

ACADEMIC SUPPORT OFFICES FOR STUDENT-ATHLETES

613 22nd St., NW, Washington, D.C., 20052,

<http://gwsports.cstv.com/school-bio/gewa-academicssupport.html>

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INTRODUCTION

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 academic support services in order to maximize the potential for success of every student-athlete.

Please note that all students enrolled at The George Washington University are assigned an academic advisor from the college in which they are enrolled. Student-athletes should note that their assigned advisor within their college will assist them with graduation requirements while the Athletic Academic Advisors will assist them with NCAA and Conference eligibility requirements in addition to graduation requirements.

DECLARING A MAJOR

Student-athletes must have declared a major and concentration (if required by the program) by the beginning of the 5th full time semester of college enrollment as per NCAA regulations.

- Complete Declaration of Major Form
- Meet with the Chairperson of the Major Dpt/Obtain Signature
- Submit signed form to your school
- Submit copy to your Athletic Academic Advisor

~Note that all student-athletes who change their major should discuss this decision prior to completing the paperwork with their Athletic Academic Advisor as this decision may adversely affect athletic eligibility.

REGISTRATION

Student-athletes are encouraged to take 15 credits per semester to keep them on track to graduate in four years (check with your program to determine the EXACT number of credits you need). No student-athlete may be registered for fewer than 12 credits unless s/he has received written confirmation from the Assistant Athletics Director/Compliance. This can only occur if the student-athlete is in graduate school, is in his/her final semester prior to graduation, or received a waiver with the NCAA. Proper documentation must be on file in the Compliance Office.

“Twenty years from now you will be more disappointed by the things you didn’t do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails.
Explore, Dream, Discover.”

MARK TWAIN

REGISTRATION CHECKLIST

- Meet with school/major advisor for approval of class
- Meet with Athletic Academic Advisor for approval of classes
- Look on-line at class offerings
- Classes work together (no conflicts)
- Classes are open
- Classes are not scheduled during practice
- Classes fulfill GCR or major requirements
- Holds are checked and cleared
- Date of priority registration is? Do I have conflicts with that date?

~Any student-athlete who wishes to make a schedule change after being officially advised MUST inform the Athletic Academic Advisors at 613 22nd Street, NW.

CLASS ABSENCE FOR ATHLETIC PARTICIPATION

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.

- Introduce yourself to each professor at the BEGINNING OF THE SEMESTER.
- Complete Travel Letter, listing all absences due to competition AND note academic conflicts (obtain this from your Athletic Academic Advisor).
- Submit Travel Letter to professor AT LEAST one week prior to first absence.
- Arrange for any make-up work PRIOR to absence.
- Remind professor, regularly, of upcoming absences (due to travel or competition).
- **Missing class (for any reason) is not acceptable.**

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 made up by the end of the following semester; otherwise, the grade reverts 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 receive credit for the course **only once**. **Please note that a course taken the second time CANNOT count toward the credits necessary for eligibility (unless there was no credit assigned the first time, due to a grade of F in the course).**

TRANSFER OF CREDIT FOLLOWING ADMISSION TO GW

Students who wish to take course work at other institutions following enrollment at The George Washington University must comply with the following policies:

- Obtain approval, in writing, to take that course, from the appropriate department (math, dept. for a math course). **Do this prior to enrollment in that course.**
- 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 that grade earned at any non-consortium school will not be counted toward the student's grade point average at The George Washington University.

STUDENT ACADEMIC INTEGRITY POLICY

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 www.gwu.edu/~integrity for detailed information regarding The George Washington University's academic integrity policy.

SERVICES PROVIDED

ACADEMIC MONITORING & COUNSELING

Provided by the Athletics Academic Support staff for "targeted athletes" (e.g., certain incoming students and continuing students experiencing academic difficulties).

NEW STUDENT ORIENTATION

Conducted at the beginning of the fall semester by the Athletics Academic Support staff.

AMP – ATHLETE MENTORING PROGRAM

Returning student-athletes are paired with select freshmen to help with their transition to The George Washington University.

INDIVIDUAL TUTORING

Provided for student-athletes on a case by case basis.

Students must submit a Tutor Request Form that is completed and signed by their professor before they will be assigned a tutor.

REVIEW SESSIONS

Held as needed in small groups, per student request.

STUDY HALL

Study halls are organized individually according to team. Coaches, in conjunction with the Athletics Academic Support Staff, will determine which of their student-athletes will attend study hall.

TESTING & EVALUATION

Referrals provided for student-athletes on a case by case basis.

CAREER COUNSELING AND SERVICES

Provided for teams and individuals, and small groups, in both fall and spring semesters.

REFERRAL TO UNIVERSITY SERVICES:

Provided for student-athletes needing assistance from the Counseling Center, Career Center, Academic Departments, Peer Tutoring and/or other campus services.

STUDENT-ATHLETE'S RESPONSIBILITIES**1. Responsibilities in class:**

- Attend all classes.
- Get the required textbooks and supplies as soon as possible.
- Inform instructors of expected absences prior to an athletic event that requires missing class.
- Complete assignments and take examinations when they are scheduled.
- Obtain notes/materials when missing class.
- Handle differences with instructors personally, turning to the Athletics Academic Support staff only when an issue cannot be resolved.

2. Responsibilities to the Athletics Academic Support Staff:

- Provide a completed class schedule/personal information form. Update as necessary.
- Inform the Athletic Academic Advisor of scheduled surgery, family deaths or illnesses, or admission to the hospital (health center) which may require absence from class.
- Ensure that all class hours and courses count quantitatively towards graduation (see your Athletic Academic Advisor and your Major Advisor).
- Do not drop a course without checking with your Athletic Academic Advisor (*Students must be enrolled in at least 12 hours every semester to retain eligibility*).
- Meet with your Athletic Academic Advisor and your assigned major advisor to plan a class schedule prior to each semester.
- Fill out appropriate tutor request forms to receive tutorial assistance. Only those tutors referred by staff may be used.
- Contact tutors personally to arrange or cancel tutoring sessions.
- Report to your Athletic Academic Advisor any academic difficulties and request assistance.
- Follow suggestions or remedies from the Athletics Academic Support staff regarding academic situations or assume personal responsibility for academic eligibility.
- Make and keep appointments with Athletics Academic Support staff.

3. Responsibilities to the University:

- Abide by all rules and regulations established by the University regarding the appropriate behavior of students.
- Resolve all financial obligations and/or complete appropriate paperwork if receiving financial aid.
- Handle all checklist offenses (e.g., traffic fines, library fines, housing fines, athletic fines, etc.) prior to entering Registration.
- Process all forms (e.g., pass-fail option, drop and add, FX request, etc.) as directed by the University, meeting the due dates printed in front of the current Schedule of Classes.
- Review and follow all rules set forth by the Office of Academic Integrity. Information can be obtained by calling 202/994-1977 or visiting the website at www.gwu.edu/~integrity.

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 most 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
- 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 teacher 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.

READING ASSIGNMENTS

Skim the chapter you are about to read to familiarize yourself with the material. If there is a summary at the end of the chapter, it may be helpful to read it before you begin. Underline or highlight key ideas and make notes in the margins. (Never underline whole sentences.) Identify key points and recurring facts.

After an initial read, you may find it helpful to take notes, outlining the main ideas and organizing your thoughts.

BEFORE THE TEST:

1. Write your test dates in your planner. Begin studying well in advance and do not wait until the last minute. Begin preparing early so you can retain more of the information and allow time to review the difficult information.
2. It may be helpful to work in a study group. You can explain things to each other as well as test each other.
3. Be sure to study the spelling of important facts that you may be asked to write about. Some teachers take off points for misspellings.
4. Ask your instructor what types of questions (short answer, multiple choice, essay) will be on the exam.
5. Get plenty of rest, so that you can think clearly and not be drowsy during the exam.
6. Make sure you have working pens or pencils with dark lead and a good eraser.

DURING THE TEST:

1. Listen carefully to your professor's instructions. Read through the test carefully before you begin and tackle the questions you know first. If you do not understand the directions completely, ask the professor for a clarification.
2. Read the test instructions and the questions carefully.
3. Schedule your time. Know how much time you can spend with each part of the exam. Don't become stuck on hard questions. Move on and go back, if time permits.
4. Check your answers for careless mistakes and proper spelling. Make sure your answers are clearly marked and easy to read.
5. With multiple choice questions, try to answer the question before looking at the choices. Be sure to read all the choices. Rule out two of the answers immediately and then select the best one. Look for clues in other parts of the exam. Look out for "distracters", an answer that sounds right, but when you read it carefully it may not be the best choice. "Distracters" may contain the words always, never, none, only, or none at all. Usually, "all of the above" or "none of the above" is not the correct answer. Don't change your original answer unless you are certain it is wrong. Usually your initial choice is the right one.
6. With true-false questions, look for clue words. Remember the statement must be completely true or totally false.

A statement is usually true if it has one of the following words:

Bad	Frequently	Less	Most	Probably	Sometimes
Equal	Generally	Many	Most	Seldom	Usually
Few	Good	More	Often	Some	

A statement is usually false if it has one of the following words:

All	Best	Exactly	Nobody	None	Worst
Always	Every	Never	No one	Only	

7. With an essay exam, read through the questions carefully. Answer the questions you are most comfortable with first. Underline key words such as describe, analyze, compare or contrast, and be sure to follow these directions when formulating your response. Take time to write a brief outline to organize your thoughts. Make sure you support each concept you introduce with back up information including important facts and details. Begin your essay with an introduction (or overview) and include a summary at the conclusion of your essay. Make sure you include important facts, people's names, and relevant dates. Be sure to write neatly, with close attention to proper spelling, punctuation and tense.

AT THE END OF THE TEST:

1. Make sure you answered all the questions.
2. If time permits, review your work.
3. Use all of the time you have allotted.

AFTER THE TEST:

1. Go over your returned test carefully.
2. If you do not understand what you did wrong, ask to set up an appointment with your professor to review the exam.
3. Learn from your mistakes so that you do not make them again.

SHORT-TERM INDIVIDUAL COUNSELING

A staff of licensed psychologists and highly trained professional counselors are available at the University Counseling Center (UCC) to deal with issues which may arise while you are at GW. College students may encounter a number of stressful situations or experiences during their university years (often involving their academic, social or family life). Individual counseling is available to athletes dealing with personal distress or sports-related issues (i.e. injury, performance enhancement, team concerns). If you would like help in understanding or managing these stresses, call the University Counseling Center (994-5300) for a free initial consultation. All counseling services are confidential.

The Center is designed to provide short term individual counseling only. For full-time students, a fee of \$50 is applied to individual sessions beyond the initial consultation. This fee can be adjusted when there is a financial need. Students who need services not offered by the center or the opportunity for an ongoing therapeutic relationship will be helped to find a counselor in the nearby community. For more information about counseling, visit their web site at gwired.gwu.edu/counsel and click on "Counseling Services" then click on "Initial Visit, What to expect" and "Frequently Asked Questions."

GROUP COUNSELING

Counseling groups are designed to help students work through issues that occur during their undergraduate careers. Groups may be the preferred method of exploration for many concerns because groups allow students to hear about the experiences and insights of their peers, obtain feedback about their own behavior, and benefit from the support and understanding of peers who have similar concerns. Groups are typically limited to 6-8 students who agree to strict confidentiality. All group sessions are free. Topics for groups have included: Body Weight/Body Image, Family Stress, Interpersonal Growth, Living with Loss, Multicultural Student Group, GLBTQ Group, Women's Group, and Survivors of Assault and Abuse. For more information about group counseling visit their web site at: gwired.gwu.edu/counsel and click on "Counseling Services" then click on "Group Counseling."

SELF-HELP RESOURCES

The Counseling Center has developed several pamphlets, which are available through the World Wide Web for student use. Topics include Alcohol Use, Grief and Loss, Violence in Relations, How to Answer Essay Questions, Multiple Choice Exams, Taking Objective Tests and Test Anxiety. They have links to extensive information on a wide variety of personal development and mental health related topics. This information can be accessed through their virtual handouts page at: gwired.gwu.edu/counsel, and click on "Self-Help" then click on "Self-Help Library" or "More Self-Help Issues" on the side bar. In addition, the Self-Help Library at the Counseling Center contains books, pamphlets, and audio-visual resources on topics including academic skills, career development, stress management, relaxation and personal development. Call the UCC (994-5300) to find out about drop-in hours or to set up an appointment to utilize these resources.

ATHLETIC CAREER TRACK (ACT) PROGRAM

A comprehensive career program for student-athletes has been developed which offers career development activities throughout your tenure at GW. Workshops are designed to help you to choose majors, learn about your academic and career interests and abilities, apply to graduate school, develop resumes and cover letters, find internships and choose

careers. The opportunities offered by this program will assist you in the development of career decision-making skills; additionally you may be more satisfied with your academic major and career choices. Workshops are offered by the University Counseling Center and Career Center. Contact the Athletic Academic Support program for more information.

THE ACADEMIC SUCCESS SERIES

The University Counseling Center offers a series of workshops designed to help you achieve academic success. These free programs are developed to meet the specific academic and educational needs of college students. Workshop titles include: Get Organized, Prevent Procrastination, Reduce Test Anxiety, and Improve Study Strategies.

Drop in for any of these workshops held at the UCC (2033 K Street, Suite 330). For dates and times of each workshop visit their website at: gwired.gwu.edu/counsel and click on “Academic Support” then click on “Academic Services”. If you cannot attend because of scheduling conflicts, videotapes of these workshops can be viewed at the UCC. Call and ask for the Self-Help Library at 994-5300 to arrange a time to view tapes and obtain handouts from these workshops.

ACADEMIC SUCCESS CENTER

For detailed self-help information that will help you study more effectively and improve your academics, visit the UCC virtual Academic Success Center at: gwired.gwu.edu/counsel/asc. Use the links that pertain to your interests. Forms and charts may be downloaded and printed for your personal use.

URGENT AND EMERGENCY SERVICES

DURING NORMAL BUSINESS HOURS:

A mental health professional is available to speak to any GW student, faculty, staff member or parent about any mental health related concerns during normal business hours as follows: Monday-Thursday, from 9:00 a.m. to 6:00 p.m., Fridays from 9:00 a.m. to 5:00 p.m. The Counselor-On-Call can answer questions about our services, campus resources, community referrals or any other questions you might have. Just call 202.994.5300 and ask the receptionist to speak to the Counselor-On-Call. You can also find this information on the web at: gwired.gwu.edu/counsel and click on “Crisis Response” and then click on “Call-A-Counselor”

AFTER HOURS:

Students may contact the University Counseling Center anytime, 24 hours a day/7 days a week, to speak to someone about their mental health concerns. Just dial: 202.994.5300.

You can also find this information on the web at gwired.gwu.edu/counsel and click on “Crisis Response” and then click on “Campus Crisis Services.”

EMERGENCIES:

IF THIS IS A LIFE THREATENING OR OTHER EXTREME EMERGENCY, IMMEDIATELY CALL THE UNIVERSITY POLICE DEPARTMENT AT 994-6111 OR PROCEED TO THE CLOSEST HOSPITAL EMERGENCY ROOM.

DRUG EDUCATION AND DETERRENCE PROGRAMS

Use by any George Washington University student-athlete of substances determined to be unlawful by federal, state or NCAA regulations; and substances that have the potential for abuse or are intended to provide a competitive advantage or are hazardous to health as determined by the medical advisors of the University and the NCAA are prohibited. This prohibition applies to all student-athletes before, during and after each team's competitive season.

All student-athletes are REQUIRED to attend alcohol and/or drug education sessions each year. Coaches, team captains and teams can choose between a variety of substance issues to create a session that is useful, interesting and appropriate for each team. Educational sessions are multimedia and interactive in order to encourage student-athletes to discuss serious issues that are currently affecting college students and athletics.

GW also offers many resources on these topics through various campus agencies. The Center for Alcohol and other Drug Education (CADE) is a walk-in resource center for all GW students, and GW student-athletes are welcome to stop in, check out the CADE web site (gwired.gwu.edu/cade) or email questions or information requests (cade@gwu.edu). CADE does not provide counseling, but does provide referral information, a variety of resources and the opportunity to discuss issues to help student-athletes decide if further services are appropriate.

In addition to the educational program, the University Counseling Center has alcohol/drug consultants available to provide counseling or referrals for student-athletes. Students can contact the University Counseling Center at 994-5300. It is located at 2033 K Street, Suite 300. *All coaches and athletic department personnel recognize that all individual and group counseling conducted through the Counseling Center is confidential.*

ALCOHOL CONSUMPTION

The laws of the District of Columbia set the minimum age of 21 for the purchase and consumption of alcoholic beverages and those who are of age are prohibited from selling or providing alcoholic beverages to those who are under 21.

The Department of Athletics and Recreation does not condone the illegal or irresponsible use of alcohol under any circumstances. If legally of age, student-athletes who consume alcoholic beverages are expected to do so responsibly and to understand the risks associated with use and abuse.

Under any set of circumstances student-athletes are prohibited from the consumption of or being under the influence of alcoholic beverages in connection with any team function. A team function-- for purposes of this policy—includes: any athletic event on or off campus, any team or individual practice, any social function on or off campus with the team or when you are a representative of the team, or any time you are in public during that part of the year designated as your team's regular season. In addition, travel to or from a competition, practice, or social event site are considered "team functions". This policy applies to student-athletes when you are with your team and when you are serving as a representative of the team, coaching staff or athletic department. Violations of this policy can result in the Department of Athletics and Recreation and/or team disciplinary action.

In addition, student-athletes are expected to adhere to the University's rules and regulations for alcohol use in residence and dining facilities. Violations of all these policies can result in Department of Athletics and Recreation, team and University disciplinary action.