

COLORADO *ATHLETICS*



2025-2026 **STUDENT-ATHLETE** **HANDBOOK**

COLORADO
ATHLETICS

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Colorado Creed

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

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

Respect the rights of others and
accept their differences.

Contribute to the greater good of
this community.

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

CU Athletics Core Values

The Athletics Department personnel are and will be exemplified by reflecting the following Core Values, including a sense of urgency (RAPID) in the achievement of the strategic plan.

- **Respect** – The willingness to honor and embrace the diverse perspectives and inherent worth of individuals through listening and empathy
- **Accountability** – Being responsible for agreed upon standards, decisions, actions, and results that impact CU Athletics
- **Passion** – Personal motivation, shared energy, and action for student-athlete and department success
- **Integrity** – To act in alignment with shared expectations in an honest and transparent manner
- **Dedication** – The commitment and perseverance to find the best ethical solutions and practices to achieve our vision and mission

CU Athletics Vision Statement

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

Herbst Academic Center Mission Statement

The Herbst Academic Center will be a premier academic support unit for student-athletes by providing an unparalleled level of service in an inclusive community, defined by ethical excellence in the areas of good academic standing, retention, and graduation rates.

Herbst Academic Center

Student-Athlete Support Services

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

Academic Coordinating

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

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

Academic Mentors

- Help facilitate the student-athlete's academic transition to college
- Promote the development of autonomous habits toward academic success
- Teach students about academic integrity and academic fraud
- Support in developing executive skills such as goal setting, time management, organization and prioritization
- Teach students how to create daily and weekly academic objectives
- Confirm class attendance through note checking
- Provide general academic guidance, not specific subject tutoring
- Hold students accountable through consistent supervision and communication
- Track deadlines, completed work, and course grades

Learning Specialists

- Provide overall support to the Mission of the Herbst Academic Center
- Provide input and assist with identifying, assessing, and evaluating academic at-risk student-athletes
- Provide academic support to students with educational impacting disabilities and deficiencies
- Provide assistance in securing and implementing accommodations that may be awarded through the CU Office of Disability Services
- Motivate students to fully engage in their academic life
- Promote the development of academic success

- Teach students about academic integrity and academic fraud
- Assist students in organizing their time and priorities
- Teach executive skills such as goal setting, time management, organization and prioritization using the curriculum in the Mentor Packet and other resources
- Teach students how to create daily and weekly academic objectives
- Confirm class attendance through note checking
- Provide general academic guidance, not specific subject tutoring
- Hold students accountable through consistent supervision and reporting
- Communicate regularly with Senior Learning Specialist and Academic Coordinators
- Provide training sessions and workshops for staff, tutors, and coaches who work with high academic risk and learning-disabled student-athletes
- Provide academic survival skills workshops and programs open to all student-athletes
- Meet with prospective student-athletes on recruiting visits

Missed Classes and Exams

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

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

Athletic Eligibility Monitoring

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

Tutoring

The Herbst Academic Center provides tutoring for all student-athletes at no cost. Tutors are available for most core subject areas. The Herbst Academic Center uses Teamworks, a web-based system, to manage and fulfill tutor requests. Students are instructed to consult with their academic coordinator to make tutor requests in the Teamworks system, then most appointments will be scheduled within 48 hours of the request. Students are notified via email and text of the scheduled appointment, and the appointment appears on the student's Teamworks calendar. Students are encouraged to check their Teamworks calendar daily after submitting a request to ensure they do not miss an appointment. Once an appointment is scheduled, it is the student's responsibility to attend the appointment or cancel within 24 hours of the scheduled session. Below are 6 guidelines to assist students with managing their tutoring appointments:

- A student must request to cancel a tutoring appointment at least 24 hours of the scheduled session. All cancellations should be sent via email to canceltutor@colorado.edu, and your Herbst Academic Coordinator should be copied on the email.

- Sunday and Monday tutoring appointments cannot be canceled over the weekend. All cancellation notices for appointments on these days must be received by 4:00 PM on Friday.
- No same-day tutor requests will be honored. Students must provide at least 48 hours' notice to request a tutor.
- Once a student submits a tutor request through their Academic Coordinator, it is the responsibility of the student to check Teamworks regularly and monitor their email frequently for notification of a scheduled appointment. If the need for a tutor changes, students should notify their Academic Coordinator so the request can be amended or deleted.
- Students should notify the Tutoring staff via email at tutoring@colorado.edu if a tutor does not show up or is late to a scheduled meeting.
- Students should not send or share documents or communicate with tutors via email, text, Google Drive, One Drive, social media, etc.

Tutor Coordinator Information:

Clarissa LaFlora

tutoring@colorado.edu

Dal Ward Athletics Center, Tutoring Center – 2nd Floor

Phone: 720-284-8142

PASS Program (Providing Academic Support for Student Success)

The mission of the PASS Program is to provide specialized academic support to student-athletes who have a learning disability, ADHD, academic challenges or other educational impacting conditions. Along with years of experience and expertise in learning strategies and teaching techniques, the Learning Specialists who staff PASS create an enriched and specialized learning environment in order for students to achieve academic success in their courses. The PASS Program helps to develop autonomy and increase confidence within student-athletes. PASS provides an individualized support system to meet each student's unique learning style and needs as they progress towards graduation.

Dal Ward Computer Lab/Study Hall Policies

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

- Computer Lab/Study Hall is reserved for CU student-athletes only.
- Computer Lab/Study Hall use is for academic work only.
- No cell phone usage in this area. Take calls out in the hall.
- Drinks with lids are permitted in all study spaces. No food allowed at any time in the Computer Lab or Silver Study Hall.
- Work saved in the Computer Lab may be erased at any time. Thus, it is essential to save documents to a memory stick or Google Drive.

Textbook Policy

Student-athletes who receive athletic aid are entitled to course related books as required by the course syllabus. The CU Bookstore is the primary provider for course related books. Undergraduate student-athletes are automatically enrolled in CU Book Access. Through this program, your course materials will be provided in a digital format on or before the first day of class via Canvas. CE and graduate student-athletes will need to work with their academic coordinator to order their books. If you received a physical copy of a text book and drop that class, the book(s) must be returned to the CU Bookstore ASAP. Dropped course textbooks must be returned before being allowed to pick up a second set of books for an added class.

It is an NCAA violation for a student-athlete to sell a book back prior to the end of the term or keep a book after the class has been dropped.

Course Supplies Policy

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

Academic Policies

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

University Honor Code

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

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

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

Registration Process

Student-athletes have priority registration. This privilege allows student-athletes to enroll in classes on the first day of the registration cycle each semester. This assists you in scheduling courses around your practice schedule and ensures that necessary courses are "open" for enrollment. The following guidelines are helpful when preparing for priority registration:

1. **Make a tentative plan.** Prior to meeting with your Academic Advisor, review your degree audit, make a list of questions or concerns, research which classes are available for you to take based on your team's practice time, and/or be prepared to discuss academic interests and goals. Access the Search for Classes page to see what courses are available. You can search by a specific GEN ED area and limit your searches to specific days/times to accommodate practice schedules.
2. **Schedule an appointment with your Academic Advisor.** You must see this individual prior to your registration date. Typically, you need to schedule an appointment at least two weeks in advance of priority registration. You will receive a registration planning, curriculum, advising plan, progress form, or summary of the appointment from your academic advisor electronically. Forward the plan, form, or other electronic documentation to your academic coordinator.

3. **Schedule an appointment with your Academic Coordinator in the Herbst Academic Center.** Meeting with your Academic Coordinator is necessary to ensure that you are completing University, Big 12 Conference, and NCAA progress requirements. After meeting with your Academic Advisor and Academic Coordinator, your “athletic advising hold” will be lifted.
4. **Take care of any registration holds.** Registration holds are placed on a student’s account when the University needs something from you in order to progress in your curriculum. These holds will prevent you from registering for classes and obtaining transcripts or your diploma. Registration holds are visible on Buff Portal by clicking on the “Alerts: Holds, To-Do Items” text box. Contact the office associated with the registration hold if you have any questions about how to resolve the hold.
5. **Enroll in classes on the first day of registration.** Priority registration provides student-athletes with the opportunity to register for courses one day prior to everyone else on campus. This benefit assists student-athletes in scheduling courses around athletic commitments and ensures that necessary courses are “open” for enrollment.

Academic Probation and Suspension

As of the academic year 2022-2023, campus-wide academic policy is in effect for all undergraduate degree-seeking students at the University of Colorado Boulder. All colleges and programs adhere to the academic standing policy below.

<https://www.colorado.edu/registrar/students/your-information-records/academic-standing>

<https://catalog.colorado.edu/undergraduate/academic-records/#academicstandingtext>

CU Grading System

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

Standard Grade Credit Points per Each Hour of Credit

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

Grade Symbols

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

IP in progress

P passing; under the pass/fail option, grades of D+, D, D- convert to a P

P+ passing; under the pass/fail option, grades of C- and above convert to a P+

NC no credit

W withdrawal or drop without discredit

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

Incomplete Grade (I)

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

Pass/Fail (P/F)

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

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

Classroom Etiquette

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

- **REGISTER YOUR iCLICKER AND PARTICIPATE IN CLASS** – If your clicker is not working correctly, notify your instructor immediately.
- **TURN IN ASSIGNMENTS BY THE ASSIGNED DUE DATE** - Assignments should be submitted on time, or early if possible. Communicate with your instructor if you are having trouble submitting an assignment by the due date.

Remote Class Etiquette

- **CONNECT TO THE CLASS A FEW MINUTES EARLY** - If you are late, you may not receive attendance credit. Arriving late disrupts the instructor and class.
- **CAMERA ON** – Keep the camera on during the entire class. Treat the class as if you were there in-person.
- **BE RESPECTFUL** - You should NEVER be lying down or "sleeping in class."
- **BE AWARE OF YOUR SURROUNDINGS** - Have a quiet, distraction-free background or use a virtual background. Make sure you have good lighting so others can see you. Avoid sitting in front of a brightly lit window or moving fan. Avoid sitting in the dark.
- **PUT YOURSELF ON MUTE UNLESS PROMPTED OTHERWISE** -This will help eliminate distractions from background noise.
- **USE HEADPHONES OR EARBUDS WITH A MICROPHONE**
- **BE THE STAR** - Work to be sitting upright and in frame of your screen. Your phone or computer should be pointed right at your face, not at the ceiling
- **DRESS APPROPRIATELY** - Your professor, classmates, presenters, coaches, and teammates can see you. Represent accordingly and treat every Zoom call as an opportunity to make a GREAT impression
- **BE THOUGHTFUL WHEN USING THE CHAT FEATURE** - Do not use chat feature to engage in side conversations or disrupt the class.
- **KEEP DISTRACTIONS TO A MINIMUM** - Mute your phone and pause any notifications from your device (i.e., “Do Not Disturb”).
- **PAY ATTENTION** - Be engaged, focused, and resist the urge to multitask. Treat class time as seriously as if you were physically present. Be prepared to respond if you are called on.

Temporary Medical Conditions: Injuries, Surgeries, or Illnesses

Temporary medical conditions (TMC) such as injuries, surgeries, concussions or other acute illnesses may not qualify as permanent disabling conditions covered under federal disability laws. However, the Center for Disability and Access+ (CDA) does aid students and provide guidance on working with a TMC while attending CU Boulder. They would be happy to meet with you to discuss further. If you would like to meet with a CDA Access Coordinator to discuss a TMC, please see the step-by-step guide below or reach out to a member of the Learning Services team for more information.

Working with CDA

- Are you already registered with CDA?

If, **Yes:** You will need to submit a [supplemental request](#) with documentation that confirms injury, surgery, etc.

- If sufficient information is provided in the supplemental request and supporting documentation, the CDA Access Coordinator may be able to process the TMC adjustments without a meeting.
- Otherwise, you should keep an eye out for an email. The CDA front office will reach out to ask for meeting availability if it is deemed that a meeting is necessary.

If, **No:** You will need to complete CDA [registration](#), be sure to check the “TMC” box, and upload supporting documentation.

- If timing aligns, you can have a drop in TMC meeting with a CDA representative during their HAC office hours, typically available twice a month.
 - Otherwise, you will need to keep an eye on your email to get scheduled for the next available TMC appointment with a CDA Access Coordinator. The CDA front office will reach out to set up a meeting.
- Next steps
 - Once you have completed the registration process, supplemental request, and/or TMC meeting, you can expect to receive a TMC letter by the end of the day. You and your instructors will receive the letter at the same time.
 - Once a TMC letter is received, you should touch base with all instructors (if you have not already done so) to come up with a plan to implement adjustments for each class.
 - To note: Adjustments are ultimately implemented at the instructors’ discretion (this is different from permanent accommodations for disabilities). Communication is key. If you need any advocacy support, you can reach out to your CDA Access Coordinator.

See below for additional support and recommendations.

Campus Resources

Outside of CDA there are numerous other confidential campus resources available to you, both while you are working through your TMC and afterwards:

CU Student Support Services and Case Management (<https://www.colorado.edu/studentaffairs/students-concern/student-support-and-case-management>)

CU Dean of Students <https://www.colorado.edu/studentaffairs/deanofstudents>

CU Wardenburg <https://www.colorado.edu/healthcenter/hours-and-contact>

CU Office of Victim Assistance (<http://cuvictimassistance.com/>)

CU Counseling and Psychological Services (<http://www.colorado.edu/counseling/home>)

CU Athletics Psychological Health and Performance (PHP)

Working with Your Instructors

Instructors are your most important allies. If you are able, letting them know ahead of time that you will be having surgery or missing time is an important step. Then once you have completed your TMC request through CDA, keep instructors informed of the difficulties you are facing and be proactive by suggesting possible solutions (e.g., making up missed work, the need for note takers, additional time or scribes for exams, getting to class on time, seating, extra space to store crutches). Also please remember decisions regarding your temporary needs are at the discretion of your instructor so your adjustments may look different course by course.

Attendance and Missed Assignments

Attendance is likely one area that will be most effected as you will likely find yourself missing course time. Consistently communicating with your instructors to work through these challenges will be very important to your continued success. For any missed assignments try to work proactively with your instructor and develop a plan and timeline that works well for both of you, without causing you to fall too far behind, see specific note on exams below.

Exams

Exams may present special challenge for those with a TMC. With advance notice, the strategies listed below might be acceptable alternatives to suggest to your instructor:

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

If your instructor is unable to accommodate you with additional time or a scribe for your exam please contact your CDA Access Coordinator.

Academic Calendar

Fall 2025

First Day of Classes	Aug. 21 (Thurs.)
Labor Day – No Classes (campus closed)	Sept. 1 (Mon.)
Midsemester Reading Day	Oct. 9 (Thurs.)
Fall Break - No Classes	Nov. 24-26 (Mon.-Wed.)
Thanksgiving – No Classes (campus closed)	Nov. 27-28 (Thurs.-Fri.)
Last Day of Classes	Dec. 5 (Fri.)
Reading Days – No Exams	Dec. 6-7 (Sat.-Sun.)
Final Exams	Dec. 8-12 (Mon.-Fri.)

Spring 2026

First Day of Classes	Jan. 8 (Thurs.)
Martin Luther King, Jr. Holiday – No Classes (campus closed)	Jan. 19 (Mon.)
Midsemester Reading Day	Feb. 26 (Thurs.)
Spring Break - No Classes	Mar. 16-20 (Mon.-Fri.)
Last Day of Classes	April 24 (Fri.)
Reading Days – No Exams	April 25-26 (Sat.-Sun.)
Final Exams	April 27-May 1 (Mon.-Fri.)
Spring Commencement	May 2 (Sat.)

Fall 2025 Common Final Exams

Course(s)	Exam Date	Exam Time
APPM 1235, 1340, 1350, 1360, 2340, 2350, 2360	Thursday, Dec. 11	7:30–10 a.m.
ARAB 1010	Wednesday, Dec. 10	10:30 a.m.–1 p.m.
ASEN 2401	Tuesday, Dec. 9	7:30–10 a.m.
ASEN 2502	Friday, Dec. 12	7:30–10 a.m.
BCOR 1030	Tuesday, Dec. 9	7:30–10 a.m.
CHEM 1021, 1113, 1133, 1400, 3311, 3331	Monday, Dec. 8	10:30 a.m.–1 p.m.
CHIN 1010, 2110, 3110	Wednesday, Dec. 10	10:30 a.m.–1 p.m.
EBIO 1210	Friday, Dec. 12	7:30–10 a.m.
FNCE 2010, 3030, 4040	Tuesday, Dec. 9	7:30–10 a.m.
FREN 1010, 1020, 1050, 2110, 2120	Wednesday, Dec. 10	10:30 a.m.–1 p.m.
GRMN 1010, 1020, 2010, 2020	Wednesday, Dec. 10	10:30 a.m.–1 p.m.
ITAL 1010, 1020, 1050, 2110, 2120	Wednesday, Dec. 10	10:30 a.m.–1 p.m.
JPNS 1010, 2110, 3110	Wednesday, Dec. 10	10:30 a.m.–1 p.m.
MATH 1112, 1212, 2300	Wednesday, Dec. 10	7:30–10 a.m.
MATH 1150, 1300, 2400, 2510	Monday, Dec. 8	7:30–10 a.m.
MCDB 1150	Friday, Dec. 12	7:30–10 a.m.
MCEN 4043	Monday, Dec. 8	7:30–10 a.m.
PHYS 1110, 1115, 1120, 2010	Tuesday, Dec. 9	10:30 a.m.–1 p.m.
RUSS 1010	Wednesday, Dec. 10	7:30–10 a.m.
SPAN 1010, 1020, 2110, 2120, 3000	Wednesday, Dec. 10	7:30–10 a.m.

Fall 2025 Final Exam Schedule

Classes Meeting MWF, M-F

Applies to classes that meet every weekday
(Monday through Friday) or on Mondays,
Wednesdays and/or Fridays

Class Start Time	Exam Date	Exam Time
8 or *8:30 a.m.	Monday, Dec. 8	7:30–10 p.m.
9:05 or *9:35 a.m.	Wednesday, Dec. 10	7:30–10 p.m.
10:10 or *10:40 a.m.	Friday, Dec. 12	10:30 a.m.–1 p.m.
11:15 a.m. or *11:45	Tuesday, Dec. 9	1:30–4 p.m.
12:20 or *12:50 p.m.	Monday, Dec. 8	4:30–7 p.m.
1:25 or *1:55 p.m.	Thursday, Dec. 11	1:30–4 p.m.
2:30 or *3 p.m.	Friday, Dec. 12	1:30–4 p.m.
3:35 or *4:05 p.m.	Wednesday, Dec. 10	4:30–7 p.m.
4:40 or *5:10 p.m.	Tuesday, Dec. 9	7:30–10 p.m.
Evening classes** (meet Mondays only or Mondays & Wednesdays)	Monday, Dec. 8	7:30–10 p.m.
Evening classes** (meet Wednesdays only)	Wednesday, Dec. 10	7:30–10 p.m.

*Standard meeting pattern start times for classes held on east campus (AERO, BIOT, CINC, SEEC, Williams Village).

**All classes beginning at 5:05 p.m. or later on MWF, or 5 p.m. and later on TTH are considered evening classes.

Explanation of Abbreviations Used for Days

M- Monday	TH- Thursday
T- Tuesday	F- Friday
W- Wednesday	

Classes Meeting TTH

Applies to classes that meet every Tuesday and/or Thursday

Class Start Time	Exam Date	Exam Time
8 or *8:30 a.m.	Thursday, Dec. 11	7:30–10 p.m.
9:30 or *10 a.m.	Monday, Dec. 8	1:30–4 p.m.
11 or *11:30 a.m.	Thursday, Dec. 11	10:30 a.m.–1 p.m.
12:30 or *1 p.m.	Tuesday, Dec. 9	4:30–7 p.m.
2 or *2:30 p.m.	Wednesday, Dec. 10	1:30–4 p.m.
3:30 or *4 p.m.	Thursday, Dec. 11	4:30–7 p.m.
Evening classes (meet Tuesdays only or Tuesdays & Thursdays)	Tuesday, Dec. 9	7:30–10 p.m.
Evening classes (meet Thursdays only)	Thursday, Dec. 11	7:30–10 p.m.

*Standard meeting pattern start times for classes held on east campus (AERO, BIOT, CINC, SEEC, Williams Village).

**All classes beginning at 5:05 p.m. or later on MWF, or 5 p.m. and later on TTH are considered evening classes.

Explanation of Abbreviations Used for Days

M- Monday

TH- Thursday

T- Tuesday

F- Friday

W- Wednesday

Academic & Athletic Eligibility

As an NCAA Division I student-athlete, you may exceed the academic requirements of the University's general student body.

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

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

NCAA Five-Year Rule

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

NCAA Full-Time Enrollment

Student-athletes must be enrolled in a minimum of **12 credit hours** at ALL TIMES during the fall and spring semesters. Waitlisted courses **do not** count towards these 12 credit hours.

- Student-athletes in the final semester of their degree, minor, or certificate program with a Grad Audit on file may be enrolled in only the classes needed to graduate.
- Student-athletes who have received an accommodation because of a documented education-impacting disability may also be enrolled in less than 12 credit hours.
- Grad students must be enrolled "full-time" as defined by their graduate program.
 - Grad students must pass at least 6 degree-applicable credit hours every semester, so a minimum of 6 credit hours is advised.

NCAA 6-Hour Rule

Student-athletes must pass at least 6 degree-applicable credit hours to be eligible to compete during the following semester.

- Student-athletes must pass at least 6 degree-applicable credit hours to be eligible to compete in postseason competition following that semester i.e. bowl game, conference tournament, national tournament, etc.

NCAA 9-Hour Rule; Football ONLY

Football student-athletes must successfully pass **9 degree-applicable credit hours** during the fall term or they will not be eligible to compete in the **first four** contests during the *next* academic year.

- Exception #1: They may regain eligibility to compete in the third and fourth contests of that season, provided they successfully complete **27 degree-applicable credit hours** before the beginning of the next fall term.

- Exception #2: **One time** during their five-year period of eligibility, they may regain eligibility to compete in the first four contests against outside competition in the following playing season, provided they successfully complete **27 degree-applicable credit hours** before the beginning of the next fall term.

NCAA 18-Hour Rule

During the academic year (Fall & Spring semesters only), a student-athlete must pass at least **18 credit hours** combined in order to compete the following applicable term; credit hours passed in summer **CANNOT** be used to satisfy this rule. Credit hours do not need to be degree applicable to satisfy this rule.

NCAA Progress-Toward-Degree Rules

By the beginning of a student-athlete's **second year** (3rd semester), they must have passed at least **24 credit hours**; credit hours passed in summer **CAN** be used to satisfy this rule. Student-athletes must declare a major by the beginning of their **third year** (5th semester) of collegiate enrollment. Check with your Herbst Academic Center coordinator to make sure you have properly declared a major.

By the beginning of a student-athlete's **third year** (5th semester) of collegiate enrollment, they must have **40%** [typically 48 credit hours] of their degree completed.

By the beginning of a student-athlete's **fourth year** (7th semester) of collegiate enrollment, they must have **60%** [typically 72 credit hours] of their degree completed.

By the beginning of a student-athlete's **fifth year** (9th semester) of collegiate enrollment, you must have **80%** [typically 96 credit hours] of their degree completed.

****Please note: you may need more credit hours to meet your required percentage. Student-athletes in an Engineering program will need additional credit hours; student-athletes in multiple majors may also need additional credit hours.***

NCAA GPA Rule

By the beginning of a student-athlete's **second year** (3rd semester) of collegiate enrollment, their cumulative GPA must be at least a 1.800.

By the beginning of a student-athlete's **third year** (5th semester) of collegiate enrollment, their cumulative GPA must be at least a 1.900.

By the beginning of a student-athlete's **fourth year** (7th semester) of collegiate enrollment and every subsequent semester after that, their cumulative GPA must be at least a 2.000.

GPA is certified on a **semester-by-semester basis**, based on the student-athlete's academic record in existence **at the beginning of the applicable semester**.

****Please note: you may need a higher cumulative GPA to remain in good academic standing with your college, school, or program; failing to meet your program's GPA requirement may place you on academic probation, suspension, or dismissal (see below).***

Academic Standing

To be eligible for competition, you must remain in good academic standing with the University. Academic standing is based upon a collective review of term GPA and cumulative CU GPA. Academic standing is processed in fall and spring terms based on all CU classes taken, including Continuing Education classes. A student is considered to be in good academic standing when their most recent cumulative CU GPA is 2.000 or higher. Furthermore, students are considered to generally be in good standing with the university if they are eligible to enroll or enrolled in classes in a given term. If students are placed on any of the following statuses, they would be ineligible to compete due to failing to meet NCAA Good Academic Standing: Academic Suspension, Conditionally Enrolled, or Academic Dismissal.

Schedule Changes

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

Hazing and Bullying

CU Boulder strictly prohibits any form of hazing or bullying. Both behaviors violate the Student Code of Conduct and are inconsistent with our values and expectations for student-athletes, coaches and staff.

Hazing

Hazing is defined as *“any action or situation that recklessly or intentionally endangers the health, safety, or welfare of an individual—or causes a risk of bodily injury—for the purpose of initiation, participation, admission into, or affiliation with any organization or group on campus.”*

This includes, but is not limited to, mental or physical abuse; forced consumption of food, alcohol, drugs or other substances; physical activity that risks health or safety; or activities intended to humiliate, embarrass, or degrade someone—even if the individual consents.

Bullying

Bullying refers to repeated, unwanted aggressive behavior—verbal, physical, or social—that creates a hostile or intimidating environment. Bullying is not tolerated and may be addressed under CU's Student Code of Conduct or Anti-Violence Policy.

If you experience or witness hazing or bullying:

- You can report to **Student Conduct & Conflict Resolution (SCCR)**. Anonymous reports are allowed, though more information may improve outcomes.
- **Office of Victim Assistance (OVA)** offers free, confidential support, advocacy, and trauma-informed counseling. Reporting through OVA does not initiate disciplinary action unless desired by the student.
- If there is an immediate threat, contact **CU Police** at 303-492-6666 or dial 911.

RealResponse

CU Athletics partners with RealResponse to provide our student-athletes with an anonymous reporting platform. Use RealResponse to anonymously share real-time feedback about your student-athlete experience. We care about you and want to know more about what's positively impacting you as well as concerns or issues that impact your health, safety, and well-being. RealResponse is a way for you to bring forth any concerns anonymously about compliance, academic integrity, gambling, drugs/alcohol, or other serious issues impacting you or your fellow student-athletes. While this isn't intended to replace conversations with your coaches or sport administrator, RealResponse provides an anonymous texting platform where student-athletes can safely and privately share feedback. Text SHARE to 66595 to begin a report.

Office of Compliance Services

NCAA, Big 12 Conference, and University of Colorado rules governing student-athletes can be extensive and complex. Listed below are parts of NCAA legislation that you need to understand. The Office of Compliance Services is here to educate student-athletes, parents and legal guardians, coaches, administrators, donors/boosters and friends of CU about the NCAA and Big 12 Conference rules & regulations. We are here to help prevent mistakes that could jeopardize your eligibility, financial aid or team success. Student-athletes are held accountable for knowing the rules as the NCAA does not accept ignorance as an excuse for violating any bylaw or procedure even if a violation occurs through an action of a friend, family member or associate of a student-athlete. Please be sure to always ask a member of your coaching staff if you have a question or problem and you can always reach out to Paul Pierce II, the Senior Associate Athletic Director for Compliance, for assistance:

Paul Pierce II
Senior Associate Athletic Director of Compliance
4th Floor Champions Center
paul.pierceii@colorado.edu
www.cubuffs.com/ComplianceCorner

Thank you for your attention to this section, and as always, please be sure to ask before you act!

Student-Athlete Name, Image and Likeness

- Name, Image & Likeness (“NIL”) rules allow student-athletes to earn compensation for using, or allowing others to use, their name, image and likeness without harming their

intercollegiate eligibility or athletics scholarship. NCAA rules in other areas (drug testing, academic eligibility) remain in place

- This is **not** “pay-for-play” where a student-athlete is simply receiving money because of their athletic ability – NIL opportunities are a job or an agreement in which value is exchanged between you and a noninstitutional third party
- Compensation cannot be contingent on specific athletic performance or achievement: athletic performance may *enhance* a student-athlete’s NIL value but it cannot be consideration for NIL compensation
- Importantly, you must engage in these activities as an individual, separate from your capacity as a CU student-athlete. This means that you cannot use CU trademarks in your NIL activities (like a social media post or a brand photoshoot) without securing a license first. Individual NIL activities do not supersede team rules and responsibilities
- In accordance with the guidance provided by the College Sports Commission, student-athletes are required to disclose any NIL activities valued over \$600 to the NIL Go platform. Student-Athletes do have the opportunity to take advantage of institutional NIL support and assistance like participating in the Buffs NIL Exchange and utilizing our tax and legal clinics. For questions pertaining to this process, please reach out to Abbey Shea, Assistant Athletic Director for NIL, at abbey.shea@colorado.edu.

Amateurism

All student-athletes are certified by the NCAA Eligibility Center as amateurs upon their initial collegiate enrollment at a DI or DII institution. It is your duty to maintain this amateurism status for the entirety of your career. If you follow the rules and regulations surrounding Name, Image, and Likeness activities, your amateurism will not be impacted. Additionally, the following amateur concepts must be followed:

- You cannot receive payment of any kind (cash, goods, services) ***because of*** your athletics participation or performance.
- In specific situations, some sports allow student-athletes to receive your “actual and necessary expenses” (transportation, lodging, meals, entry fee). Check with the Office of Compliance Services before accepting any expenses or prize money.
- Do not sign a contract, accept any extra benefits or preferential treatment from, or verbally agree to be represented now or in the future by someone who intends to secure professional athletic services on your behalf, also known as an Athlete Agent. Examples of extra benefits are listed in the *Extra Benefits* section below. Please communicate with your coach and/or the Office of Compliance Services before meeting with or talking to an Athlete Agent.

Eligibility

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

- Each year you must sign the NCAA “Student-Athlete Statement” and “Drug Testing Consent Form” **before** you practice or compete. This includes preseason practice.
- You must gain approval from the Office of Compliance Services and your coach before competing for an outside team or in an event (i.e., a tournament) outside of your activities as a CU student-athlete. Certain sports have limits on the number of student-athletes that can participate on an outside team or established calendar dates during which participation is allowed. Submit this form on TeamWorks before you compete to ensure that your eligibility is protected.

Employment

If you intend to work at any time during your college tenure, including work during summer or winter break, NCAA rules require paperwork to be completed in advance of your employment. “Employment” includes internships as well as work conducted in association with sports camps and clinics. Visit the Office of Compliance Services, email comply@colorado.edu or log in to TeamWorks to submit an Employment Form before starting your job. You must be paid only for work you perform at a rate commensurate with the “going rate” in that locality for similar services and experience. Be sure that your timesheet reflects the actual date/time/hours worked.

Extra Benefits

An extra benefit is any special arrangement by an institutional employee or representative of athletics (booster/donor) to provide you, your relatives or your friends with something that is **not** available to the student body or general public.

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

- A special discount, payment arrangement, or credit on purchases (e.g., airline ticket, clothing, nutritional supplements, tax prep consultation) or services (e.g., a tattoo, laundry, auto repair, attorney fees)
- Use of an automobile belonging to a coach, staff member, donor/booster, etc.
- Receipt of free or discount meals or services at a commercial establishment
- Benefits connected with off-campus housing (e.g., TVs, internet services, summer storage, used furniture given away free of charge by a donor/booster, etc.)
- Use of personal property of a department employee or booster (e.g., stereo, house sitting, use of a moped, etc.)

Impermissible extra benefits are different from NIL transactions because a student-athlete provides value (advertising, autographs, etc.) to *earn* the compensation given to them within a NIL activity.

Occasional Meals

It is permissible to receive an occasional meal from a donor/booster or Athletics Department employee on infrequent and special occasions. This individual may give you a ride from campus or your home and back for the meal. An Occasional Meal Request Form must be completed prior to accepting any invitation for a meal from a donor/booster.

Outside Trainers

When working out with a personal trainer, private coach or using a commercial facility, you must pay the going rate for all services you receive. All costs related to your training session must be included in the fees paid for this outside service; if a facility is not free to the public, make sure you pay to use this facility or that the cost is factored into the trainer's rate.

CU Athletics facilities are not open to the public. As such, any outside person or group must go through the official university and departmental processes to rent and use our facilities. Inviting an outside trainer into our facility for free, even if they are there working with you, is an extra benefit violation. Coaches and sport staff members cannot arrange or observe a student-athlete's workout conducted by an outside trainer (any individual who is not employed by CU Athletics).

Financial Aid

You may be withheld from competition if you receive financial aid in excess of the institutional cost of attendance (tuition, fees, room and board, books and other expenses related to attendance). If you receive an award that exceeds your cost of attendance, you will be required to pay back the impermissible amount of financial aid that was over awarded. Federal and State grants, institutional scholarships and grants, outside scholarships and grants, gifts, loans, and professional sports stipends must be included in the total cost of attendance. Any amount exceeding the total cost of attendance will be refunded or withheld from your financial aid except for Pell grants and some outside scholarships/grants. If you have any questions or concerns about your financial aid package, please email the Office of Financial Aid athleticsaid@colorado.edu or meet with Rob Sullivan in Regent Hall.

For student-athletes on an athletic scholarship that includes books, CU will pay the cost of required textbooks. The textbooks will be made available for pick-up at the beginning of each semester. Student-athletes on a full scholarship will also receive *required* supplies at the time of book pick-up. All other student-athletes are responsible for paying for their own supplies. Supplies are included in the total cost of attendance. Some student-athletes may qualify for financial assistance with needs that are not classified under cost of attendance (e.g. emergency travel) through the Student Assistance Fund (SAF). Please reach out to Betsy Dubas, Associate Director of Compliance, at betsy.dubas@colorado.edu to discuss financial aid needs.

Meals Incidental to Participation

The CU Athletics Department provides Fueling Stations and Gold Cards as benefits incidental to participation in intercollegiate athletics. All off-campus student-athletes are eligible for the Gold Card program. The money does not roll over week-to-week and cannot be used on food delivery

or non-food items; these are replenished for the week on Sunday at midnight. Gold Cards are active during the time a student-athlete is required to be on campus. As meals incidental to participation, the cost of the Fueling Stations and Gold Card is not deducted from a student-athlete's board allowance and are provided to student-athletes receiving partial or no athletically related financial aid.

Team meals, or meal per diem, can be provided to student-athletes during competitions away from campus.

Ethical Behavior & Sports Wagering

- Do not bet on any sport sponsored by the NCAA at any level or share information for sports wagering purposes. Although sports gambling is legal in certain states, including Colorado, it is still not permissible for student-athletes or athletics staff members to participate in sports wagering for a sport that is sponsored by the NCAA regardless if the sport is being played on the amateur, collegiate or professional level. Such activities may include fantasy sports leagues, daily fantasy sports sites, and prop bets.
- Do not lie or refuse to give information in an Office of Compliance Services or NCAA investigation of a possible rule violation. Such behavior will be in violation of NCAA Ethical Conduct legislation.
- Cheating on exams or copying another student's work can result in expulsion from CU in addition to NCAA rules violations that may impact your team.

Disciplinary Standing Policy

In accordance with the NCAA Sexual Misconduct Policy, all incoming and returning student-athletes must annually complete the *Disciplinary Standing Form* disclosing any behavior or conduct (i.e., interpersonal violence, sexual violence, other acts of violence) that is currently pending or has previously resulted in disciplinary action, suspension, expulsion, or probation at any high school, college or university. The *Disciplinary Standing Form* must be on file with the OCS prior to any student-athlete being cleared for practice, competition, or receipt of athletics financial aid. Additionally, you have an obligation to disclose any new instance of interpersonal violence, sexual violence, or other acts of violence that arise after you have signed and submitted the Disciplinary Standing Form.

Game Tickets

Under NCAA rules, student-athletes may receive complimentary admissions for home and away competitions in your sport. Tickets can only be provided through a pass list. You may not sell a complimentary admission ticket (e.g. a spot on the pass list) or exchange it for anything of value. Including your complimentary admissions in any personal NIL agreement is strictly prohibited. You and your family members cannot buy tickets or any other item from a staff member or booster/donor/mentor, even at full value. All tickets to events must be purchased directly from the appropriate ticket office for that event. No CU staff member or booster can provide professional sports game tickets to you directly or arrange for you to receive them. Only your coach can secure and receive game tickets to a professional event, which can be provided as team entertainment.

Each student-athlete on the current roster may also receive complimentary admission to any home, CU intercollegiate athletic competition. This Student Sports Pass is loaded onto your Buff OneCard.

Playing & Practice Season Rules

Countable Athletically Related Activities (CARA) refers to the amount of hours that a student-athlete can be required to participate in athletic activity per day and per week. Any activity with an athletics purpose that is required or supervised by a member of the coaching staff counts against the daily and weekly time limits; practice, competition, team meetings, film review, and mandatory strength and conditioning sessions are all “countable” activities.

While in season, student-athletes may participate in 20 hours of CARA per week, with a maximum of four hours each day and one required day off each week.

- o Preseason Practice: These daily and weekly hour limits do not apply during preseason practice before the first day of class or first scheduled contest, whichever is first. Student-athletes must receive one day off per week during the preseason.
- o Vacation Periods: Daily and weekly hour limits do not apply to in-season teams during fall, winter or spring break. Student-Athletes must receive one day off per week during vacation periods.

During the off-season, student-athletes may participate in 8 hours of CARA per week with two required days off each week.

Student-athletes may voluntarily choose to do additional sport-related activities on their own, which do not count against their CARA limits. An activity is considered “voluntary” if it is initiated by the student-athlete, no coach or sport staff member is present, and no attendance is reported back to the coach for reward or punishment.

The Office of Compliance Services works with our coaches, support staff, and student-athletes to monitor each sport program’s practice and competition schedules and ensure that sport programs are honoring daily and weekly hour limits. Certain sports may have specific exceptions to the aforementioned CARA limits.

Time Management

All sport programs are required to create a Time Management Plan (TMP) for their team. Required Athletically Related Activities (RARA) includes CARA but also encompasses everything else that is required of a student-athlete. Such activities include, but are not limited to, compliance meetings, organized team promotional activities, recruiting activities, media, community service, team building, and travel to and from away competitions. RARA cannot occur on a student-athlete’s day off, however voluntary activities, academics, health and medical undertakings (including Performance Nutrition) and “Formally Organized Multisport Life Skill Activities” are exempt and may occur on an off day. Furthermore, student-athletes are required to receive an eight-hour overnight period free from RARA, seven required days off immediately following the end of their championship season, and an additional 14 required days off throughout the school year. Once a team has declared their TMP, a coach or staff member need to provide adequate notice to change a previously scheduled activity. At CU Boulder adequate

notice is at least 24 hours in advance of the activity. There are some exceptions to this policy. These rules are intended to provide student-athletes with the structure and transparency to effectively plan their academic and non-athletically related activities each semester. The TMP promotes a culture of scheduling stability, communication, and accountability in the spirit of student-athlete time management and a sports-life balance.

Institutional Promotional and Charitable Activities

The University and CU Athletics use student-athletes in an array of promotional and marketing items such as season tickets, in-person appearances, social media campaigns, and printed posters. At the beginning of each school year, student-athletes have a choice to either consent to this institutional use or to prohibit CU Athletics from using your name, image and likeness in any digital and printed content. Agreeing to institutional use of your NIL does not prevent you from using your own NIL in your own, individual ventures.

- You **cannot miss class** for such an activity, even if you ask permission from your professor.
- You may accept legitimate and normal expenses (i.e., meals, transportation) from CU, the Big 12 Conference Office or the charitable, educational or nonprofit agency related to participation in such activity.

Recruiting

All student-athlete hosts must complete a Student Host Form at the beginning of each year prior to being certified to host a recruit. It is your responsibility to know and abide by NCAA rules and the CU Campus Visit Recruiting Policy when you host a prospective student-athlete that is visiting CU. If you violate NCAA rules, your eligibility may be in jeopardy. Per CU Policy, a visiting recruit may receive entertainment during their visit. The maximum cost of this entertainment is \$60 per person (e.g., PSA + four family members = 5 x \$60 = \$300). You cannot provide souvenirs, apparel, or cash to a prospective student-athlete. Additionally, you cannot use your own money to provide entertainment to a prospective student-athlete as the entertainment money can never be supplemented by your personal funds. Finally, entertainment opportunities can only occur within a 30-mile radius from the CU Boulder campus.

Sportsmanship

The NCAA, Big 12 Conference and CU are committed to excellence in academic and athletic achievement earned with integrity and sportsmanship. The Big 12 Conference can penalize staff or student-athletes for inappropriate behavior, including derogatory comments or offensive remarks about opponents, staff, fans or officials and offensive remarks made to the media or during a press conference.

Apparel and Equipment

A student-athlete may retain athletics apparel at the end of their collegiate participation. Used equipment (golf clubs, tennis racquets, skis, boots, etc.) may either be purchased by the student-athlete at the end of their athletic career on the same cost basis as that is available to another individual interested in purchasing such equipment, returned back to the sport program, or there

is potential for student-athletes to retain their used equipment at no charge, pending approval from the Equipment Room and coaching staff.

NCAA rules require that the apparel you wear during competition, as well as in pre- and post-game activities, including press conferences, may have only one manufacturer's logo (i.e., the Nike swoosh) or trademark per article of clothing. The logo/trademark cannot exceed 2.25 square inches in size. See the staff in the Equipment Room if you have questions. If you only wear CU issued apparel from the Equipment Room, you will not have to worry about this issue. Student-athletes are not allowed to sell or trade their CU-issued equipment or apparel for anything of value. Further, student-athletes are not allowed to provide any CU equipment or apparel to prospective student-athletes.

Personal Automobiles for Practice and Competition

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

Revenue Sharing/NIL

The House class action settlement allows schools to compensate student-athletes, via institutional budget, in exchange for a license to use the student-athlete's name, image, and likeness (NIL) rights.

Under Settlement rules, a university may compensate student-athletes up to \$20.5 million each academic year. The Settlement does not dictate *how* an institution must disburse revenue sharing funds within the cap, so methodology and execution will vary between schools. CU Athletics has created a revenue-based, nondiscriminatory model to determine the budget for each sport program. Based on this budget, the coaching staff determines the amount of compensation each student-athlete receives.

Student-athletes will be offered a licensing agreement. This is a contract between you and the University: you will earn compensation **from** CU by providing value **to** CU. By signing this licensing agreement, CU is purchasing the ability to use your NIL rights throughout our course of business – both **passively** (like featuring you in a social media post from the team account or including your picture on the team poster) and **actively** (like attending a Buffalo Belles Luncheon or the Pearl Street Stampede).

In addition to this institutional licensing agreement, student-athletes may continue to engage in individual NIL deals with third party companies. Normal NIL rules apply: you must do something to earn the compensation (“quid pro quo”), you cannot use CU marks and logos, and individual NIL activities may not occur within CU facilities or during team time.

New this year, all noninstitutional, third party NIL deals worth over \$600 must be submitted and approved to the NIL Go Clearinghouse.

1. The \$600 threshold includes cash or in-kind (free goods, services, discounts)

2. These deals must be reported within 5 days of signing or execution
 - a. **BUT**, if you begin a deal prior to NIL Go Clearinghouse approval and the deal is ultimately not cleared, you will not be able to continue with the deal and must pay back the money you've received or face eligibility consequences
 - b. **You should get in the habit of submitting any offer you receive before you sign, accept benefits or perform obligations!**
3. Your NCAA eligibility may be impacted by failure to disclose to or abide by the NIL Go Clearinghouse

Remember that there are very strict rules that regulate international student-athlete participation in NIL deals. Always ask Abbey Shea and/or the International Student and Scholar Services office before engaging in any type of NIL activity.

Body Composition Policy

The University of Colorado Department of Intercollegiate Athletics is committed to the health and welfare of student-athletes and provides a multifaceted health and wellness experience for outstanding care. CU Athletics employs a high-performance program to track the progress and readiness of its student-athletes. This program involves the collection and utilization of several data points related to performance and body measurements. Body weight and body composition assessments and management tools are offered for all student-athletes, at their discretion. Methods used to help monitor body weight and body composition include, but are not limited to, anthropometry screening assessments (skinfold, girth, and bone breadth) and dual energy X-ray absorptiometry (DXA) scans. Quantifying human body composition may allow for the identification of athletes at greater risk for injury and relative energy deficiency. Additionally, this information may help optimize and monitor an athlete's performance and training regimens.

Participation in body composition and anthropometric measurements is **voluntary** and at the sole discretion of the student-athlete. In order to participate, student-athletes must opt-in to the program. No coach, athletic trainer, or dietitian can require any student-athlete to participate in such body composition measurements. No coach, athletic trainer or dietitian can take adverse action against a student-athlete for deciding not to participate in body composition or anthropometric data collection.

Measurements will be treated as medical information and will not be released without the athlete's consent. Values identified as concerning may be referred to the team physician for further assessment. Staff members receiving identifiable information will be trained on its proper use.

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

Equipment Office

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

Nike

CU has entered into a product supply contract with Nike, Inc. We have partnered with Nike on all levels of athletic product supply since 1994. Nike provides footwear and apparel for each athletic program. Contractually, only items of apparel provided by Nike are to be worn during all official practices, workouts, competitions, team travel and any other team events and functions. This includes team activities and official functions such as watch parties, community engagement, and anything else that could end up in the media or on social media.

At no time may you cover up a logo on equipment or apparel, be it the University's or Nike's logo. This includes changing or altering any Nike logos or marks representing the University of Colorado. Also, at no time are student-athletes allowed to add or customize their team issued items with any type of third-party advertisement, logo, or any other form of representation.

If you have personal issues with any of Nike's business practices, feel free to contact Alec Roussos, Deputy Athletic Director. Alec can be reached at alec.roussos@colorado.edu or 303-735-3575.

Locker Facilities

Each sport program has a dedicated locker room for their team use. The locker facilities at the University of Colorado are your responsibility. Our staff views them as a sanctuary where you won't be bothered. With that in mind, it is your responsibility to respect them and to take excellent care of them at all times. All damages and/or theft will be reported to the appropriate coach and sports administrator.

Policies

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

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

Office Locations and Staff

We have three equipment rooms that support the various programs:

- Football equipment room located on the first floor of the Champions Center.
 - Staff – Luke Westall, Michael Smith, Max Bump, Marquas Wallace and Mara Alfrey
- Olympic Sports equipment room located on level B1 of Dal Ward, room 1B36. It is typically open from 8:00 to 5:00 during the academic year and from 7:30 to 4:30 during the summer.
 - Staff – Shawn Allen, Katelyn Pestrighelli and Mara Alfrey
- CU Events Center equipment room provides support for the Basketball, Lacrosse and Volleyball programs during the season and is located court level next to the men’s basketball and volleyball locker rooms.
 - Staff – Katelyn Pestrighelli, Shawn Allen, Max Bump

Financial Aid

Room and Board Stipends

Room and board stipends are directly deposited into the bank account of student-athletes who receive them as part of their athletics scholarship. The deposits will occur on the last working day of each month during the regular academic year (August-May). Continuing students that are approved for a summer school stipend will receive them on the last working day of their approved summer session (e.g. A Session or B Session).

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

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

Aid for Summer School

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

- Student-athletes need a course to graduate on schedule.
- Student-athletes need a course to graduate in the next summer term.
- Student-athletes need a course to regain eligibility for the following year.
- Student-athletes need a course that conflicted with their athletic schedule during the academic year.

Committee will review if you have received summer school in the past.

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

Degree Completion Aid

Athletics financial aid may be provided to former student-athletes who return to the University of Colorado Boulder (CU Boulder) to complete his/her first undergraduate degree. Per NCAA bylaw 15.01.5.2.1,

an institution that provides athletically related financial aid to student-athletes shall provide, at a minimum, tuition and fees, and course-related books to a former student-athlete who requests financial aid to complete the individual's first baccalaureate degree, provided:

1. The former student-athlete received athletically related financial aid in a head count sport or received athletically related financial aid that resulted in the student-athlete receiving (through athletics aid and other aid combined) the value of full tuition and fees, room and board and required course-related books while previously enrolled in a regular term at the institution;
2. Fewer than 10 years have elapsed since the former student-athlete's departure from the institution;
3. The former student-athlete's most recent enrollment as a full-time student occurred at the institution;
4. The former student-athlete was previously enrolled as a full-time student at the institution for a minimum of two academic years (four semesters);
5. The former student-athlete meets all institutional admissions and financial aid requirements;
6. The former student-athlete has exhausted other available degree completion funding options (e.g., funds from a professional league or contract); and

7. The former student-athlete is in good academic standing at the institution and meets NCAA and institutional progress-toward-degree requirements. This requirement applies to initial and continuing eligibility for degree completion funds.

Upon departure from CU Boulder, the student should have completed their exit physical with sports medicine, withdrew from the university, and returned books, supplies, equipment and apparel to the proper department. CU Boulder is not required to provide degree completion financial aid if the student-athlete transferred to another institution or rendered himself/herself ineligible, unless he/she became ineligible due to professionalization.

Per CU Athletics policy, the amount of aid provided will not be more than tuition, fees, and course-related books.

Per CU Boulder policy, there are certain re-enrollment requirements based on specific college enrollment and the time the former SA has been away from the institution. More information can be found on the CU Boulder Office of the Registrar's website. www.colorado.edu/registrar.

College Opportunity Fund (COF) Project

The State of Colorado no longer appropriates monies to institutions for undergraduate education, but rather provides direct funding to undergraduate students through the "College Opportunity Fund" or "COF". Provided that an undergraduate in-state student applies for and authorizes use of the voucher, COF vouchers will be applied to the student's university bill.

To learn more about COF, including how to apply and authorize, go to: <https://www.colorado.edu/registrar/students/state-residency/admitted/cof>. Students are able to complete a one-time or life-time authorization.

NCAA Student Assistance Fund (SAF)

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

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

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

1. Education expenses, fees and supplies
2. Health and safety expenses
3. Personal or family expenses
4. Institutional academic or programming enhancements

See Betsy Dubas in the Office of Compliance Services for all SAF-related questions.

Additional Financial Aid

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

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

Athletic Scholarships (Financial Aid Agreements)

Most Financial Aid Agreements are multi-year awards, unless a student-athlete initially receives aid after their first year of full-time enrollment. Financial Aid Agreements cannot be cancelled for athletic reasons, but can be cancelled for a student-athlete not meeting the terms of their agreement. It is your responsibility to familiarize yourself with the terms of your financial aid agreement and the financial aid appeal policy.

When applying scholarship money, the Office of Financial Aid will apply aid to books first, then to tuition and fees, and then room and board. During the summer, books will only be provided to

International Student-Athletes

International student-athletes often face many challenges when first acclimating to life in the United States and at CU including learning student visa rules, language barriers, collegiate and cultural adjustments, and culture shock. Once a student is admitted to CU and arrives in Boulder, it is vital they understand and adhere to immigration and institutional policies. If the student visa rules are not followed, an international student runs the risk of violating their visa status. Visa compliance rules are incredibly important and often difficult to understand.

For these reasons, the CU Athletics Department, in conjunction with the International Student and Scholar Services (ISSS) Office, provides support and resources to help international students acclimate to life in Boulder and stay in compliance with the student visa rules. Therefore, all new international students are required to attend International Student Orientation at the beginning of

the term. This orientation includes an immigration check-in session and several additional sessions designed to welcome international students to campus. During International Student Orientation, students will receive guidance, information, and a checklist of procedures to help them through their first days at the University of Colorado. The ISSS staff will also review campus policies, explain immigration regulations, provide helpful tips, and share information about fun activities, clubs, and organizations specifically for international students.

In addition, the Athletics Department encourages all international student-athletes to participate in a yearly international student-athlete orientation. The Herbst Academic Center International Student-Athlete Orientation will provide incoming international student-athletes with the foundation to succeed at CU by introducing them to their resources and building community with other international student-athletes, which will help them transition to life and school in the US. All international students also receive regular communication from the Herbst Academic Center International Student-Athlete Liaison about relevant dates, policy changes, and reminders about travel documents.

If you have any questions for the Herbst Academic Center International Student-Athlete Liaison, contact:

Katharine Lindauer
Associate Director for Academics
Phone: 303-735-8065
E-mail: lindauek@colorado.edu

For any visa or immigration questions, contact the International Student and Scholar Services Office:

Phone: 303-492-8057
E-mail: iss@colorado.edu
Website: www.colorado.edu/iss/
Location: Center for Community S355

Athletic Communications

The Athletic Communication Office, previously known as Sports Information, has three key functions it provides student-athletes for the Colorado Buffaloes. Those are media relations, content creation, and archiving. Additionally, we staff most home events and many road events related to media relations and statistics and results.

Media Relations

One mission of the Athletic Communication Office is to serve as the liaison between the media and athletic department as well as to promote a positive image of all phase of CU Athletics. We

promote our department through print, broadcast, internet and social media outlets on a daily basis, and we manage all media requests for all staff and student-athletes.

If you are asked to do an interview with any kind of media, we ask that you please run it through your contact from our office (see below).

CU is covered on a daily basis by many media outlets, most notable locally from the Boulder Daily Camera, Denver Post, Denver Gazette, DNVR, the four Denver TV broadcast stations KCNC (CBS), KMGH (ABC), KUSA (NBC) and KDVR (FOX), as well as local sites for national publications like Rivals, 247 Sports, and USA Today, as well as 41 radio stations along Colorado's Front Range. Additionally, campus outlets like the CU Independent, Sko Buff Sports and The Bold cover us, as well, and many of the above outlets have content syndicated throughout Colorado and the Rocky Mountain Region.

National media also covers the Colorado Buffaloes with our broadcast partners through the Big 12 Conference taking the lead including ESPN, ABC, FOX, FS-1, as well as the Big 12 Now on ESPN+. Other national publications like ESPN.com, the Associated Press, CBSSports.com, The Sporting News, The Athletic, Bleacher Report, as well as many others also cover the Buffs.

The media is the main liaison between your team and the public. There are millions of fans who rely on the media to keep up-to-date on our teams. Those media will write about your successes, but also publicize your missteps, and one privilege of being an elite athlete will be that your accomplishments in your sport will make the news, but also will your behavior outside of your sport.

Being a college athlete means you are a public figure, and it's your responsibility to cooperate with the media. Your interactions with the media while at CU will help you in almost any endeavor you can think of, both while you're playing your sport and afterwards.

We have resources within our office to train and educate you in dealing with the media. We have media tip sheets and we can set up practice sessions if you so desire. Please take time to get to know your contact from our office (and all of us!) as we are some of your biggest fans and want nothing more than for you to succeed to the best of your abilities.

Content

For most sports, your SID also handles most of the content related to your team in some form or fashion, stories on CUBuffs.com, your biography, social media accounts for the team, including working with the creative video, photography, and graphics teams on all content produced on those various channels.

We are here to assist in any way possible. What you may think is just a normal part of your life may be a feature story waiting to happen, either on our internal channels or via the media, so we encourage you as you fill out forms you will undoubtedly get from us, help us learn your stories so we can help you tell your story to the largest audience possible.

Archiving

We also serve as the department's archivist, meaning we do our best to keep all stories, photos, and videos of you well beyond your playing days. As you leave CU, ping us about getting that content. Or when you move on in life, remember this office will serve in that role whenever you need us in the future.

Athletic Communications Staff:

Curtis Snyder, Associate Athletic Director, Football, Skiing, Tennis, curtis.snyder@colorado.edu, 720-218-4796

Troy Andre, Associate Director, Men's Basketball, Women's Golf, troy.andre@colorado.edu, 303-903-3654

Herman Shelton, Associate Director, Football, Cross Country, Track & Field, herman.shelton@colorado.edu, 720-413-7526

Seth Pringle, Assistant Director, Football, Lacrosse, Soccer, seth.pringle@colorado.edu, 303-903-7718

Malala Pyle, Assistant Director, Women's Basketball, Volleyball, malala.pyle@colorado.edu, 720-660-5680

David Plati, Historian, Men's Golf, david.plati@colorado.edu, 303-944-7272

Mark Johnson, Voice of the Buffs, voiceofthebuffs@colorado.edu, 303-554-0846

Social Networking – Best Practices

(Facebook, Twitter, Instagram, SnapChat, Tik Tok & Others)

- **NIL.** The college sports world is changing quickly. When you're able to utilize your name, image and likeness, your social media accounts will play a big part, whether directly or indirectly. Entities that will be willing to pay for your name, image and likeness will consider your brand before allowing you to represent their brand.
- **Understand you are a public figure.** You are your own brand and it is tied into the brand of the Colorado Buffaloes. Use it responsibly.

- **Think before you post.** Take a breath before tapping "send" and ask yourself if your parents, grandparents, family, coaches, teammates would approve. If there's any question, consider not posting.
- You have more control of your message than athletes in previous generations. With that, it is much easier to maintain your own identity and profile on social media. On the flip side, it's much harder to control what others may post about you. It's never a good idea to get into a one-on-one argument on social media. Twitter and Instagram are not the real world, and just because some "fans" voice opinions on those platforms does not mean it's the consensus opinion of all people in the real world.
- It's extremely easy for people to identify you as a student-athlete. Maintain awareness and keep yourself out of situations out of your control. Remember while you control what you post, it's harder to control what people post about you. A photo of you in a social situation could easily be taken out of context, especially if you're not the one posting it.
- Understand the compliance rules regarding social media, especially as things progress with name, image and likeness. Aside from those compliance rules, there are no other athletic department rules about use of social media. They are covered under team rules, so make sure you understand what your coaches expect from you on social media.
- We want you on social media. Learning these skills will help you in almost any profession you choose to go into.

FACEBOOK & SNAP CHAT

- More than ever, Facebook and Snap Chat are evolving into one-to-few communication. You are generally not posting to a huge group of the public on these accounts. Take the time to really understand who you are "friends" with on these accounts and the more you control who that is now, the better off you will be down the road.
- Check your privacy settings regularly.
- Understand even though it's more personal communication, that it's still in the public. Nothing on the Internet is ever deleted. A post you make to a friend on either platform can still easily be made public via other methods.
- If you would like a public Facebook page, we can help you create a plan for one and potentially become verified.

TWITTER, INSTAGRAM & TIK TOK

- These are more one-to-many communication tools. What you post to these accounts should be meant to go to a large audience.
- It's 100 percent your decision, but our recommendation most of the time is to make those accounts public. Just because your account is private, doesn't mean it's private. Additionally, you will never be verified if your account is private.

If you have any questions about anything related to social media, many on our staff are willing to help and/or advise including the Leadership team led by Lauren Unrein, the sports information staff assigned to your sport, or our digital team of Lexi Hartmann and Daniel Rodriguez.

Health Insurance Policies

CU Mandatory Health Insurance Policy

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

Student Health Insurance Plan (SHIP)

The Anthem Student Health Insurance Plan offered through Wardenburg Health Center to all CU students is not covered by an athletic scholarship. This health insurance plan is completely separate from the Athletics Department. **A charge for the Student health insurance appears on every student's tuition statement.** If the student completes the task to waive the health insurance before the specified deadline, the tuition charge will be removed.

If you do not have medical insurance, the Medical Office Manager will assist you in enrolling in this plan. Please note that students may be responsible for the payment of their health insurance expenses, which are not covered by scholarships or the Athletics Department. If you require assistance with payment, please contact the Manager of Medical Office Services.

NOTE: The University of Colorado automatically defaults ALL CU Boulder students enrolled for six or more credit hours into the Student Health Insurance plan.

If you are not enrolled in the Anthem Student Health Insurance Plan, you **must** waive the student insurance before the deadline. Instructions for waiving the insurance are at [this link](#).

[CU Boulder health insurance requirements | Health & Wellness Services | University of Colorado Boulder](#)

International Students

International students – the Athletic Department will be purchasing your medical insurance for you. This is not a component of any scholarship offered but an additional benefit provided to you. Please contact me to schedule a meeting when you arrive on campus so that we may go over this and we can complete the purchase of your medical insurance. Abby.hilliard@colorado.edu 303-726-3692

Medical Care and Billing Protocols

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

Please note that we pay patient balances due **only** for those medical expenses incurred as a direct result of an athletic injury sustained during NCAA sanctioned and staff-supervised practice, conditioning, or competition. This includes diagnostics, treatment, surgery, physical therapy, and follow-up by team physicians and other healthcare providers, approved in advance and with

the written authorization of the Sports Medicine Program staff. We do not pay for routine annual exams of any kind, including physicals, OB/GYN, dental exams, etc.

*****NOTE: The CU Athletics Department will pay ONLY those medical expenses approved in advance and with written authorization from the Sports Medicine Program staff. Student-athletes MUST always contact their athletic trainer first with medical questions or concerns. The athletic trainer will make any needed appointments and provide a written authorization from. We will not pay any expenses if the student-athlete does not obtain this authorization form. *****

Non-Covered Expenses

The Athletics Department does not cover unauthorized medical visits of any kind. Student-athletes must obtain a *Service Request Form* from their athletic trainer prior to any medical appointments outside the Sports Medicine Clinics. **The student-athlete is responsible for the payment of all unauthorized medical services, all missed appointment fees, any late charges and transfer charges related to non-payment of bills.**

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

Health Insurance Changes

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

Health Insurance Information

It is our policy that student-athletes will not be permitted to participate in the Athletics program until the Sports Medicine Program has received all required information. The following required documents **must** be completed in your Smartabase profile. Your Athletic Trainer will send you the links to complete that paperwork. The medical office

manager coordinates the student-athlete's health insurance files and finalizes the student-athlete's insurance compliance to participate in their sport:

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

If you have any questions or concerns, please contact:

Abby Hilliard, our Manager of Medical Office Services, at 303-726-3692. You can also email her at abby.hilliard@colorado.edu

Thank you in advance for providing us with the requested information.

Student-Athlete Medical Coverage Timeline

As a student-athlete at the University of Colorado, the athletic department will extend medical coverage during your college athletics career. The extent and details of those coverages are described in this timeline and outlined in the sections below.

- **Pre-participation Medical Exam**
 - Pre-existing Medical/Orthopedic issues identified.
 - CU Athletics Department will extend financial coverage for the evaluation of all pre-existing Medical/Orthopedic issues.
 - The Student-Athlete's primary insurance must be verified.
 - Once cleared, Student-Athlete's athletic related injuries will follow the Medical Expense Coverage Policy.
- **Student-Athlete's Collegiate Career**
 - Student-Athlete leaves the team with eligibility remaining (Bylaw 16.4.1, Separation from the institution)
 - Exit Questionnaire is completed, and physician visits are attended, if requested. Follow-up care is provided as prescribed.
 - 2-year Extended Medical Coverage begins once the Exit Questionnaire is signed or 30 days post separation.
 - Extended Medical Coverage is null and void if the student-athlete signs a contract/agreement with a professional team or joins another NCAA sports program.

- **End of Student-Athlete's Eligibility**

- Student-Athlete leaves the team through graduation (Bylaw 16.4.1, Separation from the institution)
 - Exit Questionnaire is completed, and physician visits are attended, if requested. Follow-up care is provided as prescribed.
 - 2-year Extended Medical Coverage begins once the Exit Questionnaire is signed or 30 days post separation.
- Student-Athletes with playing season extending after graduation, or CU Athletic Department approved competition trip.
 - Student Athlete must have verified insurance coverage during this time.
 - Student Athletes receive medical coverage for athletic related injuries during this time.
 - Upon completion, the Exit Questionnaire is completed, and physician visits are attended, if requested. Follow-up care is provided as prescribed.
 - 2-year Extended Medical Coverage begins once Exit Questionnaire is signed or 30 days post separation.

If a former Student-Athlete returns to use athletic facilities or services, whether expected or not expected.

- They must sign the required waivers distributed by the S&C staff.

Medical Expense Coverage Guidelines

The University of Colorado Athletics Department may assume secondary financial responsibility for medical expenses incurred by student-athletes. This secondary pay applies once the primary insurance policy (typically the student-athlete's personal or family insurance) has paid its portion in accordance with its coverage terms. Expenses may be considered for secondary payee coverage if they result from injuries, illnesses, or medical conditions that:

- Occur due to participation in athletics,
- Are exacerbated by sport training, or
- Prevent participation in collegiate training or competition.

The following outlines the specific medical expense coverage guidelines:

1. Physician Visits

The University of Colorado Athletics Sports Medicine Department is overseen by a team of experienced physicians who serve as the primary medical providers for all student-athlete injuries and illnesses. These team physicians are responsible for the evaluation, treatment, and management of student-athlete medical concerns. If a student-athlete chooses to seek care from a physician outside of this designated group without prior approval, any resulting medical expenses will be the sole financial responsibility of the student-athlete.

2. Independent Second Medical Opinions

Student-athletes may seek an independent medical second opinion regarding injuries or illnesses related to their athletic participation. Requests for independent medical opinions must be submitted to a member of the Sports Medicine staff. These second opinions will be the financial responsibility of the student-athlete. Financial coverage for second medical opinions from providers outside of the team physicians will only be granted with prior approval. The Athletics Department assumes no financial responsibility for independent second opinions that are not pre-approved.

3. Surgery and Physical Therapy

For injuries requiring surgical intervention, the Athletics Department utilizes its established network of team and consulting physicians through UHealth, CU Medicine, and Boulder Community Health. These partnerships are designed to ensure timely follow-up care and a coordinated recovery process for student-athletes. (use of external providers/surgeon)

Rehabilitation and physical therapy are managed by the Athletics Department's certified athletic training staff, under the direction of a team physician. Use of external physical therapy providers is not covered unless prior approval.

4. Dental Care

The Athletics Department will cover dental treatment expenses for injuries sustained during official practices or competitions. Preventative and restorative care is not covered by the Athletics Department. Non-injury-related dental issues may be considered for coverage if they significantly impact the student-athlete's ability to train or compete and must have prior approval.

5. Eye Care

Eye injuries sustained during practice or competition are covered by the Athletics Department. In addition, the department will cover medical expenses related to visual aids required for athletic participation. This includes annual comprehensive eye examinations, protective eyewear, and a 6-month supply of contact lenses (for in-season use and excluding daily lenses).

6. Medications

Prescription medications will be covered if they are directly related to an athletic injury, or a medical condition deemed essential for maintaining the student-athlete's health and ability to compete. We do not cover birth control or medication for STI diagnosis, ADHD medication, or behavioral medication.

7. Testing and Treatment

Testing and treatment prescribed by team physicians will be financially covered by the Athletics Department. Any outside requests on behalf of the student-athlete will be reviewed by the team physician and approved at their discretion. Anything not deemed medically necessary by team physicians will be the financial responsibility of the student-athlete.

Note: All coverage decisions are made at the discretion of the Associate Athletics Director for Sports Medicine, and, in some cases, in consultation with the Compliance Office and Medical Office Manager.

Preauthorization is required for most medical services. Failure to obtain prior approval may result in the student-athlete being financially responsible for all expenses incurred.

Extended Medical Coverage Policy

Extended medical coverage may be provided by the University of Colorado to former student-athletes for up to two years after they have completed their athletic participation with the University of Colorado. Injuries sustained as the result of participating as an intercollegiate student-athlete at the University of Colorado during competitions, practices, and/or strength and conditioning sessions potentially qualify for extended medical coverage.

To be eligible for extended coverage after participation, each qualified University of Colorado student-athlete must complete a Sports Medicine Exit Questionnaire within thirty days of

concluding athletic participation or removal from a CU Athletics team roster. The Questionnaire will provide an opportunity for the student-athlete to document and confirm all athletic injuries sustained while participating in their sport at the University of Colorado. Eligible and qualified student-athletes may receive extended medical coverage for a period of up to 2 years after completing their athletic participation for the University of Colorado.

If any of the following situations apply, the student-athlete will be disqualified from the Extended Medical Coverage Policy.

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

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

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

If the University of Colorado Sports Medicine authorization and referral procedures are not followed by the former student-athlete, they will become disqualified from the Extended Medical Coverage Policy.

Substance Abuse Education and Policy

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

June 2, 2008, Revised on February 21, 2012, Revised January 10, 2013, Revised April 7, 2015, Revised April 20, 2015, Revised May 29, 2019, September 20, 2021, Revised March 30, 2022, July 29, 2024

INTRODUCTION

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

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

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

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

This Policy does not limit the authority of a coach to establish and enforce more stringent team rules regarding the use of alcohol and/or Prohibited Substances.

This Policy does not limit the authority of the University to suspend a Student-Athlete from participating in practice and/or competition due to health or safety concerns.

This Policy is not intended to, nor shall it, affect any sanction imposed by the NCAA or the Big XII Conference.

PURPOSE OF THE SUBSTANCE ABUSE EDUCATION AND TESTING PROGRAM

The purposes of the Program are to:

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

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

PROHIBITED SUBSTANCES

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

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

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

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

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

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

EDUCATION

- OBJECTIVES

The objectives of the Program are to:

- provide information to Student-Athletes regarding the physiological and psychological effects which certain Prohibited Substances may have on their bodies;
- encourage discussion about the use of Prohibited Substances;
- educate individual Student-Athletes regarding the unapproved use of Prohibited Substances by themselves or others; and
- deter, based upon their own educated choice, Student-Athletes from unapproved use of Prohibited Substances.
- promote safe participation in strength training, conditioning, and sport practices and competitions.

- IMPLEMENTATION

Each academic year, the Deputy Athletic Director, or a designee, will ensure that all Student-Athletes are aware of the contents and intent of this Policy. A copy of the Policy will also be posted on the CU Athletic Department website:

[https://cubuffs.com/documents/2021/9/22//Substance Abuse Policy 092121.pdf?id=23074](https://cubuffs.com/documents/2021/9/22//Substance%20Abuse%20Policy%20092121.pdf?id=23074)

- EDUCATIONAL MATERIALS AND PROCESSES

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

TESTING PROGRAM

1. CIRCUMSTANCES UNDER WHICH TESTING WILL BE CONDUCTED

As agreed upon with signing the “University of Colorado Boulder Athletic Scholarship Agreement” and/or the University of Colorado Medical Consent form, Student-Athletes will submit to testing as determined necessary by the University of Colorado Boulder’s Athletic Department for alcohol, illegal substances, performance enhancing substances and other prohibited substances. Body fluid sample testing (such as blood, saliva, or urine tests) for Prohibited Substances will be conducted under any of the following circumstances:

- as required by the NCAA, or
- as required by the University of Colorado’s random screening protocol; or
- as part of a pre-participation physical in order to help ensure safe participation in strength training, conditioning, and sport practices; or
- upon a determination that there exists Reasonable Suspicion of a Student-Athlete’s use of a Prohibited Substance and the Reasonable Suspicion Form attached as Attachment C has been completed and approved by the Athletic Director, a Sports Supervisor or designee; or
- upon a determination that there exists Reasonable Suspicion indicating that a Student-Athlete is using “over-the-counter” medications contrary to NCAA policies and the Reasonable Suspicion Form attached as Attachment C has been completed and approved by the Athletic Director, a Sports Supervisor or designee; or
- upon a Student-Athlete’s Voluntary Consent, as defined in Section VIII(E) below, to body fluid testing, for Student-Athletes eighteen years of age and older; or
- if the Student-Athlete is charged or indicted with a drug related offense or a crime involving violence or the threat of violence, including, but not limited to, assault, sexual assault, menacing, or robbery; or
- as may be otherwise set forth in or called for by this Policy.

B. SELF-ADMISSION AND ONE-TIME AMNESTY

1. if a Student-Athlete initiates admission of use of a prohibited substance (“self-admits”) and the below conditions a – c are all met, then -the Student-Athlete will

be provided a one-time amnesty, meaning the Student-Athlete will not be sanctioned if:

- The Student-Athlete self-admits **prior** to the announcement of a scheduled test for substance abuse; and
- The Student-Athlete agrees to enter the Substance Abuse Education and Testing program for one year (See Attachment D); and
- The self-admit alone, does not result in the Student-Athlete receiving a Sanction #1, “first positive.” The Student-Athlete will be tested for prohibited substances within 10 days of self-admission.

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

C. NOTIFICATION OF REQUIRED TESTING

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

D. COLLECTIONS & LABORATORY PROCEDURES

- a. Body fluid collection may be monitored by a member of the Athletic Department staff or a designee. The monitor who observes the collection of this sample will be of the same gender as the Student-Athlete.
- b. The Student-Athlete may wear simple clothing such as shorts and a T-shirt to the collection area. No outer clothing or personal belongings may be taken into the collection area. Clothing constructed with pockets, or of construction conducive to concealing alternate samples, or which could aid an effort to compromise the validity of the test or allow tampering with the sample, should not be worn in the collection area. If such clothing is worn, it will be subject to inspection.
- c. At the time of testing, the Student-Athlete will be required to confirm in writing that he/she and CU Boulder has complied with the proper testing protocol.
- d. The Athletic Department staff member or designee will receive the sample from the Student-Athlete and check the sample for appropriate color, temperature,

specific gravity or other properties to determine that no substitution or tampering has occurred.

- e. In the case of a urine specimen, the sample will be split into two portions. Each separate sample will be sealed in a tamper-proof container and marked with the Student-Athlete's confidential number.
- f. The laboratory testing shall be performed using recognized standard industry procedures by a competent testing agency selected by the CU Boulder Athletic Department.

D. NOTIFICATION OF TEST RESULTS

- 1. Test results shall be reported by the laboratory to the Senior Associate AD for Health and Performance or designee. The results shall be reported by numerical code.
- 2. If the laboratory report indicates a positive test result, the Senior Associate AD for Health and Performance or their designee will report the results of testing to the Athletic Director, Director of Compliance, Sports Supervisor, Sports Medicine Team Physician, the Psychological Health & Performance Staff, as soon as practicable after the laboratory report is received. The Sports Supervisor will notify the Head Coach and the Student-Athlete.
- 3. If the Student-Athlete desires that the second urine sample be tested by the laboratory, the Student-Athlete must so notify the Senior Associate AD for Health and Performance in writing within 48 hours of receiving the notification specified in Section V(D)(2) above. The Student-Athlete shall be responsible for paying the costs of the second sample test. The Senior Associate AD for Health and Performance will call the lab with the Student-Athlete present or on the line to request that the second sample be tested. During that phone conversation, the Student-Athlete must provide a credit card number to the lab to cover the costs of such testing. The Senior Associate AD for Health and Performance, or a designee will provide notice to the Student-Athlete, the Athletic Director, the Director of Compliance, the Sports Supervisor, the Psychological Health & Performance

Staff, Team Physician, and the Head Coach of the second sample test results as soon as practicable after the laboratory report is received.

4. All positive test results and other violations of this Policy can be reported by the Athletic Department to the Office of Student Conduct.

E. INFRACTIONS

The following are considered an infraction of this Policy subject to the concessions set forth in Section VI:

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

F. PRE-PARTICIPATION SCREENING

All incoming athletes may be screened for drug use as part of their Pre-Participation Physical. This screen will help Coaching and Sports Medicine staffs safely acclimatize the Student-Athlete to the training and practice environment. Positive screens will not result in a “positive test” but any Student-Athlete with a positive screen will be required to meet with a Team Physician at the time of their scheduled physical or within one week of notification of positive screen. The Team Physician may refer to Psychological Health and Performance for substance evaluation, counseling and/or treatment program. The Student-Athlete’s failure to meaningfully participate in any recommended counseling or treatment program will result in further disciplinary action including, but not limited to, suspension from participation in practice or competition, or both. The Student-Athlete will be required to sign a release to allow the Psychological Health & Performance Staff to communicate with the Sports Supervisor, Athletic Trainer, and/or Team Physician regarding whether the Student-Athlete has or has not meaningfully participated in a substance evaluation and any recommended counseling and/or treatment program.

CONSEQUENCES

All measures and/or consequences set forth in this Section will take effect immediately upon notification to the Student-Athlete that he or she violated this Policy and will continue to remain in force pending any appeal or request for a second sample testing. Coaches have

discretion to impose such other and additional sanctions as they deem appropriate. In addition, the Student-Athlete may be subject to concessions imposed by the Office of Student Conduct.

A. FIRST POSITIVE

Upon a first positive:

1. The Student-Athlete is required to schedule a substance evaluation with the Psychological Health & Performance Staff, as well as an appointment with the Team Physician within one week, from the date of written notification from the Sport Supervisor of a positive test result. The Student-Athlete must complete their scheduled appointments with Psychological Health & Performance and the Team Physician. The Student-Athlete must participate in this substance evaluation and any recommended counseling and/or treatment program. The Student-Athlete's failure to schedule and/or complete the substance evaluation and Team Physician appointments, failure to meaningfully participate in the substance evaluation, and failure to meaningfully participate in any recommended counseling or treatment program will result in further disciplinary action including, but not limited to, suspension from participation in practice or competition, or both. The Student-Athlete will be required to sign a release to allow the Psychological Health & Performance Staff to communicate with the athletic trainer, team physician, and Sports Supervisor regarding whether the Student-Athlete has or has not meaningfully participated in a substance evaluation and any recommended counseling and/or treatment program.
2. The Student-Athlete must participate in periodic body fluid sample testing for unapproved Prohibited Substances for a period of one year calculated from the date of the notice of the violation. These tests will be scheduled by the Senior Associate AD for Health and Performance or their designee on a random basis, which will not be known to the Student-Athlete. The Senior Associate AD for Health and Performance or their designee will report the results of testing to the Manager Medical Office Services, Sports Supervisor, Sports Medicine Team Physician, and Psychological Health & Performance Staff. The Manager Medical Office Services will send the official notification letter to the Athletic Director and the Director of Compliance. The Sports Supervisor will notify the Student-Athlete and the Head Coach.
3. Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), the Athletic Department may notify the Student-Athlete's parent(s)/legal guardian(s) of the violation if the Student-Athlete is a tax dependent of a parent(s)/legal guardian(s) or under twenty-one (21) years of age. Such notification shall include the link to the website containing this Policy.

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

A. SECOND POSITIVE

Upon a second positive:

1. Absent any extraordinary circumstances determined by Psychological Health and Performance staff and/or the Team Physician, the Student-Athlete will be notified by the Sports Supervisor, they will be automatically and immediately suspended from a minimum of 20% of his or her competitive season, beginning with the first available contest. During this time, in the discretion of the Athletic Director, the Student-Athlete may be allowed to continue to practice and use services provided by Sports Medicine, Sports Performance, Academic Support, and attend Fueling Station.
2. The Student-Athlete is required to schedule an appointment with the Psychological Health & Performance Staff, as well as an appointment with the Team Physician within one week, from the date of written notification from the Sport Supervisor of a positive test result. The Student-Athlete must complete their scheduled appointments with Psychological Health & Performance and the Team Physician. The Student-Athlete must meaningfully participate in the substance evaluation and any counseling and/or treatment program recommended by the Psychological Health & Performance Staff or other licensed mental healthcare provider. The Student-Athlete may also be required to participate in more frequent drug testing. Such participation is a condition of the Student-Athlete being allowed to return to competition and being allowed to continue to practice and use services provided by Sports Medicine, Sports Performance, Academic Support, and attend Fueling Station.
3. Pursuant to the Family Educational Rights and Privacy Act (“FERPA”), the Athletic Department may notify the Student-Athlete’s parent(s)/legal guardian(s) of the violation if the Student-Athlete is a tax dependent of a parent(s)/legal guardian(s) or under twenty-one (21) years of age. Such notification shall include link to the website containing this Policy.
4. The Athletic Department can notify in writing the Office of Student Conduct that the Student-Athlete has violated this Policy. The Student-Athlete may be subject to additional sanctions imposed by the Office of Student Conduct.

5. The Student-Athlete must participate in periodic body fluid sample testing for Prohibited Substances for a period of at least one year calculated from the date of the notice of the violation. These tests will be scheduled by the Senior Associate AD for Health and Performance or their designee on a random basis, which will not be known to the Student-Athlete. The Senior Associate AD for Health and Performance or their designee will report the results of testing to the Manager Medical Office Services, Sports Supervisor, Sports Medicine Team Physician, and Psychological Health & Performance Staff. The Manager Medical Office Services will send the official notification letter to the Athletic Director and the Director of Compliance. The Sports Supervisor will notify the Student-Athlete and the Head Coach.
6. The Student-Athlete may be reinstated at the conclusion of the suspension period provided the Student-Athlete has no further Policy violations and the Student-Athlete has meaningfully participated in his/her substance evaluation and any recommended counseling and/or treatment program.

B. THIRD POSITIVE

Upon a third positive:

1. Absent any extraordinary circumstances determined by Psychological Health and Performance staff and/or the Sports Medicine Team Physician, the Student-Athlete will be notified by the Sports Supervisor, they will be automatically and immediately suspended from a minimum of 50% of his or her competitive season, beginning with the first available contest. This 50% time loss shall supersede previous 20% time loss if the violation occurs relative to the same season. During this time, in the discretion of the Athletic Director, the Student-Athlete may be allowed to continue to practice and use services provided by Sports Medicine, Sports Performance, Academic Support, and attend Fueling Station.
2. The Student-Athlete is required to schedule an appointment with the Psychological Health & Performance Staff, as well as an appointment with the Team Physician within one week, from the date of written notification from the Sport Supervisor of a positive test result. The Student-Athlete must complete their scheduled appointments with Psychological Health & Performance and the Team Physician. The Student-Athlete must meaningfully participate in the substance evaluation and any counseling and/or treatment program recommended by the Psychological Health & Performance Staff or other licensed mental healthcare provider. The Student-Athlete may also be required to participate in more frequent drug testing. Such participation is a condition of the Student-Athlete being allowed to return to competition and being allowed

to continue to practice and use services provided by Sports Medicine, Sports Performance, Academic Support, and attend Fueling Station.

3. Pursuant to the Family Educational Rights and Privacy Act (“FERPA”), the Athletic Department may notify the Student-Athlete’s parent(s)/legal guardian(s) of the violation if the Student-Athlete is a tax dependent of a parent(s)/legal guardian(s) or under twenty-one (21) years of age. Such notification shall include link to the website containing this Policy.
4. The Athletic Department can notify in writing the Office of Student Conduct that the Student-Athlete has violated this Policy. The Student-Athlete may be subject to additional sanctions imposed by the Office of Student Conduct.
5. The Student-Athlete must participate in periodic body fluid sample testing for Prohibited Substances for a period of at least one year calculated from the date of the notice of the violation. These tests will be scheduled by the Senior Associate AD for Health and Performance or their designee on a random basis, which will not be known to the Student-Athlete. The Senior Associate AD for Health and Performance or their designee will report the results of testing to the Manager Medical Office Services, Sports Supervisor, Sports Medicine Team Physician, and Psychological Health & Performance Staff. The Manager Medical Office Services will send the official notification letter to the Athletic Director and the Director of Compliance. The Sports Supervisor will notify the Student-Athlete and the Head Coach.
6. The Student-Athlete may be reinstated at the conclusion of the suspension period provided the Student-Athlete has no further Policy violations and the Student-Athlete has meaningfully participated in his/her substance evaluation and any recommended counseling and/or treatment program.

C. FOURTH POSITIVE

Upon a fourth positive:

1. Absent any extraordinary circumstances determined by Psychological Health and Performance staff and/or the Sports Medicine Team Physician, the Student-Athlete will be notified by the Sports Supervisor, they will be automatically and immediately suspended from all & any participation in athletic competition and

practice sponsored by the Athletic Department for a minimum period of one year.

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

APPEAL PROCESS

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

- A. The established procedures were not followed in a significant way and as a result, the violation finding was not correct. Deviation from the procedures in this policy will not invalidate a violation except where such deviation has clearly resulted in significant prejudice to the Student-Athlete.
- B. There is new information that would have been material to violation finding had the information been presented at the time to the Sports Supervisor. The new information must be included with the student’s request for appeal and the student must show that the new information was not known by the Sports Supervisor at the time that the Sports Supervisor determined that the Student-Athlete violated this policy.

The Student-Athlete may appeal by submitting a written appeal request in the form set forth in Attachment A to the Deputy Athletic Director. Such appeal request must be submitted within 10 calendar days of the date the Student-Athlete was informed of the violation. An appeal will only be considered if it includes both the Student-Athlete’s grounds for appeal and rationale for appeal.

It is the Student-Athlete's obligation to provide any and all materials she/he wishes to have considered at the time of appeal submission. Subsequent information and/or revisions to the appeal will not be accepted

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

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

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

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

DEFINITIONS

- A. **Prohibited Substance(s)** – amphetamines, barbiturates, cocaine, methamphetamine, opiates (including morphine and codeine), opioids (Oxycodone, Fentanyl, Percodan, Percocet, Methodone, etc...), PCP (“angel dust”), and performance-enhancing substances such as anabolic steroids, as well as any other substances included on the NCAA prohibited substances list.
- a. As of February 25, 2022, the definition of positive for the following substances is: for caffeine, if the concentration in urine exceeds 15 micrograms/ml; for testosterone, if the administration of testosterone or use of any other substance or manipulation has the result of increasing testosterone, or the ratio of testosterone to epitestosterone, or results in an adverse finding in confirmation testing.
- B. **Student-Athlete** – all student participants in recognized intercollegiate sports, including students who are no longer eligible for NCAA competition but who continue to receive Athletic Department financial aid.
- C. **Reasonable Suspicion** – suspicion founded upon specific, objective, and individualized facts which, if taken with rational inferences drawn from those facts, strongly suggest that drug testing may produce evidence of improper use of a Prohibited Substance. Any of the following criteria shall constitute grounds for Reasonable Suspicion:
1. A report whose credibility the Athletic Department has no legitimate reason to question (i.e. Athletics is not aware of a motive the reporting person may possess for being untruthful), by a student, staff or faculty member, or other individual who identifies him/herself and provides details that he/she is willing to testify about, indicating that he/she witnessed a Student-Athlete using a Prohibited Substance or otherwise has knowledge that a Student-Athlete has used a Prohibited Substance;
 2. An anonymous report whose credibility the Athletic Department has no legitimate reason to question i.e. Athletics is not aware of a motive the reporting person may possess for being untruthful), by an unidentified individual who provides details indicating that he/she witnessed a Student-Athlete using a Prohibited Substance or otherwise has knowledge that a Student-Athlete has

used a Prohibited Substance and the Athletic Department is able to independently corroborate the details of such report;

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

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

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

EFFECTIVE DATE

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

ATTACHMENT A: APPEAL FORM

For Official University Use Only Date Received by Associate Athletic Director: _____ Associate Athletic Director's Initials: _____

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

NAME: _____

BEST PHONE NUMBER TO REACH YOU: _____

DATE: _____

DATE OF BODY FLUID SAMPLE TEST SUBMISSION: _____

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

ATTACHMENT B: INDICATORS OF PROHIBITED SUBSTANCE IMPAIRMENT 1

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

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

- (34) Excessively active
- (35) Flushed skin

- (36) Sweating
- (37) Yawning
- (38) Twitching
- (39) Dizziness
- (40) Unconsciousness
- (41) Inability to verbalize
- (42) Irritable
- (43) Argumentative

ATTACHMENT C: REASONABLE SUSPICION FORM

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

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

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

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

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

Reasonable Suspicion Form

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

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

1.	3.
2.	4.

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

Describe any inferences drawn from the reported facts: _____

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

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

Reasonable Suspicion Form

Name: _____ Date of Occurrence: _____ Page: ___ of ___

Check all items observed:

<input type="checkbox"/> Has developed bulky muscles
<input type="checkbox"/> Is stumbling, staggering; has difficulty balancing; acts in an uncoordinated manner
<input type="checkbox"/> Behaves in an unpredictable manner; behaves erratically
<input type="checkbox"/> Looks sedated, sleepy, over relaxed; has droopy eyelids
<input type="checkbox"/> Uses slurred speech
<input type="checkbox"/> Has impaired fine motor skills
<input type="checkbox"/> Has fresh needle marks on the body
<input type="checkbox"/> Has scars or tracks over veins in inner arm
<input type="checkbox"/> Shows dramatic weight loss
<input type="checkbox"/> Is overactive, overly excitable
<input type="checkbox"/> Is very talkative
<input type="checkbox"/> Has small, constricted pupils
<input type="checkbox"/> Shows recent increase in weight
<input type="checkbox"/> Is nervous, agitated, fidgety (tapping feet, hands)
<input type="checkbox"/> Is unaffected by affliction of physical injuries
<input type="checkbox"/> Is recently always broke, without money
<input type="checkbox"/> Has large, dilated pupils

<input type="checkbox"/> Shows slow, decreased reactions
<input type="checkbox"/> Seems paranoid; looks anxious
<input type="checkbox"/> Is frequently sniffing
<input type="checkbox"/> Acts violently, aggressively
<input type="checkbox"/> Is late or absent from practice
<input type="checkbox"/> Has red, blood-shot eyes
<input type="checkbox"/> Has extreme mood swings
<input type="checkbox"/> Has a slow respiration rate
<input type="checkbox"/> Has poor concentration, difficulty focusing
<input type="checkbox"/> Has excessive hunger or thirst
<input type="checkbox"/> Lacks motivation
<input type="checkbox"/> Has runny nose
<input type="checkbox"/> Is vomiting; has nausea, intestinal difficulty
<input type="checkbox"/> Scratching
<input type="checkbox"/> Involuntary eye movement
<input type="checkbox"/> Excessively active
<input type="checkbox"/> Flushed skin
<input type="checkbox"/> Sweating
<input type="checkbox"/> Irritable
<input type="checkbox"/> Yawning
<input type="checkbox"/> Twitching
<input type="checkbox"/> Dizziness
<input type="checkbox"/> Unconsciousness
<input type="checkbox"/> Inability to verbalize

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

Reasonable Suspicion Form

Name: _____ Date of Occurrence: _____ Page: ___ of ___

____ 4. **Other circumstances as described below:**

Check all items observed:

Unexplained or unexcused absences to practices, class or required appointments

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

Rude or irrational behavior to authority figures

Possession of paraphernalia commonly used with substances

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

Describe any inferences drawn from the reported facts: _____

Additional Comments and Information: _____

Reasonable Suspicion Form

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

Name and Job Title of Person Who Completed Form: _____

Date: _____

Reviewed and Approved by: _____

Date: _____

Student-Athlete Acknowledgement: _____

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

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

Signature of Student-Athlete

Date

Student-Athlete's Name - Printed

Student-Athlete Advisory Committee

WHAT IS SAAC?

- The Student-Athlete Advisory Committee (SAAC) is a student-led group dedicated to representing your voice in CU Athletics.

WHAT DOES SAAC DO?

- We empower Student-Athletes to shape their experience and impact our community.
- We connect all sports, fostering camaraderie and collaboration.

WHO CAN JOIN?

Any Student-Athlete looking to make an impact can join!

Want to shape the future of CU athletics?
Scan for more info.



Student-Athlete Welfare Resources

Student-Athlete Welfare Grievance and/or Appeal Procedures

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

Resources

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

- Office of Institutional Equity and Compliance – implements and enforces university policies (i.e. Discrimination and Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking and Conflict of Interest in Cases of Amorous Relationships and Lactation Space) to ensure nondiscrimination for students, staff, faculty, volunteers, affiliates and visitors (303-492-2127)
- Boulder Campus Ombuds Office - provides informal and confidential dispute resolution services for students. This office does not keep records, determine who is right or wrong, or administer sanctions. It simply attempts to help students resolve their concerns fairly. (303-492-5077)
- Office of Student Conduct & Conflict Resolution - investigates allegations of violations of the Student Code of Conduct and, when appropriate, administers sanctions to students found to be in violation. Students who are sanctioned can appeal within the Office of Student Conduct process. (492-5550)
- Athletic department administrators and coaches - will provide guidance regarding any issue as needed.
- Student-Athlete Advisory Committee (SAAC) - this is a leadership committee of student-athletes who are dedicated to providing a voice for the interests and concerns of fellow student-athletes at CU. This group will provide assistance as needed with any issue. Team representatives should be contacted directly.

Grievances/Appeals

- Sexual Harassment - follow the guidelines in the CU-Boulder Campus Sexual Harassment policy. This policy provides many resources which you can utilize. (303-735-3979)
- Legal Issues/Violation of Campus Code of Conduct - grievances or appeals that deal with campus legal matters should be taken up with the Office of Office of Student Conduct. (303-492-5550)
- Grievances against Athletic Department Coaches/Staff - in the event of perceived, unexplained or unfair treatment by a coach or staff member, student-athletes should follow these guidelines:
 1. Attempt to resolve the concern or issue by communicating directly with the coach or staff member.
 2. Utilize the campus and department resources (listed previously and below) to help provide guidance and assistance.
 3. If a resolution cannot be reached using these means, contact the direct supervisor of the coach or staff member.

- Ryan Gottlieb, Senior Associate AD, Revenue Generating Officer, oversees Men's Golf
- Leon Jackson III, Senior Associate AD, Assistant Vice Chancellor for Advancement, oversees Men's Basketball
- Jill Keegan, Deputy AD, SWA/Student Success, oversees Cross Country, Trak & Field, and Volleyball
- Lindsay Lew, Assistant AD, Digital & Database Marketing, oversees Tennis
- Rachel Ripken, Assistant AD/Community Outreach, oversees Women's Golf
- Alec Roussos, Deputy AD/Administration, oversees Football
- Curtis Snyder, Assistant AD, Athletic Communications, oversees Ski
- Tracy Tripp, Senior Associate AD/Human Resources, oversees Soccer
- Alexis Williams, Senior Associate AD/External Operations, oversees Women's Basketball and Lacrosse

4. Grievances regarding any other staff member should be made to the direct supervisor of that individual.
 5. Rick George, the Athletic Director, will hear any grievances or requests for appeals if a resolution is not reached by going through the previous steps.

6. The Student-Athlete Advisory Committee will provide information, guidance and support as it deems appropriate.

Psychological Health & Performance

Individual and group counseling/consultation is available from the Psychological Health & Performance (PHP) Department. PHP staff addresses a wide variety of challenges faced by student-athletes. Topics can include anxiety and depression, relationship issues, dealing with injury, time management, stress, homesickness, substance use, eating concerns, family matters, and more.

Performance and sport psychology services are also available through the PHP staff. These topics can include, but are not limited to, performance under pressure, maximizing performance, mental toughness, confidence, mindfulness training, self-talk, helpful goal setting, and imagery/visualization.

All aforementioned services are confidential, free, and available for any student-athlete at CU.

Staff information:

Services provided by

- Janine D'Anniballe, Ph.D., LP, Director of Psychological Health and Performance
- Kylie Lahey, LCSW, Assistant Director, Psychological Health and Performance
- Haily Humphrey, LPC, Licensed Athletic Clinician
- Courtney Copeland, LPC, Licensed Athletic Clinician
- Allison Mallory, MA, LPCC, CMPC, Case Manager and Mental Performance Consultant

Phone:

- Psychological Health & Performance—303-735-7182
- Buffs Helpline—303-735-7182 (Press 9)

- Online appointment request form:
https://cuboulder.qualtrics.com/jfe/form/SV_d5TuDd25mT25if4
- **Appointments:** The PHP offices are located in Dal Ward Suite 250. Office hours are 8 am to 5 pm, Monday-Friday during the Fall and Spring semesters and are 8:30 am to 4:30 pm, Monday-Friday during the summer. Please call the above number or walk into the office to schedule. Appointments can be scheduled for in-person or via telehealth. Athletes must be physically in the state of Colorado to utilize telehealth services.
- **Walk-In Hours: Monday/Wednesday 10am-noon, Tuesday/Thursday 1pm-3pm, Friday 10-11am**
 - During walk-in hours, PHP guarantees staff are available to meet without a prior appointment scheduled. Please use the above times if you are experiencing a circumstance that would benefit from speaking to a provider immediately.
- **Bufs Helpline**
 - For 24/7/365 immediate mental health support, our Bufs Helpline is available to all of our student athletes.
 - **Please call 303-735-7182 and press 9** for immediate mental health support to speak with a mental health provider.
 - If you are experiencing a life-threatening emergency, call 911 or go to your nearest emergency room.
 - **Groups:** PHP offers a variety of groups throughout each semester to support student athlete mental health and performance. Topics may include body image, managing injury, the international student experience, sport performance, etc. Group information will be advertised via Ralphie’s Roundup and can be provided by calling the PHP at 303-735-7182.
- **Confidentiality:** As required by Colorado law, communication between the Psychological Health & Performance staff and a student-athlete is confidential. The student-athlete can voluntarily sign a release of information to allow information to be shared.

There are also alternative resources available if student-athletes are interested. **On-campus** counseling services are available through the Counseling & Psychiatric Services (CAPS) office (303-492-2277) and the Office of Victim Assistance (OVA; 303-492-8855). CAPS and OVA provide free and confidential short-term counseling. In addition, OVA provides information, consultation, support, and advocacy to individuals who have experienced traumatic, disturbing, or disruptive life events. All services through CAPS and OVA are confidential and available to all student-athletes. If a student-athlete would like information about an **off-campus** mental health referral, please contact PHP and referrals can be provided.

Leadership and Career Development

Mission

Through innovative, holistic, and individualized support programs, Scripps Leadership & Career Development provides student-athletes with resources and opportunities to explore and pursue passions while preparing to thrive and achieve success both at and beyond CU.

Career Development Components

- One-on-one career coaching
- Industry engagement through networking events, job shadows, and informational & mock interviews
- Progressive programming by class to translate skills into professional success
- Flex-Internships - full- or part-time internships that fit the student-athlete schedule

Leadership Development Components

- First Year Experience for all first-year student-athletes
- Gamble Successful Transition & Exit Planning for Seniors (STEPS)
- Build leadership skills to leverage success through leading self, others, and creating change
- Student-Athlete Advisory Committee. Big 12 Conference Leadership Opportunities
- Community Service & Engagement

Use Teamworks Signups to schedule a meeting with your LCD rep to get help with:
Resume & LinkedIn
Informational Interviews
Internships & Jobs
Networking Events
And more!

Meet your LCD Team



Lauren Unrein

Director

lauren.unrein@colorado.edu

720-591-0638

Football, LAX



Katherine Kubancik

Assistant Director

katherine.kubancik@colorado.edu

303-492-6702

SKI, SOC, VB, XC/TF



Dave Callan

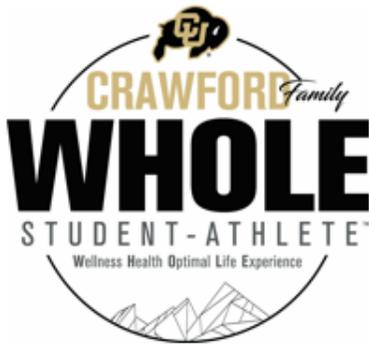
Leadership Coordinator

david.callan@colorado.edu

303-765-2518

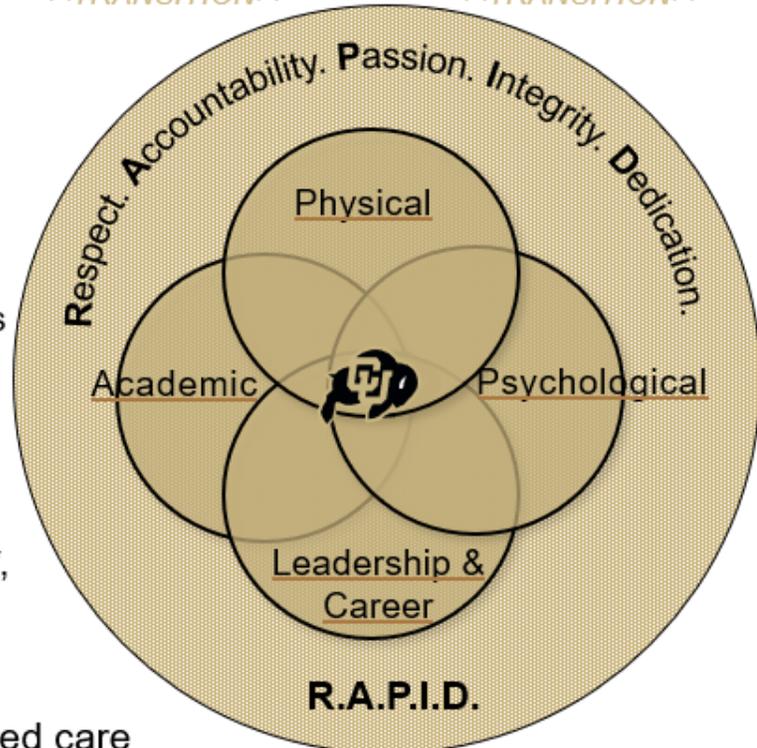
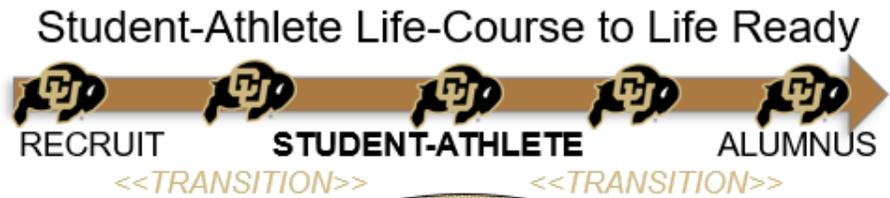
M/WBB, M/W GOLF, TEN

WHOLE Student-Athlete



MISSION

Enhancing the capability and capacity for WHOLE-istic Development of Student-Athletes by facilitating Sports Science, Applied Developmental Science and Research & Programming across Intercollegiate Athletics with all stake-holders, e.g., Student-Athletes, Coaches, Staff, Departments and Leadership).



- **UNPARALLELED** integrated care and services centered around the Student-Athlete.
- **EVIDENCE-BASED**, personalized response to the needs of **ALL** Student-Athletes.
- **EMBEDDED SUPPORT** for Student and Staff's most pressing needs related to Sports Science, Data Collection, Utilization and Visualization for success.

ALL IN an on-mission environment of **RESPECT, ACCOUNTABILITY, PASSION, INTEGRITY & DEDICATION (R.A.P.I.D.)** where Buffs compete for and win championships.

Office of Institutional Equity and Compliance

As a member of the CU Boulder community, you play an important role in shaping the campus culture. The university is committed to creating a welcoming atmosphere for every student, staff, and faculty member.

To help make this happen, the university has policies that prohibit sexual misconduct, discrimination, and harassment. These policies ensure that everyone receives fair and equitable treatment in their work and academic environments.

To protect the campus community, CU Boulder prohibits these behaviors and provides education designed to prevent such behaviors.

Retaliation against someone who has reported a concern related to these policies, or who supported or provided information about an incident regardless of the outcome of a complaint is strictly prohibited. Retaliation includes any kind of intimidation, threats, discrimination or harassment that is intended to discourage a person from reporting or taking part in a resolution of a policy complaint.

Any member of the CU Boulder community who experiences sexual misconduct, or who experiences discrimination or harassment related to their identity, **whether this happened on or off campus**, is encouraged to make a report about what happened to the university's [Office of Institutional Equity and Compliance or OIEC](https://www.colorado.edu/oiec/) (<https://www.colorado.edu/oiec/>). Athletic department employees who are classified as "responsible employees" – those who can hire, promote, discipline, evaluate, grade, formally advise, or direct faculty, staff or students -- must relay allegations of sexual misconduct and/or protected class discrimination and harassment disclosed to them to OIEC.

We hope the following information will help you better understand the university's policies and the process for making a report about misconduct.

What is Sexual Misconduct?

Sexual Misconduct is defined by federal and state laws and incorporated into university policy. It covers a wide range of prohibited behaviors.

Sexual assault

Any attempted or actual sexual act directed against another person, without the affirmative consent of the person, including instances where the person is incapable of giving consent. This includes:

- Penetration (vaginal or anal), no matter how slight, with any body part or object, or oral penetration by a sex organ of another person;
- Touching of private body parts (buttocks, genitals, breasts) or making someone touch their private body parts;
- Sexual intercourse/penetration with a person who is under the statutory age of consent;
- Sexual activity between people who are related where the law would prohibit marriage (incest/child sexual abuse).

Sexual exploitation

Taking sexual advantage of another person for the benefit of anyone other than the person being exploited without that person's affirmative consent. Examples include nonconsensual electronic recording, photographing, or transmitting sounds or images of sexual activity, intimate body parts, or nakedness; spying on others who are in intimate or sexual situations without their consent; taking possession of the intimate personal property of another person without their consent; and prostituting or trafficking another person.

Sexual harassment – hostile environment and *quid pro quo*

Unwelcome conduct based on sex determined by a reasonable person to be so severe, pervasive, and/or objectively offensive that it effectively denies a person equal access to the university's education programs or activities. Behaviors may include unwelcome attempts to touch someone in a sexual way, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Also prohibited is an employee of the university conditioning an educational benefit, service, or aid based on an individual's participation in unwelcome sexual conduct (called *quid pro quo*).

Intimate partner violence (dating and domestic violence)

Any act of violence or threatened act of violence against a person with whom the individual is or has been involved in a romantic or intimate relationship (dating, cohabitating, married, partnered, or co-parenting). This can include threats, assault, property damage, and violence or threats of violence to harm themselves or others including family members, friends, or pets of the partner.

Stalking

A course of conduct directed at someone that would cause them to fear for their own safety or the safety of others or suffer substantial emotional distress. This conduct can include repeatedly following, approaching, contacting, watching, or making any form of communication with a person directly or through indirect contact (i.e. friends, family, electronically, social media, etc.).

Any student found responsible for sexual misconduct under university policy could be removed from athletic programs, prohibited from being on campus, or suspended or expelled from the university. There may also be parallel criminal proceedings pursuant to state law.

When the university finds out that sexual misconduct has happened to a member of the CU community, the university is required to take immediate action to stop it, keep it from happening again, and address its effects. The university must conduct at least a preliminary inquiry into any report of sexual misconduct. The university's process is separate from a criminal investigation.

Consent

Treat every sexual situation as a red light and assume you don't have permission to proceed.

Consent for sexual activity must be clear, knowing, voluntary, mutually understandable words or actions that show that someone wants to engage in any sexual activity throughout a sexual encounter.

This means:

- That just because someone isn't saying, "no," it doesn't mean they've consented to sexual activity.

- Silence is not consent for sexual activity – consent requires a clear "yes," either through words or actions.
 - Verbal communication is the most reliable form of establishing consent.
- Consent to some forms of sexual activity does not automatically mean there is consent to other forms of sexual activity.
- A person who does not want to consent to sexual activity is not required to resist.
- Being in a past or current romantic or sexual relationship does not automatically mean that there is consent for sexual activity. Every sexual activity or interaction means that consent must be established.
- Giving or accepting gifts, paying for or accepting drinks or a meal, or dancing with someone does not imply consent for sexual activity.
- The way someone is dressed or their physical appearance does not indicate there is consent for sexual activity.
- Consent can be withdrawn at any time during sexual activity and doesn't need to be verbal, as long as it is conveyed clearly (through actions or words).
- Consent cannot be obtained by threat, intimidation, or force.
- A person under the age of 15 cannot legally consent to sex with someone who is 4 or more years older than they are. A person who is 15 or 16 cannot legally consent to sex with someone who is more than 10 years older.

Engaging in sexual activity with a person who you know is (or can reasonably recognize to be) incapacitated due to alcohol, drugs, injury, illness, or being asleep, violates university policy.

Signs of incapacitation that would mean a person is unable to consent:

- Disorientation
 - For instance, when a person loses track of where they are or who they are with, is confused or unable to remember basic information, or repeats themselves.
- Loss of motor control
 - This means a person may not be able to do basic things like walk on their own, insert a key into a lock, sign their name, get something out of their wallet, or dress/undress themselves.
- Unconsciousness
 - This includes being asleep or passed out

These are some of the factors used to determine a person's ability to consent to sexual activity. If someone is incapacitated, they legally cannot consent to sexual activity even if their words or actions seem to indicate that they are.

A person's use of alcohol or other drugs is not a defense to an allegation of sexual misconduct.

Protected Class Discrimination and Harassment

CU Boulder policy prohibits discrimination and harassment based on protected class identity.

Protected class identities include race, color, national origin, pregnancy, sex, age, disability, creed, religion, sexual orientation, gender identity, gender expression, marital status, veteran status, political affiliation, and political philosophy.

Protected class harassment can be verbal, written, or physical. Harassment is defined as behavior that unreasonably interferes with someone's work or academic performance, or that creates an intimidating or hostile work or educational environment.

Discrimination occurs when someone suffers harm on the basis of their protected class identity, like when someone is deprived of or denied a material benefit (such as money, a job, or resources) based on their protected class identity.

Discrimination can include:

- Not being admitted to an academic program
- Not being funded for a project
- Not being promoted or hired for a job
- Not being provided an approved accommodation related to disability, religion, or pregnancy

Recruiting

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

Current student-athletes are responsible for the behavior of any recruit under their supervision and must not allow the recruit to engage in any form of sexual misconduct as described above.

Resources & Reporting

- There are several ways to report a possible policy violation to the university's [Office of Institutional Equity and Compliance](#) (this link also has information on other resources):
 - Online reporting: <https://www.colorado.edu/oiec/> ("Report to OIEC" tab in the top right navigation)
 - Call: (303) 492-2127
 - Email: oiec@colorado.edu
 - Report directly to the Title IX Coordinator for the University: Llen Pomeroy, (303) 492-0277, lleen.pomeroy@colorado.edu

- Office of Victim Assistance offers **free and confidential** counseling and advocacy and can help you know your options and rights in the aftermath of a traumatic, disturbing, or disruptive life event:
 - <https://www.colorado.edu/ova/>
 - 303-492-8855

University Policies and Office of Institutional Equity and Compliance (OIEC) Process and Procedures:

<https://www.colorado.edu/oiec/policies>

Pregnant Student-Athlete Policy

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

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

REPORTING

- Athletics will not require any student-athlete to reveal her pregnancy status and instead will work to create an environment where a student-athlete will feel comfortable providing this information. Participating in athletic activity while pregnant can have serious health consequences and voluntarily revealing pregnancy will allow Athletics personnel to assist the student-athlete and provide the best care.
- Teammates or Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to an Athletics medical professional, team physician or to a licensed mental health provider with the department.
- When a student-athlete reveals her pregnancy or parenting status to athletics personnel, they should direct the student-athlete to this Policy. They should reiterate the department's protection of the student-athletes team membership status and financial aid.

EXERCISE DURING PREGNANCY

The NCAA supports the position that high level athletic activity – with professional healthcare monitoring and plentiful hydration to prevent overheating – is generally safe before 14 weeks of gestation. Student-athletes can and do compete successfully while pregnant, with no adverse health effects. A pregnant student-athlete and her healthcare provider should monitor her for danger signs.

- If a student-athlete chooses to compete while pregnant they should:
 - Be made aware of the potential risks of their particular sport and exercise in general while pregnant;
 - Be encouraged to discontinue exercise when feeling over-exerted or when any of the following warning signs are present: vaginal bleeding, shortness of breath before exercise, dizziness, headache, chest pain, calf pain or swelling, pre-term labor, decreased fetal movement, amniotic fluid leakage, muscle weakness;
 - Follow the recommendations of their obstetrical provider in coordination with the team physician; and
 - Take care to remain well-hydrated and to avoid over-heating

CU ATHLETICS POLICIES

Pregnancy places unique challenges on the student-athlete. CU athletic training staff, in compliance with the NCAA guidelines, has developed a policy clearly outlining the rights and responsibilities of the pregnant student-athlete. Please be aware of the following:

- Athletics will allow a pregnant student-athlete to either fully participate or participate in a limited manner on the team, including all team-related activities, unless the student-athlete's physician, the team physician, or other health care provider certifies that participation is not medically safe.
- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
- Students may take a pregnancy leave of absence for so long a period of time as is deemed medically necessary by the student-athlete's physician, at the conclusion of which the student-athlete shall be reinstated to the status which she held when the leave began.
- No coach or other Athletic department personnel shall suggest to any student-athlete that her continued participation on a team will be affected in any way by pregnancy.
- Athletics will not allow a hostile or intimidating environment to exist regarding student-athlete pregnancy. Acts or statements that are hostile toward pregnancy or that shun or shame a student-athlete because she is pregnant will not be tolerated.

MEDICAL CARE

Medical personnel in the Office of Sports Medicine are available to educate the pregnant student-athlete regarding the risks of continued participation in her sport.

- Athletics does not provide health insurance benefits for pregnancy, although Athletics personnel can assist the student-athlete in locating available resources. If requested by the student-athlete, the Office of Sports Medicine will refer her to her primary care physician, Wardenburg Health Center on the CU Campus, or additional resources for medical services. Psychological Health and Performance (PHP) within the Athletic Department and Counseling and Psychological Services (CAPS) on the Boulder campus are other resources available to the student-athlete.
- Athletics staff will not counsel (unless requested by the student-athlete) or influence in any way a pregnant student-athlete regarding issues related to her pregnancy. Such advice or influence is inappropriate and is prohibited.

FINANCIAL AID AWARD

- A pregnant student-athlete's grant-in-aid will not be terminated or reduced as a result of her pregnancy.
- Regarding institutional financial aid, all grants-in-aid are renewed in accordance with NCAA rules. Pregnancy will be treated as all other temporary medical conditions where grants-in-aid are awarded. As such, institutional grant-in-aid money may not be revoked or reduced due to missed practice and playing time as a result of pregnancy.

ELIGIBILITY

- NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy. A waiver application must be submitted by the University to the NCAA in such cases, and approval is not assured.

Concerns regarding violation of this policy or retaliation should be directed to the SWA, Jill Keegan, the Senior Associate AD for Health and Performance, Miguel Rueda, and/or the Office of Institutional Equity and Compliance.

COLORADO SPORTS PERFORMANCE

Student-Athlete Guidelines

Expectations

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

Sports Performance center is dedicated to providing the best service to student-athletes as possible. Before participation, all student-athletes need to receive a physical exam and be cleared for participation in their sport

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Booster: A representative of athletics' interest.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commencement: A graduation ceremony.

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

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

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

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

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

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

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

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

Cross-Listed Course: A course that is offered through two different departments or careers, is taught at the same time by the same instructor, and can typically be used to fulfill a requirement in either department or career. For example, MATH 4120 is cross-listed as APPM 4120. A mathematics major enrolls in MATH 4120, and an applied mathematics major enrolls in APPM 4120, and each student would receive credit in their program for the course.

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

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

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

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

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

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

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

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

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

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

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

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

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

Extra Benefits or Special Benefits: The NCAA defines an extra benefit as any special arrangement by an institutional employee or a representative of the institution's athletics interest ("booster") to provide a student-athlete (or a student-athlete's relative or friend) a benefit that is not generally available to other

University of Colorado Boulder students and their relative and/or friends or, is not expressly authorized by NCAA legislation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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