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Dear Knight:

I am excited about the year ahead and I look forward to watching you excel and develop into the leader you will become. Through the programming provided by ASSA and Student Services you will have the opportunity to distinguish yourself on and off the field. This is going to be a special year for the Knights.

As administrators, we will make sure you have the resources necessary to succeed. The mission of the UCF Athletics department is: To provide opportunity to young people and develop leaders for industry, philanthropy and the community through the intercollegiate athletic experience.

As a member of the UCF Athletics family, you have a great opportunity to compete for championships while studying at one of the finest institutions in the country. You are surrounded by coaches, advisors, trainers and administrators whose sole purpose is to push you to become more than what you believe is possible.

There is an expectation at UCF that you will thrive academically, graduate with your classmates and be ready to compete at the highest level of your chosen field. Being a student-athlete provides many opportunities. I challenge you to take advantage of them and set the bar high for all future Knights who will follow in your footsteps.

With great opportunity also comes great responsibility. As an athlete you can make a difference in the community. Many in our community look up to you and we ask you to take that responsibility seriously. Get involved in our many community service opportunities and always conduct yourself in a way that will make your family – and your UCF family – proud. As a UCF Knight, you no longer simply represent yourself. You are representing 58,000 fellow students and more than 200,000 alumni, so this responsibility needs to be taken seriously.

Remember to represent yourself as a Knight at all times. Welcome back and have a great year!

Go Knights!

Sincerely,

Todd Stansbury
Director of Athletics / Executive Vice President
MEET THE LEADERSHIP TEAM

Todd Stansbury
Vice President & Director
of Athletics

Manoj Chopra
NCAA Faculty
Representative

Zack Lassiter
Senior Associate A.D.
External Operations

David Hansen
Senior Associate A.D.
Internal Affairs

Jessica Reo
Senior Associate A.D.
Student Services

Jeff Ulmer
Senior Associate A.D.
Development

Courtney Vinson
Associate A.D.
Compliance

Brad Stricklin
Associate A.D.
Business & Finance

Joe Simon
Associate A.D.
Facilities & Operations
## Contact List

### Administrative & Supportive Staff

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<tr>
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<th>Extension</th>
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<tr>
<td>Director of Athletics</td>
<td>Todd Stansbury</td>
<td>2261</td>
</tr>
<tr>
<td>Senior Associate A.D. for Internal Operations M. Basketball &amp; M./W. Soccer</td>
<td>David Hansen</td>
<td>3132</td>
</tr>
<tr>
<td>NCAA Faculty Representative</td>
<td>Consuelo Stebbins</td>
<td>5575</td>
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<tr>
<td>Senior Associate A.D. for Business/ CFO</td>
<td>Brad Stricklin</td>
<td>6792</td>
</tr>
<tr>
<td>Senior Associate A.D. for Student Services W. Basketball, Rowing, M./W. Tennis, Track &amp; XC, Volleyball</td>
<td>Jessica Reo</td>
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### Departments & Sports

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<td>Rowing</td>
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<td>Men’s Soccer</td>
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<tr>
<td>Softball</td>
<td>(407)823-ext.</td>
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<tr>
<td>Spirit Program (Cheerleading, Mascot &amp; Dance Team)</td>
<td>2143</td>
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<tr>
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<td>Ticket Office</td>
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<td>Volleyball</td>
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UCF ATHLETICS MISSION STATEMENT

In alignment with the educational mission of UCF we are united in Our Quest for Excellence. Our mission is to guide, inspire and support our Student-Athletes in their quest for excellence – academically, athletically and socially. Above all else, we produce graduates, leaders and friends of the University.

UCF ATHLETICS CORE VALUES

Five Core Values guide and govern our actions at all times and in all our affairs. They define “what we stand for” and “what we won’t stand for.” They include:

1. **Respect**
   We treat ourselves and others with dignity, kindness, and respect.

2. **Excellent Attitude**
   We maintain an excellent attitude and outlook.

3. **Focus**
   We remain focused on our most important tasks.

4. **Accountability**
   We are personally accountable for our actions as a part of a great team.

5. **Integrity**
   We do the right thing!
UCF CREED
Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance and decisions.

**Integrity**
I will practice and defend academic and personal honesty.

**Scholarship**
I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

**Community**
I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

**Creativity**
I will use my talents to enrich the human experience.

**Excellence**
I will strive toward the highest standards of performance in any endeavor I undertake.

UCF FIGHT SONG
UCF charge on the field,
With our spirit we’ll never yield.
**BLACK AND GOLD,**
Charge right through the line.
Victory is our cry.
V-I-C-T-O-R-Y.
Tonight our Knights will shine!
U-C-F Knights, UCF Let’s Go Knights!!

UCF ALMA MATER
All Hail to Alma Mater whose
Banner black and gold,
Will wave in fame and splendor
As the passing years unfold.
May loyalty and friendship,
Within our hearts unite,
And light the star to guide us,
Ever upward in our flight.
With honor and affection our friendship will re-new,
We sing of thee our alma mater ever true.
UCF: A HISTORICAL PERSPECTIVE

UCF traces its roots back to its founding in 1963 and the first arrival of students in 1968 upon the Orlando campus. Originally named Florida Technological University in anticipation of the impact of the nearby Kennedy Space Center, it is now one of the fastest growing members of the State University System of Florida. Beginning with only 1,500 students, UCF currently serves a student body of over 59,000 and has surpassed the $100 million mark in research funding annually. As a major metropolitan university, UCF strives to reflect the region it serves by offering a wide range of academic programs, including more than 200 bachelor’s and master’s degrees and more than two-dozen doctoral programs.

President Dr. John C. Hitt has defined five specific goals to guide the University through the 21st century:
Goal 1: Offer the best undergraduate education available in Florida.
Goal 2: Achieve international prominence in key programs of graduate study and research.
Goal 3: Provide international focus to our curricula and research programs.
Goal 4: Become more inclusive and diverse.
Goal 5: Be America's leading partnership university.

The design of the main campus reflects the basic philosophy of the University, a philosophy with two main tenets. The first is to accent the individual. The campus has been designed to provide a small college atmosphere with educational and enrichment opportunities normally found only in large university settings. The second tenet is accent on excellence. In embracing this second element of the University’s basic philosophy, it is expected that every person at the University - faculty, staff, and students - will reach for excellence in all endeavors.

Along with the academic programs offered on the main campus in Orlando, the University of Central Florida offers a number of educational opportunities at other locations within the Orlando metropolitan area and at campuses and instructional sites scattered throughout the 11-county service area of the University.

UCF also has developed a large cooperative education program in Florida, giving students a chance to apply classroom training in actual jobs while earning competitive salaries. More than 200 employers of all sizes provide work and learning experiences for 1,200 UCF co-op students each year.

The newly-opened UCF College of Medicine will affect students of every major. Programs like biomedical sciences, modeling and simulation, optics and photonics, and health sciences will benefit from resources and the availability of experts. And programs in materials science, psychology, chemistry, film and digital media, and nursing will support and interact with the new college.

UCF is a leading university committed to excellence. As the nation’s second-largest university, UCF has the resources and faculty to provide a quality education in internationally recognized fields such as engineering, hospitality management, digital media and biomedical science. Of course it does not stop at academics. We are a powerhouse on the playing field as well, and our athletic future is bright as we leave Conference USA and move into the American Athletic Conference in 2013. At UCF, we prepare you for life and a career, while providing the complete college experience on a vibrant and modern campus. It’s no wonder UCF is one of the fastest-growing universities in the country.
ATHLETIC CONFERENCE AFFILIATION/TEAM PROFILES

UCF sponsors 16 varsity sports that compete in National Collegiate Athletic Association (NCAA) events. All of the Knights’ programs will begin competing in the American Athletic Conference in the Fall of 2013, one of the top conferences in the nation.

UCF sponsors six men’s sports: baseball, basketball, football, golf, soccer and tennis. On the women’s side, UCF’s teams consist of basketball, cross country, golf, rowing, soccer, softball, tennis, indoor track and field, outdoor track and field and volleyball. The Knights also have a competitive cheer and dance program.

UCF established a reputation for athletic excellence during its time in Conference USA. Upon joining Conference USA in 2005, UCF Athletics quickly transformed itself from a program that was transitioning into its new league to one that is presently competing for all of its titles. In its first C-USA season, the football program won the league’s East Division, a berth in the inaugural C-USA title game and its first-ever bowl berth. Since, UCF has accumulated a total of 12 league championships and over 22 postseason berths.

UCF’s varsity programs have made a combined 119 postseason tournament team appearances, in addition to having another 6 student-athletes qualify individually for NCAA postseason competition for the 2011-2012 year. Since the start of UCF Athletics in 1969-70, its student-athletes have garnered 124 All-America awards. Since elevating to Division I in 1984, UCF student-athletes have earned 82 All-America awards. UCF student-athletes have been recognized 21 times for Academic All American Honors.

880 UCF student-athletes have earned all-conference selection throughout the University’s four decades of competition. Additionally, the University has seen 94 student-athletes earn some sort of conference player of the year honors, while UCF’s coaches have earned Coach of the Year honors 53 times.

UCF’s varsity programs have won 88 conference team titles over the years, with 85 student-athletes claiming individual conference championships.

More than 221 UCF student-athletes earned recognition on the 2012-13 Conference USA Commissioner's Academic Honor Roll. Only one member of the 12-school Conference USA placed more student-athletes on the honor roll than UCF. UCF’s student-athletes have collectively achieved a GPA of at least 3.0 for each of the last ten semesters.

UCF Athletics’ APR had an average team score of 975, 8 points higher than the 967 set in 2008-09. Meanwhile, none of UCF’s teams are below the 925 threshold for the sixth year in a row. UCF is 10th in the nation for football APR amongst public FBS schools, exempting service academies Navy and Air Force.
VARSITY LETTERS

In order to receive a letter award from the University of Central Florida, a student-athlete must accomplish the following (as determined by each sport coach):

- The student-athlete must participate in at least 60% of all scheduled competition for regular season;
- If a student-athlete does not participate in at least 60% of all scheduled competition, the coach must determine if a student-athlete qualifies for a lettermen award (subject to the approval of the AD or his designee) based on the following:
  - overall contribution athletically to the competitive season (i.e., the student-athlete must have competed in a significant number of competitions)

If a coach feels that a student-athlete meets the above criteria, but is not deserving of a lettermen award, the justification for not awarding the student-athlete must be submitted to the Athletics Director or his designee.

The request for lettermen awards must be submitted two weeks after the conclusion of the team’s season.

FIRST-CLASS FACILITIES

From Bright House Networks Stadium to the UCF Arena UCF student-athletes play and train in top-notch venues. The school’s always growing and improving athletics complex is part of UCF’s commitment to provide its student-athletes with exceptional and modern facilities. In the past few years, this commitment has assured that the UCF athletics facilities are not only among the best in Conference USA, but among the finest in the country.

Bright House Networks Stadium
The crown jewel of UCF’s athletics village, Bright House Networks Stadium sprawls over 25 acres and has room for 45,301 fans. The stadium opened in 2007, giving the Knights a first-class home on campus.

UCF Arena
The state-of-the-art UCF Arena, the home to UCF’s men’s and women’s basketball programs also opened in 2007. The arenas unique design, which includes 16 luxury boxes and suites, provides an intimate atmosphere for fans and supports, while creating a formidable environment for opponents.

The Venue at UCF
One of the elite volleyball-only facilities in the nation, The Venue at UCF seats 2,000 fans for matches. The facility is located inside the old UCF Arena, which was completely renovated and re-opened in 2008 as an 87,000-square-foot multi-purpose venue.

UCF Basketball Practice Facility
UCF’s men’s and women’s basketball programs both utilize their own practice courts inside the practice facility, which was completed in 2008 inside the Venue at UCF. The facility also includes locker rooms, player lounges, coaches’ offices, plus training, weight and equipment rooms.
**Wayne Densch Sports Center**
Opened in 2003, the Wayne Densch Sports Center serves as the home of the UCF football program, as well as UCF’s main sports medicine facility and strength and conditioning center. The 44,000-square-foot facility includes the football team’s locker room, theatre-style meeting auditorium and coaches’ offices.

**Nicholson Fieldhouse**
The first indoor practice facility belonging to any of Florida’s Division I football programs, Nicholson Fieldhouse was completed in 2005. The facility features a 120-yard regulation Field Turf playing surface, allowing the Knights to practice regardless of the weather conditions outside.

**Jay Bergman Field**
One of the nation’s most-intimate college baseball stadiums, Jay Bergman Field opened in 2001 and now seats 2,230 fans. With wide open concourses and palm trees lining the concession area, fans have an ideal opportunity to get close to the action in one of the best settings in college baseball.

**UCF Softball Complex**
The UCF Softball Complex opened in 2006, giving the Knights a top-notch facility to call its own. In addition to 600 seats, the complex contains coaches’ offices, a training room, player’s lounge and locker room and a conference room.

**UCF Track and Soccer Complex**
Recently expanded to seat over 2,000 patrons in the spring of 2011, the UCF Track and Soccer Complex is located in the middle of the athletics village. A 1,500-seat stadium is now located on the west side of the complex, while another 500 grandstand seating section is located on the east side.

**UCF Intercollegiate Rowing Center**
Opened in 2009, the UCF Intercollegiate Rowing Center sits on the south shoreline of Lake Pickett, just east of the UCF campus. The facility consists of a traditional boathouse along with the program’s very own clubhouse, erg training center and locker room.

**UCF Tennis Complex**
The UCF Tennis Complex, which was renovated in 2005, includes eight wind-screened hard courts. The centerpiece of the complex is the championship court, which has 80 permanent seats for spectators.

**UCF Golf Practice Facility**
Located just minutes from the UCF campus at the Twin Rivers Golf Club, the UCF Golf Practice Facility provides the men’s and women’s golf programs with one of the top training venues in the country. The 2,800-square-foot teaching building features hitting bays and a state-of-the-art video system to analyze each golfer’s swing, and the practice facility also includes a six-acre short-game area, plus a driving range.
Mission Statement
Our most important pursuit is inspiring the quest for academic excellence of our student-athletes. Our professional staff partners with the UCF community to support our student-athletes with the transformation from high school to college graduate, by providing an environment that fosters and celebrates learning.

ASSA provides a structured academic support program, focused on integrity and accountability, to guide our student-athletes on their chosen journey for excellence.

ASSA Overview
ASSA offers a variety of support services to meet the unique needs of the student-athlete population at UCF. More than 45% of UCF student-athletes receive one-on-one academic mentoring on a weekly basis, including all new student-athletes to the university. Tutoring is available in more than 75 courses for all student-athletes five nights a week. Over 50 computers are available for use in one of three monitored study areas reserved specifically for student-athletes. In addition, student-athletes may receive academic accommodations when traveling for competition. A learning specialist is also on staff to work closely with students diagnosed with learning disabilities and help ease their transitional needs.

Every varsity student-athlete has a full-time academic advisor within ASSA. Advisors assist student-athletes with course selection, major exploration and understanding UCF degree requirements. ASSA Advisors also monitor the student's NCAA eligibility and academic progress, and they communicate regularly with coaches and faculty.

ASSA is a unit within the Division of Student Development for Enrollment Services and has strong working relations with several departments throughout the university. ASSA partners with college advisors in helping student-athletes build their academic schedules and members of the University Counseling Center hold weekly walk-in hours specifically for student-athletes. ASSA also maintains strong working relations with Student Disability Services, First Year Advising, Academic Services, the Student Success Center, and Career Services.

ASSA Office and Staff
ASSA offices are housed in Wayne Densch I, where the vast majority of athletic department administrators’ offices are also located. The ASSA staff is responsible for the academic needs of the 16 varsity teams. Nearly 70 part-time employees, generally graduate and upper-classmen students, make up the mentor, tutorial staff, and lab monitors.

Hours of Operation
ASSA Office: Monday – Friday: 8 AM–5 PM,
SABRE Lab: Monday – Thursday: 8 AM – 9 PM; Friday: 8 AM – 5 PM; Sunday: 6 PM – 9 PM
Tutor Lab: Sunday: 6 PM – 9 PM; Monday– Thursday 8:30 AM-9 PM by appointment;
Friday, 8AM – 5PM

*** See your academic advisor for time and location of study hall and mentoring.
ACADEMIC ADVISING SERVICES

ASSA encourages students to be self-advocates and become self-sufficient when handling academic matters; however, in most cases it is extremely important that student-athletes consult with their ASSA advisor prior to making decisions on academic matters.

Course Registration
During each spring term student-athletes may begin registering for classes for the following summer, fall, and spring terms as part of UCF’s multi-term registration process. Student-athletes who do not have any holds on their accounts will have priority registration and should get all of the classes they wish to enroll into. Prior to the registration period, student-athletes should check their MyUCF accounts for hold information (Parking tickets, library fines, Health Center holds, etc.) and should meet with their major advisor for a list of courses to enroll into. Afterwards, student-athletes must meet with their ASSA advisor to select classes that accommodate their practice schedule.

Per NCAA rules, student-athletes must always be enrolled in a minimum of 12 credits per semester in order to practice or compete. Furthermore, student-athletes must meet specific progress-towards-degree benchmarks to maintain their athletic eligibility throughout their career.

It is critical that student-athletes do not make any changes to their academic schedules without prior consultation with their ASSA advisor and should communicate with their advisor prior to registering for any classes during any term.

Late Registration and Add/Drop
A student can make changes to their schedules without penalty during the late registration period. The period to add courses begins at the start of each semester and ends the Friday of the first week of classes. The deadline for drop or swap courses ends the fourth day of the first week of classes, one day prior to the add deadline. This is an online procedure used to alter class schedules after registration. During this time, students can adjust their schedules through MyUCF (https://my.ucf.edu) without penalty by adding or dropping courses. Student-athletes are not allowed to make changes to their schedules without first consulting with their academic athletic advisor.

Withdrawal
A student who wishes to withdraw from a course after the late registration period (while still maintaining the minimum 12 credit hour enrollment requirement) must seek approval by their ASSA advisor and head coach before changing their academic schedule. If approved, student-athletes must fill out the proper withdrawal forms located with each advisor, and have the appropriate individuals sign off on the withdrawal form prior to the withdraw deadline. The form will then be processed by your ASSA advisor and the Universities Registrar’s office. It is important to remember that if a student is on aid from UCFAA, they can still be charged for withdraws.

Change of Major
A student-athlete must consult with both their ASSA advisor, and the department advisor within the college (s) he wishes to attend before the change of major request will be processed. The student must contact the college or school's office of student support prior to submitting the form.

A completed and signed form must be submitted to the Registrar's Office (MH 161).

It is important to note that a change in major may affect the NCAA academic eligibility of the student. Progress-towards-degree benchmarks must be met in accordance to the standards set by the NCAA. If these standards are not met upon the completion of the major change, the student would then be rendered
ineligible for competition. **Therefore, it is always necessary for student-athletes to consult with an ASSA advisor before officially changing majors.**

**Good Standing**
Good standing indicates that the student is meeting the minimum academic standard for retention by the University (minimum term GPA, 2.0). To meet graduation requirement the student must have a minimum UCF GPA of 2.0.

**Academic Probation**
A student is placed on academic probation when his or her UCF cumulative GPA drops below 2.0, or if the student is admitted on academic probation.

Academic probation will continue until both the current term GPA and the UCF GPA reach 2.0 or higher. A student may continue on probation through subsequent terms if he or she earns at least 2.0 each term, but the student may not graduate while on academic probation.

Students on academic probation who fail to achieve a 2.0 GPA during any subsequent semester are “Disqualified” and placed on academic suspension. Student-athletes on probation cannot practice or compete in further competition without approval from the Academic Eligibility and Retention Committee.

**Academic Eligibility and Retention Committee (AERC)**
A student-athlete who is placed on Academic Probation or continued on Academic Probation must meet with the Academic Eligibility and Retention Committee (AERC). The meeting takes place following semester of their initial or continual probation in order to be granted permission to practice or play in competition. There, the student may appeal their athletic eligibility.

Please note, this appeal is not automatic, as the student-athlete must be otherwise NCAA-eligible (GPA requirement, Progress Toward Degree, etc.) AND the student-athlete must be supported by his/her Head Coach. The AERC hearing is held within the first two weeks of each semester. The AERC will make a recommendation for athletic eligibility, as well as suggest educational support (i.e., study hall hours, mentoring, faculty mentor, etc.). The ultimate eligibility decision will be made by the Faculty Athletic Representative, the Director of ASSA, and the Director of Athletics. If the AERC approves a student-athlete permission to practice and/or compete and the student-athlete fails to meet all expectations of the AERC, he/she will be suspended from future practices and/or competition.

**Summer School Aid**
The Director of Athletics has instituted a policy in which student-athletes receiving athletics aid may receive summer aid at least two times in their athletic career. Summer school approvals are based upon the following considerations: Summer Graduation, Fall Graduation, and Athletic Eligibility.

Each spring semester, ASSA advisors will work with the student-athletes to request summer school aid. The student-athletes will be notified of approval approximately one month prior to the start of the summer semester by the Athletics Department.
ASSA SUPPORT SERVICES

ASSA provides several services to facilitate the academic success of student-athletes at UCF. Along with offering a comprehensive mentoring, tutoring and study hall program, the ASSA advising staff monitors the academic progress of student-athletes through a detailed, grade monitoring, process.

The advising staff provides student-athletes with travel letters to deliver to faculty, as well as laptops to accommodate their academic needs while competing on the road. Furthermore, the ASSA advising staff monitors student-athletes’ academic eligibility standing and communicates regularly with coaches and team members to keep all abreast of important academic information in a timely fashion. Each team will meet with their ASSA advisor during three scheduled meetings a semester to receive academic information, as well as key dates and deadlines.

Study Hall and Computer Services

All new student-athletes and those recommended by their ASSA advisor and head coach, will have mandatory study hours, which need to be completed on a weekly basis. These hours may be earned by logging into the SABRE Center, meeting with ASSA tutors or through weekly mentoring appointments. When prearranged with the team’s academic advisor, student-athletes may also complete hours by utilizing other academic service units on campus (writing center, math lab, Student-Academic Resource Center, etc.). In most cases, assigned students have eight hours a week of study hours to complete.

The SABRE Center is equipped with computers for the sole use of student-athletes. The room is wireless assessable and students may access the internet with their personal laptop computers. The SABRE Center is open six days a week (see Hours of Operation). Below are rules which students must follow when using the SABRE Center and information for checking out lap tops for team travel.

SABRE Centre Student-Athlete Conduct Rules

- All student-athletes must be signed in to use the lab including those who do not have mandatory study hall hours. If you are not signed in, you will not receive study hall hours.
- Student-athletes should not save any school work on any of the computers in the lab. School work should be saved on personal disks only. The lab computer files will be cleaned on a regular basis, and ASSA is not responsible for any material saved on them without approval.
- Student-athletes must turn their cell phones on silent while in study hall. If a student-athlete has to make a phone call, they must sign-out and leave the lab to do so. If a student-athlete’s phone rings or they are seen leaving study hall to answer a call without signing-out, they will be asked to leave, and will not receive credit for their hours. Additionally, no text messaging will be permitted.
- No food or drinks, except bottled water, are allowed in the lab.
- Please refrain from talking in the lab. If you are working on a group project, you may relocate to the tutor room or request to pull a table into the hall so your group may communicate.
- There will be absolutely no sleeping in the computer lab.
- The use of internet for personal use is prohibited. If you are caught using the computer for anything other than school related activities, you will be asked to do something school related. If you are caught a second time, you will be asked to leave for the remainder of the
day and your coach and advisor will be notified.

- **Please limit your printing.** Those who print excessively will be asked to refrain, and privileges in the lab may be revoked. Don’t waste paper!

To receive study hall hours from the lab, student-athletes must be in the lab while earning them. All students are required to sign out of the lab when they leave the room including going to mentor or tutor session. Those who do not log out will have that session terminated and will not receive credit for the hours they completed during that session. If student-athletes would like to receive hours for other activities or study groups it is their responsibility to acquire permission from their advisor ahead of time. It is also the responsibility of student-athletes to keep an accurate record and report these hours to their advisor.

- Always remember the use of the computer lab is a privilege which may be revoked when lab rules are continuously disregarded.
- Respect the equipment. Do not remove or disconnect any labels, parts, or cords and please refrain from saving documents to the computer. If a computer isn’t working properly, please report it to the Lab Monitor or Lab Coordinator immediately.
- Please clean your area before you leave. It will be appreciated by your fellow student-athletes.

**Laptop Checkout Information**

- The laptop checkout program was developed to provide student-athletes with convenient access to university related software while traveling for intercollegiate competition.
- Coaches are not required to be present at the time of checkout, however they are held accountable by ASSA until the return of the laptop.
- Laptops are available by request on a first-come, first-serve basis. A 24 hour notification is needed to ensure a laptop is available.
- A coach and student must fill out and sign the Laptop Checkout Form. This form will be kept on file within ASSA.
- The time limit for laptop returns is 24 hours after the end of the scheduled travel time. The laptops are made available to every sport; therefore, returning them should be done in a timely fashion, so that no student-athlete is inconvenienced due to the lack of laptops available.
- Laptops may be picked up from one of the academic advisors. Borrowers will be asked to sign a Checkout Form at the time of pickup.

**Laptop Use**

While laptop computers are made to withstand the rigors of portable use, they are delicate electronic equipment. The following guidelines are provided:

- When traveling by plane, train, or bus, do not check laptops as luggage; rather place it in a briefcase for carry-on.
- The computer should never be left in the car or exposed to excessive heat.
- The computer should be turned off and placed in its collapsed or folded position any time that it is to be moved. Always place the computer in its carrying case before transporting it.
- Since the laptop computer contains a magnetic hard disk, do not expose it to any magnetic fields that could damage the contents of the hard disk.
• To ensure your privacy, remove all stored files from the computer before returning it. ASSA is not responsible for any files remaining on the computer once it is returned.
• Do not plug in or unplug an external device such as a mouse unless the computer and the external device are turned off.
• Use virus-checking software to check your disks to keep viruses from spreading to other users and to your files.
• Do not install any software to the laptop without prior coordination; it could change the systems setup and make the unit unusable.
• If the laptop is damaged, lost, or stolen be sure to report the incident accordingly and record or get copies of any documents used to report the incident. These will be needed when the unit is returned.

Knight’s Education Enhancement Program (KEEP)
All new and at-risk students are enrolled into KEEP, which is an academic mentoring program. This service is offered to manage the hectic schedules student-athletes must keep and provides the opportunity to acquire essential skills needed to become a successful student. Student-athletes are mentored by the ASSA advising staff and trained graduate assistants on an individual basis each week.

Along with developing academic skills and confidence to do well in the classroom, this program provides opportunities for the ASSA staff to record graded assignments and monitor academic progress in each course the student-athlete is enrolled in. Student-athletes must bring this daily planner, all notebooks, and graded assignments to each mentoring session. Approximately 45% of the varsity student-athletes are enrolled in KEEP each semester.

Tutorial Services
The tutoring program is set up to provide assistance in many of the General Education Program courses that student-athletes take during their freshman and sophomore years. ASSA also provides tutors for other courses that are commonly taken by student-athletes in the most popular majors; over 70 courses, covering 26 subjects.

SLS 1501 – A Freshmen Success Course
New freshmen student-athletes are enrolled in SLS 1501 during their first semester. This class is designed to help new students make a successful transition from high school to college student. Students learn a variety of academic, personal development, and career planning skills intended to enhance their educational experience.

Textbooks
ASSA advisors assist the Athletic Compliance office in approving and distributing required textbooks for all scholarship student-athletes each semester collaborating with the UCF bookstore. These books are on loan to the students and must be returned each semester, or the student will be charged for them. Student-athletes must adhere to the following textbook guidelines:
• Only books that are required and listed as such on the course syllabus may be provided.
• Provision of course equipment such as lab tools and calculators must be approved by the Director of Compliance.
• Replacement of books that are lost is the responsibility of the student-athlete. Students are responsible for purchasing these items, and then submitting receipts to Compliance for reimbursement.
• Books that are stolen will not be replaced, unless a copy of a corresponding police report is presented with the claim of book theft to the Director of Compliance.
• All books must be returned to the athletic department upon completion of the last day of final exams for that term.
• Student-athletes who do not return their books within the final exam deadline will be charged 100% of each books' value.

Travel Letters
Travel letters are issued to active traveling participants of each team at the beginning of each semester and are intended to notify instructors when student-athletes will miss class on days in which they are traveling for competition. **These letters excuse a student from the class, not the assignments associated with the class. It is the responsibility of the student to arrange makeup times for the assignments missed prior to the dates of travel.**

In order for these letters to be completed, coaches must fill out a blank travel letter form indicating dates of travel and who will be competing and deliver it to the team’s academic advisor. Once this form is completed, ASSA will then produce a sport specific letter for each team. Travel letters will be dispersed by the Academic Advisors to the coaching staff prior to the first date of competition.

Student-athletes are to deliver the letters to their respective instructors in a timely fashion and return the attached acknowledgement letter, signed by their instructor, to their academic advisor. **Furthermore, student-athletes are expected to communicate with their instructors each time they are going to miss class for competition throughout the semester.**

Course Progress Reports
Each semester progress reports are given to the student-athlete to have completed out by each of their professors. Progress reports must be completed and returned to each student-athletes ASSA advisor. ASSA advisors will compile the reports when they are returned and provide information on student-athletes attendance and academic performance to the head coach.

Semester at a Glance (Score sheets)
At the beginning of each term, ASSA advisors will collect syllabi from all student-athletes being monitored through KEEP and record when all graded assignments are due for each course. As professors submit grades throughout the semester, ASSA advisors will record graded assignments on the grade report or “Score Sheet” and deliver them to coaches on a regular basis throughout the term.

Student-Athlete Files
ASSA will maintain up-to-date academic files on all student-athletes on the eligibility rosters. These files will contain all academic records obtained from compliance as part of the admission package and other documents filed with the registrar’s office such as changes in major, grade forgiveness, course schedules, etc. These files will also contain personal contact information, information on progress towards degree, general education requirements, learning disability documentation and any other material designated by each student’s academic advisor.

Team Meetings
At the beginning of each semester, the athletic academic advisor will meet with their respective teams. During these meetings, a Student-Athlete Agreement Form will be signed by each student-athlete. This form lists student-athlete responsibilities, as well as academic advisor responsibilities. During the team meeting study hall, mentor, and tutoring assignments will be provided to each student-athlete who is assigned accordingly during that particular semester. This is also a chance for any student-athletes to learn protocol for tutor requests.
Information covered in the team meetings include, but are not limited to: Late Registration and Withdrawal deadline, Grade Forgiveness, tutoring assistance, travel letter procedure, progress report procedure, student holds, intent to graduate forms and academic honor roll. Advisors will have at least three team meetings each semester to keep student-athletes and coaches updated on timely and necessary information.

**Academic Eligibility**

Continuing academic eligibility is determined by the eligibility coordinator, faculty athletic representative, and the athletic compliance office. Incoming freshmen student-athletes must be certified eligible by the NCAA Eligibility Center to gain initial eligibility. No student-athlete will be allowed to report for preseason or attend the first day of class who is not cleared through the Eligibility Center. Transfers must be deemed as eligible to compete prior to being admitted.

In order to maintain eligibility in subsequent seasons, student-athletes must also remain in good academic standing at UCF (maintain minimum term GPA, 2.0*) and meet the NCAA standards listed below.

**NCAA Certification Chart (UCF-ASSA)**

<table>
<thead>
<tr>
<th></th>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
<th>Redshirt Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>6 hrs</td>
<td>6 hrs/1.8 Maintain CGPA</td>
<td>6 hrs/1.9 Maintain CGPA</td>
<td>6 hrs/2.0 Maintain CGPA</td>
<td>6 hrs/2.0 CGPA</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>6/18/24</td>
<td>6 hrs/18 hrs for year</td>
<td>6 hrs/18 hrs for year</td>
<td>6 hrs/18 hrs for year</td>
<td>6 hrs/18 hrs for year</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td>0 - 6 hrs</td>
<td>Must Declare Major</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Degree Completion</strong></td>
<td>24 hrs</td>
<td>40% Degree (4 Sem)</td>
<td>60% Degree (6 Sem)</td>
<td>80% Degree (8 Sem)</td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Cum. GPA (CGPA)</strong></td>
<td>1.8 CGPA</td>
<td>1.9 CGPA</td>
<td>2.0 CGPA</td>
<td>2.0 CGPA</td>
<td></td>
</tr>
</tbody>
</table>

For student-athletes who are eligible by NCAA standards but do not maintain a 2.0 UCF GPA, there is an appeal process to the Academic Eligibility and Retention Committee (AERC) to be allowed to practice and/or compete. Please refer to the section on AERC in this handbook for more information.

**Student-Athletes with Disabilities**

ASSA collaborates with the Student Disability Services (SDS) office to meet the needs of all student-athletes with learning and physical disabilities. Students, who are admitted to UCF with learning disabilities, or Attention Deficit Hyperactivity Disorder (ADHD), should provide the documentation of their disability to an ASSA learning specialist prior to enrolling in courses. This information will be held confidential and will not be released to any outside parties, including the coaching staff without prior permission from the student-athlete. The ASSA learning specialist will work with the student-athlete, and the SDS office to coordinate accommodations.

In addition to working with pre-existing diagnoses, ASSA uses an academic screener for incoming student-athletes to determine if further diagnostic testing is necessary. If further diagnostic testing is needed, ASSA collaborates with the UCF psychology department and community resources to arrange proper testing. Students should consult with an ASSA learning specialist to learn more about these services.
FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1976
(BUCKLEY AMENDMENT)

Each student must sign a Student-Athlete Statement that includes a waiver of the Buckley Amendment prior to their first competition. By waiving the Buckley Amendment, you give consent to disclose your academic records, drug test results, records concerning financial aid, test scores, and any other information that pertains to your NCAA eligibility. This information will be used to determine your eligibility as well as any awards you may be eligible to receive.

STUDENT CONDUCT

Your behavior as a student-athlete is subject to the UCFAA Student-Athlete Conduct Code from the time you enter UCF and until the end of your career as a UCF student-athlete. This code of conduct is separate from the UCF code of conduct that applies to all students, including all student-athletes. For more information on the university code of conduct refer to the office of Student Conduct. In addition, student-athletes are subject to all rules and regulations that are required for individual participation on a specific team. While those rules may be particular to each team, they are presented to the student-athlete by the coaching staff with the full support of the Athletics Department.

* Your participation in the UCF athletics program is considered a privilege, not a right.

The following standards and guidelines outline the Student-Athlete Code of Conduct and the UCFAA expectations for your behavior as a UCF Student-Athlete:

Ambassadors for the University

Participation on an athletic team representing UCF is a privilege with attendant responsibilities and expectations.

- Student-athletes and coaches must represent themselves in a manner consistent with message of the Athletics Department and the University of Central Florida.
- Fair play and good sportsmanship are basic expectations in the pursuit of athletic excellence. Anything less will not be tolerated and will be grounds for dismissal from athletics.
- Respect for the intrinsic dignity and worth of all persons, regardless of race, ethnic origins, religious preference, or gender, is to be acknowledged in the athlete’s concrete actions. Any discriminatory or harassing behavior will be summarily disciplined.
- Physical abuse (including team members, opposing coaches, players fans and officials), on or off the field of play, will result in disciplinary action, including possible suspension from athletics participation.
- The illegal use or sale of controlled substances is prohibited. Disciplinary action, including suspension from athletics, will result from any involvement with illegal drugs.

On-Line Postings & Responsibilities

Guidelines

Student-athletes are precluded from having pictures or statements that could be deemed inappropriate as determined by UCF or the UCFAA. Examples include but are not limited to:

Visible/identifiable alcohol and other drugs (AOD’s) and paraphernalia; sexually provocative and explicit photographs; vulgar/obscene language; comments that ridicule, mock or criticize any person or groups of
people; comments that reveal the mental or physical condition(s) and or well-being of teammates or other UCF student-athletes.

**Sanctions (against established Guidelines)**

*First Strike*- Coach is notified and S-A is required to take the prohibited pictures or statements off the posting.

*Second Strike*- Letter of reprimand to coach and S-A. S-A is not allowed to have any postings on any internet site.

*Third Strike*- Loss of privileges as determined by the Athletics Director, including but not limited to, the recommendation of loss of athletics aid and/or competition.

**Academic Responsibilities**

Academic responsibilities are considered the highest priority of student-athletes attending UCF. The Department of Athletics supports the academic mission of the University; therefore, student-athletes are required to do the following:

- Adhere to all class attendance requirements. Attend appropriate tutorial sessions and meetings with the academic advisor. (NCAA rules stipulate that no classes be missed to attend practices or off season athletic events.)
- Complete all class assignments and take all course examinations as required for successful completion of academic work.
- Understand and apply the academic regulations of the University as described in the Student Handbook.
- Communicate to the appropriate parties in a timely manner when an academic and athletic conflict occurs.
- Take full responsibility for monitoring one’s own satisfactory progress. This may include seeking assistance from the academic advisor, professor or coach when required.
- Understand the following Policies, Procedures, & Penalties regarding Course Withdrawal, Academic Dishonesty, and Class, Mentor, and Tutoring Attendance.

**Medical Responsibilities**

Participation in athletics at UCF is contingent on medical approval by the Athletic Team Physician, the Student Health Services Staff and the Athletic Training Staff. In addition, the following obligations are conditions for participation:

- Student-athletes are required to show evidence of proper medical insurance and provide a medical history, which is kept on file.
- Student-athletes are required to communicate all necessary health prescriptions as requested by the medical personnel.
- Student-athletes are required (within a reasonable realm) to take responsibility for their physical and mental health. This includes a review of personal practices as well as requesting medical assistance when he/she deems necessary.

**Inappropriate Behavior Policy for Student-Athletes**

The UCF Athletics Association (UCFAA) believes that participation in intercollegiate athletics is a privilege and, in return, its student-athletes are expected to uphold high standards of conduct and to be positive role models within the academic, athletics and overall community.
The UCFAA recognizes that a clearly defined approach regarding the disciplinary process and any resulting sanction is a necessary component in, proactively and reactively, addressing acts involving inappropriate behavior.

For purposes of this policy, inappropriate behavior is defined as a violation or charge involving Federal or State criminal laws or a violation of the UCF rules of student conduct, or non-criminal actions that are identified by the Director of Athletics to involve inappropriate behavior.

Therefore, the following sanctions will be applied when a UCF student-athlete is involved in any of the following situations involving inappropriate behavior:

**Felony Charge** - Any student-athlete arrested and charged with a felony, or with a crime involving gambling or game fixing under Florida law, or any other jurisdictional equivalent, shall be suspended automatically from practice and playing privileges until the charges are dropped, dismissed or otherwise resolved. The student-athlete may appeal such a decision pursuant to the Appeals Procedure found in this policy.

**Felony Conviction** - Any student-athlete convicted of, or pleading guilty or no contest to a felony charge, or a game fixing charge, under Florida law or any other jurisdictional equivalent, shall be permanently dismissed from the team. The student-athlete shall retain her/his grant-in-aid for the balance of the academic year. The UCFAA shall recommend to the Office of Financial Aid that the grant-in-aid shall not be renewed for any succeeding academic years. The student-athlete may appeal this decision pursuant to the Appeals Procedure. Student-athletes involved in gambling violations shall also be subject to the sanctions contained in Section 10.4 of the NCAA Manual.

**Misdemeanor Charge and/or Conviction** - Any student-athlete who is arrested, charged and/or convicted of a misdemeanor charge (other than gambling or game fixing which are addressed above and other than minor traffic infractions) will be subject to an initial review process by the Athletics Director. The Athletics Director will review the charges and all of the surrounding circumstances. Particular attention will be paid to offenses resulting in extended trials that bring undue public attention and negative publicity upon the university and athletics department. These offenses, once identified as such, will incur an automatic suspension from practice and playing privileges until the charges are dropped, dismissed or otherwise resolved. The Athletics Director will identify a misdemeanor case that fits the above description at the earliest possible occasion.

In addition, the Athletics Director will review each case, in light of, but not limited to the following:
- Nature of charge (violent or non-violent)
- Prior behavior
- Self-disclosure of the violation
- Cooperation during the investigation
- Alcohol and/or drug use
- Consistency with regard to handling of other cases

Sanctions imposed by the Athletics Director can include, but shall not be limited to:
- Warning
- Probation
- Restricted use of athletic services or facilities
- Suspension from competition and/or practice for a stated period of time
- Dismissal from the team (only available following a conviction or if the student-athlete pleads guilty or no contest to a misdemeanor). In the event of dismissal from the team, the student athlete shall retain her/his grant-in-aid for the balance of the academic year. The Athletics Department shall
recommend to the Office of Financial Aid that the grant-in-aid not be renewed for any succeeding academic years.

- Referral to the Head Coach for discipline

This review process will be used when UCFAA employees first learn of the charge and/or arrest. This review process will be utilized again, in its entirety, if there is a subsequent conviction resulting from the initial charge and/or arrest. The student-athlete may appeal any decision made pursuant to this review process by following the Appeals Procedure found in this policy.

**UCF Rules of Conduct or Other Non-Criminal Acts Involving Inappropriate Behavior:** At the discretion of the Athletics Director, the process in this policy, which is followed for a misdemeanor charge and/or conviction, may be used in the event that a student-athlete is found in violation of the Rules of Conduct contained in the University’s Policies for Student Conduct. This policy may also be used to address situations that concern non-criminal acts involving inappropriate behavior.

**Privacy Concerns:** A student-athlete grants to the university the right to publicly disclose a student-athlete’s suspension or dismissal. However, in recognition of each student-athletes right to privacy, no other information concerning the violation will be disclosed unless required by law.

**Appeals Procedure:** Any student-athlete sanctioned under these procedures may appeal within five working days, in writing to the NCAA faculty representative. In the event of an appeal, a Review Committee shall consider all factors, including any extenuating circumstances. The student-athlete may appear personally before the committee, with or without a representative of her/his own choosing. The representative may assist the student-athlete in the appeal process but shall not speak for or present the appeal on behalf of the student-athlete. The Review Committee shall be composed of:

- An individual appointed by the President
- An individual appointed by the Athletic Director
- The NCAA Faculty Representative (who shall chair the committee).

Within five working days after hearing the appeal, the Committee shall issue its decision, which shall be final with no further right of review.

**Controlling Policy:** This policy shall supplement, not replace, the student conduct process. In the event of a conflict, the student conduct process shall take precedence.

**UCFAA/ASSA Academic Policies, Procedures & Penalties**

**Course Withdrawal Policy:** Student-athletes MUST seek approval from an ASSA advisor and head coach prior to withdrawing from any course. Once the University Drop/Add period has ended, student-athletes MUST be registered for a full-time course load in order to practice or compete.

**Procedure:** Student-athletes MUST contact the ASSA advisor for the “Course Withdrawal: Supplemental Form for Student-Athletes” prior to dropping a course after the University Drop/Add period. This form must be signed by all parties indicated. After all signatures are garnered, student-athlete will be given permission to stop attending class.

**Penalties:** Based on a totality of circumstances, the Department of Athletics may fine student-athletes $100.00 or the total cost of a withdrawn course under any of the following conditions (regardless of the approval of the ASSA advisor, head coach, and/or the sport supervisor):

- The student has withdrawn from a course after the course drop deadline, or does this on multiple
occasions;

- The student has been accused of academic dishonesty in the course and fails to disclose that information to the academic advisor, coach, or sport supervisor;
- The student-athlete withdraws themselves from a course without seeking prior written approval from their ASSA advisor; or
- The student fails to meet NCAA continuing eligibility benchmarks for the year on multiple occasions.

* In addition, student-athletes who withdraw from more than two classes over the span of two consecutive semesters will be mandated to meet with their head coach, Sports Supervisor, and ASSA advisor before being allowed to compete in the next term.

**Course Selection**

**Policy:** Student-athletes MUST seek approval from an ASSA advisor on each course selected in each term. It is imperative that student-athletes only take courses that are degree applicable.

**Procedure:** Student-athletes MUST contact the ASSA advisor for approval of all class schedules. Each student-athlete must sign up for an advising appointment during the specified times each semester to have all courses approved towards degree completion.

**Penalties:** If the student-athlete is receiving a tuition scholarship and is taking a course outside their degree requirement, UCFAA will NOT pay for the course. The student-athlete will be responsible for the full cost of the course regardless of received tuition scholarship aid.

**Course Failure**

**Policy:** If a student-athlete receives a tuition scholarship and fails a course, the athletic department may consider the student-athlete responsible for refunding the cost of the course, or a fine in lieu of the full cost of the course.

**Procedure:** Student-athletes who fail any course in two consecutive semesters, or two failures in one semester, will be required to meet with the Sports Supervisor, head coach, and ASSA advisor before being able to compete the next term. The athletic department will consider paying for a repeated course if it is required for graduation. If another course can be substituted for the failed course, your ASSA advisor will consult which course should be taken.

**Penalties:** If the student-athlete fails a duplicate course for a second time and must attempt the class for a third time, the athletics department will NOT, under any circumstance, pay a repeat course rate. As previously stated, student-athletes who fail a course may be subject to meeting with the sport supervisor, head coach, and ASSA advisor before being able to compete the next term.

**Academic Dishonesty**

**University Policy:** Plagiarism and cheating of any kind will not be tolerated. Examples of misconduct include receiving inappropriate help on an examination, quiz, and/or assignment. It is at the discretion of the professor to determine the consequence of the offence.

**Department of Athletics Policy:** Student-athletes are to inform their academic advisor within 24 hours if he/she is accused of plagiarism in a course.

**Procedure:** The advisor will inform the Director of ASSA upon notification from the student-athlete and/or professor immediately. Student-athletes may be subject to appropriate referral to the Office of
Student Conduct for further action and the Director of ASSA and/or academic advisor will serve as an advocate for the student-athlete during any university procedures.

Penalties:
- Failure to notify your academic advisor of a plagiarism accusation within 24 hours of the accusation may result in a fine of $100.00;
- A student who has been found guilty of academic dishonesty, and is required to repeat a course because of an unsatisfactory grade, may be required to reimburse UCFAA for the cost of the course, including tuition, fees and/or books;
- The Director of Athletics and/or head coach may establish additional penalties above and beyond reimbursement of the cost of the course (i.e., practice time, competition, etc.).

Class Attendance
Policy: Student-athletes are expected to attend all classes unless excused for athletic competition or a documented illness from the Athletic Training Staff. Student-athletes are not to miss classes for practice, community service, fund raising or other athletic related activities without prior approval of the Director of ASSA.

Procedure: ASSA will have attendance monitors check on classes and students on a continuous basis. ASSA will also communicate with faculty via e-mail, phone, and academic progress reports to monitor class attendance of all students. The team advisor will notify the head coach each time a student misses class without prior approval or notification to the course instructor.

Penalties:
- The head coach is expected to handle each missed class within the established team rules for such occurrences;
- Upon notification of a student missing three hours of class time in any course, the team advisor and head coach will meet with the student-athlete;
- During the session with the head coach and advisor, the student-athlete must be informed that future unapproved absences will result in a loss of practice and/or playing time;
- The sport supervisor and Director of ASSA will be notified by the team advisor after this initial meeting takes place;
- Should a student miss any additional classes, the student will be required to meet with the director of ASSA and sport supervisor before he or she may be able to practice or play again;
- The Director of Athletics may establish additional penalties above and beyond withholding from practice or competition (i.e., suspension from all athletically related activities, etc.).

Tutoring/Mentoring Attendance
Policy: Student-athletes that have been scheduled for tutoring and mentoring appointments are expected to attend all sessions unless excused for athletic competition or has been excused by advisor/mentor on staff.

Procedure: ASSA will produce a missed appointment report on a daily basis. ASSA will also communicate with the student-athlete to determine if the appointment is an excused or unexcused session. The team advisor will notify the head coach each time a student misses an appointment without prior approval or notification.

Penalties:
- Student-athletes will be charged $10 for the first unexcused missed session and $20 for each unexcused missed session thereafter.
• The head coach is expected to handle each missed appointment within the established team rules for such occurrences.

**Internet Posting Policy**
Student-athletes are precluded from having pictures or statements that could be deemed inappropriate as determined by UCF or the UCFAA. Examples include but are not limited to:
• Visible/identifiable alcohol and other drugs (AOD’s) and paraphernalia;
• Sexually provocative and explicit photographs;
• Vulgar/obscene language;
• Comments that ridicule, mock, or criticize any person or groups of people.
• Comments that reveal the mental or physical condition(s) and or well-being of teammates or other UCF student-athletes.

**NCAA and Conference Responsibilities**
All student-athletes are required to adhere to applicable NCAA rules as addressed in the NCAA Student-Athlete Statement which is administered annually. This includes those activities relative to the student-athlete’s role as a prospective student-athlete (PSA), recruited student-athlete, and amateur. In addition, all conference regulations must be adhered to.
Overview
Mission: The Office of Student Services is committed to the holistic development of UCF student-athletes. We will foster the cultivation of skills that prepare these student-athletes for the ultimate competitive challenge – LIFE.

The mission will be implemented through our Knights PRIDE Program:
- **Preparation** – Prepare UCF student-athlete for personal and professional success
- **Responsibility** – Educate and encourage student-athletes to make responsible decisions
- **Involvement** – Emphasize and provide opportunities for involvement in the UCF and local communities
- **Degree** – Provide resources and support for degree completion
- **Excellence** – Instill an attitude of excellence on and off of the playing field

The Knights PRIDE Program will focus on the five commitment areas of the NCAA Student Affairs program: Career Development, Personal Development, Service, Academic Support and Athletic Support.

Professional Development Commitment
Encourage student-athletes to develop and pursue career and life goals through the following programs:
- Resume Writing
- Job Shadowing
- Networking Knights
- Professional Panels
- Mock Interviews
- Career Exploration

Personal Development Commitment
Support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, leadership, personal growth and effective decision making skills through the following programs:
- Life Skills Seminars (time management, goal setting, financial planning, etc.)
- Guest Speakers
- Student-Athlete Life Series
- Leadership Institute
- Counseling Center

Service Commitment
Through our Knights TOUCH Program, engage the student-athlete in service to his or her campus and surrounding communities by providing the following opportunities:
- Team Service Projects
- Individual Service Projects
- Athletes for Athletes
- Mentoring Program
- Pen Pal Program
**Academic Support**
Support the academic progress of the student-athlete toward intellectual development and graduation by providing the following programs:
- Study Skills/Test Taking Workshops
- Scholarship, Honors, and Awards Applications
- College Strategies for Success Course
- Stress Management Counseling and Workshops
- Graduate School Applications

**Athletic Support**
Build philosophical foundations for the development of the athletic programs that are broad-based, equitable and dedicated to the well-being of the student-athlete by providing the following:
- Physical presence and support
- Coaches and staff evaluations
- Athletic Support Programs
- Access to Sport Psychology Services
- Exit Interviews

**KNIGHTS CHALLENGE**
Knights Challenge is a competitive challenge among the student-athletes intended to generate more participation in the PRIDE program events, promote student-athlete involvement in department and campus-wide programming, community service and leadership opportunities, as well as help them prepare for life after collegiate sports.

Each team has the opportunity to earn points by participating in the following categories:
- Team Enhancement
- Outreach
- Athletes for Athletes
- Personal Enhancement
- Leadership
- Scholarly Success
- Athletic Excellence
- Above and Beyond

After completing an event or goal in any of the categories listed above, the Student-Athlete Advisory Committee (SAAC) representative will complete the scoring form and submit it to the Student Services Office, within two weeks of the event. The team with the most cumulative points at the end of the challenge period will receive a check for $500 to be used to benefit their student-athletes.
STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

SAAC is an elite group of student-athletes that work as a connection between teams, administration and the UCF community. They provide opportunities for leadership, networking and community outreach.

In order to enhance student-athlete welfare each team has representatives who serve on SAAC. SAAC meets twice a month throughout the academic year and provides student-athletes an opportunity to voice concerns to athletic department administrators. The group also serves as a vehicle to develop a community within the department and provide up-to-date information that directly impacts student-athletes.

Members of SAAC take the lead in community service programs, vote on NCAA legislation, provide feedback to and from the administrative staff and serve as advocates for student-athletes on campus. One of SAAC’s largest event responsibilities is the annual All Sport Banquet at the end of every academic year.

If you would like to get involved with SAAC contact: UCFSAAC@athletics.ucf.edu

C.A.R.E. TEAM

The CARE Team is a selected group of student-athletes that serve as an educational support group for their fellow teammates. The purpose of the CARE Team is to inform student-athletes about important and relevant topics that can assist in enhancing and positively affecting their lives and the lives of their teammates.

CARE provides opportunities to become educated, inform others, and act as a knowledgeable source for student-athletes when dealing with specific issues. CARE offers opportunities for leadership and team cohesion by providing someone to whom teammates can talk to and trust.

In order to enhance student-athlete education on topics and issues, each team has one or two representatives (depending on the size of the team) who are voted on by their teammates and serve as their teams’ CARE Representatives. CARE meets once a month to discuss topics ranging from alcohol abuse to personal relationships and ways to help first year teammates. CARE is designed to promote Courage to stand, Awareness of resources, Responsibility to act, and Excellence on and off the field.

If you would like to get involved with CARE contact: knightspride@athletics.ucf.edu
The University of Central Florida is responsible for ensuring that all student-athletes, coaches, staff and representatives of UCF’s athletic interests know and abide by NCAA rules and regulations. The University and the athletic department have a compliance department in charge of regulating NCAA rules and regulations. As a student athlete, you have a great opportunity to enhance your experience through athletics. It is important that you understand and follow the rules.

The Athletic Compliance Office is charged with educating student-athletes, coaches, administration, and university staff regarding NCAA rules. Failure to follow the rules can result in violations of NCAA rules, jeopardize your eligibility for competition, or can result in your team or the University’s athletic program being penalized by the NCAA.

In order to keep you informed regarding NCAA and University regulations and to provide a timely reminder to help you avoid activities that may jeopardize your eligibility to participate and compete, the following materials have been put together for your benefit and information.

To remain athletically eligible, it is important not to endanger your amateur athletic status. It is essential that you check with your Head Coach before making decisions regarding outside athletic participation. The following are NCAA guidelines for maintaining your amateur status:

**You cannot, within your sport...**
- Accept payment or a promise of payments (in cash, prizes, gifts or travel) for participation in your sport.
- Enter into an agreement of any kind to compete in professional athletics. You cannot negotiate a verbal or written professional contract.
- Request that your name be put on a draft list for professional sports or try out during the academic year, inclusive of all vacations, with a professional sports organization.
- Play on any professional athletics team.
- Receive athletically related financial aid determined by anyone other than the University.
- Participate on teams other than those fielded by The University of Central Florida (e.g. Varsity, Club, or IM) during the academic year.

**You cannot, in any sport:**
- Agree to have your picture or name used to promote a commercial product.
- Accept such things as gifts, meals, and loans of cars or money from a UCF employee, booster or third party representative.
- Be represented by an agent or organization to market your athletic skills or reputation.
- Receive any benefit not available to other students at the University.
- Participate in summer leagues not approved by the NCAA in the sports of men’s and women’s basketball and baseball. You must have written permission from the Director of Athletics or his designee to participate in Summer Leagues.
- Play on an outside athletic team during the academic year, inclusive of all vacations, without receiving permission from the NCAA, your Head Coach, and the Athletic Director.
- 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.
• 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.

**GAMBLING AND BRIBERY**

We hope that as a student athlete you will never be approached by anyone attempting to involve you in a gambling or bribery situation. However, student-athletes at other institutions have become involved with organized gambling operations. The result of this involvement may include suspensions mandated by the NCAA and unwanted exposure and embarrassment for the university.

Be aware that the gambling industry is constantly seeking sources for information. It is possible that you may be approached and questioned about the condition of teammates or other athletes. You may be asked to alter a game in some manner and be offered money or gifts. If this occurs, you MUST report the incident to your Head Coach immediately. The University and the Athletics Association are committed to combating all forms of gambling and bribery. Operators need inside information to set a betting line or the odds. An attempt to procure this information through bribery of a sports participant is a felony.

You should keep in mind that your participation in gambling interests, even minor ones, will jeopardize your athletic career. Because of the extreme importance of this problem, you are asked to observe these guidelines:

• Report to your Head Coach any attempt to secure information concerning situations that might alter the normal performance of any University team.
• Do not accept any "freebees" from strangers such as meals, presents, etc. You are required by both the Athletics Association and NCAA to report any individual who offers gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
• Be aware of the legalities of gambling at an institutional and state level. Understand that the consequences at the University level may be expulsion and that the University will also assist with the enforcement of federal, state and local anti-bribery laws.
• Do not accept any money from a "fan" for a game "well played."
• Do not attempt to sell your complimentary game admissions to anyone.
• Do not discuss the condition or attitude of your team with anyone other than your teammates or coaches.

**AGENTS**

To compete as a student-athlete, it is essential that you know the NCAA rules related to professional sports. Any violation of these rules could produce severe negative consequences for you and the University.

Under Florida Law, it is illegal for an agent to contact you unless the agent is registered with the State. In addition, an agent is required to register with the Athletics Compliance Office prior to meeting with you. If you, your parents or legal guardians are contacted by an agent, ask if the agent is registered with the State and the Athletics Compliance Office. If the agent is not registered, refer them to the Athletics Compliance office at 407-823-3089.

If you or your family has questions about agents, please contact the Athletics Compliance Office.
Five Points to Remember
You will lose your eligibility IF:
1. You agree orally or in writing to be represented by an agent or any individual acting on behalf of the agent [e.g., runner].
2. You (or any of your relatives or friends) accept any benefits from an agent, a prospective agent or any individual acting on behalf of the agent [e.g., runner].
3. If you tryout with a professional team during the academic year and miss class.
4. If you participate in a tryout with a professional team that lasts longer than 48 hours, which you have not personally financed.
5. If you enter the draft AND DO NOT declare your intention to resume intercollegiate participation within 72-hours following the professional league draft declaration date. Your declaration of intent shall be in writing to UCF's Director of Athletics, Todd Stansbury.

SPORTS PARTICIPATION

NCAA LIMITATIONS FOR ATHLETICALLY RELATED ACTIVITIES

<table>
<thead>
<tr>
<th>IN SEASON</th>
<th>OUT OF SEASON (during academic year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*4 hours/day</td>
<td>*8 hours/week</td>
</tr>
<tr>
<td>*20 hours /week</td>
<td>*2 required days off /week</td>
</tr>
<tr>
<td>*1 required day off /week</td>
<td></td>
</tr>
</tbody>
</table>

What is the difference between in-season and out-of-season?

In-Season (20 hours)
- Time between the team’s first officially recognized practice session and the last practice session or competition, whichever occurs later.
- Sports other than football and basketball may have their seasons separated into two distinct segments: championship segment and non-championship segment.
- During the in-season period (i.e., championship and non-championship segments), a student-athlete may participate in a maximum of 20 hours per week of countable athletically related activities with one day off per week.

Out-of-Season (8 hours)
- The remaining days during the academic year not included in the in-season period.
- A student-athlete may participate in a maximum of eight hours per week of countable athletically related activities and may not participate in any countable athletically related activities on two days per week during the out-of-season period.

Participation in up to two hours of required or voluntary individual skill instruction is permissible. In football, skill instruction activities are limited to review of game film.

The daily and weekly hour limitations DO NOT apply during the following time periods:
- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- During an institution’s official vacation period (e.g., Thanksgiving, spring break), as listed in the institution’s official calendar, and during the academic year between terms when classes are not in session.

The following is a partial list of common activities considered countable athletically related activities that MUST BE COUNTED in the daily and weekly limitations:

- Practice (maximum of 4 hours/day) and competition (which counts as 3 hours) * Note: no countable athletically related activities may occur directly after the competition.
- Required weight training and conditioning held at the direction of, or supervised by an institutional staff member.
- Field, floor or on-court activity.
- Setting up offensive and/or defensive alignments.
- Participation in a physical fitness class for student-athletes only and taught by a member of the coaching staff.
- Review and discussion of game films or videotapes related to the sport.
- Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meeting).
- Required participation in camps, clinics or workshops.
- Participation outside of the regular season in individual skill-related instructional activities with a member of the coaching staff.
- On-court or on-field activities called by any member of a team (confined primarily to members of that team) which are considered as a requisite for participation in that sport.
- Visiting the competition site in the sports of cross country and golf.

The following is a partial list of common activities considered non-countable athletically related activities and are not counted in the daily and weekly limitations:

- Compliance meetings, Drug and Alcohol educational meetings and CHAMPS/Life Skills meetings.
- Student-Athlete Advisory Committee meetings.
- Competition-related meals, team banquets.
- Fund raising activities or public relations/promotional activities and community service projects.
- Training Room activities (e.g., treatment, taping) rehabilitation activities and medical examinations.
- Academic meetings, study hall or tutoring sessions.
- Travel to and from practice and competition, provided no countable activities occur (e.g., film review).
- Medical examinations or treatments.
- Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).
- Individual consultation with coaches initiated voluntarily by student-athlete, provided coach and student-athlete do not engage in athletically related activities.
- Recruiting activities (e.g., student-host).
- Use of athletics facilities by student-athlete, provided activities are not supervised by institutional staff members.

Outside the playing season (during the academic year), student-athletes are limited to not more than eight hours per week of certain countable athletically related activities. Those activities are shown below:
### Permissible Countable Athletically Related Activities During the Out-of-Season Period

<table>
<thead>
<tr>
<th>Permissible Countable Athletically Related Activities During the Out-of-Season Period</th>
<th>Non-Permissible Activities During the Out-of-Season Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required weight training and conditioning activities supervised by an athletics department staff member.</td>
<td>Conditioning drills may not simulate offensive or defensive alignments.</td>
</tr>
<tr>
<td><strong>In sports other than football/baseball</strong>, participation in up to 2 hours per week of skill-related instruction (voluntary or required), provided not more than 4 student-athletes from the same team are involved if it occurs prior to September 15th and after April 15th.</td>
<td>No equipment related to the sport may be used during conditioning activities.</td>
</tr>
</tbody>
</table>

### Permissible Countable Athletically Related Activities During the Out-of-Season Period

<table>
<thead>
<tr>
<th>Permissible Countable Athletically Related Activities During the Out-of-Season Period</th>
<th>Non-Permissible Activities During the Out-of-Season Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In football</strong>, participation (voluntary or required) in up to 2 hours per week of watching and reviewing film.</td>
<td>No participation in any other countable athletically related activity that may have been permissible during the in-season period.</td>
</tr>
<tr>
<td><strong>In baseball</strong>, participation (voluntary or required) in up to 2 hours per week, with not more than 4 student-athletes in any one facility at one time, prior to Sept. 15th to one week prior to exams, from opening day of classes in the second semester to Jan. 15th</td>
<td>No required participation in any countable athletically related activities during any institutional vacation period (e.g., Christmas break, summer) that occur outside the declared playing and practice season (i.e., in-season).</td>
</tr>
<tr>
<td>Any voluntary athletically related activity in which the student-athlete chooses to participate (does not count in the 8 hours) (e.g., initiated by the student-athlete, no attendance taken, no coach present).</td>
<td></td>
</tr>
<tr>
<td>Participation in a physical fitness class conducted by a member of the athletics department staff.</td>
<td></td>
</tr>
</tbody>
</table>

### IMPERMISSIBLE EXTRA BENEFITS

You may not receive any award or expense allowance that is not authorized by the NCAA. If you accept illegal benefits or awards, you may lose your eligibility, your scholarship and the right to compete in intercollegiate athletics. Most student-athletes think of illegal benefits in terms of accepting gifts or money. While certainly that is one form of an illegal extra benefit, you also cannot:

- Receive any material benefits that are not available to the general student body;
- Receive more than the allotted number of complimentary game admissions;
- Sell complimentary game admissions at any price;
- Endanger your amateur status by accepting benefits and items noted in the Athletic Eligibility Requirements section of this Handbook;
- Accept improper awards for your athletic performance (e.g., cash, country club memberships, etc.) or have the maximum value or number of awards exceed NCAA limitations (see the Recognition section of this Handbook for additional information regarding allowable awards and other expenses that are permitted for recognition of your athletic talent);
• Receive professional sport tickets, unless the tickets are provided for team entertainment purposes when your team travels to an away competition;
• Be reimbursed for transportation to away events except in accordance with NCAA guidelines which permit the institution to transport you from home or the campus to the event site and from the event site to the campus (see the Recognition section of this Handbook for additional information regarding allowable expenses to bowls and championships); or

You may not accept special discounts on purchases or services or accept special payment arrangements on any purchases that may be offered to you because you are a student-athlete. You must not accept preferential treatment of any kind that is not provided to all students. Be very careful of "free" or "special" benefits that someone wishes to give you. If you are in doubt of any "special favors," check with the Athletics Compliance Office or your Head Coach. Again, accepting illegal benefits is a serious violation of NCAA rules. Regardless of the circumstances or motives, you will be held accountable. REMEMBER: If there is any doubt about the permissibility of any benefit, it is much better to check with the Athletics Compliance Office or your Head Coach.

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**HOSTING A PROSPECTIVE STUDENT-ATHLETE**

When a prospective student-athlete (PSA) visits UCF, you may be asked to serve as a host:

• You will receive $30 for each day you host a prospective student-athlete
• If you entertain more than one PSA, you may receive an additional $15 for each
• This money covers all actual costs of entertaining the prospect, excluding the cost of meals and admission to campus athletics events
• The money may not be given directly to the PSA or used to buy souvenirs or memorabilia
• As a student host, you must abide by the following rules:
  o No use of alcohol or drugs.
  o No use of sex as a recruiting device.
  o No activity that violates criminal law.
  o No gambling/gaming activities.
  o No use of strippers, gentlemen’s club, escort services or an equivalent.
  o No return to lodging after the curfew, if applicable.
  o No activities or events at any location that may cause a perception of impropriety.
  o Do not engage, or allow the prospect to engage in any activity that would bring harm to you, the prospect or the reputation of the University of Central Florida and/or the Athletics Program.

Student-athletes involved in violations of these rules will automatically be suspended from competition until the Director of Athletics or his designee reviews the incident. UCF prospects in violation of these standards may be denied admission to UCF. It should be clear that UCF will not tolerate inappropriate recruiting activities. Violations may result in loss of athletics aid and participation opportunities.

*Your actions should reflect positively on the athletics department, UCF, and yourself!*
COMPLIMENTARY ADMISSIONS AND TICKET BENEFITS

As a student-athlete, you are eligible to receive up to four complimentary admissions to your sport’s home and away contests.

- Your family and friends will sign in on a pass list;
- They MUST provide a form of identification to be admitted; and
- Tickets may not be auctioned off for profit and/or in fundraising activities.

STUDENT-ATHLETE EMPLOYMENT

A student-athlete may be employed on- or off-campus if the required paperwork from the Athletics Compliance Office is completed by the employer and approved by the Athletics Compliance Office. **Your employment must be approved by the Athletics Compliance Office before you start working!**

You may be employed if:
- Your pay rate is not due to your affiliation with UCF or your athletics ability;
- You are paid for work you actually perform; and
- You are paid the going rate for the job,

Please contact the Athletics Compliance Office if you have any questions regarding employment.

FINANCIAL ASSISTANCE

According to NCAA regulations, athletic grants-in-aid are limited to educational expenses including tuition, fees, room, board, and required course related books. All athletic teams are limited to a specific number of **renewable grants-in-aid (scholarships)** in accordance with UCFAA and NCAA regulations.

In compliance with NCAA regulations, the Office of Student Financial Assistance (OSFA) must notify a student-athlete as to the renewal, non-renewal, or reduction status of his/her award on or before July 1, proceeding the upcoming academic year. Student-athletes who receive a notification of a cancellation or reduction in scholarship have the opportunity to appeal that decision. Appeal opportunities are outlined in a letter from the OSFA.

**Athletics aid may be reduced or cancelled during the term of the award if:**
- You become ineligible for intercollegiate competition.
- If subsequent financial aid is awarded that causes you to exceed NCAA maximums.
- You provide false information on your application, letter of intent or financial aid agreement.
- You engage in misconduct that brings disciplinary action from this institution.
- You voluntarily withdraw from the sport at any time for personal reasons.
- You have any involvement in gambling or illicit drugs that may result in team suspension.
*Please note that this list is not all inclusive and that it is subject to change*

**Athletics Aid MUST BE REDUCED OR CANCELLED if:**

- You sign a professional sports contract for your respective sport before you have exhausted eligibility.
- You accept money for playing in an athletics contest.
- You agree orally or in writing to be represented by an agent or accept any benefit from an agent before you have exhausted eligibility.
- You receive other countable aid that causes you to exceed your individual financial aid limit.

**ATHLETIC GRANT-IN-AID DISBURSEMENTS**

**Off-Campus Housing**
If you are a scholarship student-athlete, you must receive the permission from your Head Coach to live off campus. The room allowance you receive will be in compliance with NCAA financial aid rules and regulations.

**Off-Campus Food Service**
NCAA regulations allow a student-athlete's athletic scholarship to include board (meals). If you desire to eat off-campus, you may receive an allowance approved by your head coach not to exceed the allowable limit in compliance with NCAA Financial Aid Rules and Regulations.

Student-athletes who are allocated an off-campus and/or board award will receive an award disbursement from the OSFA two times during the semester. The first disbursement will be issued after the conclusion of the first week of school and the subsequent disbursement will be of equal amount and issued mid-semester in both the fall and spring.

**Points to Remember**
- Receipt of grant-in-aid award disbursements may be delayed for the following reasons:
  - Failure to pay back an institutional loan.
  - Parking ticket holds.
  - Any form of registration/health center hold.
  - Failure to return UCFAA issued textbooks at the appointed time each semester.
- All student-athletes are **required** to fill out the FAFSA form. A student may be approved to receive the Federal Pell Grant, university academic awards, need-based grants, or other scholarships and loans. The Pell Grant is awarded based on the family’s financial background.

**UNIVERSITY CHARGES NOT PAID BY THE ATHLETIC DEPARTMENT**

The expenses listed below are not covered by your scholarship and you must pay them on your own. Please note that this is not an exhaustive list:

- International taxes (if applicable)
- Long distance phone calls made from your residence hall or any location
- Cost of treatment for non-athletically related injuries
- Repeat course surcharges
- Tuition fees for classes dropped without approval
- Library fines and parking fines
• Fines for damage to University property, including the Residence Halls
• Key deposits or replacement of lost Residence Hall key
• Replacement fee for lost identification card
• School supplies, pens, notebooks, paper, calculators, etc. (see NCAA Special Assistance Fund)
• Class fees/supplies for elective courses (i.e., horseback riding/scuba diving)

**NCAA SPECIAL ASSISTANCE FUND**

The NCAA Special Assistance Fund provides financial assistance to students who have additional financial need. These needs may include clothing, supplies, and emergency travel for death or illness of a family member, dental and/or vision problems, etc. Each request is approved by the Student Services Office based on eligibility for the Pell Grant. It is extremely important that all student-athletes complete the FAFSA application as early as possible during the academic year because the Special Assistance Fund is a limited fund and is awarded on a first-come, first-served basis. Your financial need (as determined by the FAFSA) is what determines your eligibility for the Special Assistance Fund.

**5TH YEAR AID**

The undergraduate degree program is designed to be completed within a four-year period. You should plan to complete your degree work within that timeframe. For some student-athletes, athletic eligibility may extend beyond four years. The Athletics Department expects those student-athletes to complete their degree requirements by the expiration date of their athletic eligibility. If for some reason you are unable to complete your degree requirements within the allotted timeframe, you should consult with your Head Coach and Athletic Academic Advisor to request the Athletics Department to grant you post eligibility aid.

**OTHER FINANCIAL AID AWARDS**

As a member of an athletic team at the University of Central Florida, all financial assistance other than money from a parent or guardian must be reported to the UCF Athletics Compliance Office to insure that the student-athlete and the teams’ eligibility will not be jeopardized. Other financial assistance includes grants, scholarships, loans, and monetary gifts.

Examples of outside and institutional financial aid include:
• National Merit Scholarship
• Alumni Association
• High School Booster Club
• UCF Grant Program

Failure to notify the Athletics Compliance Office of outside or other institutional financial aid could result in a hold on your account, which will render you unable to register for classes or receive your diploma upon graduation. Also, if you receive the outside financial aid without the Athletics Compliance Office approval, you may have to repay the amount received.

**ATHLETIC GRANTS-IN-AID RENEWALS / GRIEVANCE PROCEDURES**

NCAA rules allow for the reduction or cancellation of financial aid if a student-athlete becomes ineligible for athletics participation. In addition, the coaching staff is allowed to use their discretion in these
decisions. Coaches must document all reasons for a change in a grant and discussions with the student-athlete should be on-going as to the possibility of a reduction or cancellation or aid.

Students who would like to appeal a decision regarding a reduction or cancellation of their Grant-in-Aid should:

- Contact the Director of Student Financial Assistance in writing to inform UCF that you are appealing the Department of Athletics recommendation to reduce or cancel your athletic scholarship. This contact should include your letter of appeal. The letter sent from the Office of Student Financial Assistance will include the procedures governing the appeal process.
- The Director of Student Financial Assistance must receive your letter and appeal information within 10 business days of being notified of your reduction or cancellation of athletic aid.
- Upon contacting the Director of Student Financial Assistance, the procedures governing the hearing/appeal may be reviewed and your options and obligations surrounding the hearing/appeal may be explained (remember that this information is included in your reduction/cancellation letter). The UCF Scholarship Committee will review your appeal and render the decision regarding the Athletic Department's recommendation to reduce or cancel your athletic scholarship award.

**UCFAA STUDENT-ATHLETE GRIEVANCE PROCEDURES**

If a student-athlete's grievance is not adequately addressed in the UCF Golden Rule Grievance Procedure or UCF Discrimination Policy, the following UCFAA Student-Athlete Grievance Procedure will be used.

- The student-athlete presents the grievance in writing to his or her head coach for resolution. The letter to the head coach needs to clearly articulate the grievance the student-athlete has with the UCFAA staff member.
- The head coach resolves the grievance and informs his or her sport oversight administrator of the issue and the proposed resolution. The head coach must respond to the grievance within three working days of receiving the written grievance from the student-athlete. The coach documents the proposed resolution in writing and submits it to the sport oversight administrator and the student-athlete.
- If the grievance is not resolved to the satisfaction of the student-athlete, the student athlete can request that the issue be formally reviewed and addressed by the UCFAA Grievance Committee. The committee consists of the head coach, the sport oversight administrator, and a student-athlete. The griever must provide his or her request to the committee in writing within three working days of receiving the written response from the head coach.
- The UCFAA Grievance Committee reviews the issues and recommends a resolution to the Director of Athletics within three days of receiving the request from the student-athlete. The Director of Athletics informs the student-athlete of the decision in writing within three working days of receiving the recommendation from the UCFAA Grievance Committee.
- If the student-athlete is not satisfied with the Director of Athletics' decision, he or she may appeal within three working days to the Faculty Athletics Representative. The Faculty Athletics Representative reviews the written facts of the case and may ask to meet with the UCFAA Grievance Committee. The Faculty Athletics Representative makes a final decision and communicates it to all parties within three days of reviewing the information and facts or within three days of conducting the meeting.
- After the Faculty Athletics Representative gives the student-athlete an oral decision, he or she will confirm the decision in writing no more than five days later.

* If the grievance/complaint is not settled satisfactorily, a written grievance should be submitted to the
Director of Athletics, at which time a meeting will be called by the Director of Athletics to consider the grievance. The members of the grievance committee will consist of the Athletics Committee and the president of the Student-Athlete Advisory Committee. The student-athlete and the party charged will be allowed to speak to the group.

* The grievance committee will recommend a decision to the Director of Athletics. If the grievance/complaint is not settled satisfactorily, a grievance should be registered with the university Student Grievance Panel or the university General Counsel according to the procedure outlined in the University of Central Florida Handbook, The Golden Rule, Student Grievance Procedure, at http://www.goldenrule.sdes.ucf.edu
Medical Responsibilities
Participation in athletics at UCF is contingent on medical approval and clearance by the UCFAA, Inc. Team Physician(s) and Athletic Training Staff. In addition, the following obligations are conditions for participation:

- Student-athletes are required to show evidence of proper medical insurance and complete a medical history, which is kept on file.
- Student-athletes are required to communicate all necessary health prescriptions as requested by the medical personnel.
- Student-athletes are required (within a reasonable realm) to take responsibility for their physical and mental health. This includes a review of personal practices as well as requesting medical assistance when he/she deems necessary.

MISSION STATEMENT
TO PROTECT AND SUPPORT THE SAFETY, HEALTH AND WELL-BEING OF OUR STUDENT-ATHLETES BY PROVIDING AND COORDINATING A COMPREHENSIVE ARRAY OF PROFESSIONAL HEALTH CARE SERVICES.

ATHLETIC TRAINING ROOM POLICY AND PROCEDURES
In order to ensure proper and precise medical care and treatment, the following guidelines must be followed at all times:

- Use of the athletic training room is strictly for student-athletes involved in the UCFAA, Inc. intercollegiate athletics program.
- Student-athletes are not permitted in the athletic training room without proper supervision.
- Student-athletes must report to the athletic training room for taping, treatment, and rehabilitation in proper attire (i.e. shorts, sweats, t-shirts, sports bras, etc.).
- Unnecessary clothing and equipment (i.e. cleats, helmets, shoulder pads, gloves, balls, etc.) should not be brought into the athletic training room. These items should be left in the hall or in their locker.
- Transportation devices (i.e. skateboards, scooters, etc.) should not be brought into the athletic training room. These items should be left in the hall or in their locker.
- Food and drinks are not permitted in the treatment and rehabilitation areas of the athletic training room.
- Shoes are not allowed on the treatment tables.
- Abusive and/or foul language, horseplay, loud talking, and/or loitering are not allowed in the athletic training room.
- All student-athletes must shower w/ soap before receiving treatments and/or aquatic therapy.
- No supplies are to be taken from the athletic training room without the permission of a staff athletic trainer. All equipment is to be signed-out before being removed.
- Student-athletes are not to operate equipment and/or perform “self-treatments”.
- Student-athletes are not permitted to use athletic training room phones, fax machines, copy machines, and/or computers under any circumstances.
- Student-athletes are not permitted into the conference room unless accompanied by a staff member.
- No cell phones in the athletic training rooms.
• Student-athletes are not allowed to change the TV channels without the permission of a staff athletic trainer.
• All student-athletes are expected to strictly adhere to the rules and regulations at all times. Failure to comply with the rules and regulations may result in disciplinary sanctions and dismissal from the athletic training room.

MEDICAL CARE / INSURANCE PROCEDURES FOR THE STUDENT-ATHLETE

Injury Treatment Procedures:
• Student-athletes are to report ALL injuries AND illnesses, no matter how minor, to their certified athletic trainer.
• All injuries seen by an athletic trainer will be evaluated and the status of the injury will be reported to the coaching staff as soon as possible.
• All referrals for a student-athlete to see a team physician and/or other medical consultant must be made by a member of the UCFAA, Inc. Athletic Training Staff.
• Any certified intercollegiate athletics participant who receives an injury during and as a result of an approved practice, contest, or related travel must IMMEDIATELY report the injury/illness to a UCFAA, Inc. certified athletic trainer in order to activate insurance coverage. Costs pertaining to an injury not reported in a timely manner will be the responsibility of the student-athlete and/or his/her parent(s) / guardian(s).
• If a student-athlete decides to see a physician / medical consultant, and/or undergo a diagnostic test without prior authorization / referral, the student-athlete and/or the student-athletes’ parent(s) / guardian(s) will be financially responsible for any and all medical bills incurred.
• Questions, suggestions, and/or complaints regarding a student-athlete’s injury, evaluation, treatment, and/or rehabilitation should be addressed directly to the certified athletic trainer assigned to his/her sport and/or the Director of Sports Medicine.

After Hours Injury / Illness Care:
Student-athletes needing injury / illness care after normal working hours should proceed to the UCF Student Health Services (Monday-Friday until 6:00pm; Saturday until 2:00pm) or the emergency room at Winter Park Memorial Hospital. The student-athlete and/or coach should make an effort to contact their certified athletic trainer as soon as possible.

Insurance Coverage of Student-Athletes:
ALL UCFAA, Inc. STUDENT-ATHLETES MUST BE COVERED BY A MAJOR MEDICAL INDIVIDUAL HEALTH INSURANCE POLICY BEFORE PARTICIPATING IN ANY PRACTICE, GAME, AND/OR COMPETITION, INCLUDING CONDITIONING SESSIONS. The student-athletes’ insurance must cover athletics related injuries and/or illnesses, and shall be considered the PRIMARY insurance coverage for all injuries/illnesses. The student-athlete must complete a Health Insurance Information / Authorization Form and supply a photocopy (front & back) of a current health insurance card on a yearly basis.

The UCFAA, Inc. provides a medical and catastrophic insurance program for its student-athletes. THIS POLICY, HOWEVER IS SECONDARY TO, OR IN EXCESS OF, PERSONAL FAMILY MEDICAL INSURANCE COVERAGE, and covers only injuries / illnesses / accidents resulting from the direct participation in the intercollegiate athletics program during the dates of the primary competitive season and designated off-season as approved by the Director of Athletics according to NCAA regulations. UCFAA, Inc.’s medical and catastrophic insurance program will pay for the excess of the “necessary” medical treatment up to the “usual” and “customary” charges for such expenses.
incurred within 104 weeks from the date of the injury / illness / accident. The first expense must be incurred within sixty calendar days of the date of the injury / accident. Given the fact that every individual’s health insurance policy is different, it is the student-athletes and his/her parent(s) / guardian(s) responsibility to understand the conditions that apply to their policy.

**Insurance Policy Changes and Insurance Company Requests:**
The UCFAA, Inc. Sports Medicine Department must receive any changes to a health insurance policy as soon as they occur. If proper notification is not received, the UCFAA, Inc. will not be responsible for any delays in payment, collections notices, credit reports, etc. that occur. **If a cancellation of a policy occurs without proper notification, all bills incurred during that period will be the responsibility of the student-athlete and/or his/her parent(s) / guardian(s).**

It is the student-athletes and his/her parent(s) / guardian(s) responsibility to understand the conditions that apply to their policy and comply with any requests for information, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests will be the responsibility of the student-athlete and/or his/her parent(s) / guardian(s).

In the event that a student-athlete should receive a bill / statement for an injury / illness that occurred as a direct result of participation in intercollegiate athletics at UCF, the student-athlete must submit the bill / statement to his/her certified athletic trainer within **20 business days** of receipt. **Bills received after 20 business days will be the responsibility of the student-athlete and/or the student-athlete’s parent(s) / guardian(s).** Student-athletes should submit all correspondence to:

UCF Athletics Association, Inc. Sports Medicine Department  
Attn: Insurance Coordinator  
4000 Central Florida Blvd.  
Building 77, Room 102  
Orlando, FL 32816  
(407) 823-0095  
Fax- (407) 823-6744

**Pre-Participation Physical Examination Policy Statement:**
The UCFAA, Inc., requires all student-athletes to complete a pre-participation physical examination administered by a UCFAA, Inc. Team Physician and/or his/her designee before that student-athlete is issued equipment and/or permitted to attend any practice, strength and conditioning sessions, and/or compete in any intercollegiate athletic events. Upon successful completion of the aforementioned pre-participation physical examination process, the student-athlete will receive approval / certification from the UCFAA, Inc., to be issued equipment, and to participate in practice, strength and conditioning sessions, and/or competition. This procedure must be completed on an **ANNUAL** basis by a UCFAA, Inc. Team Physician and/or his/her designee. No member of the UCFAA, Inc. will permit a student-athlete to participate, nor will they provide insurance coverage to any student-athlete who has not completed the pre-participation physical examination procedure.

**SUBSTANCE ABUSE TESTING POLICIES AND PROCEDURES**
The UCFAA, Inc. is committed to the physical and mental health and well-being of its student-athletes. The UCFAA, Inc. recognizes that the use of certain drugs, legal or illegal, is not in the best interests of the student athlete or of the UCFAA, Inc. In an effort to combat the use of illicit drugs, UCFAA, Inc. has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student-athletes.

**Purpose:**
The purpose of the UCFAA, Inc. Substance Abuse Education and Testing Program is multifaceted. The program focuses on the following objectives:
• Deterring the use of drugs and alcohol;
• Identifying substance-abuse users;
• Providing rehabilitation and educational services;
• Promoting the role of UCF student-athletes as representatives of the University and positive role models for the youth in the community;
• Counseling student-athletes who do not adhere to the requirements of the program.

**Program Compliance / Eligibility:**
To maintain eligibility as a student-athlete within the UCFAA, Inc., including receiving athletics grant-in-aid after exhaustion of his/her eligibility, a student-athlete must comply with the terms of this program that encompasses substance-abuse education, screening, and counseling. By signing the UCFAA Inc. *Substance Abuse Testing Acknowledgement*, the student-athlete agrees to submit to any and all tests ordered by the UCFAA, Inc. in order to detect unauthorized substance use. Completion of this document is required of all student-athletes as a part of their annual pre-participation physical examination.

**What are Being Tested For / Banned Substances:**
The UCFAA, Inc. utilizes the most current NCAA List of Banned Drug Classes (*included under NCAA Bylaw 31.2.3*) for its substance abuse testing program. This list may be obtained through:

- A member of the UCFAA, Inc. Sports Medicine Department;
- A member of the UCFAA, Inc. Strength and Conditioning Department;
- A member of the UCFAA, Inc. Compliance Office; or
- [www.NCAA.org](http://www.NCAA.org)

No substance belonging to the prohibited classes may be used, regardless of whether it is specifically listed as an example. In addition, the NCAA banned substances list is not a complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. The student-athlete holds the sole responsibility for what it is they are ingesting. Note: The NCAA will not consider cases of “claimed” unknown ingredients within a supplement, and the consequences including loss of eligibility will be upheld.

**Selection / Frequency:**
All UCFAA, Inc. student-athletes, student managers, and athletic training students are subject to substance abuse testing. Selection for the testing will occur randomly by AEGIS Laboratories (AEGIS) throughout a student-athlete’s association with the UCFAA, Inc. The Director of Athletics, and/or his designee will determine the date, time, and site for testing. UCFAA, Inc. will conduct random testing at the Athletic Director and/or his designee, up to a maximum of once every 24 hours. All student-athletes, student managers, and athletic training students are eligible for each test.

**Sanctions for Positive Test Results:**
There are three ways in which a student-athlete can test positive under this program:

- Any legal conviction of a student-athlete for underage possession of alcohol, DUI, public intoxication, and/or the purchase or possession of banned substances;
- Any on-campus conviction of a student-athlete for violating the University of Central Florida's Drug and Alcohol Policy ([http://aod.sdes.ucf.edu/drugfreestatement](http://aod.sdes.ucf.edu/drugfreestatement)). The UCFAA, Inc. has requested that the University notify the Director of Athletics and/or his/her designee of any such infractions; and/or
- The presence of one or more of the banned substances in the student-athletes urine during any UCFAA, Inc. and/or NCAA substance abuse test, as confirmed through the collection testing methods outlined above.
A positive test result does not include detection of a banned substance where the banned substance use or presence is part of, or the result of, documented medical treatment prescribed and supervised by a qualified physician.

Students who test positive for any such banned substance will be subject to disciplinary action including confidential meetings with the Director of Athletics, suspension, counseling, and ultimately dismissal from the UCF Athletics Program.

**Zero Tolerance:**
- Upon a third positive test result, the student-athlete will be immediately dismissed from the UCFAA, Inc. Athletics Program.
  - All existing athletics financial aid will be terminated.
  - Further sanctions by the University of Central Florida may be imposed, including but not limited to suspension or expulsion.

**POLICY STATEMENT ON THE USE OF ALCOHOL**

It is the policy of the University of Central Florida, UCFAA, Inc. and, the UCF Board of Trustees to provide for a drug and alcohol free workplace and learning environment for students and employees. All student-athletes must abide by the State of Florida criminal laws regarding alcohol use and possession. The illegal or irresponsible use of alcohol is against the University’s drug and alcohol policy \((\text{contained in the “UCF Golden Rule”})\). The consumption of alcohol by student-athletes, or being under the influence of alcohol, is prohibited at any UCFAA, Inc. sanctioned activity, including but not limited to practices and competitions, strength and conditioning sessions, meetings and film sessions, traveling to or from a site of practice or competition, and participating in UCFAA sanctioned camp / clinic activities, among others. If a student-athlete is involved in an alcohol related violation that does not carry legal implications, sanctions will be at the discretion of the head coach, director of athletics and/or other University administrator. If a student-athlete is involved in an alcohol violation that does carry legal implications, sanctions will be consistent with a violation of the UCFAA, Inc. Substance Abuse Policy.

It is to be noted that the University of Central Florida does not condone the use and/or abuse of alcohol in any form, nor does it condone operating a motor vehicle while under the influence of alcohol. Research has shown the alcohol acts as a central nervous system depressant and a diuretic. Research has also shown that alcohol can lead to dehydration, decreased motor awareness, and kidney and liver dysfunction. The University of Central Florida, its agents, servants, trustees, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use and/or abuse of alcohol in any form.

**Campus Alcoholic Beverages Policy**

**POLICY:**
- The sale, service, possession, and consumption of alcoholic beverages shall comply with state and federal laws, city and county ordinances, and the licensing agreement with on-campus distributors which allows for the sale and service of alcoholic beverages. In addition, the University has formulated the following policies governing the sale, service, possession, and consumption of alcoholic beverages on campus.

**GUIDELINES:**
The sale or service of alcoholic beverages to persons younger than 21 years of age is prohibited. Possession or consumption of alcoholic beverages is prohibited by persons younger than 21 years of age.

Possession or consumption of alcoholic beverages in open or unsealed containers is prohibited, except in designated areas or as approved with special events.

Individuals are responsible for their actions, regardless of whether or not their mental or physical state may be affected by mind-altering chemicals such as alcohol and other drugs.

Student organizations may develop more stringent regulations regarding alcohol use.

**LOCATION:**

- The sale of alcoholic beverages on the University campus may be permitted only in licensed areas by licensed on campus distributors.
- The sale or service of alcoholic beverages to individuals of legal age will be permitted at other select campus locations for catered functions by properly authorized distributors.
- The serving, possession or consumption of alcohol by individuals of legal age may be permitted in private residential rooms in the residence halls and other on-campus housing, unless otherwise prohibited by the governing organization.
- Consumption of alcoholic beverages in public or common areas within on-campus residential units shall follow guidelines provided by their governing organization.

**ATHLETIC TRAINING FACILITIES**

**Wayne Densch Sports Center (Bldg. 77) Athletic Training Room (Room 102)**
Phone - (407) 823-0963/0585/2103/2030
Fax - (407) 823-6744
Sports served – Football, Women’s T&F, Women’s Golf, Rowing

**UCF Convocation Athletic Training Room (Room 105)**
Phone - (407) 823-0130 / 5302
Fax - (407) 823-6347
Sports served – Men’s and Women’s Basketball; Volleyball; Women’s Soccer; Men’s Golf; Spirit

**Baseball Athletic Training Room**
Phone - (407) 823-4303
Fax - (407) 823-4296
Sports served – Baseball; Men’s Soccer

**UCF Softball Complex Athletic Training Room**
Phone - (407) 823-0031
Fax - (407) 823-0579
Sports served – Softball; Cross-Country

**On-site Physician Services** - *As required*
Monday – Thursday (Fall & Spring; as needed throughout summer)

*Student-athletes wishing to see one of the on-site physicians **MUST** make an appointment through their certified athletic trainer.*
WEIGHT ROOM POLICIES

- No food, gum, tobacco, in weight room; water bottles must stay up front in cubby holes
- iPods or any type of earphones may only be worn on cardio equipment
- Shirt and shoes must be worn at all times
- No headgear (hats, scarves, headbands, etc.)
- No sleeveless shirts or shirts with school logos other than UCF are allowed
- No jewelry that interferes with the completion of a workout allowed
- Return all weights to their proper place on the racks when you are not using them
- No spandex shorts or tights. They may be worn, but with shorts over the top
- Athletes have one semester to work out after graduation (i.e. Summer to Fall)
- Please wipe your shoes off before entering the weight room.
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UCF