

Rutgers-Newark Student-Athlete Handbook

2010-2011

This handbook is provided as a reference tool for student-athletes at Rutgers-Newark.

It is not intended as a substitute for the Rutgers-Newark Code of Conduct or Undergraduate Catalog, or NCAA, ECAC, EIVA or NJAC Policy and Procedure manuals. Rather it is designed as a general guideline for policies and procedures regarding student-athletes at Rutgers-Newark.

Any general or specific questions regarding policies and procedures not addressed in this handbook should be addressed to your head coach or to Mary Stadelmann, Associate Director of Athletics.

INTERCOLLEGIATE ATHLETICS MISSION STATEMENT

The mission of the Rutgers-Newark Department of Intercollegiate Athletics and Recreation is to provide University constituencies, including students, faculty, staff, alumni, and the community at-large, with a diverse range of programs and activities to enhance the overall quality of life and participation in the “Rutgers experience”. The department mission supports the Rutgers-Newark tradition of providing a “first-rate education to students of modest means, to first-generation college attendees, and to students of diverse racial, ethnic and religious backgrounds.” The program addresses the varied interests of constituents participating in intercollegiate competition, practices, and instruction, as well as social and tournament play.

The Rutgers-Newark intercollegiate athletics program gives undergraduate students an opportunity to participate and represent their institution in competition while providing all constituencies the chance to witness and support on-campus events. The athletics program provides the campus community with a high degree of visibility, enhancing the stature of the institution and its programs while conducting affairs within the moral and ethical principles of the University and the spirit of fair play. Rutgers-Newark is committed to providing its student-athletes with qualified professionals and facilities to support their athletic endeavors, and experienced educational support to enhance their academic progress, regardless of sport or gender. The department places the welfare of the student above any consideration, with the primary concern being the overall development of the participant, leading to the completion of a degree.

The Rutgers-Newark recreation program offers a multitude of programs designed to encourage participation and enhance individual health, wellness and overall quality of life. The programs and activities offered are designed to enhance institutional and community relationships, emphasizing the educational, health, social and recreational values of individual and competitive sports.

Athletics facilities, utilized by varsity sports and recreation, are available to all members of the Rutgers community. The facilities complement the diversified

program offerings. Rutgers-Newark pledges to provide its constituencies modern facilities and equipment in sufficient numbers that conform to optimum standards for health and safety.

Through its progressive, pro-active service to the campus community and community at-large, the Rutgers-Newark Department of Intercollegiate Athletics and Recreation promotes a shared experience that helps to form the lifelong foundation of a relationship between the individual and the university, complementing the goals and mission of the institution.

STUDENT-ATHLETE RIGHTS

The intercollegiate athletics program of Rutgers-Newark shall be conducted in a manner designed to protect and enhance the academic, physical, and social development of student-athletes.

Each student-athlete has the right to be treated as a student and an individual of worth, with both dignity and respect in all aspects of her/his athletics experience. A student-athlete has the right to:

1. Select, pursue, and meet the required commitments of her/his academic program;
2. Be informed of termination from a program for reasons other than academic performance, and be offered the opportunity to participate in a timely and impartial grievance or appeal process;
3. Be afforded privacy and confidentiality in accordance with applicable laws and university policies that protect individual educational and medical records;
4. Have peer representation on appropriate university decision-making committees regarding intercollegiate athletics. One such committee is the Student-Athlete Advisory Committee (SAAC);
5. Be fully advised of all medical recommendations made by the department's athletic trainers or team physicians concerning athletic injury or illness, and be given the opportunity to accept or decline the prescribed treatment. Each student-athlete has the right to ask for additional opinions on injury or illness at the expense of the Department of Intercollegiate Athletics and Recreation, as long as the referral is made through the team physician. Each student-athlete has the right to seek other medical opinions at her/his own expense. She/he must be fully informed of the consequences of athletic injury with regard to her/ his athletics eligibility. The final decision for medical clearance to participate in athletics is the decision of the team physician;
6. Be free to participate in campus organizations and campus activities whose events do not conflict with practice or competition schedules, provided that, with respect to athletics participation, such activities do not violate university rules governing recreational intramural activities or NJAC rules;

7. Participate in the NCAA qualifying process in any events trained for if: her/his name appears on the NCAA team roster; she/he meets the NJAC and NCAA academic eligibility standards and she/he meets team, department and university policies regarding attendance at national championships; and
8. Be informed of all team/program training rules, guidelines and expectations by the coaching staff at the beginning of each academic year.

STUDENT-ATHLETE GRIEVANCE PROCEDURE

If a student-athlete feels that he/she is not being treated fairly or appropriately, the following procedure should be followed:

1. The student-athlete should meet with the Associate Director of Athletics (Mary Stadelmann) to discuss his/her concerns;
2. If the situation can not be effectively resolved at that level, the student-athlete and the Associate Director will meet with the Director of Athletics;
3. If the situation still can not be resolved satisfactorily, the student-athlete will have the right to meet with the Assistant Chancellor for Student Life.

All discussions will be kept confidential at each level of the process until the student-athlete has expressed a desire to move to the next level.

NCAA DIVISION III PHILOSOPHY STATEMENT

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletics activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

To achieve this end, Division III institutions:

- (a) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (b) Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;
- (c) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;

- (d) Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- (e) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;
- (f) Assure that athletics participants are not treated differently from other members of the student body;
- (g) Assure that athletics programs support the institution's educational mission by financing, staffing, and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g. hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- (h) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admissions process;
- (i) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;
- (j) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;
- (k) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;
- (l) Support ethnic and gender diversity for all constituents;
- (m) Give primary emphasis to regional in-season competition and conference championships; and
- (n) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

THE NEW JERSEY ATHLETIC CONFERENCE

The New Jersey Athletic Conference was founded in 1985 when the New Jersey State Athletic Conference, a men's sports conference, merged with their corresponding institutions in the Jersey Athletic Conference, a women's sports conference. The conference is comprised of the following institutions: Kean University, Montclair State University, New Jersey City University, Rowan University, Ramapo College, Rutgers University-Camden, Rutgers-Newark, The Richard Stockton College of New Jersey, The College of New Jersey and William Paterson University.

The conference is guided by the following operating principles:

- ✓ To legislate through by-laws, policies, procedures, and ethical guidelines the administration of the intercollegiate athletics programs of conference members.
- ✓ To promote intercollegiate athletics as an integral part of the total education program.
- ✓ To protect the welfare of the student-athlete.
- ✓ To foster and uphold the highest standards of athletics competition and academic integrity.
- ✓ To support the principles and practices of Title IX and gender equity.
- ✓ To encourage allied membership in appropriate state, regional and national organizations.
- ✓ To cooperate with other amateur athletics organizations in promoting intercollegiate athletics.

The NJAC sponsors 19 sports, 11 for women (cross country, basketball, field hockey, lacrosse, soccer, softball, swimming and diving, tennis, indoor track and field, outdoor track and field, volleyball), and eight for men (cross country, basketball, baseball, football, soccer, swimming and diving, indoor track and field, outdoor track and field). The conference ranks as one of the strongest in NCAA Division III, with member institutions capturing 43 national championships, and numerous final and semifinal round appearances. More than 500 NJAC student-athletes have received All-America honors.

IMAGE OF RUTGERS-NEWARK ATHLETICS

You are now a student-athlete—not just any student-athlete, but a student-athlete at Rutgers-Newark.

As a collegiate student-athlete on this campus, your visibility is high. We compete in one of the toughest conferences in Division III intercollegiate athletics, the New Jersey Athletic Conference. Our participation in the NJAC requires high expectations and commitment of our student-athletes. These expectations are not only athletic, but also in the area of academics.

As a student-athlete at Rutgers-Newark, you represent yourself, your teammates, your coaches, the administration and your university at every event whether it is in an athletics arena, in the classroom, or throughout your travels. Your commitment to our program will not only be evaluated by your performance on the field or in the gymnasium, but in the way you present and carry yourself in everything you do.

NOTE ABOUT INTERNET SOCIAL NETWORKS: While we realize that there are benefits to belonging to internet social networks (i.e., Facebook, My Space, etc.), please remember that if you choose to identify yourself in any way as being a student-athlete at Rutgers-Newark, you must represent yourself accordingly. Make certain that no inappropriate language, comments, pictures, etc., are associated with your profile!

Be proud to be a student-athlete at Rutgers-Newark, be proud of your team and be proud of the intercollegiate athletics department. It is an honor and you should hold your participation in intercollegiate athletics in high esteem.

DEPARTMENTAL GOALS & OBJECTIVES

1. To help support a positive image of Rutgers University and the Newark Campus.
2. To have representative, competitive intercollegiate teams while striving always for excellence.
3. To have an athletics program that will raise the number of individual participants and will give impetus to increasing student morale on campus.

ALCOHOL POLICY

Alcoholic beverages and drugs are not a part of the intercollegiate athletics environment. As a student-athlete it is your responsibility to adhere to a healthy diet and lifestyle required to be successful in your academic and athletics pursuits. It is not the intention of this department to deny any student-athlete's individual rights; however, we do prescribe a social conscience consistent with the laws of this state and nation.

The sale, service, possession, and consumption of alcoholic beverages on Rutgers University campuses are regulated by federal and state laws and by local ordinances. All members of the University community are obligated to obey these laws, regulations, and ordinances. The University does not have the authority to alter the laws or secure exemption from them. Members of the University are individually responsible for determining how applicable laws, regulations and ordinances apply to them, and they are responsible for obeying them.

Please make note that all students at Rutgers University are expected to uphold and abide by the policies set forth by Rutgers University.

CONTROLLED DANGEROUS SUBSTANCES POLICY

Rutgers-Newark does not condone the use, sale or possession of controlled dangerous substances. Student-athletes are subject to disciplinary action and legal prosecution under federal, state, and local law. Rutgers-Newark student-athletes are expected to use good judgment at all times to ensure a desirable educational and athletics atmosphere. Rutgers-Newark student-athletes must make every effort to exist in a drug-free environment. They must understand the importance of their personal choices and responsible behavior with regard to drug use. Student-athletes are vulnerable to pressures and demands as much as anyone. However, poor personal choices will put their eligibility in jeopardy, diminish their educational opportunities, and jeopardize their participation in athletics. (Men's Volleyball members will also jeopardize their athletics grants-in-aid.)

NCAA REGULATIONS

According to NCAA regulations, student-athletes shall sign a drug testing consent form each academic year prior to participation. Failure to sign this consent form by the appropriate date shall result in the student-athlete's ineligibility for practice or competition until the student-athlete has signed the form. The consent form shall be kept on file in the office of the Associate Director of Athletics, and such file shall be available for examination upon request by an authorized representative of the NCAA. A list of banned substances can be found in the NCAA Rules Manual and on the NCAA website, www.ncaa.org. The use of any medications must be reported in writing to the Sports Medicine Staff.

Nutritional/dietary supplements: Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff (i.e. athletic trainers). Dietary supplements are not well regulated and may cause a positive drug test result. Any product containing a dietary supplement ingredient is taken at your own risk.

NCAA Banned-Drug Classes

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk.

Student-athletes should contact their institution's team physician or athletic trainer for further information.

31.2.3.4.1 Drugs and Procedures Subject to Restrictions.

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used: (Revised: 8/15/89)

- (a) **Blood Doping.** The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)

- (b) **Local Anesthetics.** The Executive Committee will permit the limited use of local anesthetics under the following conditions:
- (1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93)
 - (2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and
 - (3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.
- (c) **Manipulation of Urine Samples.** The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)
- (d) **Beta 2 Agonists.** The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)
- (e) **Additional Analysis.** Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised: 8/15/89)

TOBACCO POLICY

The Rutgers-Newark Intercollegiate Athletics Department adheres to NCAA Bylaws prohibiting the use of smoking or chewing tobacco products by any member of the institution's official travel party, en route to, from or at the practice or competition site. Any student-athlete or team or game personnel found using tobacco shall be disqualified for the remainder of that practice or competition. Further action may be taken upon repeated offenses.

EQUIPMENT ROOM POLICY

Student-athletes will be held responsible for all equipment issued to them by the equipment manager and/or their coach. At the conclusion of the season, which is dictated by the Department of Athletics, all student-athletes will be required to return all University issued equipment to the equipment manager. If the student-athlete fails to do so, he or she will be held financially responsible for all such equipment and subsequently will be charged a replacement cost for all outstanding items. The Rutgers-Newark Department of Athletics, in conjunction with the equipment manager, will dictate the replacement costs.

Any student-athlete who fails to take financial responsibility for the replacement of outstanding items will be placed on financial hold. The privileges of registration, receipt of diploma at commencement, and receipt of transcripts of record are denied to students having outstanding obligations to the University and who have been placed on "hold".

TEAM TRAVEL POLICY

All travel to and from away contests will be coordinated by the Department of Athletics. As members of the official travel party, all student-athletes are expected to utilize the method of transportation provided for that particular contest. Student-athletes are prohibited from driving their own vehicles or riding to or from contests as a passenger with friends or family.

If a student-athlete has a situation with extenuating circumstances and needs to be released from this travel mandate, he/she may apply for permission by completing a waiver form. All waiver requests should be made in writing at least 24 hours prior to travel. These waiver forms are available from the Associate Director of Athletics. No coach can release a student-athlete to his/her parent(s) or friend(s) unless approval has been obtained. Additionally, no coach can allow a team member to participate at away matches unless he/she has traveled as a member of the official party or has a copy of the signed release.

In the event that a student-athlete has been granted approval to drive his/her own vehicle to the contest, he/she should know that the University's insurance policy will not cover any accident or damage caused during that trip.

Each coach will inform team members of the dress code required for travel.

THE RUTGERS-NEWARK STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The NCAA mandates that each member institution establish a Student-Athlete Advisory Committee. The committee will consist of student-athletes from each team and a representative from the Department of Athletics.

Mission Statement: The Rutgers-Newark Student-Athlete Advisory Committee is a group consisting of one or two representatives from each intercollegiate athletic team. Its mission is to foster communication among student-athletes and the athletic staff and administration to consistently strive for improvement and excellence within the department and individual sport programs.

The primary purposes of the SAAC are as follows:

- ✓ To generate a student-athlete voice within the department and university.
- ✓ To solicit a student-athlete response to proposed NCAA and NJAC legislation.
- ✓ To suggest potential NCAA and NJAC legislation.
- ✓ To organize and participate in community service efforts.
- ✓ To promote a positive student-athlete image on the university campus.

STUDENT ACADEMIC RESPONSIBILITIES

- ✓ Attend every class.
- ✓ Be on time.
- ✓ Participate! Be an active learner, ask questions, and get involved.
- ✓ Get to know your professors. As soon as a problem arises, address the issue and talk with your professor. Open up the lines of communication early in your relationship.
- ✓ Understand and follow class policies. Read your syllabus and know important dates for assignments and exams.
- ✓ Hand in assignments on time. Make sure you continue to do assignments even if the professor does not check your work. Assignments are like practice – you must put in the effort in order to be successful. Do not be lazy in the academic arena.
- ✓ Study for exams in advance; do not cram.
- ✓ Spend a minimum of 1 hour studying every day for each class. This technique will provide you with higher retention/retrieval.
- ✓ If you do not understand, ask questions!
- ✓ Accept full responsibility for your educational development.
- ✓ Maintain academic integrity – never misrepresent your work. Refer to the Rutgers Undergraduate Catalog and Code of Student Conduct for information on academic integrity.
- ✓ Purchase required course materials during the first week of the semester.
- ✓ Submit class excuse forms to professors well in advance of missed class time due to competition.
- ✓ Honor all academically related appointments with counselors, advisors, faculty, and staff.
- ✓ Read your Rutgers e-mail.
- ✓ Know and understand the NCAA and NJAC eligibility requirements.
- ✓ Make satisfactory progress toward graduation each semester.
- ✓ Register for classes on the first day of registration.
- ✓ Abide by all rules and regulations set forth in the Rutgers Undergraduate Catalog and Code of Student Conduct.
- ✓ Represent yourself, your team, and the university with pride and dignity.

CLASS ATTENDANCE POLICY

All student-athletes should attend all classes. Classes cannot be missed because of practice. The only permissible time to miss class is due to team competition or travel. If class is missed, student-athletes are responsible for all work and/or exams covered in their absence. The following guidelines must be conformed to:

The first day of class, each student-athlete should inform each professor of team commitments and scheduling conflicts with class. If the professor at this time believes this to be a potential problem that can negatively affect the student-athlete's grade, it may be necessary to drop the course. Prudence should be used. Be sure to speak with your coach or an administrator in athletics prior to making the decision.

Obtain the approved missed class forms from your coach the first week of the semester. Coaches will inform their teams of estimated travel departure and arrival times in advance.

Student-athletes should submit class excusal forms of all missed classes at the same time, within two weeks after the start of the semester; the sooner the better. Then, verbally remind professors during the class before the excused absence.

NOTE: Class cannot be missed for field maintenance, game setups, etc. In the event a competition is rescheduled without sufficient warning (due to weather or other unforeseen circumstances), as much notice as possible should be given to professors.

CLASS SCHEDULING

It is recommended that each student-athlete take into account team commitments (including game and practice times and travel schedules) when scheduling classes for the following semester. Coaches are expected to provide their teams with game schedules, including anticipated departure and arrival times and dates, prior to registration in order for student-athletes to avoid conflict. Since class attendance is essential for academic success, it is not recommended that you take a course that requires more than three absences due to team competition. It is each student-athlete's responsibility to construct a class schedule with minimal team conflict and missed class time (when feasible). Remember, academics come first!!

SUMMER SCHOOL

Any student-athlete wishing to take additional classes, either to get ahead academically, catch up, or to restore eligibility for the following school year, may do so over the course of the summer. If you plan to attend an institution other than Rutgers-Newark, you need to obtain approval from the Dean of Student Affairs Office before you take the course(s).

GRADING SYMBOLS

Grade.....	Definition.....	Numerical Equivalent
A.....	Outstanding	4.0
B+.....	Excellent.....	3.5
B.....	Good	3.0
C+.....	2.5
C.....	Satisfactory.....	2.0
D.....	Poor.....	1.0
F.....	Failing	0.0

OTHER GRADE SYMBOLS

X grade: Deferred examinations from the fall term must be taken within two weeks after the beginning of the spring term. Deferred examinations from the spring term must be taken within two weeks after the close of the spring term.

Incomplete (IN): Converts to F at the end of two terms.

RD, RF, Reexamination permitted: The student must arrange to take the reexamination within two weeks of the end of the term. If the reexamination is not taken within the time specified, the symbol R is dropped from the student's record and the letter grade remains unchanged.

T (Temporary) grades: Grades of TB+, TB, TC+, TC, TD, TF and TZ are used for all incomplete and temporary grades. This grade becomes permanent if the work is not completed by the end of the sixth week of the spring term for fall semester T grades or by October 15 for spring semester and summer sessions T grades – except for the TZ.

TZ grade: If the student to whom the grade of "TZ" has been assigned fails to clear up the registration problem within the following term, the "TZ" will revert to an "F" and the cumulative grade-point average will be recalculated accordingly.

A Retroactive W: Only the Dean's Office may authorize a retroactive W in situations where there is original documentation verifying why the student could not meet the established withdrawal deadlines.

If you do not make necessary arrangements to have the grade changes by the established deadlines, you would be advised to re-register for the course as a Repeated Course option. Only under the most exceptional circumstances will these deadlines be waived.

CUMULATIVE GRADE-POINT AVERAGE

A student's cumulative grade-point average is computed by multiplying the grade received in each course by the number of credits the course is worth. The grade points earned in all such courses are then added together and the sum divided by the total credits of those courses.

Grade (numerical equivalent) x Credits = Grade Points

$$\frac{\text{Total Grade Points}}{\text{Total Credit Hours}} = \text{Cumulative Grade-Point Average}$$

You must also take in consideration the Credit Prefixes when determining your GPA.

CREDIT PREFIXES

- E- The symbol *E* preceding course credits indicates no credit earned toward the degree and no grade computed in the cumulative grade-point average.
- J- The symbol *J* preceding course credits indicates that those credits are earned toward the degree but the grade is not computed in the cumulative grade-point average.
- K- The symbol *K* preceding course credits indicates that those credits are not earned toward the degree but the grade is computed in the cumulative grade-point average.
- N- The symbol *N* is a negotiated symbol agreed upon between the student and instructor at the time the student registers for the course. It indicates no credit earned toward the degree, no grade computed in the grade-point average, no final exam taken, and the student receives a grade of *S* or *U*.
- P/NC- This symbol preceding course credits indicates a course taken on *Pass/No Credit* basis.

2010-2011 ACADEMIC CALENDAR

Fall Semester Begins	Wednesday, Sept. 1
Changes in Designation of Class Days	Wednesday, Sept. 8 – Mon. Classes Monday, Nov. 22 – Wed. Classes
Thanksgiving Recess	Wednesday, Nov. 24 – Sunday, Nov. 28
Regular Classes End	Monday, Dec. 13
Fall Reading Period	Tuesday, Dec. 14 – Wednesday, Dec. 15
Fall Exams Begin	Thursday, Dec. 16
Fall Exams End	Thursday, Dec. 23
Winter Recess	Friday, Dec. 24, 2010 – Monday, January 17, 2011
Spring Semester Begins	Tuesday, January 18
Spring Recess	Saturday, March 12 – Sunday, March 20
Regular Classes End	Monday, May 2
Spring Reading Period	Tuesday, May 3 – Wednesday, May 4
Spring Exams Begin	Thursday, May 5
Spring Exams End	Wednesday, May 11

OTHER IMPORTANT DATES TO REMEMBER IN 2010-2011

**Fall Semester
Add Period** Wednesday, September 1 –
Friday, September 10

**Fall Semester
*Drop Period** Wednesday, September 1 –
Thursday, September 9

**Last Day to Withdraw
And receive “W” grade** Wednesday, November 3
(Fall Semester)

**Spring Semester
Add Period** Tuesday, January 18 –
Tuesday, January 25
(SUBJECT TO CHANGE)

**Spring Semester
*Drop Period** Tuesday, January 18 –
Monday, January 24
(SUBJECT TO CHANGE)

Student-athletes must speak to their coach and the Associate Director of Athletics (Mary Stadelmann) prior to dropping any course. All student-athletes must maintain at least 12 credits to be eligible for participation. **Falling below 12 credits makes you immediately ineligible.*

ACADEMIC SUPPORT

The Department of Athletics is concerned with your success in the classroom. Academics and education are the primary reasons you are attending Rutgers-Newark. Your coaches will consistently emphasize academics and strive to monitor your performance.

Three members of the athletics staff serve as General Advisors through the Office of the Dean of Student Affairs, and they are available to assist you with registration and/or other academic concerns:

- ✓ • **Joe Loughran**, Head Men’s Basketball Coach/Academic Coordinator
- ✓ • **Mark Rizzi**, Head Baseball Coach
- ✓ • **Mary Stadelmann**, Associate Director of Athletics

For further information on Academic Support, please contact:
Joe Loughran, Academic Coordinator
(973) 353-1483

CAMPUS SUPPORT SERVICES

The following offices offer support services to all Rutgers-Newark students:

Learning Center

Bradley Hall, Room 140
<http://lc.newark.rutgers.edu>
973 353-5608

The Learning Center provides small-group tutoring and individualized learning assistance free of charge. The “LC” also provides assistance with communication skills as well as various learning techniques and strategies. Seminars and workshops are conducted throughout the year.

Dean of Student Affairs Office

Hill Hall, Room 312
<http://www.rutgers-newark.rutgers.edu/dsanwk>
973 353-5800

The Dean of Student Affairs Office provides academic advisement and assistance with registration and other academic issues or concerns.

Career Development

Hill Hall, Room 112
<http://cdc.newark.rutgers.edu>
973 353-5311

Career Development provides assistance with choosing a major as well as all aspects of your transition from college to the professional world (i.e., resume writing, job searching, interviewing, etc.).

Psychological and Counseling Services

Blumenthal Hall, Room 101
<http://counseling.newark.rutgers.edu>
973 353-5805

Psychological and Counseling Services provides assistance with almost any issue that may be interfering with a student’s academic performance or ability to function to his or her highest potential. Issues discussed with a counselor could include depression, drug/alcohol use, relationship issues, time management, academic anxieties, and homesickness – among others.

ELIGIBILITY FOR PARTICIPATION

NCAA DIVISION III STUDENT-ATHLETES

A student-athlete in an NCAA Division III program has four seasons of eligibility for intercollegiate participation and must complete his/her seasons within 10 full-time semesters, beginning with the semester that the student first registers as a full-time student in any collegiate institution. Full-time registration and attendance on the first day of classes for the semester constitutes one full-time semester, regardless of whether you subsequently withdraw from any course(s). A year of eligibility will be used once you practice after the first contest has occurred after you joined the team (it does not matter whether you competed in the contest).

All student-athletes must:

- ✓ Maintain amateur status in order to compete.
- ✓ Have medical clearance from the Head Trainer in order to practice or compete.
- ✓ Complete an NCAA Student-Athlete Statement each year.
- ✓ Maintain full-time enrollment status (12 credits).
- ✓ Sign an NCAA Drug Testing consent form.
- ✓ Be certified as academically eligible.
- ✓ Sign an NJAC Student-Athlete Eligibility and Code of Conduct Statement.

MAINTAINING ELIGIBILITY

NORMAL PROGRESS

According to the NJAC, continuing student-athletes must make normal progress toward a degree each year, which is defined as the satisfactory completion of 24 semester hours of academic credit. Normal progress is determined at the beginning of each fall term and is based on the number of credits completed during the previous two semesters. Credits earned in summer school immediately preceding the fall term for which eligibility is being determined and/or during intersession may be credited towards the completion of 24 hours. However, summer school credits earned prior to freshman year enrollment may not be counted toward the 24 hours. A first-year student-athlete automatically fulfills the normal progress regulation for her/his first season of participation. If a student-athlete fulfills the normal progress requirements at the beginning of a sport season, she/he cannot be ruled ineligible by reason of this rule until the beginning of the subsequent season in her/his sport. The normal progress regulation will apply upon a student-athlete's return to school after any leave of absence. A student entering in the spring semester must complete 12 credits prior to the following Fall Semester to be eligible the following year.

GRADE POINT AVERAGE

A student-athlete's grade point average (GPA) is linked to satisfactory completion of 24 hours of academic credit as follows:

After one season of participation in any sport, the student-athlete must achieve a cumulative GPA of 1.6 in order to be eligible the following year for any sport.

After two seasons of participation in any sport, the student-athlete must achieve a GPA of 1.8 in order to be eligible for the following year for any sport.

After three seasons of participation in any sport, the student-athlete must achieve a GPA of 2.0 in order to be eligible for the following year in any sport.

NOTE: Rutgers-Newark students whose term or cumulative grade point average is lower than 2.0 may be dismissed from the college or placed on probation or on continued probation (probation for a second consecutive term). All such students are notified in writing. Students on probation may be prohibited from participating in intercollegiate athletics at the discretion of the Department of Athletics.

NORMAL PROGRESS/GPA WAIVER

Each student-athlete has the opportunity to apply for a one-time waiver of the NJAC Normal Progress/GPA regulations. The waiver decision is made on an individual basis through consultation of the administration of the Department of Athletics and the coaching staff. Waivers are not automatically granted. This waiver is also not transferable to another institution.

GENERAL

To be eligible to compete a student-athlete must be enrolled in at least a full-time program of studies and be in good academic standing. Failure to abide by all rules and regulations as set forth by Rutgers University could result in disciplinary probation and, in some cases, the loss of athletics eligibility. There are many other rules and regulations that impact eligibility as provided by the NCAA Manual. Student-athletes are encouraged to consult with the Department of Athletics for information, interpretation, or clarification of any regulation that might personally affect the eligibility of a student-athlete.

TRANSFERRING

If you are interested in transferring to and playing a sport at another 4-year institution, you should speak to your coach and/or the Associate Director of Athletics. You must be eligible at Rutgers-Newark in order to be immediately eligible at another 4-year institution.

ELIGIBILITY OVERVIEW

MEN'S VOLLEYBALL – NCAA DIVISION I

A student-athlete who is a qualifier in an NCAA Division I program has four seasons of eligibility for intercollegiate participation and must complete his seasons within five calendar years beginning with the semester that the student first registers as a full-time student in any collegiate institution. A year of eligibility is used as soon as an individual takes part in any competition, including scrimmages, at any two or four year institution. A student participating at Rutgers-Newark after August 1, 2004, will use a season of eligibility once he/she practices after the first contest has occurred after joining the team. (NOTE: It does not matter whether you compete in the contest.)

All student-athletes must:

- ✓ Maintain amateur status in order to compete,
- ✓ Have medical clearance from the Head Trainer in order to practice or compete,
- ✓ Complete a Student-Athlete Statement each year,
- ✓ Maintain full-time enrollment status (12 credits),
- ✓ Sign an NCAA Drug Testing consent form,
- ✓ Be certified as academically eligible.

FINANCIAL AID

No student-athlete may receive financial aid that exceeds the limit allowed by the NCAA. It is the responsibility of the student-athlete if he is unsure of his own personal status, or wishes information on a particular situation, to contact the Department of Athletics for further clarification.

INITIAL ELIGIBILITY

In order to participate or compete during their freshman year, all student-athletes must be certified by the NCAA Eligibility Center.

CONTINUING ELIGIBILITY

The NCAA satisfactory progress rule, Bylaw 14.4, was instituted to insure that student-athletes continually pursue an academic program with the intent to complete a baccalaureate degree within a reasonable time period. During the first two years of college enrollment a student-athlete may make progress toward any degree in the University. Beginning with the student-athlete's fifth semester, progress must be toward a designated degree program.

Eligibility for competition subsequent to the student-athlete's first academic year in residence or after the student-athlete has utilized one season of eligibility in any sport at the certifying institution shall be determined at the beginning of the Fall term of the regular academic year based upon the satisfactory completion of at least 18 semester hours during the previous academic year.

Furthermore, all students must complete six semester hours of credit the preceding academic term (i.e. must complete six credits in the fall to retain eligibility for the spring). A student-athlete shall meet the “satisfactory-completion” provision of this requirement by maintaining a grade point average that places the student-athlete in good academic standing as established by the institution.

Student-athletes enrolling in a collegiate institution for the first time on or after August 1, 2003, must meet the following requirements:

- a. 24 credits and 90% of the GPA required for graduation at the beginning of your second year of enrollment (GPA must be certified at the beginning of each term).
- b. 40% of the required degree hours and 95% of the required GPA at the beginning of your third year of enrollment (GPA must be certified at the beginning of each term).
- c. 60% of the required degree hours and 100% of the required GPA at the beginning of your fourth year of enrollment (GPA must be certified at the beginning of each term).
- d. 80% of the required degree hours and 100% of the required GPA at the beginning of your fifth year of enrollment (GPA must be certified at the beginning of each term).

A student-athlete’s eligibility under either satisfactory progress option explained in the previous paragraphs shall be determined on the basis of the student’s academic record at the beginning of the Fall term. If the student- athlete is ineligible at that time, then certification can be determined at the beginning of the next academic semester.

The calculation of credit hours to meet this requirement shall be based upon hours earned or accepted for degree credit in a specific baccalaureate degree program for the student-athlete at the certifying institution. Hours earned in the period following the regular academic year at the institution (i.e. hours earned in summer school) may be utilized to satisfy the academic credit requirements of the regulation.

For students enrolling for the first time in a collegiate institution after August 1, 2003, the maximum number of credits for remedial, tutorial, or non-credit courses that can be counted toward satisfactory progress is six. These credits can only be used during the first year of collegiate enrollment.

TRANSFER ELIGIBILITY

Transferring to a Division I institution usually requires a one-year residency period prior to being eligible for competition. There are exceptions and waivers to this requirement, but proper documentation must be on file in the Department of Athletics before eligibility can be established.

It is the responsibility of the student-athlete if he is unsure of his own personal status, or wishes information on a particular situation, to contact the Department of Athletics for further clarification.

MAINTAINING ELIGIBILITY

To be eligible to participate, a student-athlete must abide by all NCAA and Rutgers-Newark regulations. Failure to abide by all rules and regulations as set forth by Rutgers University could result in disciplinary probation and, in some cases, loss of athletics eligibility and/or aid. There are many other rules and regulations that impact eligibility as stipulated in the NCAA Manual. Student-athletes are encouraged to consult the Department of Athletics for information, interpretation, or clarification of any regulation that might personally affect their eligibility.

POINTS TO REMEMBER FOR MEN'S VOLLEYBALL

Listed below are some of the academic factors that are considered when certifying eligibility:

- ✓ Full Time Status – All student-athletes must be enrolled in at least 12 credits. Falling below 12 credits makes you immediately ineligible.
- ✓ At the start of the 5th semester of full-time enrollment all student-athletes must declare a major.
- ✓ Developmental Courses can be used to satisfy the minimum 24 credits requirement only during the first year of enrollment. The number of Developmental Course credits you may use is limited.

These are some of the academic requirements for certification of eligibility, but not all! It is imperative that you consult with your coach or the Associate Director of Athletics before making changes to your schedule.

EXTRA BENEFITS

It appears that NCAA institutions receive more penalties for providing extra benefits to student-athletes than for any other infractions. Many of these benefits are provided by coaches or “outside supporters”. Student-athletes share the responsibility of making sure that they are not a recipient of any of these benefits. The following are some of the benefits that are in violation of the rules:

- ✓ Transportation, other than team related travel, for which the student-athlete does not pay.
- ✓ Gifts or loans of money. A coach is not permitted to loan a student-athlete money in any amount for any reason, nor is any booster or team supporter.
- ✓ Long distance phone calls. Student-athletes are not permitted to use any telephone in the Department of Athletics; this includes the phones in the coaches' offices.
- ✓ Gifts of clothing or personal items.
- ✓ Entertainment tickets, meals at restaurants that are not related to team travel, or other recreational activities.
- ✓ The use of an automobile.
- ✓ Special favors for siblings or parents.

These are some of the more common extra benefits which are considered violations, but there are many more. When deciding whether or not to accept a benefit the student-athlete should be guided by the premise that if the benefit were not generally available to all students on campus, then it would be considered an extra benefit. **ACCEPTING AN EXTRA BENEFIT AUTOMATICALLY RENDERS A STUDENT-ATHLETE INELIGIBLE.** When in doubt, consult with your coach, the Associate Director of Athletics or the Director of Athletics.

DRUGS & GAMBLING

The NCAA has strict rules concerning the use of drugs by student-athletes. Before participating in intercollegiate athletics each year, you must sign a form by which you agree to be tested for the use of drugs prohibited by NCAA legislation. Failure to sign the form will result in ineligibility.

A positive drug test could render you ineligible for an entire season, or you could become permanently ineligible, depending upon the particular circumstances. Student-athletes need to be aware of the list of banned substances and carefully avoid them. The list of banned substances can be found in the NCAA Manual and on the NCAA website, www.ncaa.org. For further information consult with the Head Athletic Trainer.

The NCAA also has strict rules regarding gambling. Any student-athlete involved in gambling activities concerning intercollegiate athletics competition or professional athletics will lose his/her eligibility, as well as be subject to legal action.

PLAYER AGENTS

If at any time you have dealings with an agent, you will immediately become ineligible. This means you must not enter into a verbal or written agreement with or accept any money from such an individual.

PRACTICE LIMITATIONS

(Men's Volleyball Only)

The NCAA stipulates that during your season you shall spend no more than four hours per day on athletically related activities. A day of competition shall count as three hours regardless of how long the competition actually takes. No student-athlete may spend more than twenty hours per week on athletically related activity. Additionally, you must be given one day off per week from all athletically related activities. No practice can be held following a competition. A student-athlete's participation outside the playing season is limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts.

OUTSIDE TEAMS

Student-athletes are not permitted to participate on any outside team during their declared playing season (traditional and nontraditional). Men's volleyball players cannot participate on outside teams during the academic year (except during official vacation periods).

RUTGERS-NEWARK ATHLETIC TRAINING

Rutgers-Newark Athletic Training works in a cooperative manner to assist with the medical needs of the student-athletes by providing athletic health care and referring students for other care if warranted.

Athletic Training is responsible for the prevention, care, treatment, and rehabilitation of injuries incurred by all student-athletes while participating in the Rutgers-Newark Intercollegiate Athletics Program. The philosophy of care is to treat student-athletes and return them to participation as quickly as possible without jeopardizing their health and welfare. It is the student-athlete's responsibility to maintain good health and to get well after a health or injury incident. This implies that you, the student-athlete, are responsible to take good care of yourself with regard to nutrition, rest and conditioning. **You must report all injuries and illnesses to the Athletic Training Room Staff and keep all appointments for treatment and rehabilitation.**

DEPARTMENT OF ATHLETICS RESPONSIBILITY

The Department of Athletics is responsible for medical service given to student-athletes who are injured in a practice or game which was under a coach's

supervision. An injury applies only to conditions that are caused by the participation in a supervised practice or game. The removal of tonsils or illnesses such as the flu or other sicknesses are examples of medical problems for which the Department of Athletics cannot be responsible. The Athletic Training staff is allowed to administer medical aid during the student-athlete's competitive season and non-traditional season, but only for those conditions that are sports-related and occur in supervised practice or designated contests. It is to be understood by the student-athlete that participating in intercollegiate athletics holds inherent risk for injury and he/she will take all measures necessary to prevent and minimize such injuries.

PHYSICAL EXAMINATIONS/PARTICIPATION APPROVAL

No student-athlete may participate in intercollegiate athletics without a complete physical examination on file at the Health Center and additional paperwork on file in the Athletic Training Room. Physical examinations must be administered at Rutgers-Newark and not by your personal doctor. The physical examination is good for one year. Student-athletes will be notified of the date for physical examinations. It is imperative that you make every effort to attend at this time. Student-athletes missing the assigned date and time put their eligibility to participate in jeopardy.

All decisions regarding medical approval for participation at Rutgers-Newark rest with the Head Athletic Trainer, Team Physician and associated consultants. Student-athletes are required to report all previous injuries and illnesses to the Sports Medicine Staff. Failure to report such injuries will relieve the University of all responsibility and liability to the student-athlete in the event that the student-athlete re-injures the affected part and provided the attending physician determines that the original injury contributed to the re-injury. Previous injuries not fully rehabilitated may disqualify a student-athlete from participation until approval is given by the team physician or consulting physicians. Loss of any paired organ (eye, kidney, etc.) may disqualify a student-athlete from participating.

HEALTH INSURANCE COVERAGE

The Department of Athletics has obtained secondary insurance for the student-athlete in the event the student-athlete is injured during supervised athletics activity. All student-athletes must have their own insurance plan and coverage (this is referred to as the primary insurance plan). The Rutgers Intercollegiate Athletic Injury Insurance Plan is underwritten by The Aetna Insurance Company. All medical bills will be first submitted to a student-athlete's primary medical or hospitalization insurance company. Medical expenses not covered under the primary insurance plan will be paid under the Department of Athletics' Plan subject to its limitations and conditions. If the primary plan changes, we must be notified at once.

The secondary policy covers the student-athlete for injuries directly attributable to participation in intercollegiate athletic activity from the first official team practice until the end of the season. Any injury that occurs outside of athletics

season of participation is the responsibility of the student-athlete. Any student-athlete who does not see an athletic trainer within seven (7) days of an injury or within 24 hours of receiving emergency care will be personally responsible for any and all expenses. The student-athlete is financially responsible for any medical bills not arising from participation in intercollegiate athletics. Any illness (cold, flu, etc.) is not considered an athletics injury. The Sports Medicine Staff must be notified of these illnesses in order to assist in their care and to document medicines the student may be taking. The student-athlete is responsible for all medical bills incurred, including unpaid remaining balances after insurance reduction, and medical bills as a result of non-compliance with University policies.

MEDICAL SPECIALIST REFERRALS

Whenever the Team Physician or Athletic Trainers are of the opinion that a referral or consultation is necessary regarding a student-athlete, arrangements for such a visit will be made by the Athletic Training Staff. This includes the University Health Center and off campus medical services. Coaches do not have the authority to make referrals to any physician or outside medical service without written approval of the Athletic Training Staff. If a student-athlete consults a physician without the prior knowledge and approval of the Athletic Trainers, the athlete assumes full financial responsibility for any service of that physician and the student-athlete may be held out of participation until cleared by the Sports Medicine Department.

POLICIES AND PROCEDURES

The Athletic Training Room is located on the bottom floor of the Golden Dome Athletic Center, next to the Equipment Room, and is available to all student-athletes in the Intercollegiate Athletics Program. The Athletic Training Room policies and procedures are designed to serve all student-athletes in the best possible manner and to allow them to receive the best care available. We encourage you to ask questions so that you are clear on the important role that the Athletic Training Staff plays in your Rutgers-Newark athletics career. Please assist yourself, each other, and our Sports Medicine Staff by following the rules and procedures. The use of the Athletic Training Room is a privilege for those student-athletes who act in a mature and responsible manner. Please comply with the following:

PLEASE TAKE NOTICE

Failure to comply with these policies or with the Athletic Trainers may prevent you from using the Athletic Training Room and its services.

1. Prior to participation in an intercollegiate sport all student-athletes must pass a physical examination. The yearly physical examination will be set up by the Sports Medicine Staff for all

student-athletes. Dates and times will be announced and it is the student-athlete's responsibility to attend these physicals.

2. All student-athletes must have current insurance data and information on file with the Sports Medicine Staff. If this information changes, you must notify the staff immediately.
3. It is the responsibility of the student-athlete to report to the Athletic Trainers any injury or illness no matter how minor it may seem, and to let the Athletic Trainer determine the treatment to be administered. The sooner an injury is treated, the shorter the time of recovery. Reporting of injuries, treatments, and rehabilitation will be done during the morning hours unless previous arrangements are made with the Athletic Trainer. Afternoon hours are reserved for practice and event preparation.
4. Once a treatment or rehabilitation program has been established, please follow the Athletic Trainers' directions and procedures until terminated by the Athletic Trainer. The more diligent you are in treatment and rehabilitation, the quicker the return to activity. Student-athletes who miss treatment or rehabilitation times may be held out of practice or games. The Athletic Trainer will determine whether a student-athlete will practice or play based on medical information and consultation with the Team Physician.
5. If a physician's evaluation is needed, the Sports Medicine Staff will contact and set up an appointment with the appropriate physician. This also pertains to visits to the Health Center. Only visits approved by the Sports Medicine Staff will be considered for reimbursement. Non-approved medical visits will be the financial responsibility of the student-athlete. Exceptions to this policy will be made only in those situations of an emergency nature.
6. Be aware that you are not the only student-athlete to utilize the Athletic Training Room. Allow extra time for your treatments and taping prior to class, practice and/or events. Allow 30 minutes prior to participation for taping. For a treatment, you will need at least an hour prior to participation. **BE EARLY, NOT LATE!**
7. All student-athletes **MUST** notify the Sports Medicine Staff of ANY and all medication they are taking and the reason for its use. This is to prevent overmedication, allergic reactions, and complications pertaining to NCAA Drug Testing Protocols.
8. The Athletic Training Room staff is always glad to see you, but if the Athletic Trainers are busy, only those individuals who

need to be seen by the Sports Medicine Staff should be in the Athletic Training Room.

9. Do not bring food or drinks into the Athletic Training Room without permission. NO TOBACCO PRODUCTS will be allowed (chew, snuff, dip, etc.).
10. The Athletic Training Room is co-ed. Please dress and converse appropriately. No shouting, horseplay, profanity, or other irresponsible behavior will be tolerated.
11. Stay out of cabinets and other storage areas. Ask and receive permission to retrieve what you need. The same applies to the Athletic Training kits on the field.
12. Do not remove towels or any other Sports Medicine equipment from the Athletic Training Room without permission and without signing it out. You will be expected to return borrowed equipment or pay to replace it.
13. If you have any questions regarding procedures or policies, please ask. The Athletic Training Room is used to help all Rutgers-Newark student-athletes participate safely and rehabilitate quickly from injuries. Respect it, the Athletic Trainers and others who use the facility.

EMERGENCY TREATMENT

Emergency treatment of any injury or illness (i.e. during the off-hours of the Athletic Training Room, evenings, vacations, and weekends) can be taken care of prior to notifying the Sports Medicine Staff. However, notification should be given as soon as possible with all pertinent information to the Sports Medicine Staff in person or by phone. If you are unsure if a situation should be reported, ask the Athletic Trainer.

Any and all personal matters will be handled with discretion, privacy, and strict confidence. All medical information is confidential unless released by the student-athlete. The Sports Medicine staff is here to assist you in any way they can.

The **Rutgers-Newark Health Center** is the main source of medical attention for student-athletes during the school year. Health insurance is mandatory for every full-time student and is included in their student fee. This full-service, primary health care center is open from 8:30am to 4:30pm and is equipped to provide medical and gynecological care, including routine blood counts, urinalysis, pregnancy tests, mononucleosis tests, throat cultures, blood sugars, and so forth. For an

extra fee, some additional services are available, such as allergy injections, overseas immunizations, HIV testing and non-routine lab work. Alumni and matriculated students who are taking time out of school can be seen for up to one year at the health center on a fee-for-service basis. All fees are subject to change without prior notice.

Student Health Services provides a pharmacy where the cost for having prescriptions filled is exceedingly low. Whether the prescription is written by your doctor at home or your doctor at Rutgers-Newark, you can obtain most prescription medications, in addition to over-the-counter medications. To schedule an appointment or obtain additional information about vaccines, services or health insurance, call Health Services at 353-5231 or visit the Health Center at 104 Blumenthal Hall.

Supervising Physician: Sandra Samuels, M.D.