# ATHLETICS AND RECREATION FACILITIES

# IMPORTANT UNIVERSITY PHONE NUMBERS

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- Extra Benefits
- Gambling and Bribery
- Logos
- Meals Incidental To Your Athletic Participation
- NCAA Disciplinary Action
- NCAA Playing and Practice Regulations
- NCAA Special Assistance Fund
- Student-Athlete Opportunity Fund (SAOF)
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- Student-Athlete Benefits
- Student-Athlete Employment
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- Violations

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- Academic Advising
- Academic Enhancement
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- Mentoring Program
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ATHLETICS AND RECREATION FACILITIES

THE CHARLES E. SMITH CENTER .......................................................................................................................... 600 22nd Street
The Charles E. Smith Center Information .................................................................................................................. 994-5557
Available for intercollegiate practices, which can be scheduled by e-mailing athsched@gwu.edu.
All club use must be scheduled through the club sports scheduling representative.
*GWorld Cards must be presented to gain access to all athletic facilities at all times.

FALL/SPRING SEMESTER BUILDING HOURS
Monday – Thursday 7:00 am – 9:00 pm  Saturday 12:00 pm – 6:00 pm
Friday 7:00 am – 7:00 pm  Sunday 12:00 pm – 6:00 pm

Fall/Spring Semester Pool Hours
Monday/Wednesday Varies by Season  Friday Varies by Season
Tuesday/Thursday Varies by Season  Saturday/Sunday Varies by Season

*Smith Center hours may change due to event, maintenance and Holiday schedules. Updated monthly calendars are available at the front desk.

LERNER HEALTH AND WELLNESS CENTER .............................................................................................................. 2301 G Street
Lerner Health & Wellness Center Information ............................................................................................................... 994-1626

Fall/Spring Semester Building Hours
Monday – Friday 6:30 am – 11:30 pm
Saturday 9:00 am – 8:00 pm
Sunday 11:00 am – 11:30 pm

Fall/Spring Semester Pool Hours
Monday – Friday 7:00 am – 10:00 am  Saturday Noon – 4:00 pm
11:00 am – 1:00 pm  Sunday Noon – 4:00 pm
3:00 pm – 8:00 pm 5:30 pm – 7:30 pm
9:00 pm – 11:00 pm

*GWorld Cards must be presented to gain access to all athletic facilities at all times. Lerner Health & Wellness Center hours may change due to holiday schedules.

MOUNT VERNON ATHLETIC COMPLEX .............................................................................................................. 2100 Foxhall Road
Mount Vernon Athletic Complex Information ............................................................................................................... 994-6285

Fall/Spring Pool Hours
The pool is open in late-May – late-September each year. Please call the membership office at 202-994-3151 for specific information

Fall/Spring Field Hours
Please e-mail athsched@gwu.edu for specific information.

Fall/Spring MVC Tennis Facility
Please visit www.gwtenniscenter.net or contact 202-242-6100/vann@gwu.edu for information.

*GWorld Cards must be presented to gain access to all athletic facilities at all times.
*Mount Vernon Athletic Complex hours may change due to events, maintenance and holiday schedules.
IMPORTANT UNIVERSITY PHONE NUMBERS

AREA CODE (202)

General University Information ........................................................................................................ 994-1000

Bookstore Information .................................................................................................................. 994-6870
Career Center ................................................................................................................................. 994-6495
College Work-Study Program (Student Employment) ................................................................. 994-6495
Counseling Center ......................................................................................................................... 994-5300
Escort Service (Offered by the University Police Department) .................................................. 994-RIDE (7433)
Fix It ................................................................................................................................................. 994-6706
Gelman Library .............................................................................................................................. 994-6558
GW Center for Civic Engagement and Public Service ............................................................... 994-9900
GW Housing Programs .................................................................................................................. 994-2552
Help Desk, ISS (Voice, Data, Video) ............................................................................................ 994-GWIT (4948)
Mail & Package Services .............................................................................................................. 994-6725
Mount Vernon Campus Life .......................................................................................................... 242-6670
Parking Information ...................................................................................................................... 994-7275
Payroll ............................................................................................................................................ 571-553-4277
Registrar’s Office ........................................................................................................................... 994-4900
Student Accounts ........................................................................................................................ 994-7350
Student Financial Assistance ........................................................................................................ 994-6620
Student Health Service ................................................................................................................. 994-6827
Student Technology Services ....................................................................................................... 994-4948
The George Washington University Hospital ................................................................................. 715-4000
Undergraduate Advising ................................................................................................................
  Columbian College of Arts and Sciences Undergraduate Advising ............................................. 994-6210
  Elliott School of International Affairs ......................................................................................... 994-3002
  Milken Institute School of Public Health ...................................................................................... 994-0822
  School of Business ...................................................................................................................... 994-7027
  School of Engineering and Applied Science ................................................................................ 994-6080
University Police .......................................................................................................................... 994-6110
EMERGENCY ................................................................................................................................ 994-6111
Visitor Center ................................................................................................................................. 994-6602
Visitor Parking ............................................................................................................................... 994-7275
MISSION STATEMENT

The Department of Athletics and Recreation at The George Washington University is committed to the principles of integrity, ethics, diversity and equality. In doing so, it strives to bring pride, admiration and loyalty to the students, alumni, faculty, and staff of the institution.

The evolution of the Department to its present structure represents a dedication to parity among male and female student-athletes and accomplishment in the academic arena. The main objective of the Department within the framework of an educational community is the development of student-athletes to their highest potential in an atmosphere committed to winning and in the spirit of sportsmanship.

The Department of Athletics and Recreation, as an integral part of The George Washington University, requires a high degree of dedication and commitment to excellence and strives to work together to achieve its stated goals and objectives.

ATHLETIC GOALS

The George Washington University aims to provide the student-athlete with the opportunity and encouragement to progress toward a degree of his or her own choice in addition to the opportunity to develop athletic abilities in an environment consistent with high standards of academic scholarship, sportsmanship, leadership, and institutional loyalty.

It is recognized that The George Washington University intercollegiate athletics program:

- Is an important part of a well-rounded University dedicated to the service of a broad range of students, faculty, and the GW community;
- Is important in generating community support for the institution at local, regional, and national levels;
- Fosters pride in the University among faculty, staff, students, alumni, and citizens of the District of Columbia and surrounding areas;
- Develops character, maturity and a sense of fair play in its student-athletes;
- Is represented by men and women whose conduct reflects positively upon the institution and who are fully integrated students making normal progress in degree programs with appropriate academic counseling, advisement, and support; and
- Fields disciplined and competitive amateur student-athletes and teams who are recruited, coached, and supported by highly qualified individuals who are dedicated to the spirit and intent of The George Washington University, Atlantic 10 Conference (and other affiliated conferences) and NCAA rules.

COMMITMENT TO DIVERSITY

At The George Washington University, student-athletes and the Department of Athletics and Recreation coaches and staff are part of a culturally and socially diverse community. They are expected to respect the dignity and sensitivity of all members of the GW community regardless of their national, ethnic or cultural background, sexual orientation, gender, ability or creed.

Actions that intentionally intimidate, humiliate, or demean individuals or groups are unacceptable and will not be tolerated. Student-athletes and the Department of Athletics and Recreation coaches and staff are expected to contribute to an environment that promotes community spirit and develops positive understanding and interactive relationships.
EXPECTATIONS OF THE STUDENT-ATHLETE

When a student becomes a member of an athletic team at The George Washington University and, thus, becomes a GW student-athlete, he/she accepts the responsibility to maintain certain behaviors in the areas of academic, athletic, and general conduct. Student-athlete participation in any aspect of The George Washington University intercollegiate athletics program or its support services is considered a privilege rather than a right. Participation is subject to approval by the Director of Athletics and Recreation, who may suspend or revoke, in part or in totality, that privilege for failure to meet the responsibilities described in this document. In addition, a student-athlete’s conduct is subject to review under the requirements established for all George Washington University students in the Guide to Student Rights and Responsibilities.

1. To be a “student-athlete,” an accepted degree seeking George Washington University student must be a current member of an intercollegiate team and must meet all qualifying criteria as established by the head coach and approved by the Director of Athletics and Recreation. Review of team membership will occur yearly or more often, as needed.


3. A student-athlete must meet all requirements established in this document, the current Atlantic 10 Conference Constitution and Bylaws (or other affiliated conferences), and the current Division I NCAA Manual.

4. The George Washington University Department of Athletics and Recreation offers support services to student-athletes for athletic training, medical concerns, counseling issues, academic concerns, and athletic equipment/uniforms. The privilege of using any support service is subject to a student-athlete’s adherence to the policies and procedures of that service.

5. A student-athlete must be committed to earning a degree at The George Washington University. That commitment is demonstrated in academic areas by behaving with integrity and honesty, completing assignments on time, attending class, making appropriate progress toward a degree, fulfilling other responsibilities as a student, and using available academic support when needed or required.

6. A student-athlete must act in accordance with the law. Involvement in any illegal activity is strictly prohibited.
   a. Alcohol consumption by individuals under 21 years of age is illegal in the District of Columbia as is supplying alcoholic beverages to individuals under 21 years of age. Because of concern for team unity, head coaches may establish training rules prohibiting the use of alcoholic beverages by any team member while representing The George Washington University Department of Athletics and Recreation.
   b. The possession, use, sale, or distribution of illegal drugs, non-prescription steroids, or other performance-enhancing drugs by a student-athlete is strictly prohibited.

As a representative of his/her team, The George Washington University Department of Athletics and Recreation, the Atlantic 10 Conference (and other affiliated conferences), and the NCAA, a student-athlete agrees to act in accordance with principles of healthful living, good citizenship, academic commitment and integrity, responsible team membership, and good sportsmanship. A student-athlete accepts the authority of the Director of Athletics and Recreation and the entire athletics administration in encouraging the aforementioned principles and imposing sanctions for violations of conduct. Furthermore, a student-athlete recognizes the authority of his/her head coach to decide matters related to team preparation, strategy and conduct, among others. In the absence of the Director of Athletics and Recreation and sport administrator, the head coach may impose sanctions on a student-athlete for violations of the Department of Athletics and Recreation “expectations of the student-athlete.” These sanctions are binding until reviewed by the Director of Athletics and Recreation. Under some circumstances and upon approval by the Director of Athletics and Recreation, a head coach may designate an assistant to assume his/her duties. At such time, the designated assistant has all the authority and responsibilities of a head coach.
Expectations of the Student-Athlete

The conduct of a student-athlete is additionally subject to review within the limits of this document whenever the student-athlete acts as a representative of or uses his/her affiliation with The George Washington University Department of Athletics and Recreation. Those times include, but are not restricted to the following examples.

When a student-athlete:
1. Participates in any organized team gathering or function, including practices, meetings, meals, competitions, awards or recognition ceremonies, recruiting events, or any other activity under the direction of a member of the George Washington University Department of Athletics and Recreation;
2. Is using lodging and accommodations or is in route to, from, or for the duration of any function when The George Washington University Department of Athletics and Recreation has responsibility or facilitates arrangements for travel and/or accommodations;
3. Participates in any athletic competition sponsored by The George Washington University Department of Athletics and Recreation, NCAA, Atlantic 10 Conference or other affiliated conferences;
4. Participates in any event at which the student-athlete’s participation is sponsored or endorsed by The George Washington University Department of Athletics and Recreation;
5. Participates in any media or public appearance that is the direct result of or related to his/her participation in The George Washington University Department of Athletics and Recreation;
6. Receives academic consideration resulting from his/her “student-athlete” status, including class scheduling, changes in assignments or test dates, and class attendance; and
7. Receives any form of support or aid from the George Washington University Department of Athletics and Recreation, including, but not restricted to, financial aid, academic support, medical treatment or consultation, athletic training, counseling services, or use of equipment/apparel.

The student-athlete automatically assumes a role on campus and its extended community as a representative of the University and the Department of Athletics and Recreation in very public ways. As a result, student-athletes are held to a standard of ethical conduct and behavioral expectations which may well exceed those of non-athletes. A student-athlete’s activities and personal deportment on and off campus may become public knowledge. To the extent that these activities are unacceptable and, by identification as a student-athlete representing the University, discredit the institution and/or its intercollegiate athletics program, s/he will be held accountable.

While the Department of Athletics and Recreation does not prohibit student-athlete involvement with Internet-based social networking communities, this high standard of honor and dignity encompasses comments and postings made to Internet sites. This specifically includes any activity conducted on social networking websites such as Facebook, MySpace or Twitter. While the University supports and encourages your freedom of expression and other First Amendment rights, we are concerned about the safety and well-being of you and of all of our student-athletes. Any online postings must, therefore be consistent with federal and State laws, and team, Department of Athletics and Recreation, University and/or NCAA rules and policies. In addition, the Department of Athletics and Recreation reserves the right to take any action against any student-athlete engaged in behavior that violates federal and State laws, team, Department of Athletics and Recreation, University and/or NCAA rules and policies, including such behavior that occurs in postings on the Internet. [Examples include images and/or text on the internet which may portray illegal and/or unethical activities, negative comments about the University, any University Department or Office, coach, program, student-athlete, or GW employee, etc.] In addition, student-athletes may not conduct interviews and/or actively solicit media to do interviews for their own personal or athletic promotion without the approval of the Department of Athletics and Recreation and Division of External Relations (e.g., Athletics Communications).
EXPECTATIONS OF THE STUDENT-ATHLETE

SPORTSMANSHIP

All student-athletes and Department of Athletics and Recreation staff and coaches are expected to exhibit good sportsmanlike conduct at all times as representative of their team(s), department, University and community. Poor sportsmanship includes, but is not limited to, the following:

- Physical or verbal abuse of officials, opponents, spectators, coaches or the media;
- Throwing objects at or onto the playing surface or at spectators;
- Use of inciting or taunting gestures designed to elicit negative reactions from opposing players, spectators or officials;
- Using profane and vulgar language (including trash talking) or gestures to opposing players, spectators or officials;
- Fighting with opponents;
- Making negative public statements that demean a team member, a coach, an opponent or another institution;
- Inappropriate “celebrations” which are disrespectful toward opponents; and
- Violations of ethical standards established for your sport.

Acts of poor sportsmanship will not be tolerated. As a student-athlete, your behavior shall reflect the high moral standards of honor and dignity that characterize participation in intercollegiate athletics.

TEAM TRAVEL

Team travel is provided via vans, buses, and/or flights for all away-from-home competitions. Determination of such travel is approved by the Sport Administrator in conjunction with the head coach. Changes in travel (e.g., van to bus) may occur due to weather conditions, etc. upon consultation and approval by the Sport Administrator, Director of Athletics and Recreation and/or Provost’s Office. Certified drivers (e.g., coaches, staff) are required for all van travel.

Student-athletes representing The George Washington University who travel individually or as a team to a regularly scheduled intercollegiate athletic contest must do so under the direct supervision of a coach or other designated department staff member.

The staff member assumes responsibility for the traveling party from the point and time of departure until either (1) all members of the traveling party have returned to campus; or (2) a student-athlete is released at the conclusion of competition at the site of the competition as per arrangements made with the head coach prior to the team’s departure from Washington, D.C.

As representatives of the University on away trips, student-athletes are expected to comport themselves with dignity and the highest ethical, moral and behavioral standards.
The George Washington University hazing policy applies to all student groups and organizations of the University. A copy of the Policy can be found here.

According to the “Code of Student Conduct”, “Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Such activities and situations include, but are not limited to: paddling in any form; creating excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts or road trips; publicly wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with the academic mission of the University.

The Department of Athletics and Recreation supports this Policy and will not condone hazing in any form. Hazing is STRICTLY PROHIBITED and student-athletes found to have participated in such acts, will be IMMEDIATELY SUSPENDED from all team activities (e.g., practices, competitions). Other Department sanctions may include immediate dismissal from the team and athletic scholarship penalties, including loss of aid. In addition, disciplinary action will be taken in accordance with and utilizing the range of sanctions of the GW “Code of Student Conduct.”

Any of these activities, if a condition either directly or indirectly, of membership, advancement, or good standing in a team, shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

Coaches and all other Department of Athletics and Recreation staff who work with student-athletes are responsible for abiding by this Policy and Statement. Staff may not participate in, approve, or condone hazing activities. Don’t assume that by telling the individual that they ARE NOT required to participate mitigates the activity and the culpability of the perpetrator. Further you will be expected to support this Policy by promptly reporting to the Director of Athletics and Recreation knowledge of or information about all activities that might constitute hazing, and cooperating in any investigation of alleged hazing.

GW FIGHT SONG

Hail to the Buff, Hail to the Blue,
Hail to the Buff and Blue!
All our lives we'll be proud to say,
We hail from GW!
    Go Big Blue!
Oh, by George, we're happy we can say,
We're GW, here to show the way, so
Raise high the Buff! Raise high the Blue!
    Loyal to GW
You bet we're
    Loyal to GW!
      Fight!
The purpose of The George Washington University’s Student-Athlete Advisory Committee (SAAC) is to promote efficient communication between the Department of Athletics and Recreation administration and the student-athlete population. The SAAC provides student-athletes with a leadership opportunity to discuss and provide suggestions on programs designed to serve their needs. The Council acts as a liaison between the Department of Athletics and Recreation administration and the student-athlete body regarding needs and concerns that have an impact on their academic and personal well being.

The SAAC actively encourages involvement of student-athletes in campus and community projects. The SAAC also serves to encourage unity, common purpose, and camaraderie between all George Washington University athletes and teams.

The membership of the SAAC should be a broad representation of the population and the involvement of all teams is vital. Each team has at least two representatives to the SAAC. Leadership is provided by the SAAC president and vice president, who are elected each year. Meetings are held monthly during the academic year.

For the current list of SAAC representatives and officers go to our website at www.GWsports.com.

Student-Athlete Advisory Committee Constitution

Article 1: Purpose
The Student-Athlete Advisory Committee gives student-athletes the opportunity to generate their voice within the Department of Athletics and Recreation, to create a stronger sense of unity and support among the varsity teams, to increase overall school spirit, to solicit student-athlete responses to NCAA legislation, and to coordinate and participate in community service projects. Also, SAAC works in conjunction with the Atlantic-10 Conference SAAC to improve student-athlete’s overall experience as a Division I athlete. This interaction is vital in order to be educated and to help shape future intercollegiate athletic policies.

Article II: Membership
This organization does not discriminate in the selection of its members on any basis, including a person’s age, race, national origin, color, gender, sexual orientation, creed, handicap, or place of residence. All members are to be currently enrolled and eligible student-athletes, and each varsity team is allowed at least two representatives on the Council.

Article III: Organization and Procedures
Meetings are to be held at least once a month; more meetings can be scheduled based on necessity. It is the responsibility of the President and the other officers to make all SAAC representatives aware of the dates of the scheduled meetings. Each representative is responsible to report back information provided at the meetings to their team members and coaching staff. Sub-committees can be created to work more efficiently on specific projects. The head of the committee will report updates to the President as necessary. It is the joint responsibility of the President as well as the Vice President to work jointly in scheduling and planning the meeting agenda with consultation from the SAAC advisor(s). The organization will cooperate with the Charles E. Smith Center or any other establishment when organizing various activities. The organization will also have all campus events approved by the necessary authorities and abide by all University policies.
**Academic Standards for Eligibility**

In order to be eligible to represent The George Washington University (GW) in intercollegiate athletics, a student-athlete must adhere to all University, Conference and NCAA regulations.

**Freshman Initial Eligibility**

NCAA Division I institutions have adopted specific academic requirements that must be met before a student is qualified to practice or compete in intercollegiate athletics and for the receipt of athletically related financial aid as a freshman.

The NCAA Eligibility Center certifies all academic and amateur eligibility for first-year students at Division I and II institutions. Anyone intending to participate in a varsity sport at GW must be registered with and certified as eligible by the NCAA Eligibility Center. Please contact the Athletics Compliance Office if you have questions with regard to freshman eligibility.

**Continuing Eligibility**

In order to be eligible as a continuing student at GW you must meet certain progress toward degree requirements (e.g., credit hours, GPA, % of degree requirements). Please refer to the charts on the next two pages as they relate to these requirements and note the following:

- **You must choose a major/concentration that leads to a specific baccalaureate degree by the beginning of your third year of enrollment (5th full time semester).** [GW rule]
  
  This includes transfer students who have not yet completed an academic year in residence or used one season of eligibility in a sport at GW. Please note that the School of Business and Elliott School of International Affairs require students to declare a concentration with their major.

- **You must meet minimum cumulative GPA requirements for your program of study.**
  
  Note some programs require a higher GPA for graduation purposes than a 2.000 so keep in mind you need the required GPA minimum (e.g., 90%, 95% and 100%) of your specific degree program.

- **You must successfully complete a percentage of the course requirements in your specific degree program (e.g., 40%, 60%, 80%).**
  
  For example, at GW most degree programs require 120 credit hours, which include GCRs, major courses, and electives. Those student-athletes entering their third year of enrollment (5th full-time semester) must have completed 40% of their 120 credits (48 credits). Those entering their fourth year of enrollment (7th full-time semester) must have completed 60% of their degree program, or 72 credits, and those entering their fifth year of enrollment (9th full-time semester) must have completed 80% of their degree program, or 96 credits. However, some degree programs (e.g., School of Engineering and Applied Science and School of Public Health and Health Services) require more than 120 credits so make sure you are aware of the total number of degree credits required for your specific program.
### NCAA Compliance

**Academic Year Certification**
(prior to the start of the first, third, fifth, seventh and ninth semesters)

<table>
<thead>
<tr>
<th>Academic Class</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>• Registered for at least 12 credits.</td>
</tr>
<tr>
<td></td>
<td>• Initial eligibility and amateur status certified by NCAA Eligibility Center.</td>
</tr>
<tr>
<td>Sophomore 3rd semester</td>
<td>• Registered for at least 12 credits.</td>
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<tr>
<td></td>
<td>• Must have earned at least 24 credits during the previous academic year with at least 18 earned during the academic year.</td>
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<tr>
<td></td>
<td>• Must have earned 6 credits in previous semester.</td>
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<td></td>
<td>• Cumulative GPA requirement of 1.800 or 90% of overall GPA required for major.</td>
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<tr>
<td>Junior 5th semester</td>
<td>• Registered for at least 12 credits in declared degree program.</td>
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<tr>
<td></td>
<td>• Must have earned at least 18 credits during the previous academic year.</td>
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<td></td>
<td>• Must have earned 6 credits in previous semester.</td>
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<td></td>
<td>• Must have declared a major with an identified concentration (if applicable).</td>
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<tr>
<td></td>
<td>• Cumulative GPA requirement of 1.900 or 95% of overall GPA required for major.</td>
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<td></td>
<td>• 40% of degree must be completed.</td>
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<tr>
<td>Senior 7th semester</td>
<td>• Registered for at least 12 credits in declared degree program.</td>
</tr>
<tr>
<td></td>
<td>• Must have earned at least 18 credits during the previous academic year.</td>
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<tr>
<td></td>
<td>• Must have earned 6 credits in previous semester.</td>
</tr>
<tr>
<td></td>
<td>• Must have declared a major with an identified concentration (if applicable).</td>
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<td></td>
<td>• Cumulative GPA requirement of 2.000 or 100% of overall GPA required for major.</td>
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<tr>
<td></td>
<td>• 60% of degree program must be completed.</td>
</tr>
<tr>
<td>Fifth Year 9th semester</td>
<td>• Registered for at least 12 credits in declared degree program.</td>
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<tr>
<td></td>
<td>• Must have earned at least 18 credits during the previous academic year.</td>
</tr>
<tr>
<td></td>
<td>• Must have earned 6 credits in previous semester.</td>
</tr>
<tr>
<td></td>
<td>• Must have declared a major with an identified concentration (if applicable).</td>
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<tr>
<td></td>
<td>• Cumulative GPA requirement of 2.000 or 100% of overall GPA required for major.</td>
</tr>
<tr>
<td></td>
<td>• 80% of degree program must be completed.</td>
</tr>
<tr>
<td>Graduate Student</td>
<td><strong>Those entering graduate school for the first time:</strong></td>
</tr>
<tr>
<td></td>
<td>• Must have attained an undergraduate degree.</td>
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<tr>
<td></td>
<td>• Have been accepted in a graduate program as a full time degree seeking student.</td>
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<tr>
<td></td>
<td>• Must be enrolled full time (as determined by your program).</td>
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<tr>
<td></td>
<td><strong>Those continuing graduate school:</strong></td>
</tr>
<tr>
<td></td>
<td>• Must have earned at least 6 credits in previous semester.</td>
</tr>
<tr>
<td></td>
<td>• Must be in good academic standing based on the standards of the program.</td>
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<tr>
<td></td>
<td>• Must be enrolled full time (as determined by your program).</td>
</tr>
</tbody>
</table>
Eligibility for Postseason Competition – Between Terms (e.g., winter break or summer)

<table>
<thead>
<tr>
<th>Academic Class</th>
<th>Mid-Year Certification (prior to the start of the second, fourth, sixth, eighth and tenth semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen 2nd semester</td>
<td>• Must earn at least 6 credits in previous semester.</td>
</tr>
<tr>
<td>Sophomore 4th semester</td>
<td>• Must earn at least 6 credits in previous semester.</td>
</tr>
<tr>
<td>Junior 6th semester</td>
<td>• Cumulative GPA requirement of 1.800 or 90% of overall GPA required for major.</td>
</tr>
<tr>
<td>Senior 8th semester</td>
<td>• Must earn at least 6 credits in previous semester towards declared degree program.</td>
</tr>
<tr>
<td>Fifth Year 10th semester</td>
<td>• Cumulative GPA requirement of 2.000 or 100% of overall GPA required for major.</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>• Must earn at least 6 credits in previous semester.</td>
</tr>
<tr>
<td></td>
<td>• Must be in good academic standing based on the standards of the program.</td>
</tr>
</tbody>
</table>

Eligibility for Postseason Competition – Between Terms (e.g., winter break or summer)

<table>
<thead>
<tr>
<th>Student-athletes who are:</th>
<th>Enrolled in:</th>
<th>Must pass:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates not in final semester</td>
<td>12 or more degree applicable hours</td>
<td>Six-degree applicable hours in previous semester</td>
</tr>
<tr>
<td>Undergraduates in final semester</td>
<td>Enrolled in 7 or more degree applicable hours</td>
<td>Six-degree applicable hours in previous semester</td>
</tr>
<tr>
<td>Undergraduates in final semester</td>
<td>Enrolled in six or less degree applicable hours</td>
<td>All hours attempted in previous semester</td>
</tr>
</tbody>
</table>

Transfer Eligibility
If you are a transfer student-athlete, you are immediately responsible for any applicable percentage of degree requirements, declaration of major/concentration, and full-time registration status in addition to the other basic transfer requirements.

If you have any questions or concerns regarding your academic eligibility please contact your athletic academic support services advisor or the Athletics Compliance Office.

Good Academic Standing
To be academically eligible to compete in athletics, student-athletes must be in good academic standing in their respective school. To maintain good academic standing GW students must possess a minimum cumulative Quality Point Average based on the number of earned hours (EHRS) or the number of quality hours (QHRS) attained, whichever is higher, as indicated by school in the *GW Undergraduate Catalog*. 
It is important to note that student-athletes on ‘warning’ or ‘probation’ are considered eligible for athletic competition, in all schools except the School of Engineering and Applied Sciences, as long as all other NCAA academic requirements are met. If a student-athlete is ‘suspended’ from GW, s/he not eligible for competition until the student-athlete is fully enrolled in a degree seeking program of study at GW and meets all University and NCAA eligibility requirements. A student-athlete seeking additional information on the academic standards of GW may refer to the individual school within the GW Undergraduate Catalog.

Full-Time Enrollment
Students are considered to have made “normal” academic progress when they earn between 15 and 17 credit hours per semester. Most baccalaureate programs require 120 earned credit hours for graduation, however student-athletes should confirm with their individual school advisor to ensure the exact number of credits they will need to graduate.

It is strongly recommended that student-athletes carry at least 15 credits per semester. Some elements that determine the number of hours student-athletes should carry are difficulties of courses scheduled, length of a competitive season, number of away contests and availability of degree-required courses.

All student-athletes must be enrolled at all times in a minimum of 12 hours towards their degree program in order to practice or compete. Exceptions to this rule include: the student-athlete is a senior who is in their final semester, a graduate student enrolled full-time in a degree program, or a student-athlete with a documented learning disability and granted a waiver from the NCAA. A student-athlete in less than 12 credit hours, due to them being in their final semester before graduation, must receive written verification from their School’s advisement office. The GW Athletics Compliance Office will confirm the information with the certifying officer from that School.

Other Consequences of Dropping Below 12 Credit Hours
- Progress toward graduation: Making timely progress toward graduation may be jeopardized by dropping below 12 credit hours.
- Dean’s List: Students must complete 15 graded hours with a 3.5 GPA.
- International Students: Students with F-1 and J-1 visas are required to maintain 12 credit hours.
- Taxes: To qualify as dependents on their parent’s tax forms if they are over the age of 21, students must be registered in 12 credit hours.
- Health Insurance: Students covered under their parents’ health insurance policies may be required to maintain registration in 12 credit hours.

Amateur Status and Eligibility
All student-athletes enrolling in an NCAA Division I institution must have their amateurism certified through the NCAA Eligibility Center. In addition, the following are NCAA guidelines for maintaining athletic amateur eligibility [please note this list is not all inclusive]. An individual loses amateur status and becomes ineligible for intercollegiate competition if s/he:
1. Uses his/her athletic skill directly or indirectly for pay or the promise of pay in any form in that sport;
2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
4. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation;
5. Competes on any professional athletics team, even if no pay or remuneration for expenses was received;
6. After initial full-time collegiate enrollment, enters into a professional draft; or
7. Enters into an agreement with an agent.

NCAA Rules Pertaining To Sports Agents

As a student-athlete you:

• MAY NOT agree either orally or in writing, to be represented by an agent or organization in the marketing of your athletic abilities or reputation until after the completion of your eligibility which is your last intercollegiate contest, including postseason games.

• MAY NOT negotiate, or have someone negotiate on your behalf, or sign a playing contract in any sport in which you intend to compete (professionally), or to market the name or image of you.

• MAY NOT ask to be placed on a professional league’s draft list, whether or not you withdraw your name before the draft, whether or not you are actually drafted and whether or not you sign a professional contract. The NCAA allows for some special exceptions (see below).

• MAY NOT accept expenses or gifts of any kind (including meals and transportation) from an agent (or anyone else) who wishes to provide services to you. Please note this also includes your parents/legal guardians or other family members. Such payment is not allowed since it would be compensation based on athletic skills and a preferential benefit not available to other students.

NCAA Rules Pertaining To Professional Drafts And Inquiry
If you wish to participate in a professional draft, you MUST speak with both your coach and the Athletics Compliance Office prior to submitting your name to the draft. For more information on amateurism please go to the NCAA website (www.ncaa.org).

EXTRA BENEFITS

Student-athletes gain a significant measure of visibility and notoriety from their participation in intercollegiate athletics. As a result, you may be offered benefits by virtue of that involvement which would not generally be provided to other GW students.

The NCAA defines an extra benefit as any special arrangement by an institutional employee or a representative of the University’s athletics interest (e.g., booster) to provide student-athletes,
their relatives or friends a benefit not expressly authorized by NCAA rules. Receipt or acceptance of such an extra benefit will result in immediate loss of eligibility.

Friendships or acquaintances with individuals established in the recruitment process or after arrival on campus in most instances are a result of being a student-athlete and, thus, receipt of benefits from these individuals by you or your relatives or friends is prohibited by NCAA regulations.

During your enrollment at GW, you may befriend individuals or families in the community who might wish to provide you with a more “home-like” atmosphere. Please be aware that your becoming “friends” with a representative (“athletics booster”) and/or employee of GW does not change their status as far as NCAA rules are concerned. For example, the provision of any type of material item (e.g., birthday gift, use of a car, meals or lodging, loan of money, Christmas gift, etc.) by such an individual or family to you (or your relatives or friends) could result in a rules violation and jeopardize your eligibility.

Examples of non-permissible extra benefits include, but are not limited to:

Awards
- Cash or cash-equivalent (e.g., gift certificates) for athletics participation.
- Sports club membership.

Complimentary Admission and Ticket Benefits
- Payment from any source for complimentary admission.
- Special arrangement made to purchase tickets to an athletic event.
- Complimentary admission to a professional sporting event.

Academic Support
- Typing costs provided at less than the going campus rate.
- Use of Department of Athletics and Recreation copy machine, FAX machines and the internet unless required for academic course work.

Benefits, Gifts and Services from the Public to You or Your Friends or Relatives
- Free or reduced-cost services.
- Use of telephone or credit card without charge.
- Use of tickets to any event, dinner, etc., from a commercial establishment without charge or at a discounted rate.
- Receipt of a loan or guarantee of a loan.
- Use of an automobile.
- Free or reduced-cost lodging, transportation, meal or automotive equipment or repair.
- Receipt of honorarium for speaking or appearance engagement other than to cover actual expenses.
- Receipt of gifts of merchandise.

Receipt of extra benefits will result in immediate loss of the involved student-athlete’s eligibility. Student-athletes seeking assistance or clarification regarding the NCAA’s extra benefit rules should contact the Athletics Compliance Office.
Gambling and Bribery

Gambling on the outcome of athletic contests is all too prevalent in our society, and can have a devastating effect on student-athletes if they engage in such activity. The NCAA has established specific guidelines concerning involvement in gambling and bribery at the intercollegiate sports level for student-athletes, coaches, and staff.

*It is a violation of NCAA rules to be involved in gambling activities concerning amateur, collegiate or professional athletic contests in any manner. This prohibition includes participation in betting pools (e.g., NCAA Basketball Championships, Super Bowl) and fantasy leagues (e.g., baseball and football).*

Student-athletes may **not** become involved in the following activities:

- Providing information to any individuals (including students and non-students) involved in organized gambling activities concerning intercollegiate athletic competition. Such information might include the mental attitude of a team or certain members of a team, the physical condition of certain individuals on a team, etc.
- Placing, accepting or soliciting a wager (on your own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.
- Intentionally altering the results of an athletic contest in which the student-athlete is participating in exchange for money or gifts.

Engagement in any of these activities is a violation of both NCAA and state regulations and will result in automatic and indefinite suspension from participation in any intercollegiate athletic activity. Any knowledge of student-athletes’ involvement in any of the above activities should be reported immediately to the Athletic Director.

In addition to awareness of the threat gambling and bribery pose to the integrity of intercollegiate sports, student-athletes are responsible for the following:

1. Reporting any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest.
2. Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions.
3. Contacting your coach or other Department of Athletics and Recreation personnel (e.g., Associate Athletics Director/Compliance, Sports Information staff) when questions concerning the inappropriate release of team information occurs.
4. Increasing one’s awareness that participation in gambling or bribery activities will result in disciplinary actions by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

If you or a friend needs help with a gambling addiction or problem please call the 24-hour confidential National Gambling Hotline at 1.800.522.7400.
LOGOS
The NCAA has rules with regard to student-athletes use of athletics equipment or athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor (e.g., Nike) in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences). Student-athletes are permitted to use and wear such equipment and apparel provided the following criteria are met.

(a) athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, lacrosse sticks, and goggles) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and

(b) your GW official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, t-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo.

Therefore, you need to be cognizant of any apparel (e.g., socks, head bands, t-shirts, wrist bands, visors or hats, swim caps and towels) you wear during an athletics competition and pre- and postgame activities that was not issued by the coaching staff. Failure to abide by this rule may result in game suspensions and/or program fines.

MEALS INCIDENTAL TO YOUR ATHLETIC PARTICIPATION
NCAA rules permit GW to provide the following meals to student-athletes while participating for their team during home and away-from-home contests [please note that actual meals and/or meal money provided may differ due to program allotments and are all at GW’s discretion]:

Meals in Conjunction with Home Competition. You are permitted to receive meals beginning with the evening before competition and continuing until you are released by GW personnel. You may not receive cash in lieu of meals during this time period. You may also receive a meal or cash, not to exceed $15 (but not both), at the time of your release by GW personnel.

Meals in Conjunction with Away-from-Home Competition. GW may provide meals to you in conjunction with away-from-home competition pursuant to one of the following options:

(i) You are permitted to receive three (3) meals (breakfast, lunch and dinner) beginning on the date the team leaves campus through the date the team returns to campus. [Note meals on both departure and return days are determined by the time of day the team leaves and returns.] You can receive cash in lieu of these meals. You are permitted to receive a snack (not cash) the night before GW’s contest. Lastly you are permitted to receive a pregame or postgame meal on the day of the game and you may be provided cash, not to exceed $15, in lieu of the postgame meal only; or

(ii) You are permitted to receive meals from the time the team is required to report on call for team travel until the team returns to campus. If you do not use team travel to return to campus, you may receive meals up to the point you are released from team related activities by the appropriate GW authority. GW may not provide cash to you in lieu of meals under this option.
NCAA DISCIPLINARY ACTION
An enrolled student-athlete found in violation of NCAA rules or unethical conduct will be ineligible for further intercollegiate competition, subject to an appeal to the NCAA Student-Athlete Reinstatement Committee for restoration of eligibility. Unethical conduct may include, but is not limited to, the following:

1. Refusal to furnish information relevant to an investigation of possible NCAA rules violations.
2. Knowing involvement in arranging fraudulent academic credit or false transcripts.
3. Knowing involvement in receiving or providing an improper recruiting inducement or extra benefit.
4. Knowingly furnishing the NCAA or GW false or misleading information concerning involvement in or knowledge of matters relevant to a possible violation of NCAA rules.
5. Failure to provide complete and accurate information to the NCAA, NCAA Eligibility Center or GW’s admissions office regarding your academic record.
6. Fraudulence or misconduct in connection with entrance or placement exams.
7. Engaging in any athletics competition under an assumed name or with intent to otherwise deceive.
8. Failure to provide complete and accurate information to the NCAA, NCAA Eligibility Center or GW’s athletics department regarding your amateur status.

NCAA PLAYING AND PRACTICE REGULATIONS
The NCAA has carefully defined the playing season regulation by which all student-athletes and teams must abide. This includes practice, competition, conditioning, strength training, and practice and playing oriented meetings. The purpose is to have all teams compete by the same guidelines while helping student-athletes balance both athletic and academic commitments. In addition, at no time may a student-athlete miss class for practice activities.

Teams are allowed a maximum number of consecutive days of required practice per year which is considered their “in-season.” This varies by sport. The start and end dates are determined by the NCAA and GW on an annual basis. During this time, teams may participate in athletically related activities, which cannot exceed 4 hours per day and 20 hours per week. [Competitions are automatically considered to be 3 hours/day.] In addition, there must be one day off per week from all athletic activities. However, if a team is traveling, the day off may be the day of travel as long as there is no physical activity or athletic meeting held. [During vacation periods and outside of the regular academic terms (e.g. preseason) the time limitations and day off requirements do not apply.]

Once a team is in its “out-of-season,” there may be conditioning and strength activities up to 8 hours per week. However, countable athletically related activities are prohibited two days per week. In addition, two of the eight hours may be spent on individualized skill instruction with no limit on the number of student-athletes and coaches involved from September 15th – April 15th. Prior to September 15th and after April 15th there is a limit of up to four student-athletes and any number of coaches who may participate in 2 hours of skill instruction. In addition, for baseball from January 15th to the opening day of classes of GW’s spring semester (if the spring semester start date is after Jan. 15th) skill instruction is limited to 4 student-athletes and any number of coaches involved at any one time in any facility.
On the day of competition, there may be no practice activities (other than warm-down activities) conducted following the competition. The only exception is between contests, rounds or events during a multi-day or multi-event competition.

Countable Athletically Related Activities

What are the daily and weekly time limitations on countable athletically related activities and what is the difference between in-season and out-of-season?

Student-athletes may not participate in countable athletically related activities for more than:

In Season:
- 4 hours/day
- 20 hours/week (including multi-sport SA)

Out-of-Season (during the academic year):
- 8 hours/week (including multi-sport SA)

In-season (20 Hours)
- Time between the team’s first officially recognized practice session and the last practice session or competition, whichever occurs later.
- Sports other than basketball may have their seasons separated into two distinct segments: championship segment and nonchampionship segment.
- During the in-season period (e.g., championship and nonchampionship segments), a student-athlete may participate in a maximum of 20 hours per week of countable athletically related activities regardless of how many sports the student-athlete participates in.
- One day off is required each week.

Out-of-season (8 Hours)
- The remaining days during the academic year not included in the in-season period.
- A student-athlete may participate in a maximum of eight hours per week of countable athletically related activities.
- Two days off are required each week.
- Participation in up to two hours of required skill instruction is permissible each week.
- All athletically related activities outside the playing season are prohibited one week prior to the beginning of the final exam period through the conclusion of each student-athlete’s exams.

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

Are student-athletes required to have a day off from countable athletically related activities?

During the academic year, student-athletes shall not engage in any countable athletically related activities on one day per week during the playing season and two days per week outside the playing season. The required day(s) off may occur on any day of the week and may change from week to week. A "week" is defined as any seven consecutive days, determined at the institution’s discretion.
Below are partial lists of common activities that count and do not count against your daily and weekly time limits during your 20 hour season:

<table>
<thead>
<tr>
<th>Countable Athletically Related Activities</th>
<th>Non-Countable Athletically Related Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practices (not more than 4 hours/day).</td>
<td>Compliance meetings.</td>
</tr>
<tr>
<td>Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings).</td>
<td>Meetings with a coach initiated by the student-athlete and at which no athletically related activities are discussed.</td>
</tr>
<tr>
<td>Competition (and associated activities, regardless of their length, count as 3 hours). Note: No countable athletically related activities may occur after the competition.</td>
<td>Drug/alcohol educational meetings or CHAMPS/Life Skills meetings.</td>
</tr>
<tr>
<td>Field, floor or on-court activity.</td>
<td>Study hall, tutoring or academic meetings.</td>
</tr>
<tr>
<td>Setting up offensive and defensive alignment.</td>
<td>Student-Athlete Advisory Council (SAAC) meetings.</td>
</tr>
<tr>
<td>On-court or on-field activities called by any member of the team and confined primarily to members of that team (e.g., captain’s practice).</td>
<td>Voluntary weight training not conducted by a coach or staff member.</td>
</tr>
<tr>
<td>Required weight-training and conditioning activities.</td>
<td>Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).</td>
</tr>
<tr>
<td>Visiting the competition site in the sports of cross-country and golf.</td>
<td>Traveling to/from the site of competition (as long as no countable activities occur).</td>
</tr>
<tr>
<td>Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.</td>
<td>Training room activities (e.g., treatment, taping), medical examinations and rehabilitation activities, as long as they are not conducted by a coaching staff member.</td>
</tr>
<tr>
<td>Discussion or review of game films.</td>
<td>Attending banquets (e.g., awards or post-season banquets).</td>
</tr>
<tr>
<td>Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff (e.g., coach).</td>
<td>Training table meals.</td>
</tr>
<tr>
<td>Required participation (paid or unpaid) in a GW camp/clinic.</td>
<td>Recruiting activities (e.g., student host).</td>
</tr>
<tr>
<td>Fund-raising activities or public relations or promotional activities and community service projects.</td>
<td>Voluntary participation (paid or unpaid) in a GW camp/clinic.</td>
</tr>
</tbody>
</table>

* There may be additional rules that are applicable only to certain sports. Contact the Athletics Compliance Office, if you have questions or would like additional information. *
Outside the playing season (during the academic year), student-athletes are limited to not more than eight (8) hours per week of certain countable athletically related activities with no more than two (2) of the eight (8) hours being for individual skill instruction.

### Permissible Countable Athletically Related Activities During The Out-Of-Season Period

- Required weight training and conditioning activities supervised by an athletics department staff member.
- In sports other than baseball, participation in up to 2 hours per week of skill-related instruction with no limit on the number of student-athletes and coaches involved in any facility.
- Any voluntary athletically related activity in which the student-athlete chooses to participate (does not count in the 8 hours) (e.g., initiated by student-athlete, no attendance taken, no coach present).
- Participation in a physical fitness class conducted by a member of the athletics department staff.

### Non-Permissible Activities During The Out-Of-Season Period

- Conditioning drills that simulate offensive or defensive alignments.
- Required participation in any countable athletically related activities during any institutional vacation period (e.g., Labor Day, Christmas break, President’s Day, summer) that occur outside the declared playing and practice season (e.g., in-season).
- Use of equipment related to the sport during conditioning activities except in the sport of swimming, a student-athlete may be involved in in-pool conditioning with swim-specific equipment (e.g., starting blocks, kickboards, pull buoys).
- Required participation in any countable athletically related activity that may have been permissible during the in-season period.

**NOTE:** Student-athletes may be involved in any non-countable athletically related activity during the off-season period (e.g., workouts using the safety exception, voluntary workouts, other non-countable activities permitted during the in-season period).

### Voluntary Activities and the Safety Exception

**What is a “voluntary” activity?** To be considered a “voluntary” activity, **ALL** of the following conditions must be met:

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, noncoaching athletics department staff members who observe the activity (e.g., strength coach, trainer, manager) may not report back to the student-athlete’s coach any information related to the activity. [NOTE: Coaches may not observe voluntary activities.]
- The activity must be initiated and requested solely by the student-athlete. Neither GW nor any athletics department staff member may require the student-athlete to participate in the activity at any time;
- The student-athlete’s attendance and participation in the activity (or lack thereof) may not be recorded for the purpose of reporting such information to the coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if s/he elects not to participate in the activity. In addition, neither GW nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.
What is the safety exception? A coach may be present during voluntary individual workouts in GW’s regular practice facility (without the workouts being considered as countable athletically related activities) when the student-athlete uses equipment in that sport. The coach may provide safety or skill instruction but may not conduct the individual’s workouts. The safety exception is applicable to gymnastics, rowing, swimming and water polo.

Out-Of-Season Competition
As a general rule once a student-athlete becomes a member of a collegiate team NCAA rules prohibit him/her from participating on an outside amateur team or in outside amateur competition as an individual during the academic year while in season. NCAA rules permit some programs the ability to participate during vacation periods if a student-athlete is outside of their declared playing season (e.g., soccer during winter vacation). In these circumstances student-athletes MUST touch base with their head coach and the Athletics Compliance Office prior to any participation or competition. Student-athletes are required to complete and submit for approval a Notification of Outside Competition During the Academic Year form prior to any involvement with any team and/or individual competition. This form is located on our website at www.gwsports.com.

During the summer vacation period NCAA rules place restrictions on the number of GW student-athletes participating on the same outside amateur team for certain sports. The limitations are:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Max # of Participants</th>
<th>Sport</th>
<th>Max # of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>4</td>
<td>Soccer</td>
<td>5</td>
</tr>
<tr>
<td>Basketball</td>
<td>2</td>
<td>Softball</td>
<td>4</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>5</td>
<td>Volleyball</td>
<td>2</td>
</tr>
<tr>
<td>Rowing</td>
<td>4*</td>
<td></td>
<td>*limit is for winter break only</td>
</tr>
</tbody>
</table>

Student-athletes in the sport of basketball may only participate on an NCAA sanctioned summer league from June 15 – day before fall classes begin at GW, no more than 2 GW student-athletes can be on the same team and approval must be given by the Director of Athletics and Recreation. Student-athletes in the sports of soccer, volleyball and water polo may compete on an outside amateur team only after May 1 as long as:
1. The number of student-athletes from GW does not exceed 5 in soccer or 2 in volleyball (no limit in water polo);
2. The Director of Athletics and Recreation has approved the participation (in consultation with the head coach) if participation occurs between May 1 and the student-athletes last final exam; and
3. There is no missed class time for practice or competition if participation occurs between May 1 and the student-athletes last final exam.

REMEMBER that you may compete on an outside amateur team outside of your sports declared season and during official University vacation periods (e.g., winter break, summer); however, you are required to notify your head coach and the Athletics Compliance Office prior to any involvement with any team and/or individual competition.
NCAA SPECIAL ASSISTANCE FUND

The Special Assistance Fund assists student-athletes who are Pell eligible or are receiving an athletics award and have unmet financial need. The six types of expenses for which student-athletes may receive funding include:

1. Cost of clothing, shoes, one trip home and other essential expenses (not entertainment) up to $500,
2. Purchase of expendable academic course supplies (i.e., notebooks, pens) and cost of rental of nonexpendable supplies (e.g. computer equipment and cameras) that are required of all students enrolled in a class.
3. Medical and dental costs not covered by another insurance program.
4. Off-campus psychological counseling.
5. Hearing aids or vision therapy (e.g., contact lenses, eyeglasses).

The Athletics Compliance Office is responsible for the coordination of this program with the Conference Office.

The Athletics Compliance Office notifies student-athletes who are eligible for the fund and the amount that they are eligible to receive. Detailed instructions will be provided on how to complete the necessary paperwork. Failure to accurately complete all instructions in a timely manner may result in loss of the ability to utilize this fund. For additional information on this fund please click here.

STUDENT-ATHLETE OPPORTUNITY FUND (SAOF)

This fund is established to further benefit the student-athlete. The fund is intended to provide direct benefits to student-athletes or their families as determined by the Atlantic 10 Conference Office and NCAA consistent with the following principles:

- All student-athletes, including international, are eligible to receive SAOF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons.
- Benefits are intended to pay costs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievements.

Some examples of permissible uses of the fund:

- International student taxes;
- Expendable course supplies;
- Transportation for consortium classes and/or internships;
- Graduate school exams and/or application fees;
- Costs associated with student-athlete or family emergencies; and
- Educational supplies and numerous other uses.

Student-athletes should contact their head coach, athletic academic support services advisor or the Athletics Compliance Office if they believe they may qualify. For additional information on this fund and the application form please click here.
SEASONS OF ELIGIBILITY

Student-athletes who are qualifiers (as determined by the NCAA Eligibility Center) are allowed four seasons of eligibility within five calendar years from the time they first enroll full-time in a collegiate institution (2 or 4 year school). When they participate in ANY competition in their sport (including a scrimmage with outside competition) whether it is for one minute or an entire contest, they have used a season of competition and one of their four seasons of eligibility. One exception is during a student-athlete’s initial year of enrollment at the certifying institution when they participate in pre-season exhibition contests or informal practice scrimmages. This exception is only available in the sport of basketball and soccer. The second exception is competition in the non-championship season (spring semester) for soccer, volleyball and men’s water polo as long as the student-athlete was eligible to participate during their traditional season (fall semester).

Red Shirt

“Red shirting” is not an official NCAA term, but the term is used when a student-athlete does not participate in any competition during a particular academic year (i.e., neither in the championship nor the non-championship segment of the playing season). A student-athlete may be red-shirted at any point in his/her athletic career.

A “medical red shirt” is not an official NCAA term either, but the term is used when a student-athlete is injured after participating in a limited amount of competition during a particular academic year and then qualifies for a medical hardship waiver. More detailed information regarding medical hardship waivers is included below.

Medical Hardship Waiver

If a student-athlete suffers a season-ending injury or illness after competing in a limited amount of competition during a particular academic year, he/she may qualify for a medical hardship waiver which would allow him/her an additional season of competition during the five-year period of eligibility. To qualify for a medical hardship:

- the injury or illness must occur in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution or occur subsequent to the first day of classes in the student-athlete’s senior year in high school;
- the injury or illness must occur prior to the completion of the first half of the playing season that concludes with the NCAA championship in that sport (measured by the number of scheduled contests or dates of competition) and result in incapacity to compete for the remainder of that playing season; and
- in team sports, the injury or illness occurs when the student-athlete has not participated in more than three contests or dates of competition (whichever is applicable to that sport) or 30 percent (whichever number is greater) of GW’s scheduled or completed contests or dates of competition in his or her sport or in individual sports, the injury or illness occurs when the student-athlete has not participated in more than three dates of competition or 30 percent (whichever number is greater) of the maximum permissible number of dates of competition as set forth in Bylaw 17 plus one date for a conference championship.

Student-athletes should note that medical hardship waivers are not automatic and, therefore, the student-athlete should consult with his/her head coach along with the Assistant Athletics
Director/Sports Medicine and Associate Athletics Director/Compliance. Final approval and submission of this waiver rests with the Director of Athletics and Recreation.

**STUDENT-ATHLETE BENEFITS**

**Complimentary Admissions**

According to NCAA regulations, all eligible student-athletes whose events require paid admission are allowed a MAXIMUM of four (4) complimentary admissions (six for NCAA Championship games) per event in their respective sports.

**Allocation of Complimentary Admissions**

Student-athletes may designate any four individuals on their ticket request list however they are advised to know the person directly. Complimentary away admissions are given to eligible members on the official traveling roster for each event based on the number of complimentary tickets provided by the host institution (most likely less than four tickets per student-athlete).

**Procedure for Obtaining Complimentary Admissions**

To request complimentary admissions, you will be asked to fill out a Team Complimentary Admission Request form. Your coach will provide you with the form, on which you must indicate the individuals who are to receive complimentary admissions. Please print both the first and last names legibly and correctly. Do not use nicknames since the name and spelling on the pass list must match the name on the recipient’s photo I.D.

**Information for Your Guests**

Those persons receiving the complimentary admissions are admitted via a pass list (photo identification and signature required) and actual tickets are not provided. They will be asked to sign next to their name on the Team Complimentary Admission Request form. For most home/away competitions the designated gate will open one hour prior to the game and remain open until the beginning of the second half. Please remind your guests that they are guests of the University and should conduct themselves in an appropriate manner.

*Student-athletes may neither receive payment for complimentary admissions nor exchange them for any item of value. Violations of this NCAA rule will jeopardize the student-athlete's eligibility to compete.*

In the event of a postseason competition, the Department of Athletics and Recreation reserves the right to determine complimentary ticket distribution within guidelines established by the Conference and the NCAA.

**Textbook Acquisition**

As part of your athletic scholarship, GW may furnish you the textbooks specifically required for your academic courses. Only textbooks required for the courses in which you are enrolled are furnished.
Those student-athletes who receive books should follow the procedures below:

**Pick-Up Procedure**

1. Go to the online order counter at the GW Bookstore and **bring your GW ID**.
2. There will be a box containing your textbooks based on your course schedule. If you have books missing from your box **bring your syllabus** to the Athletics Compliance Office so they can be ordered.
3. There will be a form listing all of the books in the box by course number. You will sign this form indicating that you understand you are only eligible to receive required books and if you are receiving books for a course you have dropped or plan on dropping that you MUST immediately bring them to the Athletics Compliance Office.
4. **If you have dropped a course**, your box may contain books for your dropped course. You must immediately bring them back to the Athletics Compliance Office.
   a. You CANNOT return books for dropped courses to the bookstore yourself.
   b. When you return them to the Athletics Compliance Office you will fill out a **Textbook Add/Drop Form** (Athletics Compliance will have copies).
5. **If you have added a course** and the box does not contain the required books for your course, you must come by the Athletics Compliance Office to order the additional book(s) from the GW Bookstore.
   a. You will fill out a **Textbook Add/Drop Form** (Athletics Compliance will have copies).
   b. You will receive an email from the GW Bookstore when your new books can be picked up.
   The turnaround time is generally 48 hours for books that are in stock.
6. **Online Course Packs (Harvard Course Pack etc.)**
   a. You will fill out a **Textbook Add/Drop Form** with the Athletics Compliance Office and a staff member will order the course pack for you on one of the computers in the main office.
   b. If you are not able to come into the office and you pay for the course pack yourself, we can reimburse you for the purchase.
7. The books are yours to keep for the semester/summer session, but if you drop a course you must return all books for that course to the Athletics Compliance Office immediately.
8. If you receive an ‘Incomplete’ in a course, you may not receive additional books to complete the course.

**Return Procedure**

Most of your books are **rentals** and have a due date. If you fail to return your books, GW Athletics is **not responsible** for paying your **LATE FEES**.

1. **All books, except those in your declared major, must be returned within 5 business days of the last semester and/or summer session. Failure to do so may render you ineligible for books in subsequent semesters and/or summer sessions.**
2. Return your books to the online book order desk where you picked them up.
3. Bring your student ID.
4. You will be required to sign next to every book you checked out verifying that you returned it.
5. **If you would like to keep a book because it is directly related to your major, you must email the Athletics Compliance Office the name of the book, course number and why you would like to keep it.**
Use of Department Of Athletics and Recreation Phones, Copy Or Fax Machines

NCAA regulations prohibit student-athletes from utilizing Department of Athletics and Recreation telephones, telephone cards, copy or fax machines for any use. However, student-athletes may use copy machines, fax machines, and the Internet, including related long-distance charges, provided the use is for the purpose related to the completion of required academic course work. Violations of this NCAA regulation may jeopardize the student-athlete’s eligibility and staff member’s employment at GW. If you have any questions please ask a member of the Office of Academic Support for Student-Athletes or the Athletics Compliance Office.

Student-Athlete Employment

NCAA regulations require that the employment earnings of current student-athletes be monitored. At the beginning of the academic year, each student-athlete is required to inform the Athletics Employment earnings are permissible provided the following provisions are met:

1. The student-athlete’s compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletic ability.
2. The student-athlete is compensated only for work actually performed.
3. The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

Student-athletes who either are or will be working during any part of the academic year including winter break MUST complete a Student-Athlete Employment Approval Form which they can launch and submit through ARMS.

Summer Employment

Summer employment must also be monitored. Compliance meetings are held with all student-athletes at the end of academic year and before students leave for the summer. At this time, student-athletes are reminded to complete the Student-Athlete Employment Approval Form which they can launch and submit through ARMS.

Fee-For-Lesson Instruction

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

1. GW facilities are not used.
2. Playing lessons shall not be permitted.
3. GW obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided any time of the year.
4. The compensation is paid by the lesson recipient (or the recipient’s family) and not another individual or entity.

Student-athletes who will be conducting fee-for-lesson instruction MUST complete a Fee-for-Lesson Employment Statement prior to starting the instruction. The form is available on our website at www.GWsports.com.
RECRUITMENT ACTIVITIES BY STUDENT-ATHLETES

Current student-athletes are an information resource about the campus and athletic program; therefore, they play an important role in recruiting. To ensure fairness, the NCAA carefully defines the conditions under which prospective student-athletes (prospects) may be recruited by GW. It is essential that student-athletes serving as hosts carefully adhere to the rules. The following is a guide to selected basic NCAA rules for student-athletes asked to be a student host or to participate in the recruitment of prospects. Additional information on being a host can be found here.

A “prospect” is a student in the ninth grade or above, including an individual who is currently enrolled in a junior college or who has officially withdrawn from a four-year school.

There are two types of visits a prospect can take to a campus - unofficial or official. An unofficial visit to GW’s campus is made at the prospect’s expense. The provision of any expenses beyond complimentary admissions to a campus athletics event and one night stay in the residence hall with a student-athlete host will require the visit to become designated as an official visit.

An official visit by a prospect to a campus is a visit that is financed (in any part) by GW. The official visit may be taken only after the opening day of the prospect’s senior year in high school (basketball has early dates). A prospect may visit GW for a maximum of 48 hours and be provided lodging and meals like regular students. Entertainment for prospects and their parents (or legal guardians) or their spouse may be provided if it is not excessive (at a scale comparable to that of normal student life) and within a 30-mile radius of campus. GW may not arrange or permit more than one expense-paid visit per prospect regardless of the number of sports in which the prospect participates. It is not permissible to entertain other relatives or friends of the prospect at any time. It is not permissible for GW to provide cash directly to the prospect for entertainment purposes. Thus, the student host will be provided with entertainment funds if the coach decides to provide such funds.

Student Hosts

1. A host may be provided a maximum of $40 per day to cover all actual costs of entertaining the host, the prospect, the prospect’s parents (legal guardians) and spouse, excluding the costs of meals and admission to campus athletic events. Note: the $40/day is the only money that may be spent on entertainment (e.g., you or the prospect cannot put in your own money to pay for entertainment above the $40/day). A host may be provided with an additional $20 per day for each additional prospect entertained.
2. The entertainment money may not be used to purchase alcohol, or souvenirs (e.g., t-shirts, hats).
3. Several student-athletes may host a prospect, but GW may provide only one current student-athlete with entertainment money.
4. A car may not be provided to you or the prospect for use during the official visit.
5. One meal may be held for a prospect on an official visit at the home of the sport’s head coach.
6. Meals on an official visit are limited to the host, the prospect, the prospect’s parents (or legal guardian), or the prospect’s spouse.
7. The host must retain all receipts and unused money and return them to their head coach at the conclusion of the visit.
8. The host is required to read and sign a student host instructions and entertainment receipt form prior to hosting the prospect on an official visit (official visit reminders).
9. The host is required to read and sign a student host instructions for an unofficial visit form prior to hosting the prospect on an unofficial visit if the prospect will be staying overnight in the host’s room (unofficial visit reminders).
10. Remember to treat prospects with the friendliness which typifies our athletics program.
11. Remember to give each prospect a taste of the distinctive environment which makes GW unique.

**Enrolled Student-Athletes as Recruiters**

1. Off-campus, in person contacts between enrolled student-athletes and a prospect are permissible as long as such contacts are unavoidable incidental contacts and do not occur at the direction of a coaching staff member. If unavoidable incidental contact occurs between a student-athlete and a prospect (even at the prospect’s high school), such contact is permissible, provided GW had no prior knowledge of the occurrence of the contact.
2. GW may not provide you with transportation or expenses to recruit a prospect except for transportation permitted when you serve as the student host.
3. You may write letters or send e-mails to prospects at any time as long as it is not done at the direction of GW coaching staff or expense of GW.
4. You may not make or participate in telephone calls to prospect at the direction of a coaching staff member or financed by GW or a representative of its athletics interests; however, you may receive telephone calls at the expense of the prospect on or after July 1 following the completion of the prospect’s junior year in high school. You may receive telephone calls made at the expense of a prospect prior to July 1 following the completion of the prospect’s junior year in high school, provided there is no direct or indirect involvement by athletics department staff.

**Offers and Inducements**

An institution’s staff member, representative of its athletic interests (booster), or student-athlete may not be involved, directly or indirectly, in making arrangements for or giving or offering to give any financial aid or other benefits to the prospect or the prospect’s relatives or friends, unless expressly permitted by NCAA regulations. Specifically prohibited financial aid benefits and arrangements include, but are not limited to, the following:

1. An employment arrangement for a prospect’s relatives;
2. A gift of clothing, equipment, or tangible items, including merchandise;
3. Co-signing of loans or providing loans to a prospect’s relatives or friends;
4. Cash or like items;
5. Free or reduced-cost services, rentals, housing or purchases of any type; and
6. Sponsorship of an awards banquet and/or presentations of awards to prospect(s) for athletic accomplishments.
TRANSFER POLICY

The decision to transfer from GW to another institution is a matter that requires very careful consideration. Below is a summary of NCAA and GW rules which will help you better understand the consequences of such a decision.

1. Before you may begin to discuss possibilities with a new school, your potentially future school must first receive written permission from the GW Department of Athletics and Recreation.

   First, inform your coach of your interest in going elsewhere. It is important for you to understand that if you or your parents make contact with the new school, they are obligated to let us know. The new school must receive written permission from our department in order to have further discussions with you.

   Please NOTE if you or your parents contact the new school without you first discussing this with your coach and/or the Athletics Compliance Office it will be assumed that you are voluntarily withdrawing from your sport.

2. Requesting a release or contacting another school implies you are voluntarily quitting your respective team and you may be required to forfeit any athletic scholarship dollars you are receiving.

   In addition, the following services may no longer be available to you:
   - The Nelson & Michele Carbonell Academic Center and those services provided by the Educational Services staff (e.g., tutoring, computers, academic meetings, Leadership Academy).
   - Sports Medicine staff (e.g., ice bags, whirlpool).
   - Strength and conditioning services (e.g., weight room, nutritional supplements).

3. You must request a transfer release in writing (e.g., e-mail, letter) and submit it to the Director of Athletics and Recreation or Associate Athletics Director/Compliance.

4. Once your written request is received, the Director of Athletics and Recreation will either grant or deny a request to contact and/or permit the use of the one-time transfer exception within seven business days of receipt of your written request.

5. If you are not granted permission to discuss transfer possibilities with the new school, you may request a hearing with the Transfer Appeals Committee. [A letter will be provided to you from the Director of Athletics and Recreation with information on contacting GW’s Faculty Athletics Representative who oversees this committee.] If you are denied a “release” to waive the residency requirement, you will be ineligible to receive athletic aid at the new institution.

   You may decide to go ahead and transfer anyway, in which case you would be able to practice but not compete with the team, and could not receive athletics aid.

6. Also note, NCAA regulations require that you “sit out” at the new institution for one academic year prior to participating in athletics unless you meet the requirements of a specific transfer exception, the most common being a “one-time transfer exception.” This exception is not available to baseball and basketball student-athletes, if you are transferring to a Division I
institution.

7. One-Time Transfer Exception in sports other than baseball and basketball may receive a one-time exception to the one-year residency requirement under certain circumstances. Therefore, **you may be immediately eligible if all of the conditions listed below are met:**

   a. You participate in a sport other than baseball and basketball;
   b. It is your first transfer from one four-year college to another;
   c. You are in good academic standing and would be eligible if you returned to GW; and
   d. GW certifies in writing that there is no objection to granting an exception to the one-year residency requirement.

8. If you signed a National Letter-of-Intent, you must attend GW for one full academic year. Transferring mid-year has a one-year penalty requiring residence at the transfer institution.

In all transfer cases, it is vital that you become familiar with the ramifications of your actions before you take action. Consult the Athletics Compliance Office for more information. For more information on procedures for appealing decisions denying requests to transfer and one-time transfer exceptions please see Appendix C.

**VIOLATIONS**

If you are unsure about any rule or what you can or cannot do, STOP! If you have knowledge of improprieties, intentional or unintentional, please report them immediately to the Athletics Compliance Office by calling 202.994.6282, emailing cbwirth@gwu.edu or going directly to the Athletics Compliance Office (Charles E. Smith Center – main office).

Take time to contact the Athletics Compliance Office if you are ever in doubt.
The Nelson and Michelle Carbonell Academic Center, Lower Level, The Charles E. Smith Center, 600 22nd Street, NW, Washington, DC 20052

**PHILOSOPHY**
At The George Washington University, athletic and academic excellence are inseparable goals for student-athletes. The University is committed to the academic success and graduation of students participating in its athletic programs. The Department of Athletics and Recreation supports this commitment with educational support services in order to maximize the potential for success of every student-athlete.

**ACADEMIC HONESTY**
The acquisition, sharing, communication, and evaluation of knowledge are at the core of the mission of The George Washington University. As responsible members of the academic community, students are obligated not to violate the basic standards of integrity. They also are expected to take an active role in encouraging other members to respect those standards. Cheating, plagiarism, fabrication, falsification, and misrepresentation of data, abuse of academic materials, multiple submissions, and complicity in academic dishonesty are serious violations of the Academic Integrity Policy and may result in penalties that may include an “F” for the assignment, an “F” for the course, suspension from the University for a designated period of time or even expulsion from the University. Please refer to the Office of Students Rights and Responsibilities for detailed information regarding The George Washington University’s Student Academic Integrity Policy.

**ACADEMIC ADVISING**
All students enrolled at The George Washington University are assigned an academic advisor from the college in which they are enrolled. Student-athletes are also assigned an athletic academic advisor from the Carbonell Academic Center. Student-athletes should note that their assigned advisor within their college will assist them with graduation requirements while their athletic academic advisor will assist them with NCAA and conference eligibility requirements in addition to graduation requirements.

**ACADEMIC ENHANCEMENT**

**Learning Specialist**
The Carbonell Academic Center employs its own Learning Specialist who offers a variety of academic support services to student athletes both on an individual basis and in small groups. Students may receive assistance with particular courses as well as more generalized study skills and time management. Students can also receive assistance with all writing tasks from brainstorming to final editing. Four to six week workshops, targeting such topics as test preparation and efficient reading skills, are also offered.

Coaches can contact the Carbonell Academic Center to request particular workshops and the Learning Specialist will design a short term workshop based on the needs of the particular team. Recent workshops have included speed reading and preparation for midterm exams.
Freshmen are offered additional support in making the transition to college level work and can request a weekly appointment with the Learning Specialist to learn more about their own learning style and learning strengths. They are also introduced to a variety of study skills, time management and note-taking techniques.

**Tutors**

The Carbonell Academic Center offers tutorial assistance for all student-athletes. For consideration, candidates for tutoring positions must complete an application which includes two recommendations, a resume and a copy of their transcript. Additionally, the applicant will interview with the tutoring coordinator or other athletic educational support services staff.

A mandatory orientation session for tutors is required prior to hiring. This session reviews NCAA and tutoring policies and procedures. Following the session, tutors are required to sign a form stating that they have been hired by the Department of Athletics and Recreation and will adhere to all applicable NCAA policies and procedures. The Carbonell Academic Center has a library of textbooks and course materials available for tutors to utilize.

**Applying for a tutor**

All student-athletes are eligible for free tutoring services. To request tutoring, a Request for Academic Assistance Form must be completed. This is available on-line or in the Carbonell Academic Center. The form must be filled out completely and signed by the course instructor. Once the form is complete, the student-athlete must return it to the tutoring coordinator or their athletic academic advisor. The tutoring coordinator will then assign a tutor, based on availability, via e-mail. It is then the student-athlete’s responsibility to contact their tutor and to make arrangements to meet. The tutoring sessions take place at a mutually convenient time and place. The Carbonell Academic Center is available for use, as well as Gelman Library, J Street café and Ivory Tower café. Tutors have the ability to reserve tutoring space in the Carbonell Academic Center.

**Monitored Study Hall**

All freshmen and transfer student-athletes are required to complete six hours of study hall weekly during their first semester at GW. After the completion of their first semester at GW, freshmen and transfer student-athletes who reach a specified grade point average and are not in their sports' competition seasons will no longer be required to complete weekly study hall hours. All freshmen and transfer student-athletes who are in their competition season will continue to complete six weekly study hall hours throughout their second semester. Upperclassmen who warrant attention will also have six hours of study hall per week.

Student-athletes with mandatory study hall, complete their hours in the Carbonell Academic Center which is equipped with a computer lab, study carrels and small meeting rooms. Completion of hours are monitored and reported weekly to head coaches and sport administrators.
Life Skills Program
The Department of Athletics and Recreation and Carbonell Academic Center are committed to assisting each individual in reaching their full potential academically, athletically and personally. We are proud to participate in the NCAA-sponsored CHAMPS/Life Skills Program. We have a full-time CHAMPS/Life Skills staff member who facilitates the progress of this program and tracks team and individual student-athlete involvement in the community service and career services components. We organize educational experiences and services designed to enhance the student-athletes' development in five commitment areas:

- Academic Excellence
- Athletic Excellence
- Personal Development
- Career Development
- Community Service

The George Washington University has an extensive Career Center that posts available internship and job opportunities on their GWork system. Each student-athlete is encouraged to upload their resume to GWork at the beginning of every academic year so they can apply to internship opportunities during the year. Student-athletes are asked to take advantage of career events (such as job fairs, resume critiques and mock interviews) that the Center for Career Services offers as well as to meet with a career coach once during each academic year. The Department of Athletics and Recreation, in partnership with the Center for Career Services, hosts a networking event in the spring which brings 20-25 employers to the campus to interact with student-athletes through panel discussions and networking opportunities.

Career Development
As part of the Department of Athletics and Recreation’s commitment to community outreach, student-athletes have a yearly community service requirement of 10 hours. Examples of student-athlete community engagement are service projects such as Grassroots Colonials where student-athletes travel to local middle schools to educate students about HIV/AIDS awareness, and also College For Every Student, through which student-athletes mentor local middle school students. The Department of Athletics and Recreation works closely with the Center for Civic Engagement and Public Service to ensure that student-athletes are heavily involved with university-wide service initiatives such as the Freshman Day of Service, Foggy Bottom Cleanup and MLK Day of Service.

GW Student-Athlete Leadership Academy
The GW Student-Athlete Leadership Academy provides an ongoing and integrated approach to leadership development. Multiple modules offered throughout the school year maximize learning, retention, and application. Following each student-athlete module, sessions designed to assist head coaches in participating in the leadership development of their student-athletes take place. In the Leadership Academy, the customized leadership development programming for student-athletes targets three specific groups based on their year in school as well as their readiness to assume leadership roles. The three programs include the Emerging Leaders program for developing leaders as sophomores and juniors, Veteran Leaders for established leaders as juniors and seniors, and Legacy Leadership for select senior student-athletes.
MENTORING PROGRAM
The athletic department's mentoring program is a voluntary program that provides junior and senior student-athletes with the opportunity to connect one-on-one with athletic alumni in the GW athletic community and to drive relationships based on the student-athletes' unique growth and development needs. Student-athletes are matched with alumni student-athletes in their career field interest. The program provides a platform for formal and informal career guidance, personal development, networking opportunities, and informal conversations with a role model. Additionally, the program provides opportunities for relationship-based, hands-on alumni engagement.

CLASS ATTENDANCE – UNIVERSITY AND DEPARTMENT POLICY

University Policy
Attending regularly scheduled and scheduled make up classes, discussions and recitations, laboratory sessions and other course meetings is a fundamental student responsibility. Faculty may use class attendance and participation as factors in determining course grades. The contributions of class attendance and participation toward course grades should be explicitly stated on course syllabi as should all factors used in determining these grades.

While it is expected that students will make every effort to attend classes, it is recognized that personal circumstances (e.g., religious observances, documented family and medical emergencies) and University-scheduled events (e.g., varsity athletic competitions, performances) will arise which preclude class attendance. In such circumstances, faculty and other instructors are expected to make appropriate accommodations (e.g., make up tests, adjusted due dates for papers and projects), such accommodations to be determined by the faculty member. The student is responsible for obtaining the materials presented in missed classes and for making up missed tests and other assignments. No academic penalty shall be imposed for class absences which are permissible in accordance with University policy.

Department of Athletics and Recreation Policy
The Department of Athletics and Recreation supports and upholds all aspects of the University's class attendance policy. Missing class (for any reason other than sanctioned travel/competition dates or excused absences associated with family emergencies and/or illness) is not acceptable and may result in suspension and/or additional sanctions as deemed appropriate. Additionally, it is expected that student-athletes will schedule classes in order to minimize the number of classes that may be missed. Further, it is expected that whenever possible, students will inform course instructors in advance of any absences related to scheduled events. You are encouraged to reach out to your athletic academic advisor or Craig Linebaugh, Faculty Athletics Representative, cline@gwu.edu, if you have any questions or concerns.

CLASS CONFLICTS AND TRAVEL LETTERS
NCAA rules do not allow any student-athlete to miss a class for practice activities. It is the student-athlete’s responsibility to communicate with professors when a class must be missed due to athletic competition. Important things to remember are:
EDUCATIONAL SUPPORT SERVICES

- Introduce yourself to each professor at the BEGINNING OF THE SEMESTER.
- Complete all Travel Letters, listing all absences due to competition AND note academic conflicts (obtain this from your course schedule and syllabus).
- Submit all Travel Letters to professor AT LEAST two weeks prior to your first absence.
- Arrange for any make-up work PRIOR to any absences.
- Remind your professors regularly of upcoming absences due to travel or competition.
- Missing class (for any reason other than sanctioned travel/competition dates) is not acceptable.

DECLARING A MAJOR
Student-athletes must have declared a major and concentration (if required by the program) by the beginning of the student-athlete’s 5th full time semester of college enrollment.

Steps for Declaring a Major and/or Concentration:
- Complete Declaration of Major/Concentration Form.
- Meet with the Chairperson of the major/concentration Department and obtain signature.
- Submit signed form to your school.
- Submit copy to your athletic academic advisor.

If assistance is needed with major selection, student-athletes are instructed to consider their interests and career goals. They are also referred to the Career Center where they can receive Choosing a Major Handouts, attend a workshop on choosing a major or complete interest inventory testing with post-test analysis. Student-athletes are also encouraged to speak with faculty members or department chairs. The Carbonell Academic Center staff is available for informal advising and counseling on choices of courses and majors.

Note: all student-athletes who change their major should discuss this decision with their athletic academic advisor prior to completing the paperwork as this decision may adversely affect athletic eligibility.

GRADING

Incomplete Grades
Do not arrange to take an “incomplete” or to “withdraw” from a course without checking with your athletic academic advisor. Incompletes and withdrawals can have implications for both eligibility and graduation.

Incomplete grades must be resolved by the end of the following semester; otherwise, the grade can revert to an “F”. Graduating seniors must resolve any outstanding incomplete grades and have their records adjusted before official graduation can occur.

Repeating Courses
When a course is repeated, students will only receive credit for the course once. Please note that a course taken a second time CANNOT count toward the credits necessary for eligibility (unless there was no credit assigned the first time, due to grades of “F” or “Z” in the course). When a course is
repeated, both courses will remain on the student’s transcript and both grades will factor into the GPA. A repeated course WILL NOT replace the grade from when the course was taken previously.

**Pass/No Pass Option**
In most programs, the pass/no pass grading option is limited to juniors and seniors and cannot be used in courses that fulfill general curriculum or major requirements. Additionally, there is a limit (usually 4) as to the total number of courses that can be taken pass/no pass. Please be sure to check with your school and athletic academic advisor before considering this option.

**MONITORING ACADEMIC PROGRESS**

**Weekly Meetings**
Athletic academic advisors meet weekly with freshmen, transfers, international students and any sophomore through senior who warrants attention. During these meetings, student-athletes give their athletic academic advisor a general overview of what is transpiring in their classes as well as self-reported grades.

**Professor Contact**
Athletic academic advisors may contact the professors of students with whom they meet weekly via e-mail and phone. Athletic academic advisors take notes on both weekly meetings and professor contact. These are reviewed each Friday by the Director of Educational Support Services.

**Progress Reports**
Progress reports are available to professors online approximately six weeks into each semester for each class in which a student-athlete is enrolled. Progress reports allow professors to provide feedback regarding a student’s attendance, participation, grades and overall performance in the course. The feedback is then submitted and made available online to the Carbonell Academic Center. The athletic academic advisors generate a spreadsheet for each of their teams with the listed grades/feedback and distribute it to the appropriate coaches and sport administrators. Professor feedback from the reports is shared with the student-athlete by his or her coach. Any student-athlete who receives a grade or comments that generate concern, will be contacted directly by his or her athletic academic advisor and must schedule a meeting to discuss the situation and strategies for improvement.

**ORIENTATION FOR FIRST-YEAR STUDENT-ATHLETES**

**CI-Varsity Student-Athlete Orientation Session**
All incoming freshmen student-athletes attend the mandatory student-athlete orientation session during the first day of Colonial Inauguration. Senior Athletic Administrators and the offices of Educational Support Services for Student-Athletes, Compliance, Sports Medicine, and Strength and Conditioning are present to distribute information.

**NCAA Meeting**
When freshmen student-athletes arrive to campus, for either pre-season (prior to the beginning of the fall semester) or the start of the semester, they are required to attend an NCAA compliance
EDUCATIONAL SUPPORT SERVICES

meeting. This meeting provides information on NCAA rules and regulations. Members of the Office of Educational Support Services for Student-Athletes also attend to review NCAA academic requirements, support services available to student-athletes and student-athlete responsibilities.

The First Year Experience
The First Year Experience is a program designed for incoming freshmen student-athletes and transfer student-athletes. It is intended to facilitate the transition of becoming a GW student-athlete through educational and instructional sessions tailored to the needs of first year student-athletes. The program will ultimately prepare the freshmen/transfer student-athletes for the opportunity to participate in the Leadership Academy.

REGISTRATION AND CLASS SELECTION
Student-athletes are encouraged to take 15 credits per semester in order to stay on track to graduate in four years (check with your program to determine the EXACT number of credits needed). No student-athlete may be registered for fewer than 12 credits unless s/he is in graduate school, is in his/her final semester prior to graduation, or received a waiver from the NCAA. Proper documentation must be on file in the Athletics Compliance Office.

Registration Checklist
- Meet with your school/major advisor for approval of classes.
- Meet with your athletic academic advisor for approval of classes.
- Look on-line at class offerings.
- Ensure your classes work together (no conflicts) and they are open.
- Ensure classes are not scheduled during practice times.
- Ensure classes fulfill curriculum or major requirements.
- Check your holds and ensure they are cleared.
- Determine the date of privileged registration and any conflicts you may have with that date.

Any student-athlete who wishes to make a schedule change after being officially advised MUST inform their athletic academic advisor in the Carbonell Academic Center PRIOR to making the change.

TRANSFER OF CREDIT FOLLOWING ADMISSION TO GW
Students who wish to take course work at outside institutions following enrollment at GW must comply with the following policies:
- Obtain approval, in writing, to take that course, from the appropriate department (e.g., math department for a math course). **Do this prior to enrollment in that course.**
- Determine whether these courses are permissible from a 2 or 4 year institution (or either).
- Earn a grade of C- or better (needed in order to transfer the credit).
- Send official transcript, from “visiting institution”, to the GW Office of Admissions.

Note: grades earned at any non-consortium school will not be counted toward your GPA at GW. Additionally, GW policies allow ONLY 24 advanced placement (AP) credits and the transfer of ONLY 9 credit hours from outside institutions to be counted for graduation credit. Check with your school to be certain you do NOT EXCEED the maximum allowable credits.
STUDYING AND TIME MANAGEMENT

TEN TIPS FOR MANAGING STUDY TIME

1. **Identify your “best time” for studying.** Everyone has high and low periods of attention and concentration. Are you a “morning” or a “night” person? Use your power times to study. Use the down times for routines such as laundry and errands.

2. **Study difficult subjects first.** When you are fresh, you can process information more quickly and save time as a result.

3. **Plan time blocks of one and a half to two hours for studying.** After one and a half to two hours of study, you may tire and lose the ability to concentrate. Few students can study effectively for more than two hours at a time.

4. **Set study time as soon after lecture classes as possible.** An hour spent shortly after class is worth several spent a day or more later. Look over your lecture notes while they are fresh in your mind. Start assignments while your memory is tuned in to the topic.

5. **Use breaks between classes for studying.** The odd gaps of one or two hours before, between and after classes are easy to waste but can be used effectively in preparation and review.

6. **Combine studying with quiet activities such as doing laundry.** If you are completing a task that does not require your undivided attention, bring along class notes or a book to read. For example, if you are doing laundry, bring those psychology class notes to read while your clothes are drying.

7. **Don't steal time—trade it.** When something comes up that takes time you had planned to spend studying, decide immediately when you can make up the study time and adjust your schedule for the week.

8. **Make sure the surroundings are conducive to studying.** This will allow you to reduce distractions that can “waste time.” If there are times in the residence halls or your apartment that are particularly noisy, use that time for mindless tasks.

9. **Make sure you have time to sleep and eat properly.** Sacrificing sleep or a well balanced diet makes the time you spend studying less effective.

10. **Make room for entertainment and relaxation.** College is more than studying. College is more than athletics. College is more than partying. You need to have a balance in your life.

CLASSROOM STRATEGIES AND NOTE-TAKING TIPS

1. **Prepare:** Preparation is essential for efficient note taking. If you are prepared, you will be able to anticipate what is going to be said in class. This can prevent confused or erratic note taking. If you are familiar with the material, you can spend more time listening and less time writing down unimportant details. If you can, do the assigned reading in advance. If there is no reading assignment, reviewing the previous day's notes should be helpful in understanding the lecture. Most important, be on time and have all the necessary materials for class with you.

2. **Pay Attention:** Sit as close to the teacher as you can to avoid distractions. Most people think 4 times faster than a speaker can talk. This makes it easy to let one's mind wander during a lecture. To improve concentration,
   a. Try to anticipate what the speaker is going to say;
   b. Try to organize the lecture with an outline; and
   c. Listen or watch for clues that identify the speaker's main points.

3. **Select the Important Information:** It is physically impossible to write down everything a professor says. It wouldn't be a good idea even if it were possible. The key to good note taking is selection. You should continually ask yourself “Does this really relate to the subject at hand?” Write down everything on the chalkboard. If a teacher repeats something, write it down. Specific phrases such as “We're going to cover…” or “The first aspect of …” are clues to help organize your notes. If the teacher slows down, it is probably done so that students can more easily take down an important point.

4. **Review and Summarize:** When rushed you may have to rewrite your notes so they can be understood later. Rewriting or summarizing should be done as soon after class as possible. Highlight or underline the important points. Leave space to permit you to add notes at a later time.
**DEPARTMENT FUNCTION**

Our function is to promote GW Athletics and Recreation and GW student-athletes through a variety of media channels to audiences throughout the university, the Washington, D.C. community and the world. We produce an online recruiting/media guide, game-day programs and news releases, while maintaining [www.GWsports.com](http://www.GWsports.com), the official athletics website of GW.

We are also responsible for responding to media inquiries and arranging all media interviews, and we serve as the university’s liaison to various athletic governing bodies such as the NCAA, Atlantic 10 Conference, USA Rowing, Collegiate Water Polo Association, East Atlantic Gymnastics League, College Squash Association and Inter-Collegiate Sailing Association.

**INTERVIEWS**

Athletics Communications coordinates all media interviews for coaches and student-athletes. All interview requests MUST be arranged by a member of the Athletics Communications staff. **If a student-athlete is contacted directly by a media representative, the student-athlete is expected to defer comment until Athletics Communications has been consulted. In addition, student-athletes may not conduct interviews and/or actively solicit media to do interviews for their own personal or athletic promotion without the approval of the Division of External Relations (e.g., Athletics Communications).** Media representatives are to be advised that interviews with student-athletes may not interfere with classes, practice time or other scheduled activities. “Off the record” comments are not guaranteed to remain “off the record.” Questions of a sensitive nature may be referred to the appropriate Department of Athletics and Recreation administrator (e.g., Director of Athletics, Athletics Compliance Office) for an official statement. These measures are strictly enforced in order to protect the privacy of all student-athletes. Athletics Communications also offers media training and preparation for coaches, athletic officials and student-athletes.

Be mindful that as a GW student-athlete, you are a public figure, and you represent yourself, your family, your team and GW with everything that you say and do. News media is interested in reporting the facts, and as they interpret those facts. They are not here to make you look good or bad, but to report the facts. They have a job to do and it is necessary that you understand and cooperate as much as possible, as how effectively you deal with the news media reflects directly on how they feel about you and your team.

You have a responsibility to represent yourself with class to the media. You are a role model by virtue of your participation in the university’s athletic program. Things you say and do are of interest to the fans of GW teams and to people who are interested in you and/or intercollegiate athletics. Maintaining effective relationships with the news media will help you develop communication skills that will be helpful not only in your career at GW, but also in your future.
Athletics Communications is responsible for maintaining the official site for the Department of Athletics and Recreation (www.GWsports.com). Coaches, student-athletes and staff are encouraged to visit the site regularly and bring to the attention of the Athletics Communications staff any errors or omissions on the site. The Athletics Communications staff welcomes these notifications in order to help us maintain the most accurate information possible on the site. Athletics Communications also gathers further information on team members via the online Athletics Communications questionnaire.

**Photo Sessions**

All coaches and student-athletes (incoming freshman and transfer student-athletes are mandatory) are required to attend “head shot day” to get a professional head-and-shoulders photo taken. Student-athletes also are required to be present for their respective team photo sessions.

**Statistics**

Athletics Communications is responsible for maintaining and disseminating each team’s cumulative statistics. A statistics staff will be provided by Athletics Communications for all home baseball, men’s and women’s basketball, lacrosse, men’s and women’s soccer, softball and volleyball events. For the remaining sports, coaches will be asked to assist the Athletics Communications staff by maintaining their own team’s game or meet results and providing updated copies to the Athletics Communications office via email and/or hard copy.

**Department Procedures**

The procedures listed below should clarify to the student-athlete his or her role in assisting Athletics Communications in the promotion of each sport.

**Preseason**

**Athletics Communications’ Questionnaire**

All student-athletes are required to fill out the on-line Athletics Communications questionnaire prior to the start of their respective season(s). The questionnaire can be found on the site by clicking on the Student-Athlete Resources link, then the Athletics Communications link. This information is used in compiling rosters, athlete biographical sketches, hometown releases, and human-interest stories.

**Review of Interview Procedures**

Athletics Communications representatives will brief all student-athletes on interview policies and procedures prior to the start of each season.
Cumulative Statistics
Season statistics will be maintained by Athletics Communications and results will be posted on the athletics website following each competition thereby making them available to coaches and student-athletes at all times.

Hometown Releases
When warranted, the Athletics Communications staff will send press releases to student-athletes’ hometown media throughout the season. To assist in this endeavor, coaches and athletes are encouraged to keep Athletics Communications staff up-to-date with any activities or human-interest angles, which may provide ideas for feature stories.

POSTSEASON

Postseason Honors
Coaches should keep the Athletics Communications staff up-to-date on any postseason awards given to student-athletes.

Out-Of-Season Competition
Coaches and student-athletes should alert Athletics Communications regarding any out-of-season competitions or special events.
Supporting Champions in the Classroom, in the Community, and in Competition

Charles E. Smith Center, 600 22nd St., NW, Washington, DC, 20052
202.994.8412

DEPARTMENT MISSION
The GW Buff & Blue Fund is the fundraising arm of the GW Athletics Department. Through fundraising efforts, the Buff & Blue Fund strives to support and advance the intercollegiate athletics program by providing student-athletes the opportunity to achieve academic and athletic excellence. In accordance with the GW Department of Athletics and Recreation mission, the Buff & Blue Fund solicits funding to grow and cultivate the next generation of leaders, build facilities and provide the equipment necessary to train and compete. Additionally, funding will be raised to provide GW Athletics and Recreation with the resources to hire and retain expert and top-rated coaches.

CAPITAL PROJECTS
The Buff & Blue Fund works with the University and senior leadership to help raise money for capital campaigns including but not limited to- Barcroft Baseball Project (transformation of the baseball stadium/playing surface), Charles E. Smith Center (state of the art academic center, training room, locker rooms and strength and conditioning rooms; enhanced donor clubs and premium seating to create a premier fan experience), and the Mount Vernon Athletic Complex (brand new playing surface for soccer/lacrosse; branding initiatives and future projects).

ENDOWMENTS
The Buff & Blue Fund supports the funding of coaching positions, operating expenses, and other department needs through the establishment of endowments. Endowments are gifts of $100,000 or more that are designated to provide perpetual financial support. Those that invest in endowments are forever a part of the University’s history and tradition. Their permanent legacies generate funding that influences current and future Colonials.

GW ATHLETICS BOARD OF ADVISORS
The purpose of the GWABA is to provide volunteer and philanthropic leadership to engage key constituents in GW Athletics and Recreation. The Council achieves this purpose by providing fundraising and constituent outreach to the broader GW athletic community and by providing insight and guidance to GW Athletics senior leadership and the office of Athletic Development. Council members will take a leadership role by devoting time, talent and treasure to the department through numerous ways including: making a personal philanthropic investment in the priorities of the department; serving as an ambassador and advocate for GW Athletics; asking others to join in the effort; hosting special engagement events, and; attending important athletic and university functions.
PARTNERSHIP WITH ALUMNI RELATIONS
Athletics Development collaborates with the Office of Alumni Relations (OAR) and the Associate Director for Athletic Alumni to host on and off campus annual events for each of the 23 Varsity sports. Each year, the Buff & Blue Fund and OAR work with the coaches of each team to invite Athletic Alumni back to campus to celebrate their legacy and encourage continued support of their program. Additionally, events may be scheduled in coordination with away from home competition in key market cities. Both offices can also facilitate outreach to specific groups to assist in maximizing attendance at the event.

SENIOR STUDENT-ATHLETE CLASS GIFT CHALLENGE
The Class of 2012 initiated a new tradition that has been passed on to all future classes. In true GW Athletics tradition, the Senior Student-Athletes go above and beyond the regular student population by striving to attain 100% participation with the Senior Class Gift Campaign.

SOCIAL MEDIA OUTREACH
The Buff & Blue Fund works to spread the word of GW Varsity programs, Club Sports Programs and happenings at the University by maximizing visibility via twitter- @BuffBlueFund. Additionally, the Athletics Development team supports communication with alumni and university constituents via LinkedIn- GWRaiseHigh.

STEWARDSHIP
The Buff & Blue Fund works with Coaches and Senior Leadership to send thank you letters, make phone calls and provide gifts (when necessary) to our donors. Additionally, Student-athletes participate on the bi-annual Student-Athlete Thank-a-thon making phone calls to Athletics donors to simply say “Thank you.” Stewardship is an essential part of our mission and the participation of student-athletes helps to maximize these efforts while teaching current students the importance of philanthropy.
DEPARTMENT POLICIES
The function of Colonials Sports Marketing is to develop and cultivate a positive fan experience for supporters of all of GW’s 23 varsity sports. Through marketing, communications and promotions, Colonials Sports Marketing seeks to increase visibility, awareness and enthusiasm among students, faculty, staff, alumni and area residents.

MARKETING AND PROMOTIONS
Colonials Sports Marketing staff members partner with each of the varsity teams to promote varsity competition during championship seasons. The marketing staff will meet with coaches to identify priority games that will be featured based on opponent, time and day of the week, and promotional concept. Game promotions can include collateral, community outreach, and social media support.

SOCIAL MEDIA OUTREACH
The sports marketing office works to build fan communities through a variety of social media platforms with the goal of posting engaging content for students, families, alumni and fans. Each coaching staff is asked to delegate one staff member to serve as the primary contact for social media and collaborate with the Social Media Coordinator for assistance in content generation and the best practices.

MULTIMEDIA PRODUCTION AND BROADCAST SERVICES
Broadcast Services strives to promote the GW Athletic Department and each of its 27 varsity teams through the use of quality multimedia production. This includes produced pieces, collection of highlight/interview archives and in-game content for sports competing in the Smith Center. Anyone wishing to make a request for broadcast services may fill out the video request form located on GWsports.com. Requests will be filled on a first-come, first-served basis.

TICKETING
Season and single game tickets are sold for five (5) varsity sports: baseball, men’s basketball, women’s basketball, gymnastics and volleyball.

Home contests
Student-athletes participating in each of the sports above may receive a maximum of four (4) tickets for friends or family to each home contest. These tickets are distributed by adding the guests’ name and relationship to a pass list prepared by a designated member of the coaching staff. Each guest must present a Photo ID upon receiving complimentary tickets at the Ticket
Office. Children 2 years and older are required to have a ticket and must also be included on the pass list. All other tickets can be purchased online at GWsports.com/tickets, by calling 202-994-7325 or by visiting the Smith Center Box Office.

Currently enrolled GW students and student-athletes presenting a valid GWorld ID are admitted free of charge to all regular season Colonials home games on a first-come, first-served basis while student seats remain. Most other GW home sporting events include free general admission seating for all spectators (based on available seating).

Away Contests
While the specific numbers may differ by program and school, the coach will decide who receives tickets (e.g., coaches, student-athletes, etc.) at away contests. However, each student-athlete may only receive a maximum of four (4) tickets. Once tickets are allocated, no additional tickets above the designated allotment will be made available. If additional tickets are needed, coaches MAY NOT purchase additional tickets for use by student-athletes.

Charitable Ticket Requests
All complimentary ticket requests from Charitable Organizations must be submitted to the Manager of Ticket Operations for approval by the Athletics Compliance Office and the Director of Athletics and Recreation. Requests can be emailed directly to tickets@gwu.edu.
Financial Aid

Colonial Central
800 21st Street, NW, Marvin Center Ground Floor
Washington, DC 20052
http://financialaid.gwu.edu/
202.994.6620

Representatives from Student Financial Assistance, Student Accounts and the Cashier are available to assist you:

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<thead>
<tr>
<th>Year Round</th>
<th>First Two Weeks of Fall and Spring Semesters</th>
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<tr>
<td>Monday – Thursday: 9 a.m. – 6 p.m.</td>
<td>Monday – Thursday: 9 a.m. – 7 p.m.</td>
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<tr>
<td>Friday: 9 a.m. – 5 p.m.</td>
<td>Friday: 9 a.m. – 5 p.m.</td>
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Traditionally, the financing of a college education is the responsibility of the family. The University realizes that the cost of a GW education may exceed what a family can contribute. In such cases, GW provides a wide range of financial aid programs to help a family finance the cost of a GW education.

The financial aid programs at GW are designed to assist students and their family with financing the total cost of attending our institution. This includes grants, scholarships, loans, college work-study, and outside resources such as veteran's benefits, tuition benefits, and activity awards. Through a combination of federal and institutional financial aid, we hope to assist in bridging the gap between what a family can contribute and the total cost of attending The George Washington University.

Every attempt is made to assist eligible students who demonstrate need and complete the Free Application for Federal Student Aid (FAFSA) and the College Board CSS Profile Application by the priority deadline posted by the Office of Student Financial Assistance. However, limited funds make it impossible for the University to meet the full need of all eligible students with grants. Thus, financial aid is awarded on a first come first serve basis. The “need” of a student is the difference between the “cost of education” and the amount of family contribution. This “Expected Family Contribution” is determined by the U.S. Department of Education on the FAFSA. Because a family’s financial status changes from year to year, all students who seek assistance must reapply each year by the deadline date established by the Office of Student Financial Assistance (the continuing student application deadline is April 30th).

Receiving additional funds from any source not reported on the original application may result in an adjustment or reduction in aid offered from the University. If a student financial aid recipient receives aid in excess of his/her financial need, that student may be required to repay financial aid funds already disbursed.

Students who receive financial aid must already be formally admitted to the University as degree candidates and must be enrolled full time (minimum 12 credit hours/semester). Recipients must make satisfactory progress toward a degree and must meet the University standards for academic good standing. If a student withdraws from GW, their federal financial aid award may be prorated based on the number of days the student attended during the semester.
APPLICATION PROCEDURES FOR GW FINANCIAL AID PROCEDURES

Apply for aid in February for the upcoming academic year by completing the following:

- Information on the Financial Aid Application process and required forms is available online at [http://financialaid.gwu.edu/](http://financialaid.gwu.edu/).
- College Board CSS Profile Application. This form is available online at [https://profileonline.collegeboard.com/](https://profileonline.collegeboard.com/). [GW's code is 5246]
- Free Application for Federal Student Aid (FAFSA). This form is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Continuing students may complete the renewal application. [GW's code is 001444]

Make sure the Office of Student Financial Assistance receives a copy of each of the above forms. Please note that there are deadlines for each form and that you must apply each year.

The priority deadline is the date by which you must have a valid Expected Family Contribution (EFC) from the U.S. Department of Education. GW offers aid first to all students whose applications meet the priority deadline. Applications received after the priority deadline are processed on a rolling basis. Because we work with limited funds in the campus-based federal and university programs, all of the campus-based funds will go to eligible students who meet the priority deadline.

TYPES OF AID

Federal Aid

Students who demonstrate need may qualify for one or more types of federal financial assistance through GW, including:

- Federal Pell Grant
- College Work-Study Program
- Federal Perkins Loan
- Federal Stafford Loan
- Supplemental Educational Opportunity Grant (SEOG)

Institutional Aid

Students who demonstrate financial need may qualify for one or more types of need based institutional aid through GW, including:

- University Alumni Award
- Various endowed awards (check the University Bulletin for a complete list)

Students who demonstrate academic excellence may qualify for one of the following merit based institutional awards through GW. (Note: Merit awards are counted in GW's calculation of a family's financial need.)

PRESIDENTIAL ACADEMIC SCHOLARSHIPS

- Presidential Scholarship
- Presidential Arts Scholarship
- Stephen Joel Trachtenberg Scholar
- Francine Trachtenberg Scholar
- Scottish Rite Scholarship
ATHLETIC GRANT-IN-AIDS

In a continuing effort to attract top quality student-athletes to GW, athletic grants-in-aid are awarded upon the head coach’s recommendation through the Office of Student Financial Assistance. Varsity programs are provided with a specific number of athletic grants-in-aid (scholarships) in accordance with budgetary restrictions and NCAA regulations. These grants are awarded by the University upon the “recommendation” of the head coach and the approval of the Athletic Director and Associate Vice President of Student Financial Assistance. An athletic scholarship is restricted to educational expenses such as tuition, fees, room, board and the use of course-related books. In addition, all room and board scholarship awards require the student-athlete to live “on campus” in University housing. Each head coach is responsible for deciding whom to offer athletic grants-in-aid to and for what amount. Renewals are based on continued participation in the sport and compliance with all applicable University, Conference and NCAA rules and regulations.

Please note the general rules with regard to an athletics grant-in-aid and other institutional aid you may receive:

♦ You are required to annually complete the Free Application for Federal Student Aid (“FAFSA”) before disbursement of your athletics award.
♦ A full grant-in-aid covers tuition and fees, room, board and books.
♦ A full grant-in-aid plus the cost of attendance covers tuition and fees, room, board, books and supplies in addition to assisting with transportation costs and personal/miscellaneous expenses (supplemental food costs, laundry, entertainment, etc.).
♦ Athletic scholarship dollars used for tuition will only cover a maximum of 17 undergraduate credits each semester unless PRIOR written approval has been provided by the Director of Athletics and Recreation.
♦ Athletic scholarship dollars will NOT pay for credits dropped by a student-athlete after the first day of classes in any semester or summer session. Charges accrued by a student-athlete for such dropped courses are the sole responsibility of the student-athlete to pay.
♦ Athletic Scholarships are one-year renewal awards.
♦ Any grants, awards or scholarships you receive from GW may change in subsequent years due to your academic record at the University.
♦ Any need based financial assistance you receive may change in subsequent years due to fluctuations in your or your parent’s financial situation.
♦ All awards are equally distributed between fall and spring semester unless specifically stated.
♦ Dollar amounts are credited toward tuition and fees first, room and/or board second, and books last. In order to receive dollar amounts above tuition and fees (e.g., room) you must live in on-campus university residence halls.
♦ If the sum of all aid, including but not limited to outside awards, GW grants/scholarships and your athletic scholarship exceeds the amount allowed per NCAA rules your athletic scholarship may be reduced by the amount of the excess.
♦ You are required to provide written documentation of any outside scholarships that you receive. This award should be sent directly to GW from the awarding agency and a letter from the awarding agency, including the criteria of the award, should be forwarded to the
Athletics Compliance Office, Department of Athletics and Recreation, 600 22nd Street, NW, Washington, DC 20052.

Reduction, Cancellation or Non-Renewal of Athletic Grant-In-Aids
From time to time, the University may elect to reduce or cancel a grant-in-aid during the period of the award, or to reduce or not renew a grant-in-aid in the following academic year (Adverse Award Decision). Consistent with NCAA bylaws, the University provides student-athletes who have received an Adverse Award Decision an opportunity for a hearing before the Financial Aid Appeals Committee. For more information on cancellation, reduction and non-renewal of an athletics grant-in-aid please see Appendices A and B.

Fifth Year Grant-In-Aids
It is the general policy of the Department of Athletics and Recreation to commit to student-athletes through graduation. Therefore the Department expects student-athletes to stay on a four year graduation timeline. An athletic grant-in-aid award after a student-athlete’s eligibility is exhausted may be considered on an individual basis. The head coach and sport administrator may make an exception bearing in mind NCAA regulations, funding sources and any other pertinent information. If a student-athlete is offered a fifth year grant-in-aid, s/he may be expected to contribute to the program in a manner agreed upon by the head coach, sport administrator and student-athlete.

Summer School
It is the general policy of the Department of Athletics and Recreation not to pay for student-athletes to take classes during the summer. However, an athletic grant-in-aid for summer school may be considered on an individual basis considering all NCAA regulations and funding sources.

Outside Scholarships
NCAA rules carefully regulate the source of funds from which a student-athlete may receive assistance during his/her career. Scholarships from sources outside the University are permissible as long as they meet specific NCAA guidelines. To ensure complete compliance with regulations, you are required to provide written documentation of any outside scholarships that you receive. This award should be sent directly to GW from the awarding agency and a letter from the awarding agency, including the criteria of the award, should be forwarded to the Athletics Compliance Office, Department of Athletics and Recreation, 600 22nd Street, NW, Washington, DC 20052.
GENERAL INFORMATION
The purpose of this information is to provide policies regarding medical coverage for injuries and/or illnesses sustained while participating in intercollegiate athletics.

During the summer, all incoming and returning student-athletes will receive copies of departmental sports medicine policies and procedures pertaining to athletic physical examinations and insurance. This mailing also will include copies of the Department’s Medical History and Insurance Information. All student-athletes must have these forms on file with the Division of Sports Medicine by July 1st of the current academic year. A student-athlete can neither practice nor take a physical examination until the forms are on file.

Additional Sports Medicine policies not included here, such as injury protocols and emergency procedures, can be found at www.GWsports.com.

ATHLETIC TRAINING ROOM HOURS
The Charles E. Smith Center training room (room 107) will be open for athletic injury evaluation and treatment from 8:00 a.m. – 6:30 p.m., Monday through Friday during the academic year. Weekend hours will vary depending on the sports season. Summer and University vacation hours (e.g. Thanksgiving, winter break, spring break) will be posted. The Mount Vernon Athletic Complex training room posts hours outside the main door.

INJURY EVALUATION AND TREATMENT
Athletic injury evaluation and treatment will be provided by the Sports Medicine Staff. The determination of whether a student-athlete is capable of practice or game participation is the sole responsibility of the Sports Medicine Staff. Clearance to participate in practices or competition must be granted by the Certified Staff Athletic Trainer. The Athletic Director will be notified about any failures to comply and appropriate action will be taken. Student-Athletes should note that an injury must be reported within 14 days of the onset of symptoms to the Sports Medicine Staff.

INSURANCE
The George Washington University provides, as a courtesy to our student-athletes, an “EXCESS” or “SECONDARY” insurance policy for injuries sustained while participating in supervised practice or competition for GW. This simply means that any claim for benefits must first be filed with the group insurance company that provides primary coverage to the student-athlete. After the student-athlete’s primary insurance company has paid all available benefits, our athletic insurance company will consider the remaining amounts subject to terms and conditions of the policy. The George Washington University does not have the option of waiving the requirement of filing with your primary insurance company. There is a 104 week benefit period which means that there will be no benefits available after 104 weeks from the date of injury.
The Department of Athletics and Recreation's potential responsibility for medical expenses resulting from injuries and/or illnesses sustained by a student-athlete is defined in the following manner.

Insurance is extended to cover:
1. Those injuries or illnesses received during the department-designated sports season which, in the opinion of the team physician, athletic trainer, or Athletic Director, are directly attributable to participation in intercollegiate athletics while enrolled as a full-time student at GW, and
2. All injuries reported within 14 days to the athletic trainer or team physician.

MEDICAL REFERRAL
Medical referrals will be made either by The George Washington University Team Physician or by the Sports Medicine Staff. In order for any medical appointment to be covered under the athletic insurance policy, prior approval must be given by the Athletic Trainer or the Team Physician.

PHYSICAL EXAMINATIONS
All student-athletes must take part in a department-sponsored physical examination. Upon successful completion of the examination, student-athletes will be given clearance to participate in their chosen sport (practice and/or competition). No one will be eligible for team practice or competition, including injury evaluation and/or treatment, until the successful completion of the physical examination. All forms will be kept on file in the Athletic Training Room in the Department of Athletics and Recreation.

TEAM COVERAGE
Medical coverage for select team practices and contests will be provided by the members of the Sports Medicine Staff. Coverage assignments will be made as deemed necessary by the Assistant Athletics Director/Sports Medicine.

SECOND OPINION
A second opinion may be covered by the department. Prior approval must be made in writing through the Assistant Athletic Director/Sports Medicine. Please note that if prior approval is not received department policies may prevent us from paying for any bills.

DRUGS AND THE GW STUDENT-ATHLETE
The use of drugs for other than therapeutic indications as prescribed by a physician is illegal. Abuse of alcohol and so-called recreational drugs does not enhance the performance of a student-athlete and, in fact, hinders it. The use of some medication or substances that are reported to enhance performance, such as anabolic steroids, and many “nutritional supplements” are banned by the NCAA and have demonstrated undesirable, and even dangerous side-effects. If, at any time, a student-athlete feels that s/he would like more information or assistance on the topic of drugs, alcohol, or other performance-enhancing substances, s/he should consult the Strength and Conditioning staff, athletic training staff, GW team physicians or the Resource Exchange Center’s at www.drugfreesport.com/rec (password “ncaa1”).
NCAA
A student-athlete who represents GW in NCAA championship competition (or is involved in any of GW’s 19 varsity teams), is subject to undergo random drug testing conducted by the NCAA (m. rowing and squash are not subject to NCAA drug testing). The NCAA sponsors a year-round, all sports teams, drug-testing program as well as drug testing in conjunction with NCAA championship testing. Testing sites for the year-round are either on or off-campus. Championships testing is conducted at the site of competition. If a student-athlete tests positive, his/her specimen can be retested to determine whether the test was accurate. If the student-athlete’s second sample again tests positive, s/he is automatically declared ineligible for one year from the date of the test. There may be a re-test during the one-year time. There is a re-test at the end of the one-year. If in the event that you are prescribed, by your physician, substances banned by the NCAA, you must contact a member of the Sports Medicine staff. It is the student-athletes responsibility to comply with the procedures for requesting a drug testing exception.

GW
The George Washington University Athletics Department drug testing program was created so that no one participant would have an artificially induced advantage, as well as to safeguard the health and safety of participants. All student-athletes are subject to random, year round testing. The testing process involves urinalysis for banned substances. Drug classes include stimulants, anabolic steroids and street drugs. If a student-athlete is interested in finding out if a drug or medication is on this list or contains a banned substance they can anonymously look on the National Center for Drug Free Sport’s website (www.drugfreesport.com). Please visit www.GWsports.com to view The George Washington University Athletics Department Drug testing policy.

NCAA Banned-Drug Classes
The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Please click here for information on the current list and other resources.

The NCAA bans the following classes of drugs:

- a. Stimulants;
- b. Anabolic Agents;
- c. Alcohol and Beta Blockers (banned for rifle only);
- d. Diuretics and Other Masking Agents;
- e. Street Drugs;
- f. Peptide Hormones and Analogues;
- g. Anti-estrogens; and
- h. Beta-2 Agonists.

Note: Any substance chemically related to these classes is also banned.
Drugs and Procedures Subject to Restrictions:
  b. Local Anesthetics (under some conditions).
  c. Manipulation of Urine Samples.
  d. Beta-2 Agonists permitted only by prescription and inhalation.
  e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

Substance Abuse Philosophy
Substance abuse (drug and alcohol) is a major concern on college and university campuses across the country. GW is committed to promoting a safe and healthy living and learning environment for all members of the GW community. It is the goal of GW’s athletic staff to educate student-athletes on the health risks of this problem. The Department of Athletics and Recreation subscribes fully to the GW Code of Conduct. Any student the University determines responsible for substance abuse activity is required to participate in an alcohol education program. The Department of Athletics and Recreation fully endorses the actions of the Office of Student Rights & Responsibilities.

It is the responsibility of each athletic staff member to uphold the philosophy indiscriminately and to report any suspected or confirmed incidence of substance abuse to the designated Department of Athletics and Recreation administrator.

If a student-athlete initiates contact describing a personal substance abuse problem to a Sports Medicine staff member, the concern is addressed by the Sports Medicine staff member and the University Counseling Center.

Should the student-athlete feel more comfortable to initiate contact with a member of the Department of Athletics and Recreation staff (coach, athletic administrator, or any other individual), then that individual assists the student-athlete with disclosing the problem to the Sports Medicine staff for management as described above. The Sports Medicine and coaching staffs will work as a team, fully disclosing as much information as is deemed important.

Sale and/or Distribution of Illegal Substances
The sale or distribution of illegal substances is forbidden by law and is not tolerated. Any such incident is referred to legal and University authorities. The Department of Athletics and Recreation will temporarily suspend any student-athlete who is charged with the sale and/or distribution of illegal substances from further athletic activities. If substantiated (after an investigation) or convicted, the student-athlete will be removed from the program for a specified length of time.
The Charles E. Smith Center, 600 22nd Street, NW, Washington, DC 20052
202.994.7665 and 202.994.5632
Mount Vernon Athletic Complex Lloyd Gym, 2100 Foxhall Road, NW, Washington, DC 20007
202.242.3935

MISSION STATEMENT
The goal for GW Strength and Conditioning is to successfully guide every student-athlete in their pursuit of high performance. Our “High Performance Model” merges many areas outside the scope of Strength and Conditioning in order to remain current and on the cutting-edge. Information collected from the areas of sport science, exercise physiology and human movement science help GW strength and conditioning coaches design purposeful sport specific programs. GW Strength and Conditioning coaches will motivate, educate and invest in the success of every student-athlete under their direction.

PHILOSOPHY
• All training programs are created with a research-based approach that match the movement patterns, metabolic demand and work capacity specific to each sport.
• Training programs consist of multi planar strength and power modalities to improve movement efficiency and reduce the incidence of injury.
• Training phases, exercises and strategies are implemented in a progressive “brick by brick” approach in order to meet the needs and abilities of every student-athlete.
• Quality NOT Quantity: Emphasis is placed on utilizing appropriate training loads during all weightlifting movements in order to build sound movement mechanics, muscle adaptation and athlete safety.
• Help student-athletes reach their athletic potential by setting obtainable performance goals and monitoring progress through test re-test assessment.
• Emphasize the importance of nutrition and the role it plays in preparation, recovery and overall performance.

COLONIALS NUTRITION
The Strength & Conditioning staff at the George Washington University collaborates with dieticians, grocery stores, local companies, and professionals in the field to educate and guide our athletes on nutrition and supplement use. Please contact the Director of Sports Nutrition if you have questions.
University Health Services

Marvin Center, Ground Floor, 800 21st Street, NW, Washington, DC 20052

Hours of Operation
Monday – Friday: 8:30 a.m. – 5 p.m.
Saturday: 9 a.m. – Noon (medical urgent care only)

The Colonial Health Center provides high quality, affordable care and resources to students. It offers a range of confidential health services to support medical and mental health needs, as well as promotion and prevention services to guide students in maintaining a healthy lifestyle.

Medical Services
Phone number: 202.994.6827
The Colonial Health Center provides easy access to medical care and is staffed by medical providers with training, experience and a deep commitment for service to college health.

Mental Health Services
Phone number: 202.994.5300
The Colonial Health Center offers counseling and mental health services to students in a safe, non-judgmental and confidential environment. Mental health professionals support students' psychological and emotional development and well being by collaborating with students to overcome challenges and difficulties.

Health Promotion and Prevention Services
Phone number: 202.994.2599
The Colonial Health Center's health promotion and prevention services help educate students, so that they can make informed and responsible decisions regarding substance-related behavior and other wellness issues.
CANCELLING, REDUCING AND NOT RENEWING ATHLETIC GRANTS-IN-AID

A. Cancellation or Reduction during Period of Award. University grants-in-aid may be cancelled or reduced during the period of the award if a student-athlete:

1. Renders himself or herself ineligible for athletic competition.

2. Fraudulently misrepresents any information on letter of intent, application, or the student-athlete’s financial aid agreement.

   Note: According to the NCAA if a student is awarded financial aid on the basis of declaring an intention to participate in a particular sport by signing a letter of intent, application or tender, action taken by the awardee not to participate in that sport (e.g., by not reporting for practice or making only token appearances as determined by the Department) amounts to fraudulent misrepresentation of information in that letter of intent, application or financial aid agreement.

3. Is found to have engaged in serious misconduct by the University’s Office of Student Rights and Responsibilities and receives a sanction of expulsion, suspension or loss of University housing.

4. Voluntarily withdraws from a sport at any time for personal reasons.

   Note: Unexcused absence from practice, competition or coach-required meetings, or two or more instances of unexcused tardiness in attending practice, competition or coach-required meetings, is considered voluntary withdrawal from the team. In this event the Department shall have the right to dismiss a student-athlete from the team and terminate his or her grant-in-aid immediately.

5.Violates the terms of his or her financial aid agreement, fails to comply with rules or policies of the Department of Athletics and Recreation (e.g., by failing a Department required drug test), fails to make academic progress toward a degree (e.g., by not achieving a cumulative GPA of 2.0 or greater), or engages in serious misconduct demonstrating a significant lack of judgment or maturity as determined by the Director of Athletics.

B. Reduction or Nonrenewal for the Next Academic Year. University grants-in-aid may be reduced or not renewed for the academic year following the period of the award for any of the reasons set forth in section A above, or for any other reason in the discretion of the Director of Athletics not inconsistent with NCAA bylaws, including without limitation when the student-athlete:

1. Does not meet standards of athletic ability, performance, effort, or conditioning expected by the student-athlete’s head coach.

2. Fails to comply with an instruction or request by his or her head coach on any matter relating to preparation, readiness, strategy, action or conduct by the student-athlete or the team.

APPENDIX A
3. Is absent from class, study hall, an academic counseling session, or other academic meeting without excuse, or is tardy for any class, study hall, academic counseling session, or other academic meeting on two or more occasions without excuse.

4. Violates the University’s Code of Student Conduct.

5. Fails to comply with the University’s Expectations of the Student-Athlete as set forth in the Student-Athlete Handbook.

6. Engages in behavior indicating a lack of judgment or maturity, as determined by the Director of Athletics.
THE GEORGE WASHINGTON UNIVERSITY
OFFICE OF STUDENT FINANCIAL ASSISTANCE

PROCEDURES FOR APPEALING DECISIONS
TO CANCEL, REDUCE OR NON-RENEW ATHLETIC GRANTS-IN-AID

I. Introduction
The George Washington University (the “University”) provides athletic grants-in-aid to student-athletes for a period of one academic year. From time to time, the University may elect to reduce or cancel a grant-in-aid during the period of the award, or to reduce or not renew a grant-in-aid in the following academic year (referred to herein as an “Adverse Award Decision”). Consistent with NCAA bylaws, the University provides student-athletes who have received an Adverse Award Decision an opportunity for a hearing before the Financial Aid Appeals Committee (the “Committee”).

II. Scope
This policy document sets forth the procedures the University will follow when a student requests a hearing on an Adverse Award Decision.

III. Procedures
A. Notice of Adverse Award Decision.

The Office of Student Financial Assistance shall notify a student-athlete in writing of an Adverse Award Decision. During the academic year written notice shall be sent to the student-athlete’s GWemail address and on-campus mailing address, and at other times written notice will be sent to the student-athlete’s GWemail address and permanent mailing address. In the case of a reduction or non-renewal of a grant-in-aid for the following academic year, the notification shall be made no later than July 1 prior to the commencement of the academic year to which the Adverse Award Decision applies. The written notice shall state that the student-athlete has a right to a hearing regarding the Adverse Award Decision, specify the time within which the student-athlete may request a hearing, and include either a copy of this policy document or provide a link to the university website where it may be found.

B. Requesting a Hearing.

The student-athlete shall have ten business days from the date of the written notice of an Adverse Award Decision to request a hearing. All hearing requests must be in writing, submitted by email through the GWemail system to the chair of the Committee (the “Committee Chair”), and received by the Committee Chair before the end of the hearing request period. A request must include a statement explaining the reasons for the hearing, and may include other information the student-athlete believes is relevant to or further supports the request. Failure to request a hearing within ten business days with the required explanatory statement will be considered a waiver of the right to a hearing.
C. Scheduling the Hearing.

Upon receipt of a timely request for a hearing, the Committee Chair shall schedule a time for the hearing and shall notify the student-athlete in writing of the date, place and time the hearing will be held. Absent unusual circumstances, the hearing will be held within fifteen business days of receipt of the hearing request. The Committee Chair will also forward a copy of the hearing request to the Department of Athletics and Recreation (the “Department”), along with the student-athlete’s statement explaining the reasons for the hearing and any other information submitted by the student-athlete in support of the request.

To schedule the hearing, the Committee Chair shall notify the student-athlete in writing of at least two dates and times that a hearing could be conducted. Written notice shall be sent to the student-athlete’s GWemail address. The dates will be chosen after consulting the student-athlete’s class schedule, and unless good cause is shown the student-athlete will be expected to make himself or herself available for a hearing at one of the dates and times offered. If the student-athlete is unable to attend the hearing in person a telephonic hearing by conference call may be arranged.

The student-athlete will have two business days to inform the Committee Chair, in writing through the GWemail system, of his or her choice for the date and time of the hearing from those offered. Failure to respond in writing to the Committee Chair within this time will be considered a waiver of the right to a hearing.

D. The Hearing Committee.

The members of the Committee shall be appointed by the Associate Vice President for Student Financial Assistance and shall include three individuals, at least one of whom must be a financial aid administrator and another must be a faculty member. The third member may be either a financial aid administrator or a faculty member. No one from the Department shall serve as a member of the Committee, although Committee members may at any time ask the Department to identify relevant NCAA, Department and athletic conference bylaws, rules and policies. Committee members may participate in the hearing by telephone or through a web connection if they are not reasonably able to participate in person.

E. Conducting the Hearing.

1. The student-athlete submitting the hearing request must attend the hearing or participate by conference call to answer any questions from the Committee relevant to the student-athlete’s reasons for requesting a hearing. A representative of the Department familiar with the basis for the Adverse Award Decision must also attend the hearing or participate by conference call for the same purpose. The hearing is not a forum for each side to ask questions of the other, but rather for the Committee to solicit information from both parties and render an informed decision.

2. A friendly observer may accompany the student-athlete at the hearing. The observer may not participate in the hearing, serve as a witness, conduct any questioning, or address the Committee, but may advise the student-athlete. Observers who are disruptive will be removed from the hearing. The student-
athlete shall submit to the Committee Chair at least two business days before the hearing, in writing through the GWemail system, the name of any friendly observer who will accompany the student-athlete at the hearing and state whether that person is an attorney.

3. The Department shall submit to the Committee Chair at least two business days before the hearing, in writing through the GWemail system, the name of the individual or individuals who will represent the Department at the hearing. The Department may have more than one individual present at the hearing, although only one individual may address the Committee. At the request of the Committee Chair, an attorney from the University’s Office of General Counsel may also attend the hearing in person or by conference call.

4. The Department may submit to the Committee Chair at least two business days before the hearing a written statement in response to the student-athlete’s hearing request and any other information submitted by the student-athlete in support thereof, along with any other information the Department believes is relevant to the Adverse Award Decision and wants the Committee to consider. The Department shall provide copies of any and all such materials to the student-athlete when or before it provides such materials to the Committee Chair. The Department shall submit its materials to the Committee Chair and provide them to the student-athlete through the GWemail system.

5. All statements and other materials presented to the Committee must be relevant to the Adverse Award Decision and the student-athlete’s statement of reasons for the hearing. The Committee Chair shall have the authority to exclude any written information or curtail any oral presentation that he or she deems irrelevant.

6. The hearing will be conducted as follows:

   a. The student-athlete shall have an opportunity to orally present the reasons why he or she has requested the hearing. Unless good cause is shown, any such oral statement shall not exceed twenty minutes in length. At the conclusion of any such statement the Committee shall have an opportunity to ask the student-athlete questions about his or her oral statement, the parties’ written statements, and the Adverse Award Decision.

   b. The representative of the Department shall then have an opportunity to make an oral statement in support of the Adverse Award Decision. Unless good cause is shown, any such oral statement shall not exceed twenty minutes in length. At the conclusion of any such statement the Committee shall have an opportunity to ask the Department representative questions about the parties’ written and oral statements and the Adverse Award Decision.

   c. The student-athlete shall then have an opportunity to reply to the oral statement of the Department representative, and the Department representative shall have an opportunity to reply to any further oral statement made by the student-athlete, and the Committee shall have an opportunity to question both parties in order to address any remaining
questions relevant to the issues under consideration, as warranted under the circumstances and in the discretion of the Committee Chair.

7. Formal rules of evidence shall not apply at the hearing. The Committee may admit all matters into evidence that it considers relevant and probative, including oral and written statements and documents. The presence of hearsay in any oral or written statement shall not prevent the Committee from considering that statement for such probative value as it may contain. Repetitious or irrelevant evidence may be excluded.

8. The Committee may request additional information from the student-athlete, the Department, and/or any other office of the University prior to or following the hearing and prior to rendering a decision on the appeal. If additional information is requested and provided after the hearing has been concluded, the Committee may reopen the hearing and invite further statements or information from the student-athlete or the Department concerning the additional information provided, as warranted under the circumstances and in the discretion of the Committee Chair.

9. The Committee’s decision will be based on the preponderance of the evidence. Preponderance of the evidence is evidence that, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.

10. If the student-athlete fails to attend the hearing or participate by conference call, the Committee will make its decision in his or her absence based on the existing written and oral record.

11. The student-athlete will receive the decision of the Committee in writing within approximately five business days after the hearing is concluded. A copy of the decision will be placed in the student’s file and a copy will be forwarded to the Department.

12. The Committee’s decision is final and no appeal shall be allowed. The Office of Student Financial Assistance will promptly take such action as is appropriate to implement the Committee’s decision.
THE GEORGE WASHINGTON UNIVERSITY
DEPARTMENT OF ATHLETICS AND RECREATION

PROCEDURES FOR APPEALING DECISIONS DENYING REQUESTS TO TRANSFER AND ONE-TIME TRANSFER EXCEPTIONS

I. Introduction

From time to time, student-athletes at the George Washington University (the “University”) consider transferring to others institutions to continue their education. Pursuant to NCAA bylaws, student-athletes must notify the Department of Athletics and Recreation (the “Department) before they engage in discussions with other institutions about the possibility of transferring, and other institutions must receive written permission from the Department before representatives of their athletics program may engage in such discussions with University student-athletes.

In addition, student-athletes who transfer to other institutions are not eligible to participate in intercollegiate athletics at those institutions for one academic year after transferring, although student-athletes participating in certain sports may request and receive from the University a one-time exception to that rule under certain circumstances.

Consistent with NCAA bylaws, the University provides student-athletes who are denied permission to transfer, and student-athletes who are eligible but not approved for one-time exceptions to the transfer eligibility rule, an opportunity for a hearing before the Transfer Appeals Committee (the “Committee”).

II. Scope

This policy document sets forth the procedures the University will follow when a student-athlete appeals a decision by the Department to deny a request to transfer to another institution of higher education, including the denial of a student-athlete’s request to permit another institution to contact the student about transferring, the failure of the Department to respond to such a request within seven business days, or a response by the Department that such request will be granted at a later date.

The University will also follow these procedures in appeals requested by student-athletes who are eligible for, but have been denied, one-time exceptions from the NCAA rule that requires student-athletes who transfer to “sit out” for one academic year before participating in the transferee institution’s athletic program.

III. Procedures

A. Notice of Denial of Request to Transfer or for One-Time Transfer Exception.

The Director of Athletics and Recreation (the “Director”) will notify a student-athlete in writing when he denies that individual’s request to transfer to another institution of higher education or for a one-time exception from the NCAA rule that requires student-athletes who transfer to “sit out” for one academic year before participating in the transferee institution’s athletic program (the “Notice of Denial”). During the academic year, the Notice of Denial will be sent to the student-athlete’s GWemail address. The Notice of Denial will state that the student-athlete has a right to a hearing regarding the Director’s decision, specify the time within which the student-athlete may request a hearing, and include either a copy of this policy document or provide a link to the University website where it may be found.
B. Requesting a Hearing.

The student-athlete shall have ten business days from the date of the Notice of Denial to request a hearing. All hearing requests must be in writing, submitted by email through the GWemail system to the chair of the Committee (the “Committee Chair”), and received by the Committee Chair before the end of the hearing request period. A request must include a statement explaining the reasons for the hearing, and may include other information the student-athlete believes is relevant to or further supports the request. At the same time, the student-athlete must also provide a copy of the hearing request, explanatory statement, and any information submitted in support of the request, to the Athletics Compliance Office. Failure to request a hearing within ten business days with the required explanatory statement will be considered a waiver of the right to a hearing.

C. Scheduling the Hearing.

Upon receipt of a timely request for a hearing, the Committee Chair will schedule a time for the hearing and notify the student-athlete in writing of the date, place and time the hearing will be held. Absent unusual circumstances, the hearing will be held within fifteen business days of receipt of the hearing request.

To schedule the hearing, the Committee Chair will notify the student-athlete in writing of at least two dates and times that a hearing could be conducted. Written notice will be sent to the student-athlete’s GWemail address. The dates will be chosen after consulting the student-athlete’s class schedule, and unless good cause is shown the student-athlete will be expected to make himself or herself available for a hearing at one of the dates and times offered. If the student-athlete is unable to attend the hearing in person a telephonic hearing by conference call may be arranged.

The student-athlete will have two business days to inform the Committee Chair, in writing through the GWemail system, of his or her choice for the date and time of the hearing from those offered. Failure to respond in writing to the Committee Chair within this time will be considered a waiver of the right to a hearing.

D. The Hearing Committee.

The members of the Committee will consist of the Faculty Athletics Representative and two other members of the University faculty and/or staff employed outside the Department. No person employed by the Department shall serve as a member of the Committee, although Committee members may at any time ask the Department to identify relevant NCAA, Department and athletic conference bylaws, rules and policies. Committee members may participate in hearings by telephone or through a web connection if they are not reasonably able to participate in person.

E. Conducting the Hearing.

1. The student-athlete submitting the hearing request must attend the hearing or participate by conference call to answer any questions from the Committee relevant to the student-athlete’s reasons for requesting a hearing. A representative of the Department familiar with the reasons for the Director’s decision being appealed must also attend the hearing or participate by conference call for the same purpose. The hearing is
not a forum for each side to ask questions of the other, but rather for the Committee to solicit information from both parties and render an informed decision.

2. A friendly observer may accompany the student-athlete at the hearing. The observer may not participate in the hearing, serve as a witness, conduct any questioning, or address the Committee, but may advise the student-athlete. Observers who are disruptive will be removed from the hearing. The student-athlete shall submit to the Committee Chair at least two business days before the hearing, in writing through the GWemail system, the name of any friendly observer who will accompany the student-athlete at the hearing and state whether that person is an attorney.

3. The Department shall submit to the Committee Chair at least two business days before the hearing, in writing through the GWemail system, the name of the individual or individuals who will represent the Department at the hearing. The Department may have more than one individual present at the hearing, although only one individual may address the Committee. At the request of the Committee Chair, an attorney from the University’s Office of General Counsel may also attend the hearing in person or by conference call.

4. The Department may submit to the Committee Chair at least two business days before the hearing a written statement in response to the student-athlete’s hearing request, explanatory statement, and information submitted in support thereof, along with any other information the Department believes is relevant to the appeal and wants the Committee to consider. The Department shall provide to the student-athlete copies of its response when or before it provides it to the Committee Chair. The Department shall submit its response to the Committee Chair and provide it to the student-athlete through the GWemail system.

5. All statements and other materials presented to the Committee must be relevant to the decision being appealed and the student-athlete’s statement of reasons for the hearing. The Committee Chair shall have the authority to exclude any written information or curtail any oral presentation that he or she deems irrelevant.

6. The hearing will be conducted as follows:

   a. The student-athlete shall have an opportunity to orally present the reasons why he or she has requested the hearing. Unless good cause is shown, any such oral statement shall not exceed twenty minutes in length. At the conclusion of any such statement the Committee shall have an opportunity to ask the student-athlete questions about his or her oral statement, the parties’ written statements, and the decision being appealed.

   b. The representative of the Department shall then have an opportunity to make an oral statement in support of the decision being appealed. Unless good cause is shown, any such oral statement shall not exceed twenty minutes in length. At the conclusion of any such statement the Committee shall have an opportunity to ask the Department representative questions about the parties’ written and oral statements and the decision being appealed.

   c. The student-athlete shall then have an opportunity to reply to the oral statement of the Department representative, and the Department representative shall have
an opportunity to reply to any further oral statement made by the student-athlete, and the Committee shall have an opportunity to question both parties in order to address any remaining questions relevant to the issues under consideration, as warranted under the circumstances and in the discretion of the Committee Chair.

7. Formal rules of evidence shall not apply at the hearing. The Committee may admit all matters into evidence that it considers relevant and probative, including oral and written statements and documents. The presence of hearsay in any oral or written statement shall not prevent the Committee from considering that statement for such probative value as it may contain. Repetitious or irrelevant evidence may be excluded.

8. The Committee may request additional information from the student-athlete, the Department, and/or any other office of the University prior to or following the hearing and prior to rendering a decision on the appeal. If additional information is requested and provided after the hearing has been concluded, the Committee may reopen the hearing and invite further statements or information from the student-athlete or the Department concerning the additional information provided, as warranted under the circumstances and in the discretion of the Committee Chair.

9. The Committee’s decision will be based on the preponderance of the evidence. Preponderance of the evidence is evidence that, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.

10. If the student-athlete fails to attend the hearing or participate by conference call, the Committee will make its decision in his or her absence based on the existing written and oral record.

11. The student-athlete will receive the decision of the Committee in writing through the GWemail system, within approximately five business days after the hearing is concluded. A copy of the decision will be placed in the student’s file and a copy will be forwarded to the Director.

12. The Committee’s decision is final and no appeal will be allowed.