

WELCOME TO BOSTON UNIVERSITY!



We are pleased that you have chosen Boston University to pursue your athletic and academic goals during the next several years.

The role of the student-athlete at Boston University is both complex and rewarding. The discipline of your sport calls for intense effort both in practice and in competition. At the same time, our program requires you to maintain a high level of academic progress-- not only to retain your athletic eligibility, but also to meet the standards of Boston University. Balancing your athletic and your academic efforts requires constant attention on your part.

One purpose of the Student-Athlete Handbook is to help you achieve this balance. This publication has been prepared by our Student-Athlete Support Services staff to clarify most of the things you need to do to be in good standing and to achieve a successful balance in your role as a student-athlete. It refers to procedures you need to follow and to various resources, which you may need within the Department of Athletics and throughout the University. It also offers guidelines for how you can be more successful.

Please contact the appropriate Department of Athletics staff about any issues that are not clear to you, and feel free to make suggestions about how we can make this Handbook a more useful tool and resource in the future.

I am convinced that as student-athletes you have learned and will continue to learn a great deal about how to be successful in studies and in sports. I wish you great success with your endeavors in both of these areas.

Michael Lynch

Assistant Vice President & Director of Athletics

FROM OUR FACULTY ATHLETICS REPRESENTATIVE



Welcome to Boston University. As the Faculty Athletics Representative (FAR) for the university, I serve as a liaison between the Department of Athletics and the institution, and also represent Boston University to the America East Conference and the NCAA. On a local level, as FAR I extend an open invitation to all of you for any needed assistance.

Successful student-athletes balance the demands of their sport with the demands of academics. Boston University provides an extensive support system to help you achieve this balance. These resources are sometimes specific to student-athletes but many are available to all students at the university. Some are as simple as meeting with your professor; others help refine your study skills or provide the right environment. If you ask, help is available to maximize your academic success whatever your needs.

Boston University is proud of its student-athletes and stands ready to help you achieve excellence in all facets of your experience.

Sincerely,

Sara D. Brown

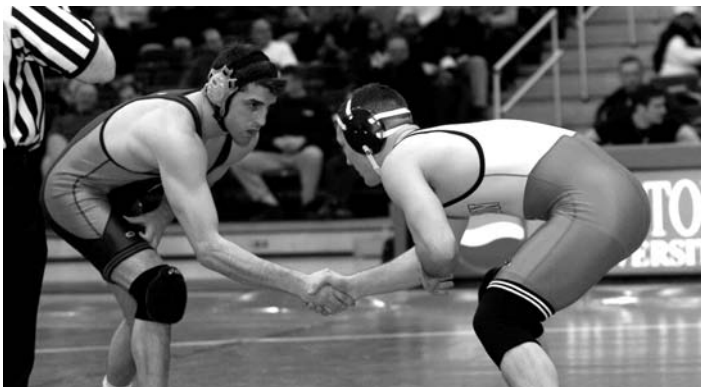
Faculty Athletics Representative

College of Health and Rehabilitation Sciences: Sargent College

STATEMENT ON SPORTSMANSHIP

Boston University is proud of the integrity its athletic teams have exhibited throughout their history. As a Boston University student-athlete, we expect that you will conduct yourself in a manner consistent with this tradition. Therefore, you should exhibit good sportsmanship at all times. Your words and your actions should bring credit to your team, your University, and yourself – on and off the field, as a competitor and as a spectator, win or lose.

Because the Department of Athletics is adamant about protecting the integrity of its teams and that of Boston University, you will be held accountable for conduct that discredits or disgraces yourself, your team, or Boston University. Failure to behave in a sportsmanlike manner may result in temporary or permanent suspension from your team.



BOSTON UNIVERSITY DEPARTMENT OF ATHLETICS INTERNET/ SOCIAL NETWORKING POLICIES FOR STUDENT ATHLETES

Boston University student-athletes should avoid engaging in any behavior that might embarrass them, their families, their teams, and/or the University. As a student-athlete competing in intercollegiate sports, you are a representative of the University. You must be careful when participating in online communities and social networking web sites. Potential employers, internship advisors, graduate programs, scholarship committees, coaches, and athletic department administrators regularly monitor web sites to better understand the individuals they may be teaching, coaching, or hiring. Please keep the following guidelines in mind as you participate in social networking web sites:

- Before participating in any online community, you should remember that anything you post is available to anyone in the world. You will lose control of any text or photograph that you place online the moment you do so. Limitations on access to your site may not prove sufficient to reduce the risk that someone may discover and circulate your posting.
- You must not post any information, photographs, or other items that might embarrass you, your family, your team, the Department of Athletics, or Boston University. This includes information about team activities and teammates.
- You may not post any information that is proprietary to the Athletic Department which is not public information. Such proprietary information includes team schedules, practice plans, travel plans, itineraries, or any other information that is sensitive or personal in nature.
- You are personally liable for any copyright violations you may commit, whether intentional or inadvertent. Copyright violations may include posting photographs, audio, or video of people or things that are not you or your personal property, or for which you do not have express written permission to distribute. In addition, it is a violation of copyright laws to post various trademarks and other recognizable symbols of Boston University.

- You will be personally liable for any violations of other students' privacy rights, including violation of rights protected by state and federal privacy laws. You will also risk sanctions by Boston University for violating various student codes of conduct or codes of computing ethics.
- Do not post your home address, local address, social security number, phone number(s), birth date, or other personal information on social networking web sites.
- The malicious use of online networks (including derogatory language or comments about any member of the Boston University community, demeaning statements about, or threats to any third party, incriminating photographs or statements that depict private behavior, hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or other inappropriate behavior will be subject to disciplinary action by the Head Coach and/or the Director of Athletics and/or the Dean of Students. Sanctions may include suspension or dismissal from your team, loss of athletic aid, and suspension or dismissal from the University.

ATHLETIC AFFILIATIONS

THE NCAA

700 W Washington St.

PO Box 6222

Indianapolis, IN 46206-6222



Boston University is a Division I member of the National Collegiate Athletic Association (NCAA).

The basic purpose of the NCAA is to “maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body and, by doing so, retain a clear line of demarcation between intercollegiate athletics and professional sports.” (2007 - 2008 NCAA Division I Manual, Bylaw 1.3.1).

The NCAA was founded in 1906 and is currently comprised of 1,028 institutions classified in three Divisions. Division I has 335 schools; Division II has 302 and Division III has 447. The Association sponsors 88 championships in 23 sports for its member institutions. Every year approximately 150,000 male and female student-athletes participate in NCAA competition at the Division I level.

(Information excerpted from <http://www.ncaa.org>)

AMERICA EAST

215 First Street, Suite 140

Cambridge, MA 02142



Most of Boston University's intercollegiate athletics teams are affiliated with the America East Conference. Since its establishment in 1979, America East has continued to build a reputation as one of the most comprehensive and competitive conferences in the nation. At the same time, the conference has continuously emphasized a balance between academics and athletics. All varsity student-athletes at member institutions who earn a GPA of 3.0 or higher during their season of competition receive America East recognition and awards. Additionally, the conference annually determines the top Scholar-Athlete in each of its 20 championship sports and from those 20 winners; the top male and female Scholar-Athletes are further honored by the league.

The Conference is comprised of:

University at Albany (SUNY)

Binghamton University (SUNY)

Boston University

University of Hartford

University of Maine

University of Maryland, Baltimore County

University of New Hampshire

Stony Brook University (SUNY)

University of Vermont

(Information excerpted from <http://www.americaeast.com>)

HOCKEY EAST

591 North Avenue

Wakefield, MA 01880



The Boston University men's and women's ice hockey teams compete in the Hockey East Association. Founded during the summer of 1983, Hockey East has become the premier college hockey conference in America. Three Hockey East schools have won national titles, and a number of Hockey East alumni are playing with professional hockey teams. By the same token, Hockey East student-athletes are committed to overall excellence and have been involved in community organizations and youth programs. The Hockey East association recognizes academic achievement each year with its All-Academic Team honors.

The members of the Hockey East are:

Boston College

Boston University

University of Connecticut (women only)

University of Maine

University of Massachusetts, Amherst

University of Massachusetts, Lowell

Merrimack College

University of New Hampshire

Northeastern University

Providence College

University of Vermont

(Information excerpted from <http://www.hockeyeastonline.com>.)

COLONIAL ATHLETIC ASSOCIATION

8625 Patterson Avenue

Richmond, VA 23229



Founded in 1985, the Colonial Athletic Association sponsors 21 sports at the NCAA Division I level. Boston University is a member of the Colonial Athletic Association in the sport of wrestling only.

The members of the CAA in wrestling are:

Boston University

James Madison University

Drexel University

Old Dominion University

George Mason University

Rider University

Hofstra University

(Information excerpted from <http://www.caasports.com>)

METRO ATLANTIC ATHLETIC CONFERENCE

712 Amboy Avenue

Edison, NJ 08837



Founded in 1980, The Metro Atlantic Athletic Conference sponsors 24 sports at the NCAA Division I level. Boston University is a member of the Metro Atlantic Athletic Conference in women's golf only.

The members of the MAAC in women's golf are:

University at Albany

University of Hartford

Boston University

Niagara University

Fairfield University

Siena College

(Information excerpted from <http://www.maacsports.com>)

NCAA COMPLIANCE

This section explains many of the NCAA and Boston University rules and regulations that govern your eligibility to participate in varsity athletics at Boston University.

Read over this section carefully!

While you do, please keep in mind that the rules change from year to year, particularly the NCAA regulations. You should NOT take for granted that everything printed here is the most complete or current information. ALWAYS check with your coach and the Director of Compliance if you have any questions.

To be eligible for practice and competition at the beginning of the academic year, you must have:

- Signed all NCAA and BU **Compliance forms**
- Passed your annual **physical examination** and submitted the necessary **medical records** as required by the Sports Medicine Department
- Been certified as **athletically and academically eligible**

Compliance Forms

On an annual basis all student-athletes are required to complete a student information sheet and sign important NCAA and Boston University forms PRIOR to practice and competition on any varsity team. These forms include:

The **NCAA Student-Athlete Statement** (with Buckley Amendment consent) attesting to the fact that you have read the current summary of NCAA rules and regulations that affect your eligibility to participate in intercollegiate athletics.

The **NCAA Drug-Testing and Consent Form** permits the NCAA to test when you participate in any NCAA championship. In addition, all Division I athletes are now subject to testing on a year-round basis for banned substances.

The **Boston University Drug Testing Consent/Release of Liability Form**, which attests to the fact that you have read the Boston University Drug Policy and that you understand that you are subject to random drug testing for the duration of your participation on any Boston University varsity intercollegiate athletics teams.

Physical Examinations and Medical Records

Each summer the Sports Medicine department will mail to your home a Medical History Packet that you will need to complete and return. You also must undergo and pass a pre-participation screening given by the Sports Medicine department as well as have had a physical examination. All of these things need to be completed in order for you to be able to practice and compete with your team.

See the "Sports Medicine" section of this Handbook for additional information.

Academic and Athletic Eligibility

The remainder of this section on Compliance outlines what you need to know about maintaining your academic and athletic eligibility. Again, keep in mind that this may not be the most comprehensive or current information as the NCAA passes new legislation and releases rules interpretations throughout the year. If you have questions or concerns, ALWAYS ask your coach, the Director of Compliance, or, for academic matters, the Student-Athlete Support Services staff.

ACADEMICS

To be eligible to represent Boston University in intercollegiate athletics competition, you must make satisfactory progress toward a degree and satisfy other academic requirements set forth by the NCAA and Boston University.

Full-time Status

You must be enrolled in a minimum full-time program of study leading to a baccalaureate or equivalent degree in order to be eligible to practice and compete. This means that, on average, 12 credits per semester must be completed (see "Credits," below). As a student-athlete at Boston University, you will be required to be enrolled in 16 credits per semester.

The exception to this rule applies to seniors in **their final semester of enrollment**. A senior enrolled in his/her final semester may practice and compete while enrolled in less than a minimum full-time program. Therefore, as a senior enrolled in your last semester, you may carry fewer than 12 credits, provided you are taking the number of courses you need to complete your degree program. Please Do Not drop a course or go below full-time status without the written permission from a SASS staff member.

Good Standing

You must meet the requirements for good academic standing as defined by the school/college in which you are enrolled in order to be academically eligible to compete. Please refer to the most current version of the [Boston University Undergraduate Programs Bulletin](#) or speak with your academic advisor for specifics regarding the academic standards of your school/college. Please note that these standards may change and that academic standing is reviewed on a case-by-case basis. Therefore, it is **your** responsibility to be aware of the most current and complete academic standards for your school/college.

For the purposes of NCAA academic eligibility, “warning” status is considered good academic standing. However, if you are placed on “academic probation” or “academic suspension” you will be academically ineligible to compete and travel with your team.

If you receive notice of academic probation or suspension from your school or college, you should notify your coach AND Student-Athlete Support Services immediately.

Degree Declared

Boston University policy and NCAA regulations stipulate that you must designate a specific baccalaureate degree program (i.e., select a major) by the beginning of your third year (fifth semester) of enrollment. Failure to select a major by the beginning of your fifth semester will result in academic ineligibility to compete with your team and possible ramifications within your school/college, as this is a Boston University policy applicable to all students.

Credits

40/60/80: The following table summarizes the percentage of degree requirements that must be fulfilled at specific times according to NCAA regulations. The percentage of course requirements refer to your specific degree program, not only to courses in your major. In other words, divisional/liberal arts requirements may be included in this calculation as may electives, as allowed. Courses that do not count in any way toward your degree (e.g., PDP courses) may not be included in the calculation. It is **your** responsibility to know how many credits you are required to complete for your degree program.

In addition NCAA regulations require that student-athletes successfully complete a minimum of **6 credits** each academic semester (fall/spring) they are enrolled to be academically eligible to compete the subsequent semester.

Semesters Completed	Percentage of Degree Requirements Completed
4	40%
6	60%
8	80%

Grade Point Average

90/95/100: If you entered college in Fall 2003 or after, you must have a cumulative GPA that equals at least 90% of the minimum GPA required to graduate by the end of your first year of collegiate enrollment (i.e., after completing 2 semesters). Upon entering the third year of collegiate enrollment (i.e., after completing 4 semesters) you must have a cumulative GPA that equals at least 95% of the minimum GPA required to graduate, and by the beginning of the fourth year of collegiate enrollment (i.e., after completing 6 semesters), you must have 100% of the minimum GPA required to graduate. The minimum GPA required to graduate varies by school/college. It is **your** responsibility to know the required GPA for your school/college.

SPORT

Five Year/10 Semester Rule

From the beginning of the semester in which you first attend classes as a full-time student at any college or university, you have five calendar years in which you are permitted four years of athletics participation. This is called the “five year clock.” Once the five years have passed, regardless of whether or not you have utilized all of your seasons of eligibility, you are no longer eligible to participate in intercollegiate athletics at any NCAA member institution. There are rare exceptions to this rule, which can be clarified by the Director of Compliance.

Playing and Practice Season Limitations

The NCAA has established the hour limitations detailed below to ensure that you have adequate time to devote to your academics and so that the athletic demands placed on you will not be excessive.

As you read through this information, you should remember that “practice” is defined as any required meeting, activity, or instruction that has an athletic purpose. Practice is considered to have occurred if one or more student-athletes and one or more coaches engage in any athletically related activity.

For a complete list of athletically related activities, as defined by the NCAA, you should talk with your coach or see the Compliance Coordinator.

In-Season

In-season refers to the period of time between the date of Boston University’s first official practice in your sport and the date of your last practice or competition (whichever occurs later).

Your athletically related activities while in-season are limited to no more than four hours per day and no more than twenty hours per week with one day “off” per week during which you cannot be required to take part in athletically related activities.

Out-of-Season

Before your playing season begins or after it has finished, you can be required to participate in no more than eight hours per week of weight-training and conditioning activities with no more than 2 of these hours being individual skill instruction with a coaching staff member. During this period, you must be given two days off per week.

You cannot be required to participate in practice activities during the summer. You are permitted to participate in voluntary conditioning activities under the supervision of the B.U. Strength and Conditioning staff.

Additional Regulations

*You are not to miss classes for practice or any other athletically related activity, except competitions. Travel to away competitions and athletically related activities that take place during these trips are the exception to this regulation.

*Daily and weekly hour limitations do not apply during official vacation periods, as listed on the Boston University Official Academic Calendar, or during the academic year between terms when classes are not in session.

Outside Competition, Effects on Eligibility

During the academic year (September to May) you may NOT participate in any organized, athletic competition in your sport outside of Boston University. If you do, you will become ineligible for intercollegiate competition in your sport for the remainder of the year and for the next academic year. Please see the Director of Compliance for rare exceptions to this rule. However, you may be permitted to compete in non-collegiate amateur open competition during any vacation period listed on the Boston University Official Academic Calendar. **You should consult with the Director of Compliance and your coach prior to engaging in any outside competitions.**

Basketball student-athletes are prohibited from participating in outside organized basketball competition until their intercollegiate basketball eligibility has been exhausted. Basketball student-athletes are permitted to practice and compete on a sanctioned summer league team only between June 15 and August 31 provided written permission to do so is granted by the Director of Compliance prior to participation and not more than two Boston University players are on any one summer league team.

Complimentary Ticket Policies & Procedures

Player Guests

Men's and Women's Basketball, Men's and Women's Soccer, Women's Lacrosse, and Men's and Women's Ice Hockey are the only home varsity athletic events for which admission is charged. Student-athletes who participate on these teams may take advantage as detailed below.

Home Games

Student-athletes who participate on the Men's and Women's Basketball, Men's and Women's Soccer, Women's Lacrosse, and Women's Ice Hockey teams may designate four (4) guests per game for complimentary admission. Student-athlete's who participate on the Men's Ice Hockey team may designate two (2) guests per game for complimentary admission. These guests may be parents, relatives or friends, and their names must be placed on a pass list at the entrance gate of the venue. Each guest will be required to sign the pass list and show proper ID upon entrance.

Away Games

Two (2) complimentary admissions are permitted for regular season away competition where an admission is charged. The process for signing-up for complimentary tickets for away games is the same as the process detailed above for home games. Your guests, however, will pick up their tickets at the ticket window at the site of the event.

Transfer Procedures

If you are considering a transfer to another institution, you should meet with the Senior Associate Director of Athletics to discuss your options. Before another NCAA institution can speak with you about a transfer, they will need to seek "Permission to Contact" from the Director of Athletics. This permission may or may not be granted institution by institution. Be advised that there are also policies that govern intra-conference transfer. **It is a violation of NCAA rules for any other institution's athletic department staff members to have contact with you regarding potential transfer without first obtaining permission to contact from Boston University.** If Boston University denies permission to contact to any institution, student-athletes must be notified in writing of a hearing opportunity regarding this denial. The hearing procedures are outlined below:

Hearing Procedures

A standing hearing committee is comprised of: The Dean of Students, The Dean of the College of General Studies, The University General Counsel, and the Faculty Athletics Representative (or representative as appointed by that individual).

The Sr. Associate Director of Athletics provides written notification to the student-athlete within seven business days of receipt of the request that permission to contact has been denied. Further, to specify that if the request is denied, the institution shall conduct a hearing if requested in writing and provide written results within 15 business days of receipt of the student-athlete's written request and that the student-athlete shall be provided the opportunity to appear in-person or via telephone and actively participate in the hearing.

If a hearing is requested, a date, time and location will be scheduled for the student-athlete and the Department of Athletics representatives to present their position before the committee. The student-athlete may not bring legal representation to the hearing, but may request that another individual (e.g. parent, advisor) be present for support.

Forty-eight hours prior to the scheduled hearing date, the student-athlete and the Department of Athletics shall provide the committee with written statements defending their respective positions.

The committee will make a decision within forty eight hours of the hearing date, which will be binding.

If the institution fails to respond to the student-athlete's written request or fails to conduct the hearing or provide written results within the specified time period, permission to contact or the transfer release shall be granted by default and the institution shall provide the written permission or release to the student-athlete.

CONDUCT

Amateurism

You are not eligible for participation in an intercollegiate sport if you take or have taken pay, or if you accept the promise of pay in any form, for participation in your sport or if you played on a team with professionals. This holds true even if an award or payment is permitted under the rules governing an amateur non-collegiate event in which you participate. Additionally, you will lose your amateur status and become ineligible for intercollegiate competition if you use your athletics skills (directly or indirectly) for pay in any form, or if you make a verbal or written contractual agreement to participate on a professional team. You may, however, provide skills lessons on a fee-for-lesson basis (see Student Employment information, below). All incoming freshmen and transfer students attending an NCAA institution for the first time must complete the NCAA Eligibility Center Amateurism Questionnaire and be certified by the Eligibility Center as an amateur athlete prior to engaging in any competition at Boston University.

International Students: Prior to initial enrollment at Boston University, all incoming international student-athletes are required to complete the NCAA General-Eligibility for International Student-Athletes Form, which asks a series of questions to determine whether your participation in your sport in your country violated the amateurism rules of the NCAA. Domestic student-athletes do not need to complete such a form.

Agents

If you agree (orally or in writing) to be represented by an agent for the purpose of marketing your athletic ability or reputation in your sport, **you will no longer be eligible to participate in intercollegiate athletics in your sport at any NCAA member institution.** If an agency contract does not specify a specific sport in writing, it will be considered applicable to all sports. You will, therefore, be ineligible to participate in any sport at the intercollegiate level.

This rule also applies if you enter into a verbal or written agreement with an agent for representation in professional sports negotiations that are to take place after you have completed your eligibility in your sport.

In addition, you will become ineligible if you, your relatives, or friends accept transportation or other benefits (see the “Extra Benefits” section, above) from:

1. any person who represents you in the marketing of your athletics ability. The receipt of such benefits constitutes an extra benefit if it is not available to the Boston University student body in general.
2. an agent, even if the agent has indicated that he or she has no interest in representing you in the marketing of your athletics ability or reputation and does not represent individuals in your sport.

Extra Benefits, Services & Gifts

An extra benefit is any special arrangement by a Boston University employee or a representative of Boston University’s athletics interests to provide a student-athlete, or the student-athlete’s relatives or friends a benefit not expressly authorized by NCAA legislation.

Receipt of a benefit by student-athletes or their relatives or friends may not be a violation of NCAA legislation **if** that same benefit is generally available to Boston University students or their relatives or friends or to a particular segment of the student body (e.g. international students, minority students) determined on a basis unrelated to athletic ability.

Representatives of Boston University’s athletics interests include:

- All University employees, including faculty
- Former Boston University student-athletes
- People who donate money or other goods or services to the Department of Athletics.
- Booster club members
- Anyone who has provided permissible benefits (e.g., summer jobs) to student-athletes and/or their families
- Family members of current student-athletes

NONPERMISSIBLE extra benefits include, but are not limited to:

- Cash or loans in any amount
- Use of an automobile
- Gifts or free services of ANY KIND (e.g., clothing, airline tickets, car repairs, meals in a restaurant, laundry, haircuts)
- Free or reduced rent
- Employment of the relative of a prospective student-athlete in an effort to persuade the student-athlete to enroll at a particular institution
- Use of Department of Athletics office equipment for anything other than academic matters
- Use of long distance telephone codes
- Unspecified, unitemized, excessive or improper expenses.

Representatives of Boston University's athletic interests may provide an enrolled student-athlete or an entire team with an occasional meal at that person's home in the locale of the institution. A Department of Athletics staff member may provide an occasional meal at a restaurant in the locale of the institution. This is restricted to infrequent or special occasions (e.g., a birthday, holiday, end of season).

ACCEPTING EXTRA BENEFITS, SERVICES OR GIFTS WILL RESULT IN THE LOSS OF YOUR ELIGIBILITY TO PARTICIPATE IN INTERCOLLEGIATE ATHLETICS AT BOSTON UNIVERSITY.

Promotional Activities/Appearances

ASK BEFORE YOU ACT.

Please see the Director of Compliance if you are asked to do any type of modeling or posing for a calendar, radio/TV/video production or any other promotional activity. Be prepared to discuss the details of the activity or appearance with the Director of Compliance and provide a written proposal if you have been given one. DO NOT sign a release until you have received the approval of the Director of Compliance.

You may not allow your name or picture to be used to advertise, recommend, or promote the sale or use of a commercial product or service of any kind. Additionally, you may not accept any payment for endorsing a commercial product or service through your use of that product or service.

Gambling

As a student-athlete, you cannot knowingly:

- Provide information concerning intercollegiate athletics competition to individuals involved in organized gambling activities
- Solicit a bet on any intercollegiate team
- Accept a bet on any team representing Boston University
- Solicit or accept a bet on any intercollegiate athletics competition for any item (e.g., cash, shirt, dinner) that has tangible value
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling

If you are found to be involved in gambling activities, you will become ineligible for intercollegiate athletics competition.

FINANCIAL MATTERS

Athletics Grant-In-Aid

If you are the recipient of an athletics grant-in-aid, it is awarded to you on a one year renewable basis provided you continue to participate in your sport and you abide by your team policies, and the policies of Boston University and the National Collegiate Athletics Association (NCAA). You are eligible to receive the athletics grant-in-aid for no more than five years within 6 years from your initial enrollment at any collegiate institution, and summer school is NOT automatically included as part of your grant-in-aid. (See the section on "Financial Aid" for further information on the grant-in-aid for summer school).

You must be academically eligible (i.e., in good academic standing and making satisfactory progress) or your athletics grant-in-aid may be discontinued as determined by the Director of Athletics. Additionally, you may lose your athletics grant-in-aid midyear if you fail to earn a minimum GPI of 1.0 and/or complete fewer than 8 credits during the fall semester or if you are suspended from the University.

See the "Financial Aid & Related Matters" section of this Handbook for additional information on the athletics grant-in-aid and other types of financial assistance.

The Student Assistance Funds

The Student Assistance Funds were created to provide student-athletes with access to funds to cover medical and dental expenses not covered by another insurance program, academic and course related expenses, and costs associated with student-athlete of family emergencies.

The fund is available to all student-athletes throughout the academic year to assist with expenses that arise in conjunction with participation in intercollegiate athletics. Monetary support is available to all student-athletes regardless of scholarship level. Request forms are available in the Director of Compliance Office and should be returned upon completion. Student-athletes may request funds for:

- Medical and dental expenses not covered by another insurance program.
- Academically related expenses (e.g. graduate school exams, course supplies not covered by an athletics books scholarship, LD tutoring, etc.). Reimbursement of Textbook Costs is NOT permitted.
- International student scholarship taxes
- Emergency travel and other emergency expenses for student-athletes

Any request outside of these areas or beyond the stated limit will be considered on an individual basis, will depend on the availability of funds, and must be approved by the committee overseeing the fund.

Additionally, student-athletes with demonstrated need are eligible to apply for and receive up to \$500 for essential expenses, such as clothing or a plane ticket home. In order to have demonstrated financial need, you:

1. MUST have filed an annual Free Application for Federal Assistance (FAFSA) form AND
2. Have financial need that is not met by the athletics and need-based aid you are already receiving

OR

3. If you do not receive athletics aid, you MUST be eligible to receive a Pell Grant

International student-athletes must make an appointment with an advisor in the International.

International student-athletes must make an appointment with an advisor in the International Students and Scholars Office (ISSO) to discuss their financial need situation. Along with their application, international student-athletes should submit letters of support from the ISSO, their coach, and parents/legal guardians.

Whether you are a domestic or an international student-athlete, if you meet the requirements detailed above, you should complete a Special Assistance Fund Application Form and submit it to the Director of Compliance.

Summer Camp Work

As a student-athlete you may work at sports camps and clinics, but with the following conditions:

- Your work must be primarily supervisory in nature.
- Your pay rate must be the “going rate” for camp or clinic counselors of similar teaching ability and experience. You may not be paid on the basis of your athletics reputation.
- If you only lecture or demonstrate at a camp or clinic, you may not receive compensation (monetary or other).
- A Boston University coach or representative of the University’s athletics interests may not provide you with transportation to and/or from the camp/clinic unless travel expenses are provided for all employees of that camp/clinic.

UNIVERSITY & DEPARTMENT OF ATHLETICS POLICIES

This section offers an overview of some Boston University policies about which you should be aware. It is in no way a comprehensive resource. The information below was taken from the [Boston University Undergraduate Programs Bulletin](http://www.bu.edu/bulletins/und/) (<http://www.bu.edu/bulletins/und/>) and the [Boston University Lifebook](http://www.bu.edu/dos/policies/lifebook/) (<http://www.bu.edu/dos/policies/lifebook/>) online. You should refer to these publications for complete information on these and other Boston University policies and procedures, and the disciplinary actions that result from violation of the policies.

Student Code of Responsibilities

All students may legitimately expect that Boston University will provide an environment in which they may study, learn, work, and live without unwarranted interference from others. To that end, the Board of Trustees of Boston University adopted the Student Code of Responsibilities on May 12, 1983. By enrolling in courses at the University you have agreed to abide by this Code.

The basic responsibilities of all students include:

1. Respecting the rights of others
2. Respecting the highest standard of academic integrity and reporting any violations of those standards to the dean of your School or College or the Dean of Students for appropriate investigation and disposition
3. Respecting the property of others and the property, equipment, facilities, and programs of the University.
4. Refraining from actions that endanger the health, safety, or welfare of any member of the University community or its guests.
5. Complying with the normative standards, rules, and regulations of the University as well as with federal, state, and local laws.

Failure to fulfill any of the above responsibilities is a basis for disciplinary action under this Code or the academic regulations of the Schools and Colleges of the University.

Should you be called to a disciplinary hearing based on charges brought by the Dean of Students, you will have the following rights:

1. The right to receive from the Dean of Students or his designee a clear notice of the alleged violation in reasonable time to permit adequate preparation of your defense
2. The right to have your guilt or innocence determined by an impartial panel
3. The right to have an advisor present at the hearing
4. The right to call witnesses and to introduce evidence at the hearing

Academic Misconduct

All Boston University students are expected to maintain high standards of academic integrity. Failure to uphold the academic standards of the University may jeopardize your eligibility as a student-athlete as well as your standing as a Boston University student. Academic misconduct occurs when you misrepresent your academic accomplishments or hinder other students’ chances of being judged fairly for their academic work.

Examples of academic misconduct include:

- Cheating on exams
- Plagiarism
- Misrepresentation or falsification of data
- Theft or destruction of examinations before or after they have been administered.
- Theft or destruction of papers before or after submission
- Knowingly allowing another student to represent your work as his or her own
- Forgery, alteration, or knowing misuse of any graded exam or other work, or of official University records or documents
- Submitting the same work in more than one course without the consent of the instructors
- Altering or destroying another student's work or records

Alcohol, Drugs, & Narcotics

The legal drinking age in Massachusetts is 21 years of age. The law states, in general, that no alcoholic beverages may be sold, delivered, or given in any way to a person under 21 years of age. Additionally, state law does not permit or condone the possession, use, transfer, distribution, dealing, or sale of illegal drugs and narcotics. The University supports these laws without exception. Boston University's alcohol policy is in accordance with the laws of the Commonwealth of Massachusetts. Students who violate Massachusetts law, will also be subject to University disciplinary actions.

The Boston University alcohol policy specifies, in part:

- Students who are 21 years of age or older and possess a Massachusetts driver's license are currently extended the privilege to possess and consume alcoholic beverages in University residences. Such privileges may be revoked.
- Students who are under 21 years of age may not possess or consume alcoholic beverages in University residences.
- Quantities of alcoholic beverages permitted to be brought into or stored in any residence facility by any resident twenty-one years of age or older are limited to seventy-two ounces of beer (for example, a six-pack), and one liter of other alcoholic beverage; any substantial quantity of alcoholic beverages (such as beer balls or kegs; cases of beer, wine, or other alcohol) may not be delivered to or brought into residences or other University facilities. Students who bring substantial quantities of alcoholic beverages into the residences will be subject to disciplinary action; this may include, but is not limited to, expulsion from the residences.
- Alcoholic beverages may not be consumed in any public areas of the University.
- Guests of residents, regardless of age, may not bring alcohol into University residences.
- The University reserves the right to conduct inspections in appropriate circumstances in order to enforce its policies and to confiscate any beverages on University property in violation of this policy.

Boston University does not permit or condone the possession, use, transfer, distribution, dealing or sale of illegal drugs and narcotics. Students in violation of this policy are subject to University disciplinary actions, as well as to criminal prosecution under state and federal laws. Students who possess or use illegal drugs in or around the residences will be subject to disciplinary action up to and including expulsion from the residences.

Dealing in narcotics or illegal drugs in or around the residences or anywhere else on campus will result in expulsion from the residence system and in further disciplinary action by the University, including expulsion. In the residences, possession of drug paraphernalia or items that may be utilized for drug use is prohibited.

Please review the [Boston University Lifebook](#) for the complete University policies concerning alcohol, drugs, and narcotics. **You also should be aware of the Department of Athletics policy on drug testing and education, which is distributed to all student-athletes at the beginning of every academic year.**

Hazing

The Boston University hazing policy is in accordance with the laws of the Commonwealth of Massachusetts. Student organizations, including varsity athletic teams, and individual students found in violation of Massachusetts hazing laws will be subject to University disciplinary actions.

Massachusetts law defines hazing as “any conduct or method of initiation into any student organization [including athletic teams], whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.” Hazing is an illegal and punishable offense *even if* a person agrees or allows himself/herself to be hazed.

Many team initiation activities tend to cross the line into this improper area of behavior, and what seems innocent to one party may quickly become offensive or dangerous to another.

The Department of Athletics has a strict policy against hazing and team activities of any kind that humiliate or embarrass student-athletes. **There are to be no initiation activities of any kind within the Department of Athletics.** Violation of this policy may result in disciplinary actions by the Department of Athletics or through the University judicial system, as well as potential criminal charges in the Commonwealth of Massachusetts. According to Massachusetts law, if you organize or participate in hazing, you may be fined up to \$3,000 and/or have to serve up to one year in prison. If you witness hazing and do not report it, you are subject to a fine of up to \$1,000. See the [Boston University Lifebook](#) for more information on the University hazing policy.

If you have questions or concerns about hazing on your team or other teams, you should speak with your coach or the Athletics Director.

Discrimination

University policy and federal law prohibit discrimination on the basis of race, color, creed, religion, ethnic origin, age, gender, sexual orientation, or disability. For information on filing a grievance in matters related to discrimination, see the section on “Grievances by Student-Athletes.”

Sexual Harassment

Boston University is committed to providing workplaces and learning places that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment. The Department of Athletics will not tolerate sexual harassment of any kind. It is the position of the Department that sexual contact between staff members and students is inappropriate and will not be accepted.

In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual’s gender.

Examples of sexual harassment include:

- Unwelcome sexual advances – whether they involve physical touching or not
- Inquiries into one’s sexual experiences
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments
- Sexual epithets, jokes
- Written or oral references to sexual conduct or gossip regarding one’s sex life
- Commenting on an individual’s body or about an individual’s sexual activity, prowess, or deficiencies

The [Boston University Lifebook](#) details the grievance procedure for incidents of sexual harassment. If you have questions or concerns about sexual harassment, you should contact Judicial Affairs (located at 19 Deerfield Street, third floor.) If you live in a campus residence, you can also speak with your hall director or area director.

Grievances by Student-Athletes

Related to Harassment and Discrimination

The Department of Athletics operates according to Boston University policies, which prohibit sexual harassment or any discrimination on the basis of race, color, creed, religion, ethnic origin, age, gender, sexual orientation, or disability. Students wishing to file a grievance related to any of these matters should do so in writing to the Vice President and Dean of Students. The grievance should be as specific as possible regarding the actions that precipitated the grievance, including date, place, and people involved; efforts made to settle the matter informally; and the remedy sought.

See the information in the Sexual Harassment and Hazing sections on the preceding pages for additional information related to these matters.

Related to Athletics Issues

Similarly, the Department of Athletics prohibits the physical, verbal, or psychological intimidation of student-athletes; imposition of time demands in excess of NCAA limits; any violation of NCAA rules; and failure to provide adequately for the academic demands of student-athletes. If you wish to file a grievance related to these matters, you should do so in writing to the Director of Athletics. The grievance should be as specific as possible regarding the actions that precipitated the grievance, including date, place, and people involved; efforts made to settle the matter informally; and the remedy sought.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as permitted by law.

The University does not release personally identifiable information contained in student educational records, except as permitted by law. At the beginning of every academic year you will be asked to sign a form authorizing the Department of Athletics and the NCAA to release or publish relevant personally identifiable information.

DRUG TESTING & EDUCATION

The Department of Athletics supports all Boston University policies regarding drug and alcohol use, as detailed above and in the [Boston University Lifebook](#) (<http://www.bu.edu/lifebook/>) and expects student-athletes to adhere fully to these policies. Boston University is committed to developing and maintaining an environment that will encourage you, as a student-athlete, to avoid the abuse of alcohol and illegal substances and the unauthorized use of controlled substances and performance enhancing drugs. You are also expected to refrain from the excessive use of alcohol while you are a member of the Boston University Athletics program.

At the beginning of each academic year, you will be given the Boston University and the NCAA Drug Testing Policies which list all of the substances banned by the NCAA and the sanctions to which you will be subject if you test positive. It is important that you read and understand what is written both policies. You will also be asked to sign a Consent/Release of Liability Form. The Department of Athletics conducts random drug screenings throughout the academic year. If you fail to appear at the test site when notified that you have been selected to participate in drug testing, you will be prohibited from practice and competition until you are tested and the results of the test are known. In addition, any attempted manipulation of the drug test (i.e., use of substances and/or methods that alter the integrity and/or validity of urine samples) may result in suspension from practice and competition for one year.

Each year the Department of Athletics will sponsor at least one alcohol and drug education program. You will be given information by your coach and announcements will be posted in the Department. Participation in these educational programs is required of all student-athletes.



FINANCIAL AID & RELATED MATTERS

NON-ATHLETICS FINANCIAL AID

Applicants for Boston University financial aid are required to file both the College Scholarship Service (CSS)/ Financial Aid PROFILE and the Free Application for Federal Student Aid (FAFSA). If you complete these forms as a high school senior you should receive renewal applications each year directly from CSS in the case of the PROFILE and the federal processor in the case of the FAFSA. You will also find the necessary application materials available at the Office of Financial Assistance, located at 881 Commonwealth Avenue on the fifth floor. Both of these forms (FAFSA and the CSS PROFILE) may also be completed online.

ALL OUTSIDE FINANCIAL AID MUST BE REPORTED TO THE OFFICE OF FINANCIAL ASSISTANCE AND THE COMPLIANCE OFFICE. "Outside" financial aid is financial assistance from ANY source other than Boston University.

ATHLETICS FINANCIAL AID

Athletics Grant-in-Aid

Student-athletes recommended by coaches to receive athletics grants-in-aid will receive a Financial Aid Award Notification each year from the Office of Financial Assistance. **The award must be accepted in order for you to receive your aid.** To accept, you must complete and sign the statements on the backside of the Financial Aid Award notification and return one copy by the deadline indicated.

Summer School Financial Aid

According to NCAA rules, in order to receive summer school financial aid, you must

- have received an athletic scholarship the previous semester, and
- attend summer school at Boston University.

The Department of Athletics may only award summer school aid in proportion to the amount of athletically related financial aid received during the previous academic year.

The following are the guidelines governing summer school financial aid:

- A student-athlete must petition to receive funds for summer school expenses in **MARCH** of the spring semester (which is when Summer Funding Request Forms become available in SASS).
- Priority for summer school financial aid will be given to student-athletes required to take summer courses. Summer school courses will be considered 'required' if the student-athlete needs them to remain academically eligible or to graduate within four years.
- Summer courses taken to make-up for courses dropped during the academic year may not be approved if the drop was not approved by your academic coordinator in SASS.
- Summer courses are not to be taken to get ahead towards graduation or to allow for less than a 16 credit-hour load in the future.
- Student-athletes who are awarded athletic financial aid for summer school are expected to attend and pass all of their classes. Student-athletes who drop a summer course, receive a grade of D, F, or I may not be eligible for aid in any subsequent summer school sessions.

- Student-athletes who drop a summer course after the 100% refund deadline may have their summer scholarship canceled and may be responsible for all charges incurred for that summer session.
- Student-athletes who violate any of the summer school policies may not be eligible for summer school aid in any subsequent summer school sessions.

Other Athletics Awards and Scholarships

The NCAA offers the following scholarships and awards:

- NCAA Degree Completion Awards
- Postgraduate Scholarship Program
- Walters Byers Postgraduate Scholarship Program
- Women's Enhancement Program Postgraduate Scholarship
- Ethnic Minority Postgraduate Scholarship for Careers in Athletics

Additionally, NACDA, the National Association of Collegiate Directors of Athletics, offers the Annual Sears Directors' Cup Postgraduate Scholarship Awards.

For additional information on these awards and scholarships, please see a member of the SASS staff.

GENERAL INFORMATION

Renewal/Cancellation of Financial Aid

Your athletics grant-in-aid may be reduced or canceled during the term of the award if you become ineligible, voluntarily withdraw from participation in your sport for personal reasons, engage in misconduct serious enough to warrant substantial disciplinary action by the University, or if it is found that you fraudulently misrepresented information on your National Letter of Intent, application, or financial aid agreement.

To be eligible for renewal of financial aid you must be in good academic standing and maintain satisfactory academic progress. Athletically related merit aid may be discontinued as determined by the Director of Athletics. The academic standards you must achieve vary based on the school or college in which you are enrolled. (See the "NCAA Compliance" section of this Handbook for details.) Spring semester financial aid will be canceled if you fail to earn a minimum GPI of 1.0 and/or fail to successfully complete at least 8 credits during the fall semester.

Your financial aid will not be renewed if there is a balance on your University student account (see the information on "Comptroller Hold," below) or if you do not complete registration and settle your account by the payment deadline.

Comptroller Hold

Student Accounting Services may place a "hold" on your account for many reasons; the most common reason is an unpaid balance. A "hold" may result in denial of access to such services as course registration, release of official transcripts and diplomas, and use of University facilities. **Additionally, if you are a financial aid recipient, any request for aid will not be reviewed or renewed until the balance due is paid in full.**

Appeal Process

For need-based aid, the Office of Financial Assistance has an appeal process through which you may request reconsideration of your financial aid award decision. A written request must be submitted to the Office of Financial Assistance along with documentation explaining any significant change in your family's financial circumstances.

International student-athlete's that receive scholarships that include room and board are subject to a tax by the federal government. Please see the Director of Compliance for further information about filing the tax refund and settling your international tax balance.

Notification of non-renewal of your athletic scholarship will be on or before July 1 prior to the academic year in which it is to be effective. If your athletics grant-in-aid is not renewed, you may appeal the decision. A written request must be submitted to your assigned assistant director (in the Office of Financial Assistance) along with documentation explaining why you feel renewal of your award is appropriate.

UNIVERSITY ACADEMIC INFORMATION

The best resources for academic information are your school/college and the Boston University Undergraduate Programs Bulletin located at: (<http://www.bu.edu/bulletins/und/>).

Outlined in this section are the general requirements for some of the schools and colleges. Each school and college at Boston University sets the policies and procedures to which their students must adhere. **It is YOUR responsibility to become fully aware of the policies and procedures of your school/college.** Although the information below is taken from the Boston University Undergraduate Programs Bulletin, do not rely on this section of the Handbook as the definitive source of information in this area, but rather as a resource and starting point.

GENERAL INFORMATION

ID Cards

All Boston University students receive an identification card (the Terrier Card). This ID card will allow you access to University facilities, such as the Fitness and Recreation Center, the residence halls, and the library. Your ID card also serves as a debit card for your dining and convenience points plans.

If you misplace your ID card, or if it is stolen, you should notify the Terrier Card Office immediately and have your ID replaced. The charge for replacement ID cards is \$30, which will be charged to your student account.

You can obtain a Terrier photo ID card, including replacement cards at the following locations:

- Terrier Card Office - George Sherman Union, 775 Commonwealth Ave., lower level
- Office of the University Registrar - 881 Commonwealth Ave., second floor

Student Link

The Student Link is a Web-based application that allows students to view their student records, change their addresses, perform registration functions (register, add/drop classes), and search the semester class schedule. In addition to academic information, you may also view your student account, job postings, and dining plan options on the StudentLink.

You must have a valid Boston University userID login name and a Kerberos password (the login name and password for your BU e-mail account) in order to access the StudentLink. If you do not have a login name and Kerberos password, you can obtain them from the Office of Information Technology, 111 Cummington Street, lower level.

Grade Point Averages & Grade Reporting

The **Grade Point Index** (GPI) is not cumulative; it is the average of your grades for one semester only. Your **Grade Point Average** (GPA) is cumulative over the semesters that you attend Boston University. Both are computed by dividing the number of honor points earned by the number of credits attempted. Grades earned for coursework taken at other institutions do not count toward your GPA, even though the credits may transfer to Boston University. The grades and credits of all repeated coursework *are* calculated in your GPA. 'W', 'P', 'AU', 'X', and 'MG' grades are not given any honor points, and are not used in calculating your GPI or GPA. 'I' and 'J' grades are not computed until the additional required work is completed and a letter grade is assigned by the professor.

You may check your grades on the Student Link. If you would like to request a printed grade report, you may do so on the Student Link within six weeks of the end of the semester.

REGISTRATION & COURSE ADJUSTMENT

Registration and WebReg

There are two ways to register for classes at Boston University. You may register

1. by completing a registration form according to the instructions provided by your school/college, or
2. by using WebReg on the Boston University StudentLink.

WebReg is available to all continuing students. In most schools and colleges, you must meet with your academic or faculty advisor prior to registering, regardless of whether you use a registration form or WebReg.

Access the Student Link at:
<http://www.bu.edu/studentlink/>

You may also add, drop, and withdraw from classes as well as check your grades at the end of the semester using the StudentLink.

To use WebReg on the StudentLink, you need your University ID number and your Kerberos password (the password for your BU e-mail account). If you do not have a BU e-mail account, you will not be able to use the StudentLink. If you are registering for classes, you will also need your Advising Authorization Code (AAC), which you obtain when you meet with your academic or faculty advisor. AAC codes cannot be obtained from or by your academic coordinator in SASS or from the Office of the University Registrar.

You must register for classes based on your assigned time, which is determined by your class year, and the final digit of your ID number. If you do not register at your assigned time, you may register at any time thereafter until the official registration deadline. Start dates and times are published on-line each semester.

Adding, Dropping, and Withdrawing from a Class

After registering, you may adjust your schedule at any time during the registration period. In most cases you may do this using WebReg. One exception is if you wish to enroll in a course that requires stamped approval; in this case, you must use a registration form and have it stamped by the appropriate department. If you would like to enroll in a course that is full, you must be "signed in" by the professor on the first day of class. This requires a Course Adjustment form and may not be done via WebReg.

You may use WebReg to register for or to add classes until the add deadline. You will be allowed to register for classes on a space available basis during the course adjustment and registration period (about 2 weeks into the semester). If the class has been closed or if it is full, then you will need the instructor's signature to add or register for the class during this time.

All students eligible to use WebReg may use it to **drop** classes until the deadline for dropping with a 'W' grade with a SASS staff members permission. Some schools and colleges require an instructor's signature to drop a course. It is **YOUR** responsibility to be aware of the requirements of your school/college. **All student-athletes are required to register for a full academic load of courses, which is comprised of 16 credit hours!!!**

You should always consult your academic or faculty advisor before adjusting your schedule, and you MUST always check with your academic coordinator in Student-Athlete Support Services. Adjustments to your schedule may affect your eligibility to participate in your sport.

TAKING CARE OF BUSINESS

Incomplete Coursework

If you are unable to take a final examination or complete any other required coursework, you should discuss the possibility of an incomplete ('I') grade with your professor. If the professor feels that the reason that you cannot complete the coursework is acceptable, he or she may agree to assign an 'I' grade for the course. You must complete the coursework within a time frame agreed upon by you and the professor. This time frame cannot exceed the time limit set by your school/college. If you do not complete the coursework, the 'I' grade will be replaced with the appropriate letter grade based on whatever coursework you did complete or whatever your school/college policy dictates.

Declaring or Changing a Concentration

Both Boston University and the NCAA require that you declare a concentration (major) before the beginning of your junior year. To declare or change a concentration, you must complete a Program Change form, which you may obtain from the advising office or undergraduate program office in your school or college. If you are changing your concentration to one that is in a school/college in which you are not enrolled, you must first transfer into that school/college (see “Intra-University Transfer,” below).

Intra-University Transfer (IUT)

If you wish to transfer from one school or college of the University to another, you must obtain the appropriate form from the school/college in which you are currently enrolled. Each school and college has requirements for acceptance that you must meet in order to intra-university transfer. It is YOUR responsibility to be sure that you meet the requirements of the school or college into which you wish to transfer. CGS students should pay careful attention to the GPA requirements for transfer into another school/college upon completion of the CGS curriculum.

Graduation Applications

The University requires that all degree candidates complete and submit a Graduation Application. Separate applications must be submitted for each concentration, major, and minor. Each school and college has different forms, procedures, and time frames for the completion and submission of the Graduation Application. If, by the beginning of your senior year, you have not received information about Graduation Applications, you should contact the advising or undergraduate program office of your school/college.

It is **YOUR** responsibility to be sure that you have submitted a Graduation Application to the advising or undergraduate program office of your school/college prior to your graduation. The University will not be responsible for the graduation of any student who fails to submit this form. You are also responsible for the accuracy of your Graduation Application and for ensuring that your transcript accurately reflects your academic record at the time you submit your Graduation Application.

Transcripts

You can obtain an unofficial transcript in person, with a photo ID, at the Registrar’s Office. There is no fee for an unofficial transcript. Unofficial transcripts will be printed for you immediately upon request in the Registrar’s Office.

To obtain an official transcript, you must fill out a request form at the Registrar’s Office or submit a written request that includes the following information:

- your name & Boston University ID number
- the semesters you (have) attended Boston University
- your school/college of enrollment
- degrees earned (if applicable)
- your signature
- the address (es) to which the transcript(s) should be sent

There is a \$5 fee for each official transcript, which must be remitted at the time of the request. Requests for official transcripts generally take 3-5 business days to be processed. Telephone or fax requests for transcripts will NOT be accepted. **HOWEVER**, you may request an official transcript on the StudentLink, using your credit card as payment. Be sure that you have the address to which you would like the transcript sent, regardless of your method of request.

Voluntary Withdrawal/Leave of Absence

If you decide to leave Boston University, either permanently or temporarily, you must officially withdraw or take a leave of absence. Undergraduate degree candidates may do so at the University Service Center, 881 Commonwealth Avenue. Students who are not in the area may notify the University Service Center in writing, by mail or fax (617/358-1819). The following information should be included in the letter:

- your name & Boston University ID number
- your school/college of enrollment
- whether you are requesting a withdrawal or a leave of absence (in the case of a leave of absence, the requested length of the leave must be included)
- your reason for withdrawing or taking a leave of absence
- your housing status (on-campus or off-campus)
- your **signature**

A request for a withdrawal or leave of absence is effective on the day it is received at the University Service Center; charges are canceled in accordance with the University's published refund schedule, based on the effective date of the student's leave of absence or withdrawal. Mere absence from classes does not reduce financial obligations or guarantee that final grades will not be recorded.

When planning your return from a leave of absence, contact the academic advising office of your school or college early in the semester **prior** to your return if you have any questions about the registration process.

Failure to file appropriate notice may jeopardize your privilege to return. Students who are voluntarily absent for one or more semesters without officially taking a leave of absence must contact their school or college at least eight weeks before the start of the semester to inquire about reinstatement. The individual schools and colleges may have additional stipulations regarding withdrawals and leaves of absence.

You should note that while you are on a leave of absence, you are still considered a Boston University student and cannot be enrolled as a degree candidate at another college or university. Students who, during their absence from the University, have enrolled as degree candidates at another institution must reapply through the Admissions Office as transfer students.

As a student-athlete, you must talk with your coach and the Compliance Coordinator before requesting a leave of absence or withdrawing from the University.

ADVISING OFFICES IN THE SCHOOLS AND COLLEGES AT BOSTON UNIVERSITY

College of Arts and Sciences (CAS)

725 Commonwealth Ave.

Advising Office: Room 105

617-353-2400

College of Communication (COM)

640 Commonwealth Ave.

Advising Office: Room 113

617-353-3471

School of Education (SED)

605 Commonwealth Ave.

Advising is done by department

Director of Student Support Services

617-353-3177

College of Engineering (ENG)

44 Cummington St.

Advising Office: Room 107

617-353-6447

College of Fine Arts (CFA)

855 Commonwealth Ave.

Advising is done by division

General phone number:

617-353-3350

College of General Studies (CGS)

871 Commonwealth Ave.

Advising is done by CGS team

General phone number:

617-353-2850

School of Hospitality Administration (SHA)

928 Commonwealth Ave.

Advising Office: 307

617-353-0930

School of Management (SMG)

595 Commonwealth Ave.

Advising Office: Room 102

617-353-2650

Metropolitan College (MET)

755 Commonwealth Ave.

Advising Office: Room 102

617-353-2980

Science and Engineering Program (SEP)

808 Commonwealth Ave.

Advising Office: Room 245

617-353-0935

Sargent College of Health & Rehabilitation Sciences (SAR)

635 Commonwealth Ave.

Freshmen & Sophomore Advising Office:

Room 201

617-353-7475

Junior & Senior Advising Office:

Room 203

617-353-2715

STUDENT-ATHLETE SUPPORT SERVICES



Student-Athlete Support Services (SASS) provides a comprehensive program that supports all student-athletes – regardless of team membership or scholarship level – in their overall personal development and in their pursuit of academic and athletic goals.

As a member of the NCAA CHAMPS/Life Skills program, the Boston University Athletics Department and Student-Athlete Support Services are committed to student-athletes' development in 5 major areas:

Academic Excellence
Athletic Excellence
Career Development
Personal Development
Community Service

The various components of the SASS program are designed to recognize and respond to the unique demands faced by student-athletes in these areas.

Elliot H. Cole Academic Support Center

The Elliot H. Cole Academic Support Center, which opened in April of 1993, houses Student-Athlete Support Services and its full-time staff, the Director and three Assistant Directors. The Center is available to all varsity student-athletes for individual study, tutoring sessions, mentor meetings, and study group meetings. A fully networked computer lab is available for student-athlete use.

Academic Support Center Conduct

In a general sense, the conduct expected of you in the Academic Support Center and at all programs sponsored by SASS is the same expectation found in the University's 'Code of Student Responsibilities':

- Respect the rights of others
- Respect the highest standards of academic integrity
- Respect the property of others and the University
- Refrain from inappropriate actions

In order to uphold these standards, the SASS staff expects all student-athletes who use the Academic Support Center to abide by some very simple rules of conduct.

1. CELL PHONE USE IS NOT PERMITTED IN THE ACADEMIC SUPPORT CENTER. Please turn your cell phone OFF before entering the ASC.
2. The computers and printer are to be used only for academic purposes and checking e-mail. **We ask that you limit printing from the Internet to that which is absolutely necessary for academic purposes.**
3. No smoking, chewing tobacco, dipping, or seeds are allowed in the Center at any time.
4. Appropriate conduct is expected in Study Hall (refer to information on "Study Hall" in this section)
5. Food and beverages are allowed in the Academic Support Center. **HOWEVER, NO FOOD OR BEVERAGES ARE ALLOWED IN THE COMPUTER LAB AREA.** You are also expected to clean up after yourself (throw away trash, clean up spills, etc.).
6. The Center is intended to be an area that is conducive to studying. It is not an area in which you should be socializing. We expect your cooperation in maintaining a quiet environment.
7. Defacing the furniture, walls, computers, or other property in the Academic Support Center is prohibited.
8. At no time should students be watching videos, movies, clips from youtube, etc. on personal laptops or Academic Center computers.

ACADEMIC EXCELLENCE

The Academic Support Program assists varsity student-athletes in balancing the demands of academics and athletics. As is the case for all of the programs, resources, and services provided by SASS, each coach has a different policy regarding participation in academic support services. It is your responsibility to know in what aspects of academic support your coach requires you to participate. Regardless of your coach's policy, however, keep in mind that you are welcome and encouraged to utilize all of the resources at your disposal through SASS.

Study Hall

All student-athletes are encouraged to take advantage of the quiet study environment that the Academic Support Center provides. Supervised Study Halls are held Sunday through Friday. Not all student-athletes are required to attend Study Hall, but it is open to all student-athletes.

- Student-athletes required to attend Study Hall will receive information regarding team Study Hall policies from their coach and information on general Study Hall policies from their team's academic coordinator.

Computers & Laptops

The Academic Support Center includes a computer lab equipped with desktop computers and a laser printer. All computers are networked to the University server, so you are able to access your e-mail account and the Internet from these computers. The computers are equipped with Microsoft Word, Excel, and PowerPoint.

Each computer is connected to the University Myprint feature. All printing from these computers will be deducted from your University Myprint account.

Student-Athlete Support Services also has laptop computers that are available for you to sign out when you must travel to an away competition with your team. (See information under "Team Travel.")

Tutors

Tutoring services are offered through SASS and in cooperation with the Educational Resource Center (ERC). Tutoring services are free of charge to all student-athletes. Individual tutoring appointments will be arranged for those students wanting or needing to see a tutor on a consistent weekly basis or students who request a "one time review session" (requests must be made at least one week prior to an exam).

If you need a tutor for any subject, you should complete a Tutor Request Form, which you will find in the Academic Support Center or online at GoTerriers.com. You must then give the Request Form to a SASS staff member to process your request. You will be matched with a SASS tutor or if SASS cannot accommodate your request, you will be referred to the ERC and you will be matched through them. You will be notified by SASS or the ERC (if applicable) when your request has been filled and will be given the name, phone number and e-mail of the tutor you have been assigned. (This process typically takes less than two days). It is then **YOUR** responsibility to make contact with the tutor to set up a mutually convenient meeting time. Please note: Our tutors work very hard to accommodate your busy schedules. Please do your best to show up on time and attend all scheduled tutor sessions.

SASS Tutoring: Policies

- Once you have arranged a tutoring appointment, you must report back to the tutor coordinator when the appointment has been set.
- **All appointments with SASS tutors must take place in the Academic Support Center** unless otherwise permitted by a SASS staff member.
- **Cancellations-** if you need to cancel an appointment, you must contact your tutor **at least 24 hours in advance.**
- **Unexcused missed appointments-** if you do not show up for your scheduled appointment, you will receive a warning from the tutorial coordinator. Two unexcused absences will result in the loss of tutoring privileges.

Writing Assistance

Students enrolled in CAS writing courses are encouraged to utilize the CAS Writing Center, which tailors its resources and assistance to the writing curriculum. The Center is located at 730 Commonwealth Avenue in room 301. You should call 358-1500 to make an appointment.

Receiving assistance from the CAS Writing Center instead of another student is advised to avoid questions of plagiarism and cheating.

Team Travel

The Department of Athletics tries to schedule competition – especially that which requires travel – in a way that minimizes absences from classes. Every effort is made to schedule competition on weekends rather than during the week.

There will, however, be times that you may miss classes due to travel and competition. As a student-athlete it is your responsibility to become acquainted with your professors and teaching assistants. If you have to miss class due to travel for competition or due to home competitions, you need to notify the professor **PRIOR** to your absence. You should make arrangements to obtain class notes, any handouts distributed during class time, and assignments.

Travel Letters

If necessary, you can obtain a 'Travel Letter' from your academic coordinator in SASS to bring to your professors. **You must request this letter a minimum of twenty-four hours PRIOR to missing class.** This letter verifies for your professors that you are traveling and/or competing as a representative of the University. For tournament and championship play, your academic coordinator will provide teams with a letter separate from, and in addition to, the regular season 'Travel Letter'.

Laptop Computers

Student-Athlete Support Services has laptop computers that are available for you to sign out when you must travel with your team. You are encouraged to reserve a laptop in advance if you know that you will need one. All laptops are equipped with Microsoft Word, Excel, and PowerPoint software. You must use a CD or a "memory stick" to save your work (do not save on the hard drive or desktop), and you may not change any of the settings (i.e., background, passwords, etc.). Borrowed laptops must be returned within 24 hours of your team's return to campus (or on Monday in the case of a weekend return). Failure to return a laptop on time may result in suspension of the privilege to borrow the laptops. Damage to or the loss or theft of the laptop will be billed to your student account.

Monitoring of Academic Progress

One of the primary goals of Student-Athlete Support Services is to ensure that student-athletes are meeting University and NCAA standards while making appropriate progress toward a Boston University degree. Academic progress is monitored through communication with faculty and academic advising staffs, mid-semester progress reports, monitoring registration and course adjustment, and meetings with student-athletes.

Mid-Semester Progress Reports

At the beginning of the year, the SASS staff and the various coaching staffs determine the teams and individuals for whom Progress Reports will be distributed. These Reports help the SASS staff monitor your class performance and your progress toward graduation. Progress Reports are distributed online to professors and collected at least once each semester.

Progress Reports are NOT automatically sent to all student-athletes' professors. If you would like to have Progress Reports sent to your professors in a given semester, please see your academic coordinator early in the semester.

Registration

In order to be considered an officially registered student, and therefore be eligible to practice and compete, you must have submitted course selections with the necessary approvals and have settled all charges with Student Accounting Services.

You have been assigned an academic advisor at the school/college in which you are enrolled. In order to register for courses, you must meet with your advisor. The advisor is responsible for reviewing your academic records and assuring that you are progressing appropriately toward your degree. Prior to registration your SASS academic coordinator will meet with each team to review the registration process and answer any questions pertaining to eligibility and NCAA requirements.

Before you register, you should also speak with your coach about your athletic schedule (i.e., times of practices, workouts, individuals, etc.) so that you can try to avoid conflicts between your athletic and academic schedules.

Continuing students register in April for the fall semester and November for the spring semester. You will receive registration materials from your school/college, including instructions regarding advising requirements, payment, and registration dates. Continuing students will utilize WebReg (on the Student Link) to register. Your registration will not be considered official, however, until Student Accounting Services receives full payment for your tuition and fees.

Procedures for Adding, Dropping, and Withdrawing from a Course

To **ADD** a class you should complete a Class Adjustment Form, available from your school/college, the Registrar's Office, or the Academic Support Center. You may also add a class using WebReg until the add deadline. No course may be added after the first two weeks of classes. You should submit completed forms to the Office of the University Registrar located at 881 Commonwealth Ave. on the second floor, and **keep a copy for your records**.

Student-athletes may not **DROP** a course without first checking with their academic coordinator in SASS since dropping a course could affect your eligibility to play your sport now or in the future. To drop a class you must complete a Permission For Course Load Reduction form, which is available from your SASS academic coordinator. This form requires that you receive permission to drop from your head coach and the academic coordinator for your team. This form is an Athletics Department form only and does not mean you have dropped the course. Once you have been given this permission, you may complete a Class Adjustment Form and submit it to the Office of the University Registrar located at 881 Commonwealth Avenue on the second floor. **Be sure to keep a copy for your records.** You may also drop courses using WebReg.

The procedure to **WITHDRAW** from a class is the same as the procedure for dropping a course. The difference is that a course dropped during approximately the first four weeks of classes will not appear on your permanent record (i.e., transcript), whereas a course dropped after that point (but before the withdrawal deadline) will appear on your record as a 'W' grade, and you will be charged tuition for the course.

Summer School

Please see the "Financial Aid" section of this Handbook for information on the policies governing Summer School athletic aid. If you would like to attend Summer School and receive financial assistance, you will need to meet the requirements outlined in that section.

Transfer Credit

Before registering for a course at another college or university, you must receive approval from your school/college and from the appropriate department within Boston University.

They will require a description of the course you wish to take and an explanation of how you are hoping the course will count toward your degree (e.g., fulfill a requirement for your major, as a divisional requirement, etc.).

If your school/college approves, you may take a summer school course at another institution if you are making satisfactory academic progress, are in good standing, and meet all NCAA eligibility requirements at the end of the academic year. Boston University will not cover the cost of any summer school courses taken at another institution, regardless of whether or not you are a recipient of an athletic grant-in-aid.

After you complete the course(s) you must have an official transcript with your final grade sent by the institution you attended to your school/college at Boston University in order to receive credit.

Student-Athlete Honor Roll

The Student-Athlete Honor Roll recognizes student-athletes who achieve a GPI (semester grade point index) of 3.0 or better in a fulltime course load. At the end of each semester, every coach receives a semester grade report as well as a list of the student-athletes on their team who have made the Student-Athlete Honor Roll. The list includes the student-athletes' names, their schools or colleges of enrollment, and their GPI for the semester. The Student-Athlete Honor Roll will be posted in the Academic Support Center.

Other Honors

The SASS staff has information about academic scholarships and awards that require student-athletes to apply or be nominated. Typically, coaches or one of the SASS Coordinators will nominate student-athletes for academic awards and honors. If you believe that you meet the qualifications for an academic recognition or award, please see one of the SASS Coordinators or your coach.

CAREER DEVELOPMENT

Career development seminars and programs are available through Student-Athlete Support Services and in conjunction with the University's Office of Career Services. The Office of Career Services offers seminars covering topics ranging from resume writing to networking and houses an extensive collection of resources.

Refer to the "Campus Resources" section of this Handbook for more information on the Office of Career Services.

PERSONAL DEVELOPMENT

Student-Athlete Support Services provides programming and resources to teams and individuals on personal development topics, including:

- leadership development
- stress management
- alcohol and drug education
- personal safety awareness
- fiscal responsibility/life after college

You will find information on these topics and others in the Academic Support Center. Your coach and SAAC representatives will also have information.

All student-athletes are strongly encouraged to take advantage of the opportunity to learn more about the unique issues facing them as student-athletes and ways to deal with these challenges.

SERVICE

All student-athletes will have the opportunity to participate in volunteer and community service activities. The Student-Athlete Advisory Council, Student-Athlete Support Services, and the Office of Athletic Communications will plan community service activities that will be open to all student-athletes as well as specific teams. Check with your coach, your SAAC representative, or a member of the SASS staff for service opportunities.

If you have questions about any of the programs or services offered by Student-Athlete Support Services, you may reach the SASS staff at 617-353-6613.

STUDENT-ATHLETE ADVISORY COUNCIL

The Student-Athlete Advisory Council (SAAC), a group comprised of two or three representatives from each team, provides Boston University student-athletes the opportunity to:

- Communicate with and support other student-athletes.
- Have a voice to the Athletics Administration and the entire University community.
- Develop leadership skills. Leaders of the Boston University SAAC may go on to represent the University at the Conference level and at the NCAA level.
- Participate in community service activities, social activities, and programs designed to raise awareness about athletic events and the accomplishments of student-athletes.



If you are interested in becoming involved in SAAC, talk with your coach and the current SAAC representative for your team for additional information. You may also learn more about SAAC from the Student-Athlete Support Services staff.

ATHLETICS FACILITIES

The following are the athletics facilities utilized by the Department of Athletics, their locations, and the teams that typically use them.

Agganis Arena

925 Commonwealth Avenue

- Parker Rink
Men's Ice Hockey

Case Athletic Center

285 Babcock Street

- Walter Brown Arena
Women's Ice Hockey
- The Roof (Gymnasium)
Men's & Women's Basketball
Wrestling
- Nickerson Field
Women's Lacrosse
Men's & Women's Soccer

- Outdoor Tennis Courts

Fitness and Recreation Center

915 Commonwealth Avenue

- Aquatic Center, Competition Pool
Men's & Women's Swimming and Diving

Boston University Softball Field

101 Ashford Street

Softball

DeWolfe Boathouse

619 Memorial Drive

Men's Crew & Women's Rowing

Track and Tennis Center

100 Ashford Street

Men's & Women's Track & Field

Men's & Women's Tennis

For additional information on these facilities (with the exception of Agganis Arena, 617-358-7000 and the Fitness and Recreation Center, 617-353-2748) contact the Facilities Office at 617-353-2771.

EQUIPMENT ROOM

The Department of Athletics operates three Equipment Rooms for varsity student-athletes. The main Equipment Room is located in the varsity hallway on the first floor of the Case Athletic Center. This Equipment Room services most student-athletes with the exception of the men's and women's ice hockey teams. The women's ice hockey team is serviced by the Equipment Room located in the Walter Brown Arena (in addition to the main Equipment Room) and the men's team utilizes the Equipment Room at Agganis Arena.

The Equipment Room staff will not issue uniforms, practice gear, or lockers until the Compliance Officer gives them a list of student-athletes who have passed a pre-participation screening performed by the Sports Medicine staff and who are athletically and academically eligible to compete.

Student-athletes whose teams utilize the Equipment Rooms will be assigned an equipment locker. This locker will be your locker for the duration of your athletic career at Boston University.

Practice gear will be issued at the beginning of the year and game uniforms (including warm-ups) will be issued at the beginning of your season. Some workout gear may be kept year-round, but must be turned in to the Equipment Room when it needs to be replaced. All game uniforms and warm-ups must be returned at the end of your season of competition.

You are responsible for all of your own gear. The cost of any equipment that is not returned to Equipment Room will be billed to your student account.

In addition to issuing equipment, the Equipment Room launders all practice and game clothing. Instructions for laundry are as follows:

- After you workout or practice, return your issued clothing and towel to the Equipment Room on the laundry strap provided. After being laundered, your practice clothes, a towel, and your laundry strap will be replaced in your locker.
- Within one hour following a home game, return your uniform and other game clothing for laundering. In some cases, you will be able to deposit your game clothing in a hamper that will be located in your team locker room.

If you have questions regarding the equipment issued to you or any of the Equipment Room policies and procedures, please contact the Equipment Room staff at 617-353-2747.

OFFICE OF ATHLETIC COMMUNICATIONS

The Office of Athletic Communications is responsible for publicizing and promoting Boston University student-athletes and varsity athletic teams. They do this through their extensive network of contacts in local, regional, and national media outlets. In addition to sending story ideas to the local and national media, they will write and send news releases to your hometown newspaper so that your family and friends can read about your athletic and academic accomplishments at Boston University.

You can help the Athletic Communications staff publicize your accomplishments and those of your team by completing their questionnaire, which you will receive at the beginning of the year, and by being sure that they have correct and up-to-date information. You should notify the Office of any changes in your profile, including changes of home address, family situation (e.g., parents' divorce, death), and/or informing the office of any ongoing activities in the community or other information requested on the questionnaire.

Athletic Communications also produces online virtual guides that are available on GoTerriers.com, as well as the game programs available at the home events of some teams. Aside from its responsibilities involving current student-athletes, the Office maintains the historical records of the Athletics Department.

Your friends and family can get up-to-date information on all of the Terrier teams on the Athletics webpage: www.GoTerriers.com

Media Relations

All requests for interviews by the media should go through the Office of Athletic Communications. If you receive a request directly from a member of the media, refer them to Athletic Communications and notify this Office that you have done so.

Once a request is made for an interview, the Office of Athletic Communications will notify you of the request and set up a time that is mutually convenient for you and the interviewer. You are not required to do any interviews. If you do not want to do the interview, contact Athletic Communications, and they will notify the media that you are not available.

If you chose to do an interview, remember the following important points:

- **Be punctual.** If something comes up and you cannot make it to the appointment, contact the Athletic Communication Office as soon as possible.
- **Avoid negative comments.** It is better to say, "I have nothing to say on that matter" than to make a negative statement.
- **Make eye contact** with the interviewer. Do not let your eyes wander around the room; you will seem disinterested.
- **Avoid slang and jargon** or very technical terms unique to your sport. Use words the general public can understand.
- **Speak for yourself** or about your position only. Do not give the impression that you are talking for the team or for your coach.
- **Be wary of "off the record."** You should assume that NOTHING is ever "off the record" regardless of what the interviewer says.

You can reach the Office of Athletic Communications at 617-353-2872.

ATHLETIC TRAINING SERVICES

Boston University Athletic Training Services, a division of Student Health Services, employs full-time Certified Athletic Trainers and part-time Graduate Assistant Certified Athletic Trainers to provide care for 23 varsity athletic teams and 33 club sports.

These individuals are responsible for pre-participation screenings, treatment and rehabilitation of injuries, and athletic training coverage of team practices and competitions. Athletic Training Services is also responsible for administering the drug screening program for the Boston University Athletics Department outlined in the "Drug Testing and Education" section of this Handbook and in the information you receive at the beginning of every year.

In order to receive medical clearance to participate in your sports, you must have:

1. Completed the Student Health Services "Health History and Physical Examination Report" downloadable from the Student Health website: <http://www.bu.edu/shs/forms/Health.pdf>.
2. Current health insurance and a current copy of your insurance card on file with Athletic Training Services
3. Immunizations on file with Student Health Services
4. Passed your Athletic Training Services pre-participation screening at Boston University
5. Have on file with Athletic Training Services documentation that you are aware of your Sickle Cell status
6. For student-athletes using stimulant medication (Ritalin, Adderal, etc.) for treatment of ADHD/ADD: completion of the "ADHD Documentation Requirements" form. This form must be signed and completed by a physician involved in the diagnosis and prescription of medication. The form can be downloaded at: <http://www.bu.edu/shs/at/pdfs/ADHD-Requirements.pdf>
7. All transfer student-athletes must supply Athletic Training Services with a copy of your medical record from any previous schools attended.

Pre-participation Screening

Prior to your participation you are required to undergo a pre-participation screening at Boston University conducted by Athletic Training Services. This is required of all individuals, regardless of team or status at your previous school.

Please note that these pre-participation screenings are in addition to the physicals and immunizations required by Boston University Student Health Services.

The Student Health Services “Health History and Physical Examination Report” which can be downloaded at: <http://www.bu.edu/shs/forms/Health.pdf> . This is a university requirement, but will also be necessary for athletic participation. At the bottom of page 6, there is a statement concerning participation in “highly competitive athletics” that **MUST** be signed by the student-athlete’s home medical provider. The student-athlete must make a copy of this packet and bring it to Athletic Training Services when they return to campus.

Treatment & Rehabilitation

If you are injured while participating in practice or in a competition, you should report to the Case Athletic Training Area/Athletic Training Services on the first floor of the Case Center, 285 Babcock Street, or the Athletic Training Area that serves your sport (Agganis Lower Level Room L130 925 Commonwealth Avenue, FitRec 1st Floor 915 Commonwealth).

It is critical that you have current insurance information and a current copy of your insurance card on file with Athletic Training Services in the event that you sustain an injury serious enough to require medical tests, treatments or other procedures.

The Athletic Training staff must pre-approve and arrange any medical testing (i.e. x-rays, MRI, etc.) and medical procedures (i.e. surgery) as well as referrals to other medical professionals. Once you have had tests or procedures performed outside of Boston University, you must submit an Explanation of Benefits (EOB) from your insurance company and all medical bills for medical care related to the injury to the insurance coordinator located at Student Health Services.

Athletic Training Policies

1. The Athletic Training Area is a coed facility. Proper attire must be worn to receive treatment.
2. Unless there is an emergency, please shower prior to coming for treatment and rehabilitation.
3. Bags and equipment should be placed in the cabinet near the door. Please do not wear cleats or spiked shoes into the room.
4. Abusive language or actions will not be tolerated and you will be asked to leave the Athletic Training Area if observed.
5. The Athletic Training Area is for evaluation and treatment. If you are not receiving care, please do not come to the room to socialize with teammates.
6. No self-care is allowed unless directed by an athletic trainer. Please do not take or use supplies without permission of an Athletic Training staff member.
7. Please ask permission of a staff member before using the computers or phones located in the Athletic Training Area.
8. The usage of cell phones is prohibited in the Athletic Training Area. Please refrain from making and receive all phone calls and messages while in the Athletic Training Area.
9. The office is for Athletic Training staff only. Please do not enter for any reason unless specifically invited by an athletic trainer.
10. The Athletic Training Area is a professional health care center. Please help us in maintaining each patient’s confidentiality by not sharing any information that you may see or hear with your coaches, teammates or friends.

Contact Information

Case Athletic Training Area	617-353-2746
Agganis Athletic Training Area	617-353-7326
FitRec Athletic Training Area	617-353-7377

STRENGTH AND CONDITIONING

The Strength and Conditioning staff at Boston University is dedicated to excellence, incorporating a variety of techniques to motivate, educate, guide, and challenge the student-athlete to achieve their full athletic potential while developing team pride and unity. The goal is for each individual athlete to achieve optimal performance for their given sport, and, in turn, team success. The foundation of our strength & conditioning program and development of training philosophies is based on current scientific research and practical application. The Strength and Conditioning staff designs and implements year-round individualized programs for the development of sport-specific speed, agility, quickness, strength/power, and fitness levels.

Facility Size: 12,600 square feet

- o 18 UCS Platforms with 9 UCS double racks
- o 3 Keiser Triple Trainers
- o 4 Glute Ham Benches
- o 18 sets of (5-90lb) Power Blocks
- o Dumbbells (5 lb – 120 lb),
- o Medicine Balls (1kg – 7kg)
- o 12 Slideboards
- o 6 Precor Treadmills
- o 2 Precor Elliptical AMT (Adaptive Motion Trainers)
- o 2 Precor Elliptical Trainers
- o 18 Schwinn Airdyne Stationary Bikes
- o 4,000 sq feet of space dedicated to speed work and conditioning

In order to safely and effectively utilize the strength and conditioning facility, student athletes must adhere to the following guidelines:

1. All student athletes must be cleared but the sports medicine staff **PRIOR** to using the strength and conditioning facility.
2. Student athletes may only use the facility while the strength and conditioning staff is present. Under no circumstances should the student athletes be in the weight room when the strength and conditioning staff is not present.
3. The strength and conditioning staff designs all of the strength and conditioning programs.
4. Student athletes who choose not to follow a sport specific program will be asked to use the student weight room in the Fitness and Recreation Center.
5. The strength and conditioning facility is controlled through allotted time slots. Team workout times will be posted on the door of the weight room.
6. Equipment is to be used for its primary purpose. Power racks and platforms are to be used for multi-joint movements. Power racks should not be used for single joint lifts (i.e. Curls). Platforms are for Olympic lifts and multi joint lower body exercises.
7. Athletes must dress to workout. Lifting gloves, knee raps and cell phones are not permitted in the weight room. iPods and MP3 players may be used during cardiovascular workouts **but not while lifting**.

The strength and conditioning staff may be reached in the weight room at 617-353-6454.

CAMPUS RESOURCES

The following are campus resources available to all Boston University students. With the exception of the information on the Office of the University Chaplain, which came from their web site, the information regarding these offices and programs is taken directly from the Boston University Undergraduate Program Bulletin. Consult the current year's Bulletin for complete information.

The Martin Luther King Jr. Center 19 Deerfield Street

Dedicated to the values and memory of alumnus Martin Luther King Jr. (1929-1968), the King Center addresses the personal, educational and career development needs of Boston University's students. The center is a centralized source of comprehensive professional services and programs for undergraduate and graduate students seeking support, career planning, or other assistance. Information and appointments can be obtained by telephoning or visiting the second floor reception desk at 19 Deerfield Street (in Kenmore Square).

Office of Career Services

617-353-3590

web site: www.bu.edu/careers/

e-mail: future@bu.edu

The Office of Career Services is a resource designed to help students obtain career and internship information, clarify short- and long-term goals, and develop and implement their career plans. Programs and services include:

- Internship Program - assists students in finding internships
- On-Campus Recruiting - available when a student is within one academic year of graduation
- Credentials Service - allows students to establish a file of transcripts and letters of recommendations for potential employers to review
- Career Resource Library - maintains current job listings and a collection of books and literature on a wide variety of careers and employers.

Disability Services

617-353-3658 (voice), **617-353-7790** (TTY)

website: www.bu.edu/disability/

e-mail: access@bu.edu

Boston University is committed to maximizing the academic, social, and cultural integration of individuals with disabilities. Sign language interpreters and readers are available for all of the University's educational programs. Expanded services for students with documented learning disabilities (LD) are also available. Services range from basic (extended test time, taped textbooks, and other reasonable accommodations) for no charge to comprehensive (meeting with a learning specialist on a regular basis), which carries an additional charge. Extended financial aid packages for LD services are available to students who meet the University financial aid guidelines.

International Students and Scholars Office (ISSO)

888 Commonwealth Ave. 2nd Floor

617-353-3565

website: www.bu.edu/isso/

e-mail: ISSO@bu.edu

The ISSO serves as a source of information for the more than 4,500 international students and 500 international faculty at Boston University. They advise students and staff on regulations concerning U.S. immigration, employment, and taxes; coordinate an emergency loan program; and sponsor numerous activities to promote intercultural awareness.

The Howard Thurman Center

Lower level of the GSU

617-353-4745

Web site: www.bu.edu/thurman/

e-mail: Thurman@bu.edu

The goal of the Howard Thurman Center for Race, Culture, and Ethnicity is to enhance the academic success and personal development of all University students. The Thurman Center offers programs and resources that encourage African-, Hispanic/Latino-, Asian-, and Native-American students to develop a sense of community on campus.

Among the programs that the Thurman Center offers is Common Ground, a year-long community-building experience beginning as a component to University Orientation and continuing throughout the academic year with receptions, seminars, discussions, and presentations. Students from all races, religions, and ethnic groups are welcome to participate.

Educational Resource Center (ERC)

4th Floor of GSU, 617-353-7077

web site: www.bu.edu/erc/

e-mail: erc@bu.edu

The Educational Resource Center provides specialized services and programs designed both to support and improve students' academic success and to facilitate a smooth transition to University life. Some of the services the ERC provides are: tutoring, the Writing Center, a computer lab, conversation groups for students enrolled in foreign language courses, and the Freshmen Resource Advisor program for CAS freshmen.

[Student-athletes should consider Student-Athlete Support Services their gateway to ERC services. Tutor request forms for subject tutors are available in the Elliot H. Cole Academic Support Center. Please refer to the Student-Athlete Support Services section of this Handbook for information on how to request a tutor.]

Student Health Services

881 Commonwealth Ave.

website: www.bu.edu/shs/

In addition to the services listed below, Student Health Services provides care through a Medical Walk-In Clinic (Monday - Friday 9:00 a.m. - 4:30 p.m. year-round, closed on University Holidays) and Infirmary care (24 hours a day during the academic year). The Infirmary also provides emergency treatment by nurses when the Walk-In Clinic is not open.

Mental Health Clinic

617-353-3569/3575 (emergency numbers)

Hours: 9:00 a.m. - 5:00 p.m. during the academic year; closed on University holidays. Consultation with either a psychologist or psychiatrist is by appointment and confidential.

Crisis Intervention

617-353-2121 (University Police)

A crisis intervention counselor is on call to help students with serious problems that arise at any time. These problems may include emotional stress, alcohol or drug abuse, crime, or any other crisis that a student may encounter. The counselor may be reached on an emergency basis 24 hours a day, including weekends, by calling the number above.

The Office of the University Chaplain

735 Commonwealth Ave., 617-353-3560

web site: www.bu.edu/chapel/

e-mail: chapel@bu.edu

The Office of the University Chaplain, located at Marsh Chapel, exists to centralize religious life on campus, and to respond to the spiritual needs of students, faculty, staff and others. The Chaplain's office promotes a congenial atmosphere of openness and interfaith dialogue among all faith groups. Marsh Chapel coordinates the Protestant ministry on campus through many weekly services, bible studies and programs, including the University Interdenominational Service of Worship services each Sunday, which are open to participants from all faith backgrounds.

DEPARTMENT OF ATHLETICS DIRECTORY

Please keep in mind that you will need to dial the area code 617 as well as the seven-digit phone number.

Administration	353-4630
Student-Athlete Support Services	353-6613
Business Office	353-4637
Compliance	358-0384
Equipment Room (main	353-2747
Facilities Office.....	353-4632/2771
Athletic Communications	358-5175
Sports Marketing	353-7438
Athletic Training Services.....	353-2746
FAX.....	353-7579
Strength & Conditioning.....	353-6454
Ticket Office	353-4628 (GOBU)
Men's Basketball	353-7060
Women's Basketball.....	358-3791
Field Hockey	353-0894
Women's Golf	358-3137
Men's Ice Hockey.....	353-4639
Women's Ice Hockey	358-3881
Women's Lacrosse.....	353-2094
Men's Crew	358-3792
Boathouse	492-6335
Women's Rowing.....	358-2510
Boathouse	876-6922
Men's Soccer	358-3793
Women's Soccer	353-8456
Softball	358-3794
Men's & Women's Swimming & Diving.....	358-3765
Men's Tennis	358-3138
Women's Tennis.....	353-3235
Men's & Women's Cross Country/Track & Field	358-3788
Wrestling.....	358-3789