Medicine and, upon receiving a positive result, retested by an accredited off-campus laboratory. A student-athlete with a positive test result will have an opportunity to pursue a counseling program designated to assist him/her in his/her return to a life free from drug and substance misuse and abuse. The procedure has been set up to ensure the proper chain of custody of the samples and to respect the confidentiality of the student-athletes who are involved in the testing.

PROCEDURES
1. The student-athlete’s signature on his/her grant-in-aid indicates his/her willingness to comply with the Athletics Department’s drug and substance detection program.
2. Any student-athlete who has a concern with the policy or procedure of drug and substance detection may discuss that concern with the Athletics Director or Team Physician.
3. Except as otherwise noted in this Policy, all testing will be performed in a random and mandatory manner. The Athletics Department may approach any individual student-athlete or a group of student-athletes (including an entire athletics team) for drug and substance testing. The student-athlete(s) can be asked at any time to produce a urine sample, and the expectation is for the student-athlete(s) to produce a sample at that time.
4. The student-athlete will be given a sealed container and be asked to produce a urine sample for testing. This will be done in a private room with a same-sex witness present.
5. The student-athlete will then reseal the container and turn it over to the witness for delivery to the Athletics Department’s Department of Sports Medicine, which will administer initial testing of the sample. If initial testing indicates that the sample is diluted or does not have the appropriate temperature, the student-athlete will be asked to provide
another sample.

6. A negative test result will end this specific detection procedure upon notification to the student-athlete from the Department of Sports Medicine.

7. If testing by the Department of Sports Medicine indicates a positive test result, the Department will forward the urine sample to a contracted accredited laboratory that will conduct a second, independent test. The results of the independent test conducted by the contracted accredited laboratory will stand as the Athletic Department’s final test results.

8. A student-athlete can request that the positive sample be retested at an accredited laboratory of his/her choice, at his/her expense. Samples are stored at the University’s contracted accredited laboratory for three months and will not be available for retesting after that time.

9. The Director of Sports Medicine will notify the Athletics Director, Associate Athletics Director for Varsity Sports, specific Sport Administrator, Head Coach, and Team Physician (or any designee as assigned by these individuals) of all positive results. All aforementioned staff members and any designees will be informed of the need to ensure confidentiality and will be required to abide by it. The Athletics Director may in his or her sole discretion likewise notify the student-athlete’s parent(s) or guardian(s).

10. There will be no game or practice suspension after the first positive test result. The student-athlete will be required to discuss the positive test result with the aforementioned University representatives.

11. In addition, all student-athletes testing positive will be required to submit samples for detection on a random and regular basis for the remainder of their athletic career at the University.

12. When the student-athlete is notified by a University representative of the need for a test to take place, he/she must respond to the call in-person or verbally within 6-8 hours (leaving a message is not acceptable).

13. Student-athletes will also be required to schedule an appointment with the Team Physician, who must clear the student-athlete for athletics participation.

14. A second positive test result will require suspension from the student-athlete’s Athletics team until there is record of a successful completion of a drug and substance abuse program, which includes a follow-up treatment plan by a trained medical provider.

15. The University will assist the student-athlete with placement in a drug and substance abuse program after a second positive test result.

16. A second positive test result will require additional drug and substance detection on a random and regular basis.

17. After completion of a drug and substance abuse program, a student-athlete with a second positive test result will be required to schedule an appointment with the Team Physician, who must clear the student-athlete for athletics participation.

18. A third positive test result will require full suspension from participation in the University Athletics program, but the student-athlete will continue to have access to full University services that are otherwise available to the general population of the student body.

19. Return to participation after a third positive test result would be possible only upon agreement by the aforementioned University representatives (including the Team Physician) and the student-athlete’s medical provider (if different from Team Physician), and upon receipt by University representatives of the aforementioned treatment plan, which contains documented proof that the student-athlete is complying with the treatment plan for a length of time agreeable to the University representatives.

MANIPULATION OF URINE SAMPLES
The NCAA and DePaul prohibit the use of substances and methods that alter the integrity and/or validity of urine samples provided during drug and substance testing, and the presence of such substances could be considered a positive test. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, bromantan, or related compounds, and epitestosterone.
DESIGNATED INDIVIDUALS FOR QUESTIONS ABOUT BANNED SUBSTANCES AND THE USE OF NUTRITIONAL SUPPLEMENTS

The Director of Sports Medicine and Director of Sports Performance have been designated by the University as the Athletics Department resources for all questions relating to NCAA-banned drug and substances, and the use of nutritional supplements. Should a student-athlete have a question about either of these issues, he or she should make an appointment with one of these two staff members. Take note that while the NCAA maintains a list of NCAA-banned substances on the NCAA website, that list is not exhaustive. Any nutritional supplement may also present risks to a student-athlete’s health and eligibility. Therefore, specific questions regarding NCAA-banned drugs and substances, or the use of nutritional supplements should be referred to either above Director.

SPORTS PERFORMANCE

GOALS

The DePaul University Sports Performance Department is dedicated to maximizing the athletic potential of each student-athlete and to:

- provide an expert staff educated, dedicated and determined to give the most up-to-date and effective sports performance procedures to DePaul student-athletes.
- develop individualized programs based on scientifically-proven principles designed to target each individual's needs.
- monitor team and individual progress on a daily basis.
- reduce the risk of injury by developing programs that address physical deficiencies.
- assist the Sports Medicine team with appropriate athletic rehabilitation.
- provide appropriate flexibility programs for each team.
- introduce appropriate nutrition programs.
- provide information about and support the NCAA drug policies regarding performance-enhancing substances.
- enhance each athlete's self-confidence, sense of well-being and overall physical health.
- instill a strong work ethic and sense of accomplishment that will carry over to the field of competition and everyday tasks.

All intercollegiate teams have access to the sports performance facility and a sport specific training program. Each program will address flexibility, strength, power, aerobic/anaerobic conditioning on a team and individual basis.

The essentials of a strength and conditioning program are:

- Ground based activities
- Multiple joint exercises
- Three dimensional movements
- Explosive training
- Progressive overload
- Periodization
- Specificity of training

SPORTS PERFORMANCE FACILITY

During the academic year the weight room hours are 8:00 to 5:00 p.m. Monday-Friday. If you
would like to work out in the weight room, you must schedule a time with one of the Sport Performance coaches. There may be times during regular hours when the weight room is filled to capacity and unscheduled teams or individuals will not be allowed to lift. If your team needs to have access to the room outside regular hours, appointments must be made with the Sports Performance staff. When the weight room is open, a sports performance coach, athletic trainer or coach must be present. **STUDENT-ATHLETES MAY NOT BE IN THE WEIGHT ROOM UNSUPERVISED.**

The Sports Performance Department provides the best program available while maintaining the highest safety standards. One of the reasons student-athletes lift weights is to become stronger and more injury-resistant. The weight room is not the place where injuries should occur. If an injury should occur, immediately contact the head athletic trainer. Safety in the Sports Performance Facility depends upon the following rules.

**SPORTS PERFORMANCE FACILITY RULES**

1. At the conclusion of your workout, all weights (dumbbells, plates, bars etc) should be placed on the appropriate rack.
2. Weights should not be placed on the floor.
3. No food, drinks (except for Gatorade products and water) are allowed in the weight room. All used cups, bottles and cans should be disposed of in the trash.
4. Every student-athlete must wear a shirt, athletic shorts or sweats and shoes at all times. No one is allowed to work out in street clothes.
5. Wearing clothing imprinted with college and university logo's (other than DePaul's) is prohibited.
6. I-pods, headphones, cell phones, magazines, books and newspapers are prohibited.
7. No equipment is to leave the weight room for any reason unless its removal for team/individual use has been approved by a member of the Sports Performance Department and has been properly checked out.
8. Guests must sign a release prior to using the strength and conditioning facility.
9. The weight room is scheduled for DePaul student-athletes. Guests must have approval from a member of the Sports Performance staff in order to use the Facility.
10. Use spotters on lifts.
11. Use collars on all lifts (where applicable).
12. Horseplay will not be tolerated in the weight room.
13. Show respect for teammates, coaches and staff.
14. Wipe down equipment after use with a towel and disinfectant.

**POLICY FOR UNSUPERVISED/NOT PRESCRIBED WORKOUTS**

If a student-athlete is injured on-campus or on the road during the academic year during any unsupervised and/or not prescribed workout, such injury will not be covered by DePaul's insurance policy and will be the responsibility of the student-athlete to cover. Therefore, supervision of a sports performance coach, sport coach, athletics trainer, or physical therapist is required. Also, student-athletes shall not conduct or design their own workouts. If the student-athlete does not adhere to such restrictions then any corresponding student-athlete's injury will not be covered by DePaul.

**DEPAUL UNIVERSITY POSITION STATEMENT ON SUPPLEMENTATION FOR THE STUDENT-ATHLETE**

The health and safety of the student-athlete is the most important responsibility of the Athletics Department and Sports Medicine area specifically.

Labeling of dietary supplements is lightly and loosely regulated. Not only is there a risk that
the label is incorrect, but most supplements have not been tested for safety. Are there harmful long term side effects? No one knows for sure.

It is the position of DePaul University that optimum nutritional health is derived from a healthy diet. The recommended diet should consist of complex carbohydrates, complete proteins, essential fats, vitamins, and minerals. DePaul discourages the consumption of supplements including, but not limited to: creatine, carnitine, androstendione, DHEA, THG, single amino acids, enzyme formulations and herbal extracts. DePaul discourages the supplementation of other nutrients that exceeds the student-athlete's needs. Nutritional supplementation in the form of energy shakes, rehydration formulas and energy bars may be supplied to student-athletes who are unable to obtain adequate calorie intake, so long as these supplements meet NCAA guidelines. (NCAA Bylaw 16.5.2.-g)

ANNUAL PARTICIPATION AWARDS

Student-athletes are entitled to receive DePaul awards for their annual participation in a varsity sport and may receive additional awards for postseason play. Further, NCAA rules limit the type and amount of awards that any student-athlete may receive. It is the student-athlete's responsibility to get sized for the jackets after the season is complete. Questions should be directed to the Director of Athletics Compliance.

DePaul annual participation awards are as follows:

- **1st year**: hooded jacket
- **2nd year**: letter jacket
- **3rd year**: blanket
- **4th year**: wrist watch

DePaul student-athlete awards may be picked up following team meetings at the end of each season.

FACILITIES

Use of athletics facilities is reserved for rostered, eligible student-athletes, managers, and athletics department staff. Student-athletes may bring a guest into the facility provided he or she remains in the main lobby at all times.

Guests participating in "open gym" must be escorted at all times and must sign a waiver form before the activity begins. All "open gym" activities must be sanctioned by your coaching staff and monitored by them as well. Guests are not permitted in the weight room, locker rooms, or office areas and are restricted to the gym and field areas only. If any "open gym" participant violates this policy, he or she will forfeit his/her right to participate in the future.

EMERGENCY INFORMATION

General resources for emergencies at DePaul University can be found on the University website here:


These resources include policies for the following potential emergency events:

- Specific Emergency Protocols
- Active Shooter
- Bomb Threat
- Civil Disturbance
- Communicable Illness/Pandemic Outbreak
- Criminal Activity
- Earthquakes
- Elevator Emergency
- Emergency School Closure
- Fire Alarm
- Flooding
- Hazardous Materials Incident
- Hostage Situation
- Lockdown
- Mass Casualty Event
- Medical Emergency
- Mental Health Crisis
- Severe Weather
- Sexual and Relationship Violence
- Structural Failure
- Suspicious Mail or Package
- Threats of Violence
- Utility Failure
THOR GUARD LIGHTNING DETECTION SYSTEM

In the event that lightning is in the programmed range, the Thor Guard horn will go off for a period of 15 seconds and a strobe light will be visible at the top of McGrath Arena. At that time, the field and entire facility including the press boxes, dugouts, spectator seating area and restrooms must be evacuated immediately. Participants and spectators cannot return to the facility until the "all clear" horns go off, which will happen 30 minutes after the last recorded lightning strike in range. The "all clear" indicator consists of three 5 second horn blasts and the strobe light will shut down.

EMERGENCY/FIRE EVACUATION INFORMATION

Before a Fire/Emergency
- Know the locations of fire alarm pull stations in your area.
- Check the evacuation plans posted.

Discovering a Fire
- Alert everyone in the area.
- If you notice flames, smoke, or any evidence of fire, activate the building fire alarm.
- If a fire alarm has been pulled, call the Public Safety Office to give the location and description of the fire.

Storm/Tornado
In the event of a tornado or other severe weather warning when Public Safety or any other official entity issues a directive to take shelter, the inner wall of McGrath-Phillips Arena is the site to direct individuals to when they are anywhere in the Sullivan Athletics Center or Wish Field/Cacciatore Stadium.

Exiting
- In the event that the fire alarm has sounded, evacuate by the nearest safe exit and follow any directions given by the Facilities Operations and Public Safety personnel at the scene.
- Move in a calm and orderly fashion and help anyone who needs assistance in exiting the building.
- The building must be completely evacuated when a fire alarm is activated.
- Feel the door or doorknob with the back of your hand before opening any door. Do not open the door if it is hot.
- If an exit is blocked by fire heat or smoke, go to another exit.
- Be prepared to crawl or move close to the floor to avoid smoke.
- DO NOT USE THE ELEVATOR.
- Once outside of the building, move away from the doors to enable others to exit.
- Upon evacuation, report to the Northeast corner of the Student Center and seek out your coach or an administrator for further instructions.
- Remain outside of the building until it has been cleared to re-enter by the proper authorities.
- If there are any staff or students who are unaccounted for during an emergency evacuation, inform Public Safety and/or the Fire Department personnel immediately.

Emergency Telephone Numbers
- Public Safety Department - 325 - 7777
- Facilities Operations - 325 - 7377
Every facility utilized by the Athletics Department has its emergency procedures posted on location.

**EQUIPMENT**

DePaul athletics equipment or clothing may only be used in competition while representing DePaul as a member of an intercollegiate team. Use during any other type of competition may result in loss of athletic eligibility among other consequences.

It is the responsibility of the equipment room to maintain an inventory for each sport, to issue and launder equipment and to provide to the coach a list of delinquent student-athletes who have not returned equipment with a copy to the Compliance Office.

The head coach will give in writing to the equipment room personnel a list of equipment to be issued, the date that she/he wishes it to be distributed and a list of team members. The compliance office shall verify the eligibility of all rosters before equipment is issued.

The student-athlete is responsible for all equipment that has been issued to him/her. It is his/her responsibility to return all equipment (regardless of condition) to the equipment room on the date established by the equipment personnel. All competitive equipment must be returned to the equipment room immediately following the final competitive event of the season. If equipment is not returned to the equipment room, the equipment room may place a hold on the student-athlete's student account. The student-athlete will reimburse the department for any missing equipment.

Student-athletes are expected to wear athletics equipment for practice and competition only. It is not intended for daily use.

Practice gear should be returned to the equipment room one half hour after practice. Game attire should also be returned within one half hour following home competition, and returned immediately to the equipment room following a road contest.

All student-athletes are subject to financial penalties for equipment not returned on time.

All athletics equipment, uniforms and shoes shall be issued by the equipment room personnel. Student-athletes and coaches are expressly prohibited from being in the equipment room area.

**ATHLETICS COMMUNICATIONS & MARKETING/PROMOTIONS**

The Athletics Communication department is responsible for disseminating information (game scores, individual statistics and results, individual and team accomplishments and competition summaries) to national, local, hometown media members and the University community as well as maintaining the athletic information on the Department's website in an effort to promote and expose the accomplishments of the DePaul athletic family.

Student-athletes will be asked to fill out informational forms throughout the course of their careers at DePaul. These forms are used to keep track of student-athlete's background and to help inform the public of individual accomplishments. If any of the information listed on the website, in publications or in press releases is incorrect, please notify a member of the Athletics Communications staff at once.

DePaul student-athletes are required to sign a waiver before their injury information is publicly released. If a student-athlete chooses to withhold that information, DePaul is restricted to informing the public of his or her playing status only.

If a member of the media approaches you and asks for your personal phone numbers, please refer them to the Athletics Communications Office to set up the interview. This is done to protect the privacy and safety of the student-athlete and to maintain a professional relationship.
with media members. Media members (including DePaul students) who cover DePaul are instructed to set up all requests through the Athletics Communications office and not ask student-athletes for home and/or cell phone numbers.

**MARKETING/PROMOTIONS OFFICE**

The Sports Marketing office supports ticketing efforts, event attendance, and event/game operations for DePaul's intercollegiate sports. The office creates special promotions in conjunction with athletic events and direct ticket sales campaigns. All advertising is coordinated through the office. Student-athletes can assist greatly in spreading the word about athletic competitions at DePaul University and sports marketing encourages student-athletes to propose new ideas and initiatives through the Captain's Council. Sports marketing also oversees the operations of the Blue Crew, student spirit organization. Coaches and teams will be called upon to assist the Blue Crew with promotions throughout the school year. In addition, sports marketing works with External Affairs in securing corporate sponsorships for promotional activities.

**THE STUDENT-ATHLETE ROLE**

Student-athletes are a vital part of the Athletics Communications and promotions process as a representative of the athletic program, role model to younger athletes and a spokesperson for the team. At times, student-athletes may be asked to take part in promotional activities to better inform the community about today's student-athlete and their sports. Student-athletes will not be asked to miss class for these functions, however, the Athletics Department hope they will make every effort to be available as a representative.

Student-athletes may also have individual interviews with members of the media. Here are some guidelines to keep in mind for interviews and public appearance:

- A student-athlete's integrity, as well as that of their team, the athletic program and the university relies upon the public impression you make. Statements, public appearances and interviews and a personal sense of decorum relay a strong message.

- With the media, everything people say and do is "on the record." If student-athletes do not wish to answer a question, just say "I'd rather not discuss that subject."

All interviews with the media should be coordinated through the Athletics Communications Office. Student-athletes must be on time for interviews. For questions, call the Athletics Communications Office at 325-7525.

**TICKET POLICIES**

Admission to DePaul home athletics events is free for all students. Game tickets are issued for six ticketed sports at DePaul (Men's Basketball, Women's Basketball, Volleyball, Men's Soccer, Women's Soccer, and Softball). Student-athletes will follow the same procedures to secure tickets as the rest of the student body.

Students are able to reserve their FREE DePaul Athletics student tickets online in five simple steps:

2. Click on the STUDENT TICKETS link
3. Enter your Campus Connect ID and Password
4. Reserve your game ticket under the DePaul Athletics tab
5. Swipe your DePaul ID at the Student Gate to receive game ticket(s)

**PURCHASING ADDITIONAL TICKETS, BUS TRANSPORTATION, DISCOUNTED PARKING**
All DePaul students may also purchase additional game tickets, reserve bus transportation or purchase discounted parking for games at the Allstate Arena. Students may purchase one (1) additional ticket for men's basketball in addition to their complimentary ticket at a discounted rate. For games at WinTrust Arena, an additional men's basketball ticket may be purchased for $10 while all other tickets for DePaul athletic events are either $5 or $2 depending on the sport. Additional tickets over and above the complimentary and discounted tickets are available for purchase at regular prices. Visit the Athletic Ticket Office with any questions or concerns. For assistance call (773) 325-SLAM (7526) or email tickets@depaul.edu.

**COMPLIMENTARY TICKETS**

Student-athletes may receive four (4) complimentary admissions for each home contest in their sport only and guests must be designated on the pass list in accordance with ticket procedures. For all events at the Sullivan Athletics Center, the student-athletes' pass list will be at the South entrance of the lobby. At Wish Field/Cacciatore Stadium, the pass list will be at the Southwest Corner. At the WinTrust Arena, a specific pass list entrance will be located at the main entrance to the Arena. Per NCAA rules, both valid photo identification and a signature from each ticket recipient are required to be admitted.

Student-athletes will utilize JumpForward to register and designate their guests for each game home and away, if applicable. Each team will receive training on the procedure for receipt of tickets and will be required to designate all tickets 2 hours prior to the start of the event or 1 hour prior to the gates opening at the venue so that the Ticket Office can print and administer the lists at the pass gate. New guests will need to be submitted at least 24 hours prior to the competition for approval.

**BIG EAST AWARDS**

The BIG EAST Conference confers its academic awards on an annual basis. The awards are divided into two general categories: 1) Scholarships and 2) Academic Awards Without Stipend. Selection of award recipients is based on consideration of scholastic performance and athletic ability. In some cases, service to the community and institution is also considered.

**SCHOLARSHIPS**

**BIG EAST Conference Institutional Scholar-Athlete Scholarships**

*Criteria and selection*

Twenty student-athletes (10 males, 10 females) will each receive a post-graduate financial scholarship. The Faculty Athletic Representative (FAR) of each institution, in consultation with the Director of Athletics and appropriate athletic academic advisors, will annually nominate one male and one female candidate by a date determined by the Conference. All nominees must have:

- Maintained both excellent academic credentials (minimum cumulative GPA of 3.00) and outstanding athletic performance.
- Competed in a BIG EAST Conference sponsored sport.
- Attained a minimum of senior standing (as determined by the respective institution).

The Academic Affairs Committee of the BIG EAST Conference will review the nominees' qualifications and advise the Conference of any discrepancies. In February the Conference will announce the award winners. Monies awarded should normally be used within two years, unless the Academic Affairs Committee grants an extension.

**BIG EAST Conference Basketball Scholar-Athletes of the Year**

*Criteria and selection*
Two basketball student-athletes (one male, one female) will each receive a postgraduate financial scholarship. The FAR of each institution, in consultation with the Director of Athletics and appropriate athletic academic advisors, will annually nominate one male and one female candidate by a date determined by the Conference. All nominees must have:

- Maintained both excellent academic credentials (minimum cumulative GPA of 3.00) and outstanding athletic performance.
- Attained a minimum of junior standing (as determined by the respective institution).

The Academic Affairs Committee of the BIG EAST Conference will review the nominees' qualifications, advise the Conference of any discrepancies, and make the selections. At the respective Conference championship the Conference will announce the award winners. Monies awarded should normally be used within three years, unless the Academic Affairs Committee grants an extension.

**BIG EAST Conference Scholar-Athletes of the Year**

*Criteria and selection*

The Academic Affairs Committee will annually select two student-athletes (one male, one female), from among the twenty BIG EAST Conference Institutional Scholar-Athlete Scholarship recipients and two BIG EAST Conference Basketball Scholar-Athlete of the Year recipients, who will each receive an additional postgraduate financial scholarship.

In February, the Conference will announce the award winners. Monies awarded should normally be used within two years, unless the Academic Affairs Committee grants an extension.

**Michael Tranghese Postgraduate Leadership Award**

*Criteria and selection*

Two student-athletes (one male, one female) will receive a scholarship of $5,000 each. The FAR of each institution, in consultation with the AD and appropriate athletic academic advisors, will nominate one male and one female annually by April 20th (or the weekday closest to April 20th). All nominees must have:

- Participated in a BIG EAST Conference sponsored sport;
- Completed all athletic eligibility; and
- Been admitted to a degree-granting graduate or professional program for the following year.

In addition, the nominees must:

- Demonstrate leadership through excellence in academic credentials (minimum cumulative GPA of 3.25), outstanding athletic performance, and depth of commitment in service within the institution and/or in the community;
- Secure a letter of recommendation from a faculty member; and
- Provide scores from the required entrance exam(s), as appropriate.

The Academic Affairs Committee of the BIG EAST Conference will review the nominees' qualifications, advise the Conference of any discrepancies, and normally make its selections in May. Once the selections are made the Conference will announce the award winners. Monies awarded should normally be used within two years, unless the Academic Affairs Committee grants an extension.
ACADEMIC AWARDS WITHOUT STIPEND

BIG EAST President's Award

BIG EAST Conference All-Academic Team

*Criteria and selection*
Each institution may annually submit an unlimited number of nominations by a date to be determined by the Conference. All nominees must have:

- Participated in a BIG EAST Conference sponsored sport.
- Attained a minimum GPA of 3.00 for the preceding academic year.
- Completed a minimum of two consecutive semesters or three consecutive quarters of academic work, with a total of 18 semester or 27 quarter credits, not including remedial courses.

The Academic Affairs Committee of the BIG EAST Conference will review the nominees' qualifications and advise the Conference of any discrepancies. In the case of a graduate student or a student in the final term of enrollment who is entitled to a waiver of the full-time enrollment requirement, the FAR of the nominating institution may submit to the Academic Affairs Committee (through the conference office) a request for a waiver of the minimum credit requirement. The Conference will annually announce the recipients in July.

Scholar-Athlete Sport Excellence Awards

*Criteria and selection*
The BIG EAST Conference FARs will annually recognize one student-athlete from each sport sponsored by the BIG EAST Conference. Each institution may annually nominate one student-athlete per sport by a date determined by the Conference. The appropriate athletic academic advisors, in consultation with the Director of Athletics, will make nominations on an official one-page form that will be provided by the Conference. The institution may update a nominee's application with pertinent information (e.g., other awards and accolades) after the deadline and up to the date of the selection meeting in June. All nominees must have:

- Established excellent academic credentials and honors (minimum cumulative GPA of 3.00).
- Earned athletic accolades for outstanding performance.
- Demonstrated volunteer service to the community and institution.
- Attained a minimum of junior standing (as determined by the respective institution).

The BIG EAST Conference FARs will review the nominees' qualifications, advise the Conference of any discrepancies, and make the selections. The Conference will announce the recipients via a press release in July and will provide each student-athlete selected with an award in recognition of this honor.

Team Academic Excellence Awards

*Criteria and selection*
The BIG EAST Conference will annually recognize the team in each Conference-sponsored sport with the highest GPA for the preceding academic year. Each institution will calculate the GPA for each BIG EAST Conference sponsored sport by a formula that weights each student's GPA by credit hours completed and
will annually submit the information to the Conference by a date to be determined by the Conference. Please note the following relative to the team GPA:

Y Calculations will be based on all student-athletes on the team roster as of the last contest of the championship segment.

- For sports that have a championship segment that is conducted only in the Fall semester - student-athletes that depart a team at the conclusion of the Fall semester would only have their GPA counted in the Fall semester, not the Spring semester.

- For sports that have a championship segment that is conducted only in the Spring semester - student-athletes that are not part of the team for the Fall semester would only have their GPA counted for the Spring semester, not the Fall semester.

Y Male/female practice players as well as student-athletes who have been granted a permanent medical exemption (per bylaw NCAA 15.5.1.2) should not be included in the calculations.

- All other student-athletes (e.g., "partial qualifiers", medical hardships and redshirts) should be included in the calculations.

- For the 2014-15 Team Academic Excellence Awards each institution is computing each team's GPA for only the 2014-15 academic year.

The Academic Affairs Committee of the BIG EAST Conference will review the qualifications, advise the Conference of any discrepancies and make the selections. The Conference will announce the recipients via a press release in July and will provide each team selected with an award in recognition of this honor.

NCAA AWARDS
The Association annually honors those who make lasting contributions to intercollegiate athletes. Current and former student-athletes are recognized for their work on the field and in the classroom, their contributions to society and their ability to inspire those around them. [http://www.ncaa.org/about/resources/events/awards](http://www.ncaa.org/about/resources/events/awards)

**Elite 89 Academic Recognition Award**
The ELITE 89, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 89 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 89 championships.

**NCAA Woman of the Year**
The NCAA Woman of the Year program honors the academic achievements, athletics excellence, community service and leadership of graduating female college athletes from all three divisions. To be eligible, nominees must have competed and earned a varsity letter in an NCAA-sponsored sport and must have completed eligibility in her primary sport.

**Award of Valor**
The NCAA Award of Valor may be presented to a coach or administrator currently...
associated with intercollegiate athletics, or to a current or former varsity letter-winner at an NCAA institution who, when confronted with a situation involving personal danger, averted or minimized potential disaster by courageous action or noteworthy bravery.

**The Inspiration Award**
The NCAA Inspiration Award may be presented to a coach or administrator currently associated with intercollegiate athletics, or to a current or former varsity letter-winner at an NCAA institution who, when confronted with a life-altering situation used perseverance, dedication and determination to overcome the event and most importantly, now serves as a role model to give hope and inspiration to others in similar situations.

**Theodore Roosevelt Award**
The "Teddy" is the highest honor the NCAA may confer on an individual. It is named after President Theodore Roosevelt, whose concern for the conduct of intercollegiate athletics led to the formation of the NCAA in 1906.
The "Teddy" is presented annually to a distinguished citizen of national reputation and outstanding accomplishment. To be eligible the recipient must have graduated from an NCAA member institution and earned a varsity athletics award, or participated in competitive intercollegiate athletics. Furthermore, the awardee, by personal example and contributions to society, exemplifies the ideals to which collegiate athletics programs and amateur sports competition are dedicated.

**OTHER STUDENT-ATHLETE RESOURCES**
Student-athletes, athletic department staff, coaches or others will have available to them an ombudsman for concerns relative to athletics. This is a person designated by the University who can be approached with information or concerns that anyone associated with athletics believes may need attention or investigation. Some of these matters can be very sensitive and hesitation to use the regular channels of administration can exist in one's mind. There are other "normal" channels for expressing or identifying such situations or problems at DePaul. The ombudsman is simply another option. An ombudsman is defined as a person officially identified by an organization who is a resource for complaints of abuse or misconduct or to negotiate changes in the offending practices.

Dr. John McEnroe, NCAA Faculty Athletics Representative and ex-officio of the Athletics Board and member of the School of Accountancy, serves in the ombudsperson capacity. Anyone with information or concerns that are not easily and comfortably handled in some other established way may come to Dr. McEnroe. His office is in the DePaul Center in the Loop and his phone number is 312-362-8748.

The Title IX Coordinator (titleIXcoordinator@depaul.edu) has been designated as the individual to seek out regarding complaints and grievances in the specific area of sexual misconduct and Title IX. Please see Page 11 for further clarification of these specific areas.

**MISCONDUCT REPORTING HOTLINE**
DePaul University contracts with a third-party vendor to manage a hotline to receive reports of suspected misconduct. The hotline is available to all members of the DePaul community, including students. The Hotline number is 877-236-8390
UNIVERSITY MINISTRY

Whether in a Bible Study group on campus or a weekend retreat in Wisconsin; whether through an immersion experience working with the homeless in New York, or meeting with other students to discuss relationships and values around sexuality - University Ministry can help a student-athlete grow. College is about learning, change, transition, growth, and development, and we are transformed in and through the DePaul experience. Spirituality, service, values, and commitment are at the heart of learning at DePaul. University Ministry provides a wide array of people, activities, events, and gatherings - all designed to help students become more complete and whole by nurturing their relationship to God and to one another, regardless of their religious affiliation.

**Lincoln Park Campus**
Student Center 311
2250 N. Sheffield Avenue
Chicago, Illinois 60614
773.325.7902
9-5pm

**Loop Campus**
DePaul Center 11008-11010
1 E. Jackson Boulevard
Chicago, Illinois 60604-2287
773.325.7902
9-5pm
DEPAUL FIGHT SONG

We will gather
'Neath your banner,
'Neath the scarlet and the blue,
While in song we
Tell your praises
Praises for old DePaul U
Let the battle
Wage and threaten
Yours the victory to claim;
As we fight beneath your standard: Proud!
Exulting in your name.
D - E - M - O - N - S

(repeat verse and conclude with D - E - P - A - U - L)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27</td>
<td>Begin Immersion Week of Discover Chicago Program</td>
</tr>
<tr>
<td>August 30</td>
<td>Annual Academic Convocation</td>
</tr>
<tr>
<td>August 31</td>
<td>TUITION DUE: AUTUMN QUARTER</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day - University officially closed</td>
</tr>
<tr>
<td>September 5</td>
<td>BEGIN AUTUMN QUARTER 2018 ALL CLASSES</td>
</tr>
<tr>
<td>September 11</td>
<td>Last day to add (or swap) classes to AQ2018 schedule <strong>(8:00am Deadline)</strong></td>
</tr>
<tr>
<td>September 18</td>
<td>Last day to drop classes with no penalty (100% tuition refund if applicable and no grade on transcript)</td>
</tr>
<tr>
<td>September 19</td>
<td>Grades of &quot;W&quot; assigned for AQ2018 classes dropped on or after this day</td>
</tr>
<tr>
<td>September 25</td>
<td>Last day to select auditor status</td>
</tr>
<tr>
<td>October 3</td>
<td>Begin AQ2018 optional midterm exam week</td>
</tr>
<tr>
<td>October 9</td>
<td>End AQ2018 optional midterm exam week</td>
</tr>
<tr>
<td>October 11</td>
<td>Begin Winter Quarter 2018 Registration</td>
</tr>
<tr>
<td>October 23</td>
<td>Last day to withdraw from AQ 2018 classes</td>
</tr>
<tr>
<td>November 13</td>
<td>End AQ2018 Day &amp; Evening classes</td>
</tr>
<tr>
<td>November 14</td>
<td>Begin AQ2018 Day &amp; Evening Final Exams</td>
</tr>
<tr>
<td>November 20</td>
<td>End AQ2018 Day &amp; Evening Final Exams</td>
</tr>
<tr>
<td>November 22</td>
<td>Thanksgiving Holiday - University officially closed</td>
</tr>
<tr>
<td>November 23</td>
<td>Thanksgiving Holiday - University officially closed</td>
</tr>
<tr>
<td>November 25</td>
<td>Thanksgiving Holiday - University officially closed</td>
</tr>
<tr>
<td>November 26</td>
<td>Thanksgiving Holiday - University officially closed</td>
</tr>
<tr>
<td>November 29</td>
<td>AUTUMN 2018 GRADES DUE</td>
</tr>
<tr>
<td></td>
<td>IN Grades issued Winter 2018 lapse to F</td>
</tr>
<tr>
<td></td>
<td>R Grades issued Autumn 2017 lapse to F</td>
</tr>
</tbody>
</table>
DECEMBER 2018 QUARTER/GRADUATE INTERSESSION
Deadline dates for enrollment transactions based on 2-week quarter/intersession

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 26</td>
<td>Begin December Quarter/Graduate Intersession</td>
</tr>
<tr>
<td>November 27</td>
<td>Last day to add (or swap) classes for December Quarter/Graduate Intersession <strong>(8:00am Deadline)</strong></td>
</tr>
<tr>
<td>November 28</td>
<td>Last day to drop classes w/no penalty (100% tuition refund if applicable and no grade on transcript)</td>
</tr>
<tr>
<td>November 28</td>
<td>Last day to select pass/fail option</td>
</tr>
<tr>
<td>November 28</td>
<td>Last day to select auditor status</td>
</tr>
<tr>
<td>November 29</td>
<td>Grades of W assigned on or after this day for all classes dropped</td>
</tr>
<tr>
<td>November 30</td>
<td>TUITION DUE: WINTER QUARTER 2018</td>
</tr>
<tr>
<td>December 4</td>
<td>Last day to withdraw from December Intersession December Quarter/Graduate Intersession classes</td>
</tr>
<tr>
<td>December 14</td>
<td>End December Quarter/Graduate Intersession (some classes may end earlier)</td>
</tr>
<tr>
<td>December 21</td>
<td>St. Vincent de Paul Day-University officially closed</td>
</tr>
<tr>
<td>December 22-January 1</td>
<td>Holiday Break University officially closed</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>January 5</td>
<td>BEGIN WINTER QUARTER 2019 ALL CLASSES</td>
</tr>
<tr>
<td>January 11</td>
<td>Last day to add (or swap) classes to WQ2019 schedule <strong>(8:00am Deadline)</strong></td>
</tr>
<tr>
<td>January 18</td>
<td>DEADLINE: Application for March 2019 degree conferral</td>
</tr>
<tr>
<td>March 15</td>
<td>End WQ 2019 Day &amp; Evening Classes</td>
</tr>
<tr>
<td>March 16</td>
<td>Begin WQ 2019 Day &amp; Evening Final Exams</td>
</tr>
<tr>
<td>March 22</td>
<td>WQ 2019 Grading Available for Faculty</td>
</tr>
<tr>
<td>March 23</td>
<td>Begin Spring Break</td>
</tr>
<tr>
<td>March 29</td>
<td>End Spring Break</td>
</tr>
<tr>
<td>March 29</td>
<td>GRADES DUE: WINTER 2019</td>
</tr>
</tbody>
</table>

IN Grades issued Spring and Summer 2018 lapse to F
R Grades issued Winter 2018 lapse to F
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 22</td>
<td>Tuition Due</td>
</tr>
<tr>
<td>March 30</td>
<td>Begin Spring Quarter 2019 All Classes</td>
</tr>
<tr>
<td>April 19</td>
<td>Good Friday - University officially closed</td>
</tr>
<tr>
<td>April 20</td>
<td>Easter Holiday - University officially closed</td>
</tr>
<tr>
<td>April 21</td>
<td>Easter Holiday - University officially closed</td>
</tr>
<tr>
<td>May 17</td>
<td>Last day to withdraw from SQ 2019 classes</td>
</tr>
<tr>
<td>May 27</td>
<td>Memorial Day - University officially closed</td>
</tr>
<tr>
<td>June 7</td>
<td>End SQ 2019 Day &amp; Evening Classes</td>
</tr>
<tr>
<td>June 8</td>
<td>Begin SQ 2018 Day &amp; Evening Final Exams</td>
</tr>
<tr>
<td>June 14</td>
<td>End SQ 2018 Day &amp; Evening Final Exams</td>
</tr>
<tr>
<td></td>
<td>END SPRING QUARTER 2019</td>
</tr>
<tr>
<td></td>
<td>Baccalaureate Mass</td>
</tr>
<tr>
<td></td>
<td>Graduation Weekend Kick Off</td>
</tr>
<tr>
<td>June 15</td>
<td>Tuition Due: Summer Session I and Summer 10-Week Term</td>
</tr>
<tr>
<td>June 16</td>
<td>Commencement</td>
</tr>
<tr>
<td>June 21</td>
<td>Commencement</td>
</tr>
<tr>
<td></td>
<td>Grades Due: Spring 2019</td>
</tr>
<tr>
<td></td>
<td>IN Grades issued Autumn 2018 lapse to F</td>
</tr>
<tr>
<td></td>
<td>R Grades issued Spring 2018 lapse to F</td>
</tr>
</tbody>
</table>