

University of Houston

Policies and Procedures Manual



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STUDENT-ATHLETE CODE OF CONDUCT

The University of Houston has established a tradition of ethical conduct at all levels of University life. In accordance with this tradition, all Student-Athletes associated with the intercollegiate athletics program are expected to represent the University in an honorable manner at all times. **All staff, including coaches, are responsible for being familiar with and executing the policies in the Student-Athlete Handbook as well as communicating any new policies to our Student-Athletes.**

A. *Governing Authorities*

Standards of ethical conduct are established and enforced by:

1. NCAA
Student-Athletes are subject to the rules and regulations of the NCAA, including rules and regulations governing unsportsmanlike behavior, as well as other forms of misconduct.
2. The American Conference
Student-Athletes are expected to abide by the American Conference Principals and Standards of Sportsmanship. Prior to participation in intercollegiate athletics at the University of Houston, all Student-Athletes will meet with the Vice-President for Intercollegiate Athletics, Sport Administrator, or Head Coach to verify that the Student-Athletes have received and read the Principles and Standards of Sportsmanship Statement for Student-Athletes.
3. University of Houston
All Student-Athletes are subject to University of Houston policies and procedures, including the UH Student Code of Conduct. The Student Code of Conduct exists to identify and explain to the students those University policies that most directly affect student life. Having voluntarily enrolled students at the University of Houston and assumed a place in the University community, all students are presumed to be knowledgeable of, and to have agreed to abide by, University of Houston policies and procedures including the rules and regulations set forth in this Student Code of Conduct, both on and off campus.
4. Department of Athletics
Student-Athletes adhere to all rules and guidelines set forth in UH Department of Intercollegiate Athletics Student-Athlete Handbook. In addition, team rules may be established by each individual sport's Head Coach and his/her staff within parameters set by the Vice-President for Intercollegiate Athletics. The Head Coach informs team members of the established team and training rules at the beginning of the academic year.

The Department of Intercollegiate Athletics' Student-Athlete Code of Conduct policies are as follows:

THE UNIVERSITY OF HOUSTON STUDENT-ATHLETE CODE OF CONDUCT

The mission of the University Of Houston Department Of Intercollegiate Athletics is to inspire excellence today while preparing leaders for life by fostering a culture, which challenges student-athletes to achieve their highest academic, athletic and personal aspirations.

Our Core Values are: Excellence, Integrity, Diversity, Loyalty, and Tradition

“Our actions honor our University, traditions, teams, performance, people and each other”

ACCOUNTABILITY INCLUSIVITY LOYALTY
EXCELLENCE INTEGRITY SPORTSMANSHIP

I. Introduction

Participation in intercollegiate athletics is a privilege that carries a tremendous amount of responsibility for the student-athlete. As the University of Houston’s most visible ambassadors, student-athletes are expected to uphold high standards of integrity and behavior that will reflect well upon themselves, their families, coaches, teammates, the Department of Intercollegiate Athletics and the University of Houston.

In keeping with our mission statement, this policy is meant to ensure the department is in strict adherence with NCAA, Office of Civil Rights, The American Conference, and University of Houston rules and regulations, as well as applicable state and federal law while also building and strengthening relationships throughout the University of Houston campus and the Houston community.

Student-athletes are expected to demonstrate exemplary behavior and performance as representatives of the University of Houston, to respect the rights of others and abide by all applicable laws as well as rules and regulations of the University of Houston, The American Conference, the NCAA and the Department of Intercollegiate Athletics.

Failure to comply with said rules may result in suspension, probation or dismissal from the team; non-renewal of athletic financial aid; or expulsion from the University **as outlined under University of Houston, Department of Intercollegiate Athletics, The American conference and NCAA rules.** While student-athletes are held accountable by the same policies and procedures as other University students as outlined in the University of Houston Student Handbook, they are held to additional standards.

Federal, state and local laws, as well as NCAA, The American Conference and University of Houston policies clearly outline appropriate citizen and student-athlete conduct. The Department of Intercollegiate Athletics Student-Athlete Code of Conduct is not intended to supersede these laws and policies, but to set high standards relating to the Department of Intercollegiate Athletics expectations of how student-athletes represent the University of Houston and to state the potential consequences for those student-athletes who make poor choices which reflect

negatively upon themselves, teammates and the University. To the extent there is any conflict between this Student-Athlete Code of Conduct and any applicable law, NCAA policy, The American conference, or University of Houston policy, the applicable, law, NCAA policy, The American conference, or University of Houston policy will be controlling.

II. EXPECTATIONS FOR UNIVERSITY OF HOUSTON STUDENT-ATHLETES

It is important that student-athletes have an understanding of the additional responsibilities they accept when they become members of an intercollegiate athletics team. Such responsibilities include: performing to the best of your ability, academically and athletically; contributing your best efforts toward successful team performance; contributing on and off the field in a manner that reflects positively on you, your team, the Department of Intercollegiate Athletics and the University of Houston. Because participating in athletics is a privilege, not a right, there may be times when these responsibilities involve sacrifice, which might not be necessary for other university students. Student-athletes are members of a highly visible community within the larger university community. *Many people will know you, although you may not know all of them.* The successes of our athletic programs depend on the confidence and support of the public. **Student-athletes, coaches and staff gain this confidence through exemplary performance both on and off the playing field.**

Student-athletes are held accountable to the same policies and procedures as other university students outlined in the [University of Houston Student Handbook](http://www.uh.edu/dos/hdbk), www.uh.edu/dos/hdbk.

In addition,

- Student-athletes are subject to the rules and regulations of the NCAA, including those governing unsportsmanlike conduct, non-therapeutic drug use, gambling and bribery and the acceptance of non-permissible awards, benefits and expenses (NCAA manual, Article 10: Ethical Conduct).
- Student-athletes are subject to all Department of Intercollegiate Athletics rules and policies, as stated in the [\(Student-Athlete Code of Conduct\)](#) and in other department publications including, but not limited to, those regarding the Academic Center for Excellence (ACE), Sports Performance, Sports Medicine and the Athletic Equipment room.
- **Each sport's Head Coach establishes team rules for student-athletes and his/her staff within the parameters set by the Vice-President for Intercollegiate Athletics and the university. The Head Coach informs team members of the established team and training rules at the beginning of the academic year and the student-athletes are subject to those rules.**



- Failure to comply with applicable law or team, Department of Intercollegiate Athletics or University policies may result in disciplinary probation or dismissal from the squad and non-renewal of athletic financial aid. Additionally, if the conduct violates the terms of the student-athlete's athletic financial aid agreement, the athletic financial aid agreement may be terminated.

From the University of Houston Student Handbook (<http://publications.uh.edu/index.php>)

The University of Houston, as an educational institution, has a special set of interests and purposes essential to its effective functioning. These include (a) the opportunity for students to attain their educational objectives, (b) the creation and maintenance of an intellectual and educational atmosphere throughout the University and (c) the protection of the health, safety, welfare, property and human rights of all members of the University and the property of the University itself. The University has a clear responsibility in the area of student conduct to protect and promote the pursuit of its goals. The Student Disciplinary Policies and Procedures emphasize the University's obligation to promote the personal freedom, maturity and responsibility of students.

The Student Disciplinary Policies and Procedures set forth those acts that constitute unacceptable conduct for students of the University. A student admitted to the University of Houston accepts the responsibility to conform to all University of Houston rules and regulations.

The below actions (among others) are prohibited by University policies, state law, and/or federal law:

- **Academic dishonesty**, including all forms of cheating, plagiarism and fabrication in the process of completing academic work.



DID YOU KNOW that working together with teammates on an on-line, open book exam is cheating?

- **Sexual offenses** of any kind, including acquaintance rape and assault of a sexual nature.

DID YOU KNOW that only 3% of assault claims are false?

DID YOU KNOW that 80-90% of victims/assailants know each other?

DID YOU KNOW that 1 in 4 women will be sexually assaulted by the end of her college career?

- **Actual or attempted abuse** of any person or conduct which threatens or endangers the health and safety of a person or which intentionally causes a reasonable apprehension of harm to any person.

DID YOU KNOW this could mean threatening anyone on-line or in person using certain words or gestures if it meets the standard above?

Hazing is defined by Texas law and means any action taken or a situation created which, regardless of intent or consent of the participants:

- a. Produces or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule or otherwise compromises the dignity of an individual;
- b. Compels an individual to participate in any activity which is unlawful and/or contrary to the rules, policies and regulations of the University;
- c. Will, unreasonably or unusually, impair an individual's academic efforts; and/or
- d. Occurs on or off campus.

Examples of actions and activities which are explicitly prohibited include but are not limited to the following:

- a. Compelling individuals to consume alcohol or drugs.
- b. Paddling in any form, shoving or otherwise striking individuals.
- c. Compelling individuals to wear or carry unusual, uncomfortable, degrading or physically burdensome articles or apparel.
- d. Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs or exhibitionism.
- e. Depriving individuals of the opportunity for sufficient sleep, decent edible meals or access to means of bodily cleanliness.
- f. Activities which impair an individual's academic efforts by causing exhaustion, loss of sleep or reasonable study time or by preventing an individual from attending class.
- g. The creation of excessive fatigue by participation in physically demanding activities (calisthenics runs, etc.).
- h. Compelling individuals to eat or drink unusual substances or compelling the consumption of undue amounts or odd preparations of food.
- i. Having substances thrown at, poured on or otherwise applied to the bodies of individuals.
- j. Morally degrading or humiliating games or any other activities which make an individual the object of amusement, ridicule or intimidation.
- k. Transporting individuals against their will, abandoning individuals at distant locations or conducting any "kidnap," "ditch" or "road trip" that may in any way endanger or compromise the health, safety or comfort of any individual.
- l. Causing an individual to be indecently exposed or exposed to the elements.
- m. Requiring an individual to remain in a fixed position for a long period of time.
- n. Compelling an individual to be branded or tattooed.
- o. "Line-ups" involving intense shouting of obscenities or insults.
- p. Compelling individuals to participate in activities (pranks, scavenger hunts, etc.) which encourage the defacement of property; engagement in theft; harassment of other individuals, groups of individuals or organizations; or disruption of normal activities of the University.
- q. Tests of courage, bravery, stamina or sexuality.
- r. Intentionally deceiving members, prior to initiation, to make them believe they will not be initiated.

- s. Intentionally deceiving new members (pledges, associates, initiates, etc.) to make them think they will be struck or hurt.
- t. Excluding an individual from social contact for prolonged periods of time.
- u. Compelling an individual to engage in acts of personal servitude.

ALL STUDENTS ARE STRICTLY PROHIBITED FROM ENGAGING IN ANY HAZING ACTIVITY.

DID YOU KNOW that requiring freshmen on your team to shave their heads could be considered hazing?

- Sexual or racial harassment or harassment of any sort.

DID YOU KNOW that using certain nicknames or telling ethnic jokes could constitute harassment depending on the frequency and severity of the actions?

- Illegal use, possession or sale of intoxicating beverages.
- Appearing in public under the influence of alcohol to the degree that the person may endanger his or herself.
- Knowingly making alcohol available to an individual under 21 years of age is illegal.

DID YOU KNOW that hosting a tailgate or party where alcohol is available to minors could be considered illegal?

DID YOU KNOW that student-athletes are forbidden to drink at University of Houston athletic events even if over the age of 21 and invited to do so by alumni or donors?

- Illegal use, possession, manufacture, sale or distribution of any narcotic or dangerous drugs.

DID YOU KNOW that giving your Adderall to a teammate to help him study could be considered illegal?

- Illegal possession, carrying or discharge of any explosive, firearm or other weapon.

DID YOU KNOW that people living in a household with a gun are five times more likely to commit suicide than those living in a gun-free home and that most homicides result from arguments between people who know each other?

- Computer abuses as defined in the University of Houston **Student Handbook**.

DID YOU KNOW that any websites you visit, emails or documents you create on University or University of Houston Athletics computers can be retrieved even if you delete them AND could be subject to **disclosure via a valid legal subpoena or court order**? Student-athletes are expected to comply with local, state and federal laws, as well as policies and regulations

of the University of Houston (including this Student-Athlete Code of Conduct and team rules), Conference and the NCAA. The University will take action if the violation occurs on campus (will consult General Counsel if it occurs off campus) and may take action for any aiding, assisting, or serving as an accomplice in the commission of a violation.

III. UNETHICAL CONDUCT

NCAA Bylaw 10.1. Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant and student manager and student trainer) may include, but is not limited to the following:

- a. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- b. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- c. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit (any special arrangement by an employee or representative of the institution's athletics interest provided to a student-athlete that is not authorized by NCAA legislation) or improper financial aid;
- d. Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
- e. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner");
- f. Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice or state and federal law;
- g. Failure to provide complete and accurate information to the NCAA or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores);
- h. Fraudulence or misconduct in connection with entrance or placement examinations;
- i. Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or
- j. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or University of Houston Department of Intercollegiate Athletics regarding an individual's amateur status.

Report all knowledge of possible unethical conduct to the Office of Athletics Compliance.

IV. SANCTIONS FOR VIOLATIONS

The Head Coach of each sport has his/her own set of team rules and is responsible for enforcing these rules on a consistent basis. The University Of Houston Department Of Intercollegiate Athletics Administration will fully support appropriate disciplinary action taken by a coach in concurrence with the Vice President for Intercollegiate Athletics. In addition to the sanctions that may be imposed for misconduct as stated in the University of Houston Student Handbook, student-athletes may be suspended by the Department of Intercollegiate Athletics from further participation.

In the case of behavioral problems that result in a felony or misdemeanor charge (other than minor traffic violations), or a charge involving gambling in any degree, the Department of Intercollegiate Athletics may choose to place the student-athlete on suspension from athletic participation and use of athletic facilities until the facts of the incident are reviewed and the charges are dropped, dismissed or otherwise resolved.

Student-Athlete Arrest

If a student-athlete is arrested on-or off-campus, the student-athlete should be aware that additional sanctions may be imposed if the behavior violates policies or regulations of the University of Houston (including this Student-Athlete Code of Conduct and team rules), The American Conference or the NCAA. If arrested, student-athletes should immediately contact their Head Coach and the Head Coach should then contact the Vice-President for Intercollegiate Athletics and/or his/her designee.

Level 1. Campus, Academic and/or Residence Hall Violations

Citations for violating campus rules or policies (noise, trash, minor in possession, unauthorized visitors) will be handled by Residential Life and Housing and the Dean of Students' Office where appropriate. The Head Coach can also implement sanctions for violations of this type. Violations of the University of Houston academic policies (i.e. plagiarism, cheating, disruptive behavior and other violations of the academic honesty policies) will be handled according to the Academic Honesty Policy and the student disciplinary procedures located in the University of Houston Student Handbook (<http://publications.uh.edu/index.php>) as well as the Department of Intercollegiate Athletics Office of Athletics Compliance where appropriate.

Level 2. Campus or Department of Intercollegiate Athletics/NCAA Substance Violations

Use of illegal substances – including prescription drugs, steroids, street drugs, performance enhancing drugs, narcotics and pseudo-marijuana/heroin substitutes (i.e. K2, Serenity, Mad Maxx) is addressed in the Department of Intercollegiate Athletics Drug Education and Testing Program (www.uhcougars.com) and will be handled according to the procedures set forth in the Drug Education and Testing Program as well as in accordance with applicable state and federal laws and/or policies or regulations of the University of Houston, The American conference and NCAA.

Level 3. Misdemeanor Charge / Conviction

A student-athlete who is charged or convicted of a misdemeanor charge (other than gambling/game fixing which are addressed below; or minor traffic violations) will be subject to a Department of Intercollegiate Athletics review process. Absent extraordinary circumstances as determined by the administration, the Head Coach will administer subsequent discipline, after review by the Vice-President for Intercollegiate Athletics. The Vice-President for Intercollegiate Athletics will consider factors such as:

- Nature of the offense
- Involvement of drugs / alcohol
- Past behavior
- Student-athlete demeanor (to include self-disclosure of offense)
- Student-athlete cooperation during investigation

Sanctions will subsequently be imposed, and may include, but not be limited to:

- Suspension from practice and/or athletic activity for a pre-determined period of time
- Restriction upon the use of athletic facilities and services
- Dismissal from the team if the student-athlete is found guilty or pleads guilty or no contest to a misdemeanor
- Appropriate restitution

Level 4. Felony Charge / Crimes Involving Gambling or Game Fixing

Any student-athlete arrested and charged with a felony or any student-athlete charged with a crime (misdemeanor or felony) involving gambling or game fixing under Texas law, federal law or any other jurisdiction, absent extraordinary circumstances as determined by the administration, shall be automatically suspended from practice and playing until the charges are dropped, dismissed or otherwise resolved.

Level 5. Felony Conviction / Crimes Involving Gambling or Game Fixing

A student-athlete convicted of, or pleading guilty or no contest to any felony charge or a student-athlete charged with a crime (misdemeanor or felony) involving gambling or game fixing under Texas law, Federal law or any other jurisdiction, absent extraordinary circumstances as determined by the administration, shall be permanently dismissed from the team. The Department of Intercollegiate Athletics will recommend that the student-athlete not have their grant-in-aid renewed for any succeeding academic year(s).

Please note:

Indefinite suspensions may be instituted in any case where an individual's actions represent the University of Houston and University of Houston Department of Intercollegiate Athletics program in a manner inconsistent with this standard of conduct. The Vice-President for Intercollegiate Athletics and Head Coach will review each case, independent from any other,

taking into account no two cases are identical in nature and each must be assessed based upon the facts presented.

Additionally, behaviors judged to represent a violation of the University Of Houston Disciplinary Code could result in sanctions from the University. Depending upon the circumstance, there is the potential for a student-athlete to be dismissed from the University.

**THE UNIVERSITY OF HOUSTON
STUDENT-ATHLETE CODE OF CONDUCT**

Acknowledgement Form

As a valued member of the University Of Houston Department Of Intercollegiate Athletics, I will use my talents to attain a quality education and earn a degree. Although time commitments are demanding during the athletic season, I will remain academically eligible, attend class, inform professors of expected absences due to official athletic events, maintain academic honesty, and make maximum use of the Academic Center for Excellence and its programs.

As a member of the University of Houston's athletics family, I will responsibly represent, with integrity, the University of Houston. As a University of Houston student-athlete, I will display good sportsmanship, know and follow NCAA and The American conference guidelines, obey team rules and policies and always give 100 percent effort to positively represent the University of Houston on the field and in the classroom.

I have read the University Of Houston Student-Athlete Code Of Conduct and understand that I am responsible for abiding by the policies it contains. I understand that if I violate the standards of the Code of Conduct, I will be subject to consequences.

Signature: _____

Name: _____

Sport: _____

Date: _____

UNIVERSITY OF HOUSTON ATHLETICS SOCIAL MEDIA POLICY

Participation in intercollegiate athletics at the University of Houston (“University” or “Houston”) is a privilege, not a right. While the Houston Department of Athletics does not prohibit student-athletes from participating on social media platforms, all postings including writings, photos, videos and audio recordings must be in compliance with the guidelines set forth by your student-athlete and university handbooks, applicable Texas and federal law, as well as NCAA, conference, and university bylaws, policies, rules, and regulations.

Facebook, Twitter and other social media sites have dramatically increased in popularity over the years. As such, fans, media, faculty, future employers and NCAA officials have the ability to obtain information you post about yourself on social media platforms sent directly to them. Protect yourself, your team and your university by adhering to the guidelines below. The University of Houston student code of conduct can, in some circumstances, extend to online activity, and civil and criminal laws can also apply to online activity; as a result, the responsibility for your social media activity falls squarely on you.

When participating in social media activity, please adhere to the following guidelines:

1. Make sure your social media activity is in compliance with applicable Texas and federal law, as well as NCAA, conference, and university bylaws, policies, rules, and regulations.
2. Consider setting your security settings so that only your friends can view your profiles. If you do not know how to do this, please contact the Athletics Communications Office and they will be happy to assist you. Do not give out your passwords to anyone. Make sure to change your passwords regularly.
3. You should not post your email, home address, local address, telephone numbers, social security number, birthdate, banking information or other personal information as it could lead to unwanted behavior such as stalking or identity theft. For additional tips to avoid cybercrimes, see <https://www.ncjrs.gov/internetsafety/>.
4. Be aware of who you add as friends or followers to your accounts. Many people may not have your best interests at heart and may look to take advantage of you or seek unwanted interaction.
5. Use common sense. Respect differences, appreciate the diversity of opinions and speak or conduct yourself in a professional manner at all times. For example, you should refrain from posting items that are physically threatening, defamatory (e.g., false statements that are damaging to a person’s reputation), obscene (as commonly defined by applicable federal and Texas law), in violation of copyright law, unlawfully harassing or

discriminatory, or items that are materially disruptive to the University, the Department of Athletics, or your team.

6. Monitor what others post about you and remove posts tagged to your page as necessary.
7. Make sure that your online activities do not interfere with your responsibilities as a member of your team. In this regard, do not engage in social media activity four hours before your upcoming athletics event or during competition or other official athletic department or team events. Give yourself a break from social media, get some rest and get ready for your team's event/competition.
8. Do not post any information that is proprietary to the Athletic Department, which is not public information such as tentative or future schedules, team playbooks or strategies, or information that is sensitive or personal in nature, such as travel plans and itineraries.
9. Try to conduct yourself as if you were doing a live interview with a media organization. There is no such thing as privacy on your social media pages. The speed with which a negative comment can spread in social media can be staggering. The best advice is to imagine that ESPN is sitting in your room and double-checking your comments before you decide to hit the SHARE or TWEET button. Once you post your comment, it may last in cyberspace forever, including being accessible to professional sports organizations and/or your future employer.
10. Remember, a great deal of damage can be done in just 140 characters, so think before you Tweet. If you have any doubts about the appropriateness of a social media comment, do not share it!

Social Media Discipline Procedures

If a student-athlete's social media activity is found to be inappropriate in accordance with this policy, he/she may be subject to the following penalties:

1. A written warning
2. A meeting with the Director of Athletics and Head Coach
3. Penalties as determined by the athletics department, including but not limited to, possible suspension from athletics team, expulsion from team and/or loss of some or all of athletics financial aid.

Student-Athlete Acknowledgement and Agreement

By my signature below, I acknowledge that I have read and understand the University of Houston Department of Athletics Social Media Policy. I understand that if I fail to adhere to this policy (pending the Office of General Counsel's review), I may be subject to disciplinary action up to and including suspension and/or expulsion from my team and loss of some or all of my athletics financial aid.

Student-Athlete Name

Team

Date

Student-Athlete-Academic Policies

A. Admission Policy/Procedures and Pre-Admission Counseling

The Department of Intercollegiate Athletics Admission Policy has been established to ensure that the Admission Office and Department work together to further the mission of the University. All prospective student-athletes must fulfill the regular process for admission to the University. Coaches should strive to recruit prospective student-athletes who reflect the academic profile of the student body. As part of the University's holistic admission review, the office of Admissions considers input from the Department of Intercollegiate Athletics regarding the prospective student-athlete's potential to contribute to their respective team and to the larger university. Primary contacts for admission have been established within the Department of Intercollegiate Athletics and the Office of Admissions. These primary contacts facilitate the timely flow of information between the two departments. Coaches and athletics staff should communicate with the primary contact for Athletics. The primary contact for Athletics, selected by the Vice-President for Intercollegiate Athletics and the Office of the Provost, is Maria Peden, Associate Athletics Director for Student-Athlete Academics who works with the primary contact for the Office of Admissions and will track prospective student-athletes from the application process through to the final admission decision.

Pre-Admission counseling should take place throughout a prospective student-athlete's recruitment and be informed by the most current information on admission requirements posted at www.uh.edu/admission. The office of the Associate Athletics Director for Student-Athlete Academics (Maria Peden) will inform coaches of all admission deadlines and communicate with the Office of Admissions liaison to determine admissibility of each prospect, gather and submit any additional information necessary for an admission review appeal.

B. Orientations

All newly admitted students (freshmen, transfers and international students) must attend a University of Houston orientation session prior to their first term of enrollment. Only admitted students can register for orientation and the process is done through the student's myuh.edu account. Coaches should encourage their admitted student-athletes to register for and attend the earliest orientation session possible to facilitate course selection, advising and transition issues. Failure to attend or complete orientation will result in a negative service indicator which will prevent students from enrolling. Student-athletes on athletic aid are required to pay the mandatory orientation fee in advance but can be reimbursed later, funds permitting.

C. Academic Planning, Counseling and Registration

Student-athletes are expected to attend at least one academic advising appointment with their University of Houston major advisor each semester and will not be enrolled by their athletic academic counselor without written documentation of the advising session.

Student-athletes who do not have any holds on their accounts and have visited with their advisor of record (by major and department) will be enrolled by their athletic academic counselor during

the priority registration period. Prior to the registration period, student-athletes should check their MYUH accounts for hold information (advising holds, parking tickets, library fines, Dean of Student holds, etc.) and should meet with their major advisor for a list of courses to enroll in. Afterwards, student-athletes should meet with their athletic academic advisor to select classes that accommodate their practice schedule.

Per NCAA rules, student-athletes must always be enrolled in a minimum of 12 credits per semester in order to practice or compete. Furthermore, student-athletes must meet specific progress-towards-degree benchmarks to maintain their athletic eligibility throughout their career. **Therefore, it is critical that student-athletes do not make any changes to their academic schedules without prior consultation with their major advisor and athletic academic counselor and should communicate with their advisor prior to registering for any classes during any term.** Athletic academic advisors should enroll student-athletes only in courses recommended by the student's major advisor and any deviations should be approved by email.

D. Class Attendance

Student-athletes are expected to attend all classes unless excused (during season) for athletic competition or a documented illness from the Athletic Training Staff. Student-athletes are not to miss classes for practice, community service, fund raising or other athletic related activities without *prior* approval from their Academic Counselor, Associate Athletics Director Student-Athlete Development and their Head Coach.

Student-athletes who are late to class are considered absent. It is very important to note that faculty attendance policies may differ from Department of Intercollegiate Athletics policies. For example, some faculty do not allow for "excused absences" due to doctor's notes, family emergencies, etc. but rather simply allow for a certain number of absences regardless of the reason. The Department of Intercollegiate Athletics Class Attendance Policy strictly applies to student-athlete's status in the Department and does not override faculty members' class attendance policies.

Student-Athlete Services or coaching staffs will randomly monitor class attendance for those student-athletes identified as "high risk" on a weekly basis. "High risk" is defined as being on academic probation, passing fewer than 12 hours in the previous semester, having a history of class absences or needing more than 12 hours to meet percentage requirements. The Student-Athlete Services staff will also communicate with faculty via e-mail, phone, and academic progress reports to monitor class attendance of all student-athletes. The team advisor will notify the Head Coach or the team academic liaison of confirmed class absences that occur without prior approval or notification to the course instructor.

E. Exams

The Student-Athlete Services Staff will review student-athlete syllabi to coordinate any travel/competition absences that result in missed exams. Faculty will determine when and how the exam will be completed. NO Department of Intercollegiate Athletics staff, coaches, part-time employees, academic counselor or administrators are permitted to monitor or proctor

exams. The Athletics' Advisory Committee or the FAR will assist if a proctor or monitor is needed for a make-up exam.

Student-athletes and coaches should review the final exam schedule to avoid competition and travel conflicts. Student-athletes are responsible for completing exams as scheduled unless an absence for travel, competition or injury is unavoidable and outside of their control.

On-line exams taken on Department of Intercollegiate Athletics laptops or in the Student-Athlete lounge fall under any and all University of Houston Academic and NCAA Academic Honesty policies. Violations of the academic honesty policy will be reported immediately to the Office of Athletics Compliance and to the relevant faculty member. Athletic tutors are strictly forbidden to enter the Student-Athlete lounge while student-athletes are engaged in any graded coursework.

F. Dropping a Class

Student-athletes **MUST** seek approval from their Athletic Academic Counselor and Head Coach prior to withdrawing from any course. Student-athletes who are enrolled in less than 15 hours are prohibited from dropping a 3 credit hour course. Student-athletes who want to withdraw from a course **MUST** contact their Academic Advisor prior to dropping a course after the University Add/Drop period to discuss the eligibility, financial aid and degree progress implications. In addition, University of Houston students are only permitted 6 drops (after the add/drop deadline) in their career and University of Houston has strict deadlines for drops.

In most cases, the academic counselor and the student-athlete will agree that dropping a course is in the best interest of the student-athlete. At that point, the advisor will consult with the Head Coach and instruct or observe the student-athlete as he/she completes the drop process. Academic counselors cannot drop courses for students after the add/drop deadline; student-athletes must drop the course through their myuh.edu.

Based on a totality of circumstances, the Department of Intercollegiate Athletics may require student-athletes to reimburse the Department for the total cost of a dropped course under any of the following conditions:

- the student has been accused of plagiarism in the course and fails to disclose that information to the Academic Counselor Coach, or Sport Program Administrator;
- the student withdraws themselves from a course without seeking prior written approval from their advisor and renders himself/herself ineligible for practice/competition;
- The student fails to meet NCAA continuing eligibility benchmarks for the year on multiple occasions.

G. Supervised Study Hall

All new student-athletes and those deemed as at-risk by their athletic academic Counselor and Head Coach have mandatory study hours, which need to be completed on a weekly basis. These hours may be earned by attending supervised study hall (hours and days determined by Academic Center for Excellence (ACE) tutors or through weekly pro-active appointments. When prearranged with the team's academic counselor, student-athletes may also complete hours by utilizing other academic service units on campus (The Writing Center, CASA Math Lab,

Learning Support Services, etc). In most cases, assigned students have eight hours a week to complete but this can be adjusted on an individual basis in conjunction with the Head Coach and academic counselor.

Most teams' study hall will be supervised by an Academic Assistant, Learning Specialist or team Academic Counselor and will be held in the ACE. Student-athletes are required to check-in and out through the GradesFirst system and late or missed appointments are automatically reported by GradesFirst.

Other teams have flexible study hall and student-athletes are allowed to sign in and out at any time provided they complete all assigned hours. The type and duration of study halls are determined the academic counseling and coaching staff and may vary each semester. Study halls are held Sunday – Friday.

H. ACE Tutoring Program

The tutoring program is designed to provide supplemental learning support for University of Houston student-athletes. Tutoring is aimed at enabling students to gain additional knowledge on course materials and develop a greater understanding of course material. It is also designed to identify and address academic challenges through using a variety of educational methods by an experienced tutoring staff. It is not meant to replace class attendance, class participation or instructor resources (handouts, office hours, learning tools).

A full-time Program Coordinator hires, evaluates, assigns and conducts training/orientations for tutoring staff. All tutoring requests, changes and cancellations must be approved by the Program Coordinator. The Tutoring Program provides daily and evening appointment-based tutoring sessions as well as daytime and evening walk-in sessions. Tutoring includes one-on-one as well as group tutoring and review sessions.

The tutor staff is trained by the Program Coordinator and the Senior Associate Athletics Director for Compliance, Academics and Eligibility. Tutors must possess a proven academic success in their major, strong communication and organizational skills that aid them in providing academic guidance for our student-athletes and must act ethically and professionally at all times. They are evaluated at the end of each semester before being re-hired. ACE is committed to providing services that are in compliance with all NCAA, American Athletic Conference and University of Houston guidelines for confidentiality, academic integrity and ethical standards.

I. Other Academic Support Services

Learning Assistants are available to implement learning support services for at-risk student-athletes using assessment testing, individual skill building sessions and learning labs in Writing, Reading and Math and also monitor freshmen success groups. Student-athletes will be assigned to a Learning Assistant based on their academic preparedness, their recent academic performance and/or at the decision of the team academic counselor or Associate Athletics Director for Student-Athlete Academics. Learning assistants support the work of the academic counseling staff and coordinate activities with the ACE staff.

The Tutoring Program Coordinator is the liaison and primary contact between the Department of Intercollegiate Athletics and the Center for Students with Disabilities (CAPS) and with the Associate AD for Academics and relevant ACE academic counselor, will schedule preliminary testing and follow up for students with undiagnosed learning disabilities and assist student-athletes in obtaining allowable accommodations.

A University of Houston Librarian has been assigned to serve as a liaison to the Department of Intercollegiate Athletics and is available to student-athletes at least once a week in ACE and by appointment at the M.D. Anderson Library to consult on proper citations, MLA and ALA and APA style, formatting and use of on-campus and internet academic sources.

The Department of Intercollegiate Athletics is one of four units on campus that participate in the Counseling and Psychological Services (CAPS) “Let’s Talk” program which provides free, drop-in counseling once a week in ACE. “Let’s Talk” is staffed by the CAPS liaison to Athletics who will refer student-athletes to regular CAPS counseling as necessary.

STUDENT-ATHLETE SUMMER SCHOOL POLICY

A Student-Athlete may receive an athletically related financial aid award to attend summer school at the University of Houston if they qualify under one of the four criteria below. Student-Athletes who apply for summer school aid must meet with their Athletic Academic counselor and their specific college advisor to ensure that the information on the summer school application is correct and that summer courses meet progress toward degree requirements. These summer grant letters will be sent by email to the Student-Athlete prior to the start of summer school registration and will come with the requirement that the student meet with his/her academic advisor and athletic counselor immediately to determine the Student-Athlete's academic needs. If the Student-Athlete signs up for summer school without the email authorization, the Student-Athlete will be responsible for paying the tuition and fees associated with summer enrollment.

Due to limited funding, summer school decisions are prioritized by:

1. Graduation - Subsequent summer or fall
2. Eligibility
3. Competitiveness
4. Gender Equity

Past academic performance (class attendance, study hall attendance, tutorial assistance and grade point average) is considered before athletically related financial aid for summer school is approved.

The following are general requirements for a Student-Athlete attending summer school.

1. Student-Athletes who intend to attend summer school should consult in advance with their Academic Counselor to discuss the availability of tutoring assistance and other academic support.
2. Withdrawal or dropping of summer school classes can jeopardize future Department of Intercollegiate Athletics support for summer school attendance. Student-Athletes should consult with their Academic Counselor about dropping a course and follow the steps outlined above in the section "Dropping a Course".
3. Each Student-Athlete will be required to sign a financial aid agreement for summer school reflecting the amount, terms, and duration of aid.
4. An enrolled Student-Athlete, if awarded financial aid for summer school, will receive the level of aid that is equal to the percentage of their award during the previous term. All other considerations must be approved by the Vice-President for Intercollegiate Athletics.

The University of Houston 5th Year Aid Policy

5th Year Aid Criteria

- The student-athlete must have exhausted their athletic eligibility;
- 2.00 cumulative grade point average or above;
- Overall demonstrated commitment to academics and completing degree;
- The individual has received athletic financial aid for a minimum of two academic years;
- The individual has contributed to the success of his/her athletic program:
 - Team leader on and off the field of competition
 - Participant in practice and competition
 - Overall demonstrated commitment through actions and words to his/her athletic program
- Must meet Progress-Toward-Degree requirements as designated by the NCAA and The American conference.

Determination of Aid

- 5th year aid is limited and based on available budget.
- Aid will be awarded based on the following determinations:
Full athletic scholarship=Full tuition, fees, books, room and board
Full tuition=Full tuition and books
Any other grant-in-aid value of .01-.99=.01-.99 of a grant-in-aid

NOTE: The amount of aid awarded and the number of terms financial aid is awarded will be determined by the “Graduation Plan” set forth in the application for 5th year aid. Once submitted, the student-athlete will be expected to follow the “Graduation Plan.” Changes in the student-athlete’s schedule which result in the student-athlete enrolling in additional semesters **WILL NOT** result in an increase or extension of financial aid.

Administration

- Student-Athletes who are deemed medically unable to participate in athletics shall be expected to continue to contribute to the daily success of their team and the Department of Intercollegiate Athletics as a requirement to continue to earn athletic aid. In lieu of participation in practice and competition, student-athletes who are medically unable to participate will fulfill this requirement by volunteering within the Department of Intercollegiate Athletics. Student-athletes shall have the opportunity to request a specific area within the department in which to volunteer. Assignments shall be based areas of need and assigned by the Vice President for Intercollegiate Athletics or his/her designee(s), with every reasonable attempt made to match the student-athlete with their preferred area of assignment.
 - Student-Athletes whose athletic aid equals .01-.50 of a full grant-in-aid will be required to volunteer between 3 to 6 hours/week within the Department of Intercollegiate Athletics.

- Student-Athletes whose athletic aid equals .51-1.0 of a full grant-in-aid will be required to volunteer between 6 to 12 hours/week within the Department of Intercollegiate Athletics.
 - The Department of Intercollegiate Athletics staff member in charge of the area to which the student-athlete is assigned will be responsible for setting the days and hours the student-athlete will be required to fulfill their volunteer requirements.
- Notices will be posted in the Training Room, Weight Room, and Academic Center for Excellence relating to deadlines for 5th year aid applications.
 - **Student-athletes will return the application to the Office of Athletics Compliance by April 26th.** Late applications will be reviewed if funds are still available.
 - Student-athletes must maintain full-time enrollment in all required courses as designated on the student-athlete's academic degree plan and maintain a cumulative grade point average required by the student-athlete's degree program.
 - Student-athletes must attend all classes, regardless of the faculty member's expectations.
 - Student-athletes must meet with the Associate Athletics Director for Student-Athlete Development or designee to review registration and academic progress prior to the fall and spring semesters.
 - Student-athletes must adhere to all University and Department of Intercollegiate Athletics Conduct Policies.
 - Student-athletes must complete all NCAA paperwork with the Office of Athletic Compliance at the beginning of the academic year.
 - Student-athletes must attend study table, tutoring sessions, study group and/or academic meetings as required by the Associate Athletics Director for Student-Athlete Development.
 - All class changes, including withdrawals, must receive prior approval by the Associate Athletics Director for Student-Athlete Development.
 - If a student-athlete fails a course while on 5th year aid, they may not use 5th year aid to re-take the course in the following term.
 - If a student-athlete fails to maintain appropriate American conference and NCAA Progress-Toward-Degree requirements, the Department of Intercollegiate Athletics reserves the right to cancel the student's 5th year aid for the remainder of the academic year.

Failure to adhere to the aforementioned criteria and/or requirements may result in the cancellation of the student-athlete's athletic aid subject to NCAA Bylaws governing the reduction and/or cancellation of athletic aid.

Financial Aid Policy (Student-Athletes who are Medically Unable to Participate)

Student-Athletes who suffer an incapacitating injury or illness while a student-athlete at the University of Houston pursuant to NCAA Bylaw 15.5.1.3 will continue to receive their athletic grant-in-aid at the same level as was received prior the injury or illness subject to the following:

Criteria and Restrictions for Athletic Aid:

1. The incapacitating injury or illness must have been sustained while a student-athlete at the University of Houston.
2. The injury/illness must be certified in writing by the University of Houston's Sports Medicine Department and reviewed by the Office of Athletics Compliance.
3. The University of Houston will provide the same level of athletic aid to the student-athlete that they received prior to the injury for a period of time not to exceed the earlier of: a) four (4) academic years following the student-athlete's initial full time enrollment at the University of Houston; or b) four (4) academic years following the student-athlete's initial full time enrollment at any other collegiate institution.
4. **The student**-athlete must meet all NCAA, The American conference and Institutional Progress Toward Degree requirements at the time the injury or illness occurs.
5. The student-athlete must meet all NCAA, The American conference and Institutional Progress Toward Degree requirements in each subsequent year that aid is awarded.
6. Summer Aid will continue to be awarded pursuant to established policies governing such aid. Therefore, the awarding of athletic aid to attend summer school will be at the discretion of the Head Coach of the sport in which the student-athlete participated.

Requirements and Expectations:

1. Student-Athletes who are deemed medically unable to participate in athletics shall be expected to continue to contribute to the daily success of their team and the Department of Intercollegiate Athletics as a requirement to continue to earn athletic aid. In lieu of participation in practice and competition, student-athletes who are medically unable to participate will fulfill this requirement by volunteering within the Department of Intercollegiate Athletics. Student-athletes shall have the opportunity to request a specific area within the department in which to volunteer. Assignments shall be based areas of need and assigned by the Vice President for Intercollegiate Athletics or his/her designee(s), with every reasonable attempt made to match the student-athlete with their preferred area of assignment.
 - a. Student-Athletes whose athletic aid equals .01-.50 of a full grant-in-aid will be required to volunteer between 3 to 6 hours/week within the Department of Intercollegiate Athletics.

- b. Student-Athletes whose athletic aid equals .51-1.0 of a full grant-in-aid will be required to volunteer between 6 to 12 hours/week within the Department of Intercollegiate Athletics.
 - c. The Department of Intercollegiate Athletics staff member in charge of the area to which the student-athlete is assigned will be responsible for setting the days and hours the student-athlete will be required to fulfill their volunteer requirements.
- 2. Student-athletes must maintain full-time enrollment in all required courses as designated on the student-athlete's academic degree plan and maintain a cumulative grade point average required by the student-athlete's degree program.
- 3. Student-athletes must attend all classes, regardless of the faculty member's expectations.
- 4. Student-athletes must meet with the Associate Athletics Director for Student-Athlete Development or designee to review registration and academic progress prior to the fall and spring semesters.
- 5. Student-athletes must adhere to all University and Department of Intercollegiate Athletics Conduct Policies.
- 6. Student-athletes must complete all NCAA paperwork with the Office of Athletic Compliance at the beginning of the academic year.
- 7. Student-athletes must attend study table, tutoring sessions, study group and/or academic meetings as required by the Associate Athletics Director for Student-Athlete Development.
- 8. All class changes, including withdrawals, must receive prior approval by the Associate Athletics Director for Student-Athlete Development.

Failure to adhere to the aforementioned criteria and/or requirements may result in the cancellation of the student-athlete's athletic aid subject to NCAA Bylaws governing the reduction and/or cancellation of athletic aid.

Transfer Policy

University of Houston Student-Athletes who wish to transfer from the University of Houston at any point in their careers should discuss their decision with the Associate Athletics Director for Compliance and Eligibility at the earliest opportunity to discuss NCAA and conference transfer rules. They should also expect to meet with the Head Coach, the Sport Program Administrator and the Senior Associate Athletics Director /SWA as part of the transition process and complete an Exit Survey. The Exit Survey will be reviewed by the appeals committee should the student-athlete choose to appeal a denial. Coaches should be aware that scholarship student-athletes who transfer out of University of Houston can negatively affect the following academic measures:

- a. Federal Graduation Rates (FGR)
- b. Graduation Success Rates (GSR)
- c. Academic Progress Rates (APR); *see exception below*

To avoid APR penalties, the Head Coach and student-athlete should document any personal, health, financial or family issues that are responsible for the transfer. Students transferring out immediately to other four-year institutions **will not incur APR penalties** for their team if 1) they have a 2.60 cumulative grade point average at the University of Houston and 2) meet all other NCAA progress-toward-degree requirements but must provide their full-time course schedule and documentation of enrollment in the subsequent academic term.

It is the policy of the Department of Intercollegiate Athletics to deny student-athletes permission to contact other Conference member institutions as well as known future non-conference opponents, for the purposes of discussing participation in intercollegiate athletics. In addition, it is the Department of Intercollegiate Athletics policy to deny a student-athlete the ability to utilize the “one-time transfer exception” (should it be applicable). The Department of Intercollegiate Athletics reserves the right to deny a student-athlete permission to contact and utilize the one-time transfer exception to institutions other than Conference member institutions and future known non-conference opponents, based on individual circumstances surrounding the release request.

Transferring student-athletes must return any textbooks, equipment and uniforms issued on athletic scholarship and clear any and all charges on their student account. If they have pre-registered for the following term at the University of Houston, they are responsible for dropping all their courses to avoid future charges. Their academic counselor is not responsible for dropping future courses for student-athletes who plan to transfer out.

Team Dismissal

Student-athletes are expected to demonstrate exemplary behavior and performance as representatives of the University of Houston, to respect the rights of others and abide by all Federal, state, local, NCAA, Conference, University and Department of Intercollegiate Athletics policies (see Student-Athlete Code of Conduct). Failure to comply with said policies may result in dismissal.

Violation of University of Houston and Department of Intercollegiate Athletics student code of conduct

Violation of team policies

Violation of Department of Intercollegiate Athletics Substance Abuse Policy (see substance abuse policy)

Academic eligibility issues

Academic dishonesty

NCAA violations

Violation of state/federal laws (arrested and/or charged)

Student-athletes who are dismissed from their team may also be prohibited from using any support services or facilities including but not limited to: strength and conditioning, training room, nutritionist, academic tutoring and/or learning specialist, athletic academic counseling, student-athlete lounge, ACE laptop library, ACE study rooms.

STUDENT-ATHLETES: DEGREE COMPLETION

Degree Completion

Student-Athletes who have exhausted their eligibility and fifth year aid but have not graduated may be eligible for a degree completion scholarship. Degree Completion aid is awarded on a case by case basis and includes tuition, fees and books only. The following factors will be considered.

1. Adherence to all departmental and university policies during their time at the University of Houston.
2. Class attendance
3. Class drop history
4. Use of Academic resource
5. Overall conduct as a Student-Athlete
6. Recommendation by academic advisor in major
7. Recommendation by Associate AD for Student-Athlete Academics

A Student-Athlete who receives either full or a partial degree completion scholarship must:

1. Attend class regularly.
2. Assist with Department of Intercollegiate Athletics functions as requested.
3. Refrain from any display of disorderly conduct, both on and off campus.
4. Appear for scheduled appointments.
5. Consult with Academic Counselor about dropping a course and follow the steps outlined above in the section "Dropping a Course."

Student-Athletes receiving a Degree Completion scholarship are subject to the same University, Conference and NCAA rules and regulations as any actively participating Student-Athlete. Appropriate academic support will be required and provided on a case-by-case basis through discussions with the Associate Athletics Director for Academic Services and the University of Houston major advisor (form attached).

All participants in the Degree Completion Program may be required to meet with an Administrator on an occasional basis at the request of the Department of Intercollegiate Athletics. Student-Athletes may apply for Degree Completion by completing an application. The Student-Athlete must provide a documented plan for graduation created by the Student-Athlete and their academic advisor with the application.

The University of Houston

This application is for student-athletes who have exhausted their NCAA eligibility for athletic financial aid (10 semesters on athletic aid at any institution) and who have not yet completed their undergraduate degree. This form must be completed by the Student-Athlete and their College Academic Advisor and returned to the Associate Director of Athletics for Academic Services. The application will be reviewed by the Athletic Administration to determine if the student-athlete qualifies for degree-completion aid and whether aid is available. If awarded, aid will be given on a semester-by-semester basis as funds are available. Recipients must earn a 2.0 (no W, INC or F grades) per term. Students must enroll in degree applicable coursework as defined by their Graduation Plan. Aid will be awarded for tuition, fees and books ONLY.

To be completed by student-athlete:

Name Sport PeopleSoft ID

Address Email

Terms of agreement: The number of terms financial aid shall be awarded will be determined by the "Graduation Plan". Once submitted, the student-athlete will be expected to follow the "Graduation Plan". Student must earn a 2.0 each term. Students who earn grades of F, W, or INC for the term under review **WILL NOT** be awarded aid in future terms.

I affirm that I have competed in 4 seasons of intercollegiate athletic competition in my sport and have exhausted my eligibility for athletic aid (10 semesters), and agree to the terms of Degree Completion Aid.

Signature Date

To be completed by College Advisor in consultation with student-athlete:

College: _____ Major: _____ GPA _____

of credits needed for degree: _____ # of credits needed to graduate _____

Fall Term

<u>Course</u>	<u>Credits</u>	<u>Course</u>	<u>Credits</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name Signature Date Academic Advisor

For Administrative use:

Submitted: _____

Date

Associate Director for Academic Services

Freshman Seminar Course (CORE 1101)

This first year student success course provides in-class and online self-assessment activities covering learning/critical thinking/study skills, major selection, motivation, accountability, and strategic planning. In addition, programming includes: financial planning, interpersonal communication, social responsibility, mental toughness, peer mentorship, stress/pressure management, time management, diversity, conflict resolution, and ethical awareness. This student-athlete seminar develops, challenges, and supports student-athletes in their continual quest to become world-class leaders in athletics, academics, and life; it functions to equip participants at every level with the skillset necessary to be confident, cooperative, critical decision makers and ethical contributors in a competitive and ever-changing world.

Core 1101 is a graded course and freshmen student-athletes enroll in one of two sections offered in the Department of Intercollegiate Athletics. Core 1101 classes are scheduled around practice, competition, tutoring and class schedules to facilitate full participation. Coaches will be consulted regarding Core 1101 scheduling for their student-athletes and are to be notified of absences. The syllabus, while tailored to the unique challenges and life skills required of student-athletes, is reviewed annually by the coordinator of all UH Core 1101 sections and the Assistant Vice-Provost for Undergraduate Student Success. The Core 1101 sections are co-taught and students' performance is evaluated by athletic staff members with regular input and oversight by the Senior Associate Director of Athletics.

Academic Excellence * Athletic Excellence * Career Development * Personal Development * Service

STUDENT-ATHLETES: AWARDS

As acknowledgement for athletic participation, and as recognition for outstanding performance, the Department of Intercollegiate Athletics selects deserving Student-Athletes to receive athletic awards in all intercollegiate sports. Athletic awards are presented upon the recommendation of the Head Coach and with the approval of the Vice-President for Intercollegiate Athletics and the Sport Administrator. In order to receive an athletic award, Student-Athletes must be of amateur standing, eligible for athletic participation, as defined by the NCAA, and must have been representing the University of Houston at the time of competition. In addition to athletic performance, other factors which are taken into consideration include a Student-Athlete's academic standing, as well as his/her attention to college regulations, observance of training rules, sportsmanship, community service, and overall conduct. *All awards must receive prior approval by the Office of Athletics Compliance to ensure within the limitations set by the NCAA.*

A. Permissible Awards by the University

Award items are restricted by NCAA regulations to merchandise, which can be personalized with the institution's insignia or letter, event specification or comparable identification. Awards presented must be uniform for all team members receiving the award. Student-Athletes may receive the following awards (examples indicated are not exhaustive): jackets, rings, framed jerseys, blankets, luggage, photographs, watches, plaques. A Student-Athlete may not receive an award of cash or its equivalent (i.e., items that are negotiable for cash or trade).

B. Award Value Limitations

The total value of a single participation or "letter" award received in a year by a non-senior student-athlete may not exceed the permissible amount provided under NCAA legislation. Multiple awards may be presented only if the total value of all participation awards received during a particular academic year by an individual student-athlete does not exceed the permissible amount provided under NCAA legislation.

C. Letter Awards

1. All Head Coaches are required to submit their criteria and recommendations to their Sport Administrator for prior approval for issuance of the varsity letter awards.
2. The Office of Athletics Compliance staff will send the participation form to all Head Coaches after the completion of their season.
3. The Head Coach must complete and sign the participation form and return to the Equipment Room.

4. The Equipment Room staff will then submit the participation form to the Office of Athletics Compliance for approval. Once approved, the Compliance Office will forward the participation form to the Equipment Room staff for ordering purposes.
5. The Equipment Room staff will then distribute the approved letter awards to each respective sport's Head Coach.
6. Letter Awards for Student-Athletes are as follows:
 - a. UH Letter Jacket (given the beginning of the 2nd year)
 - b. UH Ring (end of senior season/when eligibility is exhausted ONLY)

***Student-athletes in their first year of eligibility must get sized for their jacket by the end of the fall semester and sized for their senior ring by the end of their junior season.**

D. Academic Awards

Student-athletes may receive awards for outstanding academic achievement from the University, The American or the NCAA. The Associate Athletics Director for Student-Athlete Development ensures that all the appropriate nomination forms are completed for these awards.

E. Conference Awards

The Conference is committed to academic excellence. The conference plays a vital role in encouraging an environment of and setting high expectations for academic success. The Conference Academic Awards program honors the academic achievements of the Conferences' Student-Athletes and publicly recognizes their accomplishments at the conference level.

F. Special Events and Bowls

Awards for participation in a Conference and/or a National Championship and special events (e.g., postseason football games, all-star games, featured individual competition, etc.) may be presented by the University when either a team or an individual has represented the Department in such an event. The total value of any single award to a student-athlete may not exceed the permissible amount provided under NCAA legislation. If multiple awards are presented for participation in the event or in honor of the student-athlete's achievement, the total value of such awards may not exceed the permissible amount provided under NCAA legislation. If a University of Houston varsity team wins a National or Conference Championship, Championship rings may be awarded with the permission of the Vice President for Intercollegiate Athletics. Award limits for National Championships are the permissible amount provided under NCAA. The individual Head Coach submits a list of the student-athletes who are to receive rings for the approval of the Vice President for Intercollegiate Athletics. The list is restricted to

lettermen and travel squad, coaches, trainers and managers. No student-athlete who is ineligible may receive a championship ring. The Vice President for Intercollegiate Athletics may approve the awarding of any additional rings at his discretion and according to the NCAA legislation.

G. Special Player Awards

Special player awards, presented in conjunction with established meets, tournaments and postseason football contests, are permitted by NCAA rules, provided the recipient is selected by a recognized organization approved by a member institution or conference. In a single season, a student-athlete may receive any number of special player awards, provided each award is approved by the institution (and conference) and does not exceed the value permitted under NCAA legislation. The following special player awards may be presented at sports banquets (examples indicated are not exhaustive):

1. Most Valuable Player;
2. Team Captain;
3. Most Improved Player;
4. Academic Awards; and
5. Special Memorial Awards

H. Athletic Department Awards

The Department of Intercollegiate Athletics will hold an All-Sports Banquet (currently titled “The Cougar Choice Awards”) honoring our Student-Athletes annually in April or May. Coaches will receive the nomination form and criteria on the process in advance. The Senior Staff and SAAC will vote on all awards.

Sports Medicine

The University of Houston Sports Medicine Department's primary mission is to commit our department to providing the highest quality of health care and medical coverage for all injuries and illnesses to all student-athletes regardless of sport, gender, or ability level. Our secondary mission will enhance the primary mission by providing clinical education, mentorship and development of student athletic trainers into productive members of all health related professions and society. This mission will assist the overall mission of the entire University of Houston Athletic Department.

The primary goal of the sports medicine staff is to protect and return the injured student-athlete to sport participation as quickly and safely as possible. The athletic trainer possesses knowledge in injury prevention, injury recognition, injury evaluation and assessment and the treatment, rehabilitation and reconditioning of all athletic injuries. Our main objective is to help prevent athletic related injuries from occurring. Recognizing that some injuries are inevitable, our staff is available to render first aid, provide follow-up treatment and rehabilitation, and counsel student-athletes and their families on available treatment options. The staff maintains current in knowledge and skill through participation in regular in-services and attendance at education conferences annually.

CONDUCT: PROFESSIONAL AND PERSONAL QUALITIES

Due to the clinical nature of the staff and student athletic trainer's positions, it is expected that all staff and students will conduct themselves in a *professional and ethical manner*. Unprofessional and unethical behavior will not be tolerated and will be dealt with by the administrative staff. Anyone who engages in unprofessional or unethical behavior may be dismissed from the program.

- **Attitude - Positive**
- **Effort – Work ethic**
- **Action – Self-disciplined and self-reliant**
- **Communication - Relate to peers and staff in a spirit of collaboration and mutual respect**
- **Relate to athletes and their families with compassion, truthfulness and respect for their experience and dignity**
- **Attain personal mastery of medical knowledge and athletic training skills through honest effort**
- **HIPPA - Recognize and honor privileged information from athletes, peers, and staff**
- **Conduct themselves in accordance with University of Houston policies**
- **Sexual Misconduct**

CERTIFIED ATHLETIC TRAINER (AT or ATC)

BOC-certified ATs are healthcare professionals who collaborate with physicians to optimize activity and participation of patients and clients. Athletic training encompasses the prevention, diagnosis and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations and disabilities. Athletic training is recognized by the American Medical Association (AMA) as a healthcare profession.

ATHLETIC TRAINING PRACTICE DOMAINS

- Injury and Illness Prevention and Wellness Promotion
- Examination, Assessment and Diagnosis
- Immediate and Emergency Care
- Therapeutic Intervention
- Healthcare Administration and Professional Responsibility

ATHLETIC TRAINING EDUCATIONAL COMPETENCIES

- Evidence-Based Practice
- Prevention and Health Promotion
- Clinical Examination and Diagnosis
- Acute Care of Injuries and Illnesses
- Therapeutic Interventions
- Psychosocial Strategies and Referral
- Healthcare Administration
- Professional Development and Responsibility
- Clinical Integration Proficiencies

TRAINING ROOM POLICIES FOR STUDENT-ATHLETES

- A. The use of the Athletic Training Room is restricted to current University of Houston student-athletes involved in intercollegiate athletics.
- B. The University of Houston facilities will be available to all visiting teams with prior arrangements through a staff athletic trainer.
- C. All rehabilitation for student-athletes will be administered in the Training Room.
- D. All activity in the University of Houston Sports Medicine facilities is under the direct supervision of the Director of Sports Medicine.
- E. No student-athletes will be allowed in the Training Room without supervision.
- F. All therapeutic modalities must be operated by a staff or student athletic trainer.

- G. Student-athletes should report all injuries as soon as they happen for proper action to take place for the benefit of the student-athlete and our department.
- H. Student-athletes should report for all treatment, rehabilitation sessions and physician referrals on scheduled time.
- I. Student-athletes will wear proper attire while in the Athletic Training Room according to the Training Room Rules. The Athletic Training Room is a coed facility.
- J. No horseplay of any kind will be tolerated in the Athletic Training Room.
- K. It is the student-athletes responsibility to provide transportation to and from medical referrals unless transportation is specifically detailed at the time of appointment.
- L. The telephone in the Athletic Training Room is for athletic training room use only.
- M. A list of Training Room Rules is posted in the Training Room.

MEDICAL SERVICES

REFERRAL SYSTEM

In order for the athletic department to assume responsibility for payment of services, the injury must be a reported injury, the injury incurred during a UH sponsored event, and deemed “athletic related”. All medical services must be approved by a staff trainer or a team physician. **Authorization form and staff signature are required.**

The team physician is the final authority concerning when an athlete should be removed from participation, referred to another doctor, and when they may return to participation.

Physician Clinic

All athletes needing to see a doctor are granted this opportunity. We have a doctor at our facility every Monday morning (with exceptions) and 4 nights a week on average. The on-campus clinics will vary upon the physician’s personal practice. Team physicians will also see our athletes at their own local clinics. The staff will make arrangements with the team physicians on the day and time for both on-campus and off-campus clinics. An appointment must be approved by a staff trainer. An appropriate physician referral form must be completed and the athlete must be signed up on the Physician Clinic list. An authorization form may need to be filled out for the off-campus visits.

Health Center

Each student must have staff trainer approval and have a signed authorization form in order to receive treatment. Below are a few of the reasons and benefits offered through the health center:

-Lab Work-physicals

- Pharmacy
- Women's Clinic
- Men's Clinic
- Physician's when team internist is not available

Diagnostic Testing

Each student must have a team physician's approval in order to receive testing. Authorization form and staff signature are required.

Second Opinions and Specialist

Occasionally our team doctors will refer to doctors outside our team group. Student athletes or coaches may inquire about outside doctors as well. All student athletes can see doctors outside our team but must first be seen by our team physicians and have the team physician's approval. Authorization form and staff signature are required.

Optometry Clinic

All student athletes needing optical care will be referred to our school of optometry. Each student must have staff trainer approval and have a signed authorization form in order to receive treatment. Sports specific eyewear is the only type of eyewear provided for student athletes, e.g. contacts or sports goggles.

Nutrition Services

- Report to staff trainer
- Refer UH Athletics Nutritionist

5th year student athletes

The athletics department will only assume financial costs of 5th year student athletes still competing. Exception is an injury still being treated as a result of competition.

NON-ATHLETIC RELATED INJURY OR ILLNESS – SERVICES

All student athletes needing medical care will be referred to our designated team physicians. However, there will be situations in which the athlete's injury or illness is determined to not be athletic related or sport specific.

The sports medicine department's first goal is to provide a path for immediate referral e.g. emergency room, physician or specialist, to determine a diagnosis. The sports medicine department will assist with the referral, pay for the immediate cost of care e.g. pay for emergency room visit and/or pay for a physician visit, in determining a diagnosis. The remainder of all non-athletic injury and illness cost will be placed on the student athlete (Example – Sexually Transmitted Disease).

There are a number of ways to resolve the balance of the initial care and/or further cost of dealing with diagnosis, on-going treatment and medications.

1. Athlete and their family have the ability to pay for the continued cost.
2. Athlete may ask for the athletic department and NCAA for assistance in handling the continued cost. This requires approvals from: Sports Medicine, Compliance and Athletics Administrative Staff i.e., Athletic Director.

Explanation of Injury/Illness: _____

Athlete Print Name

Athlete Signature

Date

Sports Medicine Name

Sports Medicine Signature

Date

Compliance Print Name

Compliance Signature

Date

Administrator Print Name

Administrator Signature

Date

DENTAL CARE SERVICES

All student athletes needing dental care will be referred to our designated team dentist. Each student must have staff trainer approval in order to receive treatment. The University of Houston is only permitted to pay for:

Dental issue as a result of an injury during a university sponsored sport activity. All cost will be through the university and their designated insurance and claims procedures. The sports medicine department and their designated dentist will work together in deciding treatment, insurance and payment.

Temporary treatment of a tooth as a result of pain or decay. The university will only be responsible for this pre-existing issue up to a \$500.00 cap in coordination with the compliance office. This cap only applies to the athletes that are considered to be “full time enrolled” students and qualify for the Student Athlete Opportunity Fund. The sports medicine staff and their designated dentist will work together in deciding treatment and payment. ***The dentist office will charge according to their codes and discounts available in their office. No extra benefits are allowed to ANY student athlete in accordance to NCAA guidelines.*** All charges and follow up care that fall above the \$500.00 cap are the responsibility of the student athlete. The student athlete will coordinate a payment plan (e.g. insurance, monthly, etc.) with the dentist office.

Athlete Print Name

Athlete Signature

Date

Sports Medicine Name

Sports Medicine Signature

Date

DISPENSING OF MEDICATIONS

Over-the-counter (OTC) Medication

Policy:

University of Houston Sports Medicine provides over the counter medication to student athletes for immediate care only. We do not distribute for the entire treatment duration.

Procedure:

Distribution

1. Student athletes will not help themselves to medication. They must gain permission from a staff athletic trainer.
2. Student athletes will be given single day dosage only, with the exception of weekends and holidays.
3. All student athletes will be asked about drug allergies before medication will be given out.
4. Proper instructions on dosage, interactions, and side effects will be given to the student athlete before the medication is distributed.
5. Athletic training students must have permission of a staff athletic trainer to distribute medications.
6. All OTC medication will be administered in single dose packaging.

Storage

1. All OTC medications will be stored in a secured office in the athletic training room or in the storage room.
2. Small amounts of OTC medications will be stored in a secure area at TDECU Stadium, Cougar Baseball Fieldhouse and Field, Cougar Softball Field, Guy V. Lewis Development Facility – Fertitta Center, and the UH Natatorium athletic training rooms.
All OTC medication will be in dose-packaged form.

Prescription Medication

Policy:

Any distribution of prescription medication in any University of Houston athletic training room or facility will be done directly by a University of Houston team physician. Under no circumstance will any University of Houston staff athletic trainer handle, distribute, or prescribe prescription medications.

Procedure:

1. Full dose prescription medications are not kept in the University of Houston athletic training room.
2. To acquire full dose prescription medication, a student athlete must have a prescription signed by a University of Houston team doctor as well as an authorization sheet. These are then taken by the student athlete to the University Health Center pharmacy.
3. A doctor's bag will be kept locked in the athletic training room doctor's office and will only be handled by a University of Houston team doctor.
4. Sample prescription medications will be kept in locked medicine cabinets in the athletic training room doctor's office.
5. Only University of Houston team doctors will have access to medicine cabinet keys.
6. Sample medications will be brought into the athletic training room exclusively by either Dr. Lowe, University of Houston Director of Sports Medicine, or by a courier designated by Dr. Lowe.

7. It shall be up to the discretion of the Director of Sports Medicine to inventory sample medication as per State of Texas law. No Class A drugs will be stored in the athletic training room at any time.

MENTAL HEALTH

Mental health is a key component of student-athlete wellness, and the athletics department can play a pivotal role in providing an environment that supports wellness while also providing resources so that student-athletes can obtain referrals to mental health services. The sport environment is an important venue for establishing mental health promotion practices, destigmatizing mental health challenges, normalizing care seeking, facilitating early identification of mental health disorders and ensuring that all student-athletes in need receive care from a licensed practitioner who is qualified to provide mental health services. It is also an important venue to learn about the role that mental well-being plays in total health and the ability to thrive, both on and off the field of play. Indeed, sport can provide an exceptional opportunity to promote and develop mental wellness for life. NCAA Sports Science Institute

Student-athlete mental well-being is best served through a collaborative process of engaging the full complement of available campus and community resources, which may include athletics, campus health, counseling services, disability services and community agencies. Identifying the resources that are available and integrating strong professional working relationships across these areas are critical to ensure that professionals are informed and respond quickly and effectively. Such integration links professionals in a collaborative model of care that can enhance the ability of individual service providers and maximize support of student-athlete wellness. NCAA Sports Science Institute

Mental and physical health are inextricably linked. For example, there is evidence suggesting an elevated risk of injury among athletes who experience anxiety or depression, who abuse alcohol or who have an eating disorder. Furthermore, the athlete's psychological response to injury has the potential to exacerbate existing vulnerabilities to depression or anxiety, substance abuse or disordered eating behaviors. Insomnia and sleep disorders can be an indicator or risk factor for mental health challenges, and can compromise academic and athletic performance through direct or indirect pathways. NCAA Sports Science Institute

UH Athletics Interdisciplinary Team

Athletic Trainers (ATC)
Academic Center for Excellence (ACE) – Student Support Services
Administration
Coaches
Nutritionist
CAPS (Counseling and Psychological Services)
Legacy Community Health
Dr. Chanderbhan-Forde

Important to note that **NOT ALL** of the team is needed on each case. However, the team should be formed with at least two to three from this group e.g. ATC, ACE, Head coach and Psychological professional.

Routine Mental Health Referral

Best Practices do not provide specific details about the clinical care to be provided to student-athletes. As such, care is individualized for the needs of each student-athlete and is based on evidence-based care that is within the scope of practice for the primary athletics health care provider's i.e. athletic trainers and team physicians, and the mental licensed practitioner who is qualified to provide mental health services consistent with the standards for ongoing licensure in their profession. NCAA Sports Science Institute

Student-athletes are encouraged to report mental health issues or concerns. It is important to create an environment for open communication. Student-athletes seldom reach out with these issues and everyone on the interdisciplinary team should be cognizant to important signs, symptoms, behaviors and student-athletes expressions as they relate to mental health issues and reflect psychological concerns. Some of these mental health issues are learning disabilities (ADD/ADHD), depression, anxiety, sleep apnea, insomnia, alcohol or substance abuse and disordered eating.

Behaviors to monitor

- Changes in eating and sleeping habits
- Unexplained weight loss
- Drug and/or alcohol abuse
- Gambling issues
- Withdrawing from social contact
- Decreased interest in enjoyable activities
- Taking up risky behavior
- Talking about death
- Loss of emotion
- Problems concentrating, focusing or remembering
- Frequent complaints of fatigue, illness or being injured
- Unexplained wounds
- Becoming more irritable or problems managing anger

NCAA Sports Medicine Handbook

Trigger Events

- Poor or "perceived" poor performance
- Conflicts with coaches or teammates
- Debilitating injury
- Concussions
- Class issues
- Lack of playing time
- Family and relationship issues
- Change in importance of sport due to self or family expectations
- Violence
- Adapting to college life
- Death of family or close friend
- History of physical or sexual abuse
- Post-traumatic stress disorder (PTSD)

NCAA Sports Medicine Handbook

Confidentiality and the student-athlete's privacy must be respected unless he/she is at risk for self-harm or harm to others. The student-athlete may be encouraged to inform others i.e.

interdisciplinary team, about his/her care as appropriate. If the student-athlete is under age, then refer to your institutional general counsel and student affairs office for guidance in informing the parents or guardians. NCAA Sports Medicine Handbook

Goals

1. Prevention
2. Early recognition and intervention
3. Integrated services and care
4. Recovery

Seeking Help

1. Speak with the student privately
2. Allow time for the conversation
3. Express your concerns if you have witnessed behaviors
4. Be empathic and listen to their thoughts and feelings
5. Ask about student-athlete's intentions
6. Discuss the importance of confidentiality and the student-athlete's privacy
7. Encourage informing and developing a small interdisciplinary team
8. Offer hope through discussing options:
 - a. Interdisciplinary team and ACE
 - b. Resources: "Let's Talk" and CAPS
9. Acknowledge stigma some associate with therapy services and emphasize help-seeking as a sign of strength
10. Follow-up with the student-athlete and provide support as appropriate

Resources

ACE The Academic Center for Excellence (ACE) or Student Support Services has a number of academic advisors that can assist the student-athlete with the resources for mental health.

"Let's Talk" This program provides easy access to informal confidential consultations with therapist's from the Counseling and Psychological Services (CAPS). The athletic department walk-in hours are held on **Mondays** in the Academic Center for Excellence (ACE) from **1:30p to 3:30p**. No appointment or fee is necessary.

Student athletes can meet with these counselors and the counselors can in-turn refer the student-athletes back to CAPS for a more in-depth consultation.

CAPS (713) 743-5454

**Legacy
Community
Health** Federally Qualified Health Center
legacycommunityhealth.org
(713) 351-7360
Appointments
Prescriptions

Chanderbhan Dr. Susan Chanderbhan-Forde
Psychological Drchanderbhan@outlook.com
Services (832) 304-1827
Learning Disabilities
ADD/ADHD
IQ Assessment

ATHLETIC INSURANCE

1. SCOPE OF COVERAGE

All medical expenses incurred, as a result of athletic participation at the University of Houston will be filed through the student-athlete's health insurance primarily, if they have a parent primary insurance. The University of Houston will fill out a secondary claim and be responsible for the remainder of the charges. If a student-athlete does not have parent primary insurance, the UH secondary will serve as the primary insurance. There will be no out of pocket expense to the parent/guardian for injuries/illness incurred as a result of athletic participation for the University of Houston. Medical expenses due to illness or injury suffered by the student-athlete for any reason other than during athletic participation will be the responsibility of the student-athlete.

Student-athletes can only be examined by the team physician or a designated replacement. Visits to any non-designated physician or unauthorized visits to the team physicians will result in the financial responsibility falling into the hands of the student-athlete. The team physician is the only one designated to send an athlete to a specialist.

2. REFERRAL TO MEDICAL SPECIALIST

Once an injury occurs and has been reported to an athletic training staff member, the student-athlete may be referred to a physician if necessary. An authorization form must be filled out and signed by a staff athletic trainer. The form must then be sent with the student-athlete to the physician's office with a copy of the athlete's primary insurance.

3. CLAIMS PROCESSING

- A. Fill out NAHGA claim form
- B. Fax NAHGA claim form w/ primary insurance

4. PROCEDURE FOR STATEMENT OF PRIMARY INSURANCE

University of Houston Student-athletes coming in for their pre-participation physicals are required to show proof of primary health care insurance. If a student-athlete does not have primary health care insurance, they will be referred to our compliance office and the compliance office will determine the athlete's eligibility.

5. INTERNATIONAL STUDENT-ATHLETE INSURANCE POLICY

All University of Houston international student-athletes will purchase their health care insurance through the University and the company designated by the Sports Medicine Department. This plan will provide health care insurance.

Since international health insurance is part of a cost of attendance and the NCAA has adopted cost of attendance legislation, a full scholarship athlete's international health insurance fee will be directly applied to their account/bill via scholarship. A partial scholarship student who has their scholarship designated to pay the international health insurance fee will follow the same process. If they do not have scholarship or their scholarship does not cover the fee, they may request to have the student assistance fund (SAF) cover the cost for them. They must fill out the SAF application each semester and be approved in order for it to be covered.

6. WALK-ON STUDENT-ATHLETES

All walk-on student-athletes are required to provide their own health insurance policy. Exceptions will be made for returning walk-on athletes.

CONCUSSION MANAGEMENT PROTOCOL

The University of Houston Sports Medicine Department will follow specific and scientifically based guidelines for proper concussion management including pre-season education, return to learn, and return to play following sports related concussion, under the following concussion management protocol.

With the information published in recent years concerning concussion and potential long term effects, management of concussion has changed. The University of Houston Sports Medicine Department is committed to providing the highest quality of health care for the student-athletes with sport-related head injuries.

The University of Houston Sports Medicine staff including ATCs and medical concussion management team below will approach head injuries, including concussions, in a conservative manner and will follow the proper procedures and management in order to protect student-athletes from unnecessary cumulative effects and second impact syndrome.

Team physician, Neuropsychologist, Director of Athletics, and Head Athletic Trainer provide a signed acknowledgement of having read and understood the concussion management protocol.

MEDICAL CONCUSSION MANAGEMENT TEAM

Team Physician	Walter Lowe, M.D.
Team Physician	David Crumbie, M.D.
Team Physician	Mark Chassay, M.D.
Team Physician	Jocelyn Szeto, M.D.
Team Physician	Kevin Williams, M.D.
Neuropsychologist	Summer Ott, Psy.D.
Internal Medicine	James Muntz, M.D.

MEDICAL CLEARANCE

ANNUAL CLEARANCE

According to the National Collegiate Athletics Association and The University of Houston, no University of Houston student-athlete is allowed to participate in any organized and/or scheduled practice without a physical examination through our Sports Medicine Department. The University will not recognize any physical completed by an outside physician. ***All student-athletes must have a physical done by one of our Team Physicians before any participation is permitted.*** It is the responsibility of the coaches to notify the Sports Medicine Department of any student-athlete in need of a physical exam. There are no exceptions to this decision. The Head Athletic Trainer, the Head Team Physician, and the Director of Athletics in the University Of Houston Department Of Intercollegiate Athletics will handle any violations.

No physical exam will be performed without prior clearance from the National Collegiate Athletics Association Compliance Coordinator at the University of Houston.

Initial Physical Exams:

Initial physical examinations will be given to all incoming athletes. The purpose of the initial physical exam is to obtain a complete analysis and history of the student-athlete before he/she begins practice and competition for the university. The initial physical exam includes an extensive history, blood work (Sickle cell testing), resting EKG, and consultation with the team physicians. If required, the team physician will prescribe any X-rays or other diagnostic tests. This exam will prove beneficial to both the University and the individual by detecting any possible complications before a major situation develops. If, for any medical reason, the incoming student-athlete is not cleared for athletic participation, the condition is considered “pre-existing.” According to the NCAA, all “pre-existing” health-related issues are the financial responsibility of the student-athlete. The Head Team Physician will have the final say on student-athlete medical clearance and participation. Under no circumstances may a student-athlete seek medical clearance from another physician.

Re-examination Physical Exams:

After the first year our student-athletes will be given a re-examination medical history physical exam. This is to update medical and orthopedic history taken from the initial physical exam and repeated annually. Further testing may be performed at the request of the team physicians and athletic trainers. The Head Team Physician will have the final say on student-athlete participation.

Recruiting Physical Exams:

It is suggested that a team physician evaluate each recruit for the University of Houston, Department of Athletics. This is done to screen any possible problems or complications for both the benefits of the potential student-athlete and the University. During the physical exam, the potential student-athlete will have their height, weight, and medical history taken. Our team physicians in the areas of internal and orthopedic medicine will

also evaluate the student-athlete. Again, both parties will benefit from the information collected.

Try out procedures:

Any student trying out for an intercollegiate sports team at the University of Houston must have the following:

In order to try out for team participation you **MUST** bring the following completed information on the **FIRST DAY** of tryouts.

- 1) You **MUST** bring a **COMPLETED Tryout Initiation Form** from the compliance office.
- 2) You **MUST** bring a copy of your Insurance Card. You **MUST** be covered by the insurance.
- 3) You **MUST** bring a copy of a Sports Physical. You **MUST** have an ECG and Sickle Cell Trait testing with your sports physical.
- 4) You **MUST** complete the Liability Waiver on reverse side. If you are under 18, your parents **MUST** sign the form. If they are out of town, they can fax the form to the Training Room at (713) 743-0679.
- 5) If you make the team, you **MUST** go through a physical provided by our sports medicine staff.

If you do not have this information you will **NOT** be allowed to participate in the tryouts.

MEDICAL DISQUALIFICATION OF THE STUDENT ATHLETE

The University of Houston Sports Medicine policy for medical disqualification of a student-athlete is as stated by the NCAA Sports Medicine Handbook, Guideline 2A, “the team physician has the final responsibility to determine when a student-athlete is removed or withheld from participation due to injury, illness, or pregnancy. In addition, clearance for the individual to return to activity is solely the responsibility of the team physician or that physician’s designated representative.”

SPECIAL POPULATIONS

Impaired student-athlete

Impaired, as defined by the World Health Organization, is “any loss or abnormality of psychological, physiological, or anatomical structure or function. Impaired student-athletes may include, but are not limited to 1. Those confined to a wheelchair, 2. Those who are deaf, blind, or missing a limb, 3. Those who may have behavioral, emotional, and psychological disorders that substantially limit a major life activity.”

The University of Houston Sports Medicine Department adopts the Guideline 3A from the NCAA Sports Medicine Handbook which states: Medical exclusion of an impaired student-athlete should occur only when the impairment presents unusual risk of further impairment or disability to the individual and/or other participants.

In instances where there is absence of a paired organ, serious consideration must be given to the risks and benefits for the student-athlete, their parents (in case of a minor), the team physician, and the institution. Factors that must be taken into account include the following:

1. The quality and function of the remaining organ
2. The probability of injury to the remaining organ
3. The availability and function of equipment necessary to prevent injury to the remaining organ
4. Education of the student-athlete and medical staff to prevent injury to the remaining organ

The Head Team Physician shall have the final decision for or against participation of the impaired student-athlete. Upon allowing the impaired student-athlete to participate, a medical waiver/release must be signed by the student-athlete, parent/guardian, and the Head Team Physician.

Pregnant student-athlete

This policy has been developed to establish protection for the pregnant student-athlete and her unborn child. The procedures outlined in this policy will allow the student-athlete to make the best decisions concerning her pregnancy and her future as a collegiate athlete.

Procedure: The student-athlete should inform an athletic trainer at the earliest known date of her pregnancy. Although we can't require you to inform us if you become pregnant, we trust that you will do what is in your own best interest and that of your unborn child. The athletic trainer will then notify the appropriate athletic administrator and coach- followed by selected physicians and supports staff as part of a panel of pregnancy advisors. A student-athlete **MUST** first **BE CLEARED** by her own OB/GYN and by UH's team physician before she may participate in **ANY** athletic activity, this includes the signing of an informed consent by the two involved physicians, the student-athlete, and the UH Senior Women's Administrator. The student-athlete must also be cleared by those same physicians before returning to athletic activity, post-partum. (*Each case will be evaluated on an individual and sport basis, and treated as appropriate.)

A panel of advisors have been put together in order to provide guidance and support to the student-athlete. This panel consists of UH's team physician, senior women's administrator, sport psychologist, academic advisor, athletic trainer, and the individual's coach **AND** personal OB/GYN.

The NCAA Sports Medicine Handbook includes the following guidelines:

- The safety to participate in each sport must be dictated by the movements and physical demands required to compete in that sport. Many medical experts recommend that women avoid participating in competitive contact sports after the 14th week of pregnancy. Athletic activities associated with increased incidences of bodily contact and a high risk of falling should be avoided (ie: basketball, ice hockey, field hockey, lacrosse, soccer, rugby, and gymnastics).
- Women who have medical conditions that place their pregnancies at high risk for complications should avoid physical activity until consultation with their obstetrician.
- The student-athlete should be aware of warning signs to terminate exercise while pregnant: vaginal bleeding, shortness of breath prior to exercise, dizziness, headache, chest pain, calf pain or swelling, pre-term labor, decreased fetal movement, amniotic fluid leakage and muscle weakness.
- The student-athlete should be informed that NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.

**UNIVERSITY OF HOUSTON
SPORTS MEDICINE DEPARTMENT
PREGNANT ATHLETE INFORMED CONSENT**

I, _____, acknowledge that I have sought medical attention and advisement for my pregnancy and school/sport related issues, according to the University of Houston Athletic Department Pregnancy Policy. I recognize that any treatment or limitation listed below is for the protection of myself and my unborn child, and I will adhere to the specific guidelines set forth by my physicians. I also understand that I assume ALL responsibility and the University of Houston WILL NOT absorb any monetary responsibility or be held liable for my decision in continuing to participate.

OB/GYN Notes/guidelines: _____

UH Team Physician Notes/guidelines: _____

(OB/GYN name print)

(OB/GYN signature)

(Date)

(UH team physician print)

(UH team physician signature)

(Date)

(Student-athlete print)

(Student-athlete signature)

(Date)

(UH Senior Women's Administrator)

(UH Senior Women's Administrator)

(Date)

Sickle cell trait

A Sickle Cell Trait screening will be performed for all incoming student athletes as part of their pre-season physical exams. According to NCAA Guideline 3C, no unwarranted restriction or limitation should be placed on the student-athlete with sickle cell trait. However, any student-athlete known to have sickle cell trait will be advised to maintain proper hydration and avoid competing at high altitudes.

Sickle Cell trait is not a disease. It is the inheritance of one gene for normal hemoglobin (A) and one gene for sickle hemoglobin (S), Giving the genotype AS. Sickle cell trait (AS) is not sickle cell anemia (SS), in which two abnormal genes are inherited. Sickle cell anemia causes major anemia and many clinical problems, whereas sickle cell trait causes no anemia and few clinical problems. Sickle cell trait will not turn into the disease. However, it is possible to have symptoms of the disease under extreme conditions of physical stress or low oxygen levels. In some cases, athletes with the trait have expressed significant distress, collapsed and even died during rigorous exercise. It is present in athletes at all levels, including high school, collegiate, Olympic and professional. Sickle cell trait is no barrier to outstanding athletic performance.

There are three constant concerns that exist for athletes with sickle cell trait: gross hematuria, splenic infarction, and exertional rhabdomyolysis, which can be fatal.

(NCAA Sports Medicine Handbook)

There are identifiable events which occur and with proper intervention by the health care team can certainly provide for safe participation. The development steps of progressive complications with the SCT athlete include:

- Exertion is of the length and intensity to drive blood oxygen levels low enough to produce sickling in the SCT patient.
- Further exertion can lead to more ischemia and subsequent rhabdomyolysis; dumping myoglobin and potassium into the blood.
- Lactic acidosis may occur and release potassium further impacting heart function.
- Myoglobin may actually plug the kidneys and further the buildup of potassium.

(See EAP – Sickle Cell Trait for Prevention and EA Plan)

ADD / ADHD Medical Exception

The NCAA bans classes of drugs because they can harm student athletes and can create an unfair advantage in competition. Some legitimate medications contain NCAA banned substances, and student athletes may need to use these medicines to support their academics and their general health. The NCAA has a procedure to review and approve legitimate use of medications that contain NCAA banned substances through a Medical Exceptions Procedure. The diagnosis of adult ADHD remains clinically based utilizing clinical interviews, symptom-rating scales, and subjective reporting from patients and others. Enclosed you will find guidelines from the NCAA that will help institutions

ensure adequate medical records are on file for student athletes diagnosed with ADHD in order to request an exception in the event a student athlete tests positive during NCAA drug testing. (See enclosed NCAA Guidelines)

Drug Education and Testing Program

- I. Introduction
- II. Objectives of the Program
- III. Substance Abuse Committee/Organization of the Program
- IV. Education and Counseling
 - A. Use of Dietary Supplements
 - B. Use of Steroids
 - C. Use of Alcohol
 - D. Use of Drugs
 - E. Use of Synthetic Cannabinoids
 - F. Counseling procedure (Missing a Counseling Session)
- V. Drug Testing
 - A. Medical Code
 - B. NCAA Drug Testing
 - C. Organization
 - D. Cause for Loss of Eligibility
 - E. Student-athlete Selection
 - F. Reasonable Suspicion
 - G. Student-athlete Notification
 - H. Specimen Collection Procedure
 - I. Chain of Custody
 - J. Notification of Results and Appeal Process
- VI. Sanctions for Positive Drug Results
 - A. First Offense
 - B. Second Offense
 - C. Third Offense
- VII. Voluntary Disclosure/ Safe Harbor
- VIII. Medical Exceptions
- IX. Rehabilitation
- X. NCAA Drug Testing Policy

Appendix

- A. List of Banned Substances
- B. Consent to Drug Test Form
- C. Declaration of Safe Harbor Form
- D. Reasonable Suspicion Form
- E. Drug Screening Disciplinary Action Contract
- F. Notification of Appeals Form
- G. University of Houston Student Conduct Code

**UNIVERSITY OF HOUSTON
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
DRUG EDUCATION AND TESTING PROGRAM**

I. Introduction

The University Of Houston Department Of Intercollegiate Athletics has developed and implemented a Drug Education and Testing Program in an effort to enhance the quality of life and educational experience of University of Houston student-athletes. The University believes the use of controlled substances, performance-enhancing drugs, and alcohol abuse is detrimental to the physical and mental well-being of student-athletes, may constitute a competitive imbalance for student-athletes who use them and presents a threat to the integrity of the university and intercollegiate athletics. *The University Of Houston Department Of Intercollegiate Athletics will also participate in the NCAA Drug Testing Program. Student-athletes are subject to the rules and regulations pertaining to NCAA drug tests, sanctions and policies in addition to the University Of Houston Department Of Intercollegiate Athletics Drug Education and Testing Program outlined below.*

II. Objectives of the Program

The Drug Education and Testing Program has been adopted for many reasons, among them:

- ☐ To protect the health and safety of University of Houston student-athletes, their teammates, and their competitors;
- ☐ To enable University of Houston student-athletes to achieve their academic and athletic goals in a drug-free environment;
- ☐ To educate University of Houston student-athletes and staff about the harmful effects of drug abuse;
- ☐ To act as an effective deterrent from drug experimentation, abuse, and dependency; and,
- ☐ To uphold the integrity of the University and intercollegiate athletics.

It is the intention of the University Of Houston Department Of Intercollegiate Athletics to make each student- athlete aware through education of the health risk involved with drug use/abuse and provide or coordinate Counseling, Assistance, Rehabilitation or additional Education for those who request it. The University Of Houston Department Of Intercollegiate Athletics feels strongly that through good health promotion, the student-athlete's performance in the classroom, on the field of play and in the community will benefit. In that regard, during the first few months of a student-athlete's participation in intercollegiate athletics at the University of Houston, an emphasis is placed on educating the student-athlete regarding the health risks involved with continuing or initiating drug use/abuse.

III. Drug Testing and Education Policy Review Committee

A committee comprised of the Senior Associate Director of Athletics/SWA, the Head Athletic Trainer, Athletics Doctor, two Head Coaches, the Associate

Athletics Director of Academic Services, a liaison from the University of Houston Counseling and Psychological Services (CAPS), and an additional Athletics staff member will meet annually to review the Drug Education and Testing Program. The Student Athletic Advisory Committee will review the Drug Education and Testing Program annually.

IV. Education and Counseling

Student-athletes at the University of Houston have numerous direct and indirect sources of information regarding the use of dietary supplements, alcohol, drugs, and opportunities for counseling. The main programs are listed below.

Mandatory Educational Programs:

- **University of Houston Compliance Letter:** A copy of the NCAA Banned Substance List and the NCAA Drug Testing Policy is sent to all University of Houston prospective student-athletes in May, prior to their enrollment.
- **Compliance Team Meetings:** Held prior to or during the first week of classes for the fall semester. The Office of Athletics Compliance staff distributes Drug Testing Consent forms and the Office of Athletics Compliance and Sports Medicine Staffs address banned substances and the Drug Education and Testing Program.
- **Mandatory Sessions per Team:** The Right Step; Dr. Jason Powers – Chief Medical Officer.
- **Core 1101** – Freshman Seminar Course

Voluntary Educational Programs available to all Student-Athletes:

- **Counseling and Psychological Services** (referred to as “CAPS” throughout this document) offers a variety of services including counseling, consultation, outreach, assessment and crisis intervention. Mental health professionals are available to all students, faculty, and staff seeking assistance.
- **UH Wellness:** Marijuana 101 and Alcohol 101:
Marijuana 101 is a workshop offered approximately four times a year to students who wish to learn more about marijuana, its effects, its legal implications, and other topics. It is open to all students. It is also used as a referral by the Dean of Students Office. For those who must have documentation of attendance, that may be provided upon request.
Alcohol 101 is a computer based, interactive program that teaches students about alcohol, its effects, the impact of BAC (Blood Alcohol Concentration) and what affects it, outcomes of drinking, etc. It allows you to go at your own pace and investigate the areas that interest you. It includes several of “norm’s questions” as well as a virtual bar (where you can study your drinking habits safely) and several scenarios in which you make the decisions on how to proceed. You can sign up for a time slot to go through the program on your own. Early in the semester you may be able to use it as a “walk in,” but as the semester moves on, you will find it

necessary to make an appointment. You can also request Alcohol 101 be offered in a presentation format for your group as a whole.

- A. **Use of Dietary Supplements** – See Appendix A for Banned Substances.
- B. **Use of Anabolic Steroids** – *Steroids are a derivative of the male hormone testosterone. Anabolic steroids are banned by the NCAA, USOC/IOC, all sport federations, professional athletic organizations. The use of steroids by University of Houston student-athletes is prohibited. The risks of steroid use include, but are clearly not limited to: aggressiveness leading to violence, acne, balding, stunted growth, impotence, psychiatric disorders, atrophy of the testicles, excessive hair growth, kidney disease, liver damage, breast enlargement in males, hypertension, and mood swings. Federal and Texas law make it illegal to sell, possess, or use anabolic steroids. All University of Houston student-athletes will view the NCAA video on anabolic steroids during mandatory annual Compliance meetings.*
- C. **Use of Alcohol** – Use of Alcoholic beverages on University of Houston property and by University of Houston student-athletes must not violate state, local, or campus laws/policies. Any violations of state, local or campus alcohol policies are addressed in the Student-Athlete Code of Conduct and in the University of Houston Disciplinary Code and Alcohol Policy (Appendix G).
- D. **Use of Drugs** – See Appendix A for Banned Substances and Appendix G FOR Houston Disciplinary Code and Alcohol Policy.
- E. **Use of Synthetic Cannabinoids** - Synthetic cannabinoids are designer chemicals that mimic the effects of THC, the active component of marijuana. The use of these products has become very popular among drug users seeking a “high” with the mistaken belief that they will not face the consequences of possession or detection. Most synthetic cannabinoids are marketed as drug-laced herbal incense products such as “Spice,” “K2,” “Black Mamba,” and others. These products are typically smoked or otherwise ingested, despite having harmful effects and despite having warning labels on the product labels that warn against human consumption. There are numerous synthetic cannabinoids, and manufacturers may choose to fortify their products with any one of the chemicals to retain its marijuana-like effects. Please be aware that use of synthetic cannabinoids is a violation of federal and state law as well as a violation of the University of Houston Student Disciplinary Code located in the University of Houston Student Handbook. The University of Houston tests for synthetic cannabinoids as part of its random drug testing procedure.
- F. **Counseling Procedure** – Student-athletes may seek counseling for drug and alcohol issues privately through CAPS; through a declaration of Safe Harbor or as required as the result of a positive test result (see below: ‘Safe Harbor’, ‘Sanctions for Positive Drug Results’).

V. Drug Testing

A. Medical Code

1. The presence in a student-athlete's urine of a substance and/or metabolite of such substance belonging to a class of drugs currently banned by the National Collegiate Athletic Association (the "NCAA") may be cause for loss of eligibility.
2. Evidence of the presence of a banned substance and/or metabolite will be determined from analysis of the student-athlete's urine and be confirmed by gas chromatography/mass spectrometry in a laboratory.
3. The current NCAA list of banned-drug classes is attached here to as Appendix A. In addition, other substances may be screened to gather data for making decisions as to whether other drugs should be added to the list.

B. NCAA Drug Testing Program

1. Along with its own program, the University Of Houston Department Of Intercollegiate Athletics will participate in the NCAA Drug Testing Program year round. The NCAA tests randomly for: anabolic steroids, diuretics, ephedrine, peptide hormones and analogues, and urine manipulators (See Appendix A). Any student-athlete who tests positive in the NCAA Program will be required to comply with all NCAA disciplinary actions.
2. The penalties imposed by the NCAA Drug Testing Program are immediate and severe. Student-athletes who enter "safe harbor" for the University Of Houston Department Of Intercollegiate Athletics Drug Testing Program are still subject to random NCAA Drug tests as well as any sanctions imposed by the NCAA. Additional details of the NCAA program are on file in the Training Room and will be discussed yearly at mandatory Compliance Meetings.
3. Non-participating student-athletes who receive athletics aid (fifth year and medicals) are subject to testing. Subject to the notification and appeal procedures as provided in this policy, a positive test will result in immediate removal of athletics aid.

C. Organization

1. The Vice President for Intercollegiate Athletics has final authority over the procedures and implementation of the University of Houston Drug-Testing Program.
2. The Vice President for Intercollegiate Athletics or his or her designee will act as the "Drug Testing Coordinator" and will support, coordinate and be responsible for the general administration of the drug-testing program. The

University will contract with an outside agency to assist in the administration of the program for laboratory testing services.

3. Collection of specimens for drug testing will occur at a site designated by the Testing Agency and the Head Athletic Trainer.

D. Causes for Loss of Eligibility

1. Prior to participating in any practice or competition at the University of Houston, all University of Houston student-athletes shall sign a form prescribed by the University in which the student consents to be tested for the use of drugs prohibited by NCAA legislation and this program (Appendix B). Failure to complete and sign the consent form prior to practice or competition shall result in the student-athlete's ineligibility for participation (i.e., practice and competition) in all intercollegiate athletics.
2. The Sports Medicine department shall administer the consent form individually to each student-athlete eligible for practice or competition at the beginning of his or her eligibility. This signed consent will be effective throughout the student-athlete's eligibility.
3. All student-athletes who test positive for a substance belonging to a banned-drug class and/or any controlled substance are subject to loss of eligibility.
4. Student-athletes who fail to sign the notification form or signature form, fail to arrive at the collection station at the designated time without justification, fail to provide a urine sample according to protocol, leave the collection station before providing a specimen according to protocol (3 hour max limit), or attempt to alter the integrity or validity of the urine specimen will be treated as if they had tested positive for a banned substance.

E. Student-athlete Selection for Drug Testing

1. All University of Houston student-athletes are subject to year-round testing.
2. The Drug Testing Coordinator (the Vice President for Intercollegiate Athletics or designee) and the Head Athletic Trainer will be responsible for selecting the dates on which drug testing will occur.
3. Student-athletes will be selected for testing by computer *on a random basis by the designated drug testing lab*.
4. Student-athletes will be selected by the testing agent from the official institutional squad list in each sport. The active squad list will be updated by the Head Athletic Trainer.

5. If the use of a banned substance is suspected, the University will have the authority to select specific student-athletes to be tested. An Athletic Administrator, Coach and/or Trainer may initiate the Reasonable Suspicion Process (see Appendix D) and call a student-athlete in for a confidential discussion surrounding the issues – academic, social, or athletic – of concern. Counseling will be assigned. Drug Testing may or may not be performed.
6. Student-athletes who test positive and subsequently have their eligibility restored will be subsequently tested as determined necessary by the Vice President for Intercollegiate Athletics and Head Athletic Trainer (this includes those who test positive with a trace).

F. Student-Athlete Notification

1. If selected, student-athletes will be provided a Student-Athlete Notification Form. The time of notification will be recorded by the courier and the notification form will be read and signed by the student-athlete. One copy of the notification form will be provided to the student-athlete and one copy will be retained by the courier.
2. A representative of University of Houston Athletics must identify the student-athlete to the collecting agent prior to testing.

G. Specimen Collection Procedures

1. Only those authorized by the collecting agent will be allowed in the collection station.
2. The Head Athletic Trainer or the collecting agent may release a sick or injured student-athlete from the collection station or may release a student-athlete to return to competition or to meet academic obligations only after appropriate arrangements for having the student tested have been made and documented on the Drug Testing Chain of Custody and Request Form.
3. Upon entering the collection station, the student-athlete will be identified by the collecting agent.
4. When ready to urinate, the student-athlete will select a sealed specimen collection kit.
5. A collecting agent will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a specimen of at least 60ml is provided.

6. Fluids given to student-athletes who have difficulty voiding must be from sealed containers (certified by the collecting agent) that are opened and consumed in the station. These fluids must be caffeine and alcohol-free.
7. If the specimen is incomplete the student-athlete must remain in the collection station under observation until the sample is completed.
8. Once a specimen (at least 60 ml) is provided in a collection cup, 30cc must be poured by the student-athlete into bottles A and B.
9. The collecting agent who monitored the furnishing of the specimen by observation will sign the Drug Testing Chain of Custody and Request Form.
10. The student-athlete will place the cap on each bottle; the student-athlete will then seal each bottle in the required manner under the observation of the collection agent and seal bottles in a plastic security container.
11. The student-athlete will select a new specimen-collection kit for each specimen collected.
12. All specimens provided by the student-athlete will be sent to the laboratory. The final determination of specimen adequacy will be made by the laboratory.
13. Failure to a) sign the Student-Athlete Notification Form, b) arrive at the collection station at the designated time without justification or c) to provide a urine specimen according to protocol is cause for the same action(s) as evidence of use of a banned substance (3 hour max time limit). The collecting agent will inform the student-athlete of these implications (in the presence of witnesses) and record such on the Drug Testing Chain of Custody and Request Form. If the student-athlete is not available, the collecting agent will notify the Head Athletic Trainer.
14. The collecting agent will sign the Drug Testing Chain of Custody and Request Form, give the student-athlete or a designee a copy and secure all remaining copies. The compiled Drug Testing Chain of Custody and Request Forms constitute the "Master Code" for that drug testing.
15. The laboratory's copy of the Drug Testing Chain of Custody and Request Form does not contain the name of the student-athlete.
16. All sealed specimens will be secured in a shipping case with a Biohazard Label and prepared for forwarding.
17. After the collection has been completed, the specimens will be forwarded to the laboratory, and all copies of all forms forwarded to the Drug Testing Coordinator.

H. Chain of Custody

1. A collection agent will deliver the shipping case to the carrier.
2. A laboratory employee will record that the shipping case(s) have been received.
4. The laboratory will record whether the numbered security seal on each security container arrived intact.
- 5.
6. If a specimen arrives at the laboratory with security seals not intact, the University will be notified and may collect another specimen.

I. Notification of Results, Implementation of Sanction and Appeal Process

1. The laboratory will use a portion of specimen A for its initial analysis.
2. Analysis will consist of a sample preparation, instrument analysis and data interpretation.
3. The laboratory director or designated certifying scientist will review all results showing banned substance and/or metabolite(s) in specimen A.
4. By facsimile transmission, the laboratory will inform the Vice President for Intercollegiate Athletics of all test results by each respective code number.
5. Upon receipt of the laboratory report, the Vice President for Intercollegiate Athletics and Head Athletic Trainer will identify any individuals with positive findings.
6. The Vice President for Intercollegiate Athletics or designee will notify the student-athlete of the positive finding via a personal meeting and in writing within five (5) business days of receipt of the positive finding from the laboratory. The Vice President for Intercollegiate Athletics will notify the student-athlete and Head Coach of the proposed applicable sanction (See Section VI) and the student-athlete will be provided an opportunity to appeal the positive finding pursuant to the procedures detailed in #8 and #9 below. If the student-athlete does not appeal the positive finding, the sanction will be imposed on the student-athlete. If the student-athlete appeals the positive finding, and unless it is obvious to the Vice President for Intercollegiate Athletics that there was a false positive result, the student-athlete will be ineligible for competition pending the results of the appeal.
7. If the Consent to Drug Testing and Authorization for Release of Information form has been signed (Appendix B), the Vice President for Intercollegiate

Athletics will notify the individuals listed in the authorization in writing of any positive finding and sanctions imposed.

8. If a student-athlete tests positive for a banned substance, he/she has the right to appeal the test result and/or proposed sanction. *The Vice President for Intercollegiate Athletics must receive a written request initiated and submitted by the student-athlete, found in Appendix F, within three business days of the notification of the positive test.*
9. If an appeal of the positive test result is filed by the student-athlete and received by the Vice President for Intercollegiate Athletics as specified above, specimen B testing will be initiated and completed. The Vice President for Intercollegiate Athletics will advise the Head Athletic Trainer that specimen B testing will commence within 72 hours *after the written notification and that the student-athlete may be present at the opening of specimen B.*
10. The student-athlete will attest by signature as to the coded number on the bottle of specimen B, that the security seals have not been broken and that there is no evidence of tampering.
11. Sample preparation for specimen B analysis will be conducted by a laboratory staff member other than the individual who prepared the student-athlete's specimen A.
12. After the Specimen B findings are obtained, the Vice President for Intercollegiate Athletics will review the findings along with the student-athlete's appeal.
13. The Vice President for Intercollegiate Athletics, at his or her own discretion, may assemble an Appeals Committee to conduct a hearing in a timely manner and issue a recommendation.¹
14. Upon the Vice President for Intercollegiate Athletics' final review of the evidence submitted by the student-athlete and surrounding evidence and circumstances (and the recommendation from the Appeals Committee in the event the committee is assembled to review the matter), the Vice President for Intercollegiate Athletics will notify the student-athlete and Head Coach of the final decision regarding the sanction and this decision shall be final and not appealable.

¹ The Appeals Committee consists of:

1. An Department of Intercollegiate Athletics Administrator (serves as Chair)
2. An uninvolved Coach
3. Faculty Athletic Representative
4. A member of the full-time Athletic Training Staff

15. Excepted as is required to comply with applicable law or NCAA policy, the University shall maintain strict confidentiality with regard to information related to a positive test and appeal thereof pending final resolution.

IV. Sanctions for Positive Drug Results

The University of Houston Department of Athletics Drug Education and Testing Policies *apply to all banned substances; i.e., the penalties for a finding of excessive caffeine are identical to the penalties for a finding of narcotics*. Head Coaches may impose a stricter sanction than those listed below.

Missing a Counseling Session

Any counseling sessions required as part of the Safe Harbor program (see Section VII), or assigned by CAPS as a result of a) a positive drug test or b) a reasonable suspicion intervention meeting are considered mandatory and required. Absences will be reported immediately to the Head Athletic Trainer or the Vice President for Intercollegiate Athletics. Absences may constitute a second or third positive offense as described below and the corresponding penalty will apply

Offenses

Positive Drug Tests Results - Five Nanograms and Higher

Student-athletes whose drug test results showed the presences of a banned substance in an amount of five nanograms or higher will be subject to the sanctions below and the procedures in Section V(I)(6) will be followed. Pursuant to Section V(I)(6), the Vice President for Intercollegiate Athletics or designee will notify the student-athlete of the positive finding via a personal meeting and in writing within five (5) business days of receipt of the positive finding from the laboratory and the student-athlete will have an opportunity to appeal the proposed sanction. If the Consent to Drug Testing and Authorization for Release of Information form has been signed (Appendix B), the Parent(s), guardian, spouse (if applicable), and Head Coach will be notified in writing by the Drug Testing Coordinator (the Vice President for Intercollegiate Athletics or designee) that the student-athlete has been identified with the presence of a banned substance in a drug test and counseling has been mandated.

A. First Offense

1. Student-athletes testing positive for the first time will be disciplined appropriately. Disciplinary action will be specified by the Head Coach in consultation with the Director of Athletics or designee, and any other staff (Sport Program Administrator, Head Athletic Trainer) deemed appropriate.
2. Student-athletes testing positive on their first offense may be subject to multiple random test during the calendar year in which the positive results occurred.
3. Mandatory counseling sessions may be required as part of the discipline awarded.

4. If counseling sessions are required, attendance at initial and all follow up sessions) as specified by Counselor) will be monitored and reported. Failure to attend any of the required counseling sessions, within a specified timeframe determined by the Counselor, will constitute a Second Positive.
5. Written documentation (Attendance form) must be presented to the Drug Testing Coordinator after each session. Failure to produce attendance at the required number of sessions will result in a second positive and continued counseling.

B. Second Offense

1. Student-athletes testing positive for the second time will be disciplined appropriately. Disciplinary action will be specified by the Head Coach in consultation with the Director of Athletics or designee, and any other staff (Sport Program Administrator, Head Athletic Trainer) deemed appropriate.
2. Student-athletes testing positive as a second offense will be subject to multiple random test during the calendar year in which the positive results occurred.
3. Counseling will be mandatory after a second offense. A mandatory evaluation and treatment plan issued by Counselor to student-athlete and Drug Testing Coordinator will specify number of sessions required.
4. Attendance at initial and all follow up sessions as specified by Counselor will be monitored and reported. Failure to attend any of the required counseling sessions or to produce documentation of attendance at each session, within a specified timeframe determined by the Counselor, will constitute a Third Positive and the sanctions below apply. In consultation with the Director of Athletics or designee, additional disciplinary action as specified by the Head Coach.

C. Third Offense

1. Immediate cancellation of eligibility to participate in the athletics program at the University of Houston.
2. Athletic Grant-In-Aid will not be renewed.
3. Existing Grant-in-Aid may be cancelled in accordance with NCAA and the American conference guidelines.

VII. Voluntary Disclosure/Safe Harbor

A student-athlete who has engaged in prohibited drug or alcohol use is encouraged to seek assistance from the Director of the University of Houston Health Center or the Department of Intercollegiate Athletics' Head Athletic Trainer by voluntarily disclosing his or her use prior to any drug testing. Student-athletes are encouraged to come forward to seek assistance with an alcohol or drug-related problem without

penalty under the Safe Harbor Program (Appendix C). Safe Harbor is a one-time option for a student-athlete to voluntarily and confidentially submit for professional counseling services BEFORE being selected for testing (typically this will be at the beginning of the fall semester for freshman or first semester for transfer student-athletes – this will be the student-athletes one and only opportunity to claim safe harbor while participating in University of Houston Athletics). Student-athletes will be notified that “safe harbor” exists at University of Houston Athletics during Compliance and Team Meetings and that they should notify their trainer or the Drug Testing Coordinator if they wish to participate in the Safe Harbor program. The goal of ‘Safe Harbor’ is proactive: intervention, and treatment, initiated by the individual student-athlete in confidentiality. However, student-athletes must ask for Safe Harbor prior to notification of a random test and the duration of an individual’s Safe Harbor will be determined by the Counseling Agency (student-athletes are precluded from the testing pool while under the care of a Counselor) (See Appendix C). In addition, student-athletes who take Safe Harbor, complete Counseling and subsequently test positive for a banned substance will trigger a First Offense and the penalty described above will apply.

Once you declare “Safe Harbor” you will:

- Be tested for drugs and/or alcohol immediately
- Be evaluated by a Counselor and/or Team Physician regardless of the test results
- Follow and complete the prescribed counseling/treatment plan
- Be drug/alcohol tested at a frequency prescribed by the counselor or team physician
- Remain in Safe Harbor until released by the counselor or team physician for a period of time not to exceed 30 days.
- Not be eligible for randomized drug testing while in Safe Harbor, but will remain eligible for drug testing by the NCAA as well as any applicable sanctions imposed by the NCAA.

Failure to comply with any aspect of the counseling program or any subsequent positive drug test indicating new or increased use of a banned substance will result in immediate removal from Safe Harbor. The student-athlete will then be re-enrolled in the regular testing program and disciplinary action can be enforced according to the University of Houston Substance Abuse Policy.

VIII. Medical Exceptions

Exceptions for positive findings for banned drugs in categories (a) and (c) may be made for those student-athletes with a documented medical history demonstrating that need for use of such a drug in advance of being tested. The University's Team Physician will be responsible for determining whether medical exceptions should be granted.

VIII. Rehabilitation

All student-athletes are eligible for counseling at the University of Houston Counseling and Psychological Services Unit (CAPS), and other off-campus rehabilitation programs as recommended by the Health Center or CAPS. If, during the course of mandatory counseling sessions with CAPS, more intensive rehabilitation is recommended, the University Of Houston Department Of Intercollegiate Athletics will be informed

Because of the extensive nature and complexity of the NCAA banned-drug list, all student-athletes should consult with the University's Head Trainer and Head Team Physician prior to taking any medication.

Banned Drugs

The following is the list of banned-substances by class:

(a) Stimulants:

amiphenazole	meclofenoxate
amphetamine	methamphetamine
bemigrade	methylphenidate
benzphetamine	(MDMA) (Ecstasy)
bromantan	nikethamide
caffeine (1)	pemoline
chlorphentermine	pentetrazol
cocaine	phendimetrazine
cropropamide	phenmetrazine
crothetamide	phentermine
diethylpropion	picrotoxine
dimethylamphetamine	pipradol
doxapram	prolintane
ephedrine	strychnine
ethamivan	and related compounds
ethylamphetamine	
fencamfamine	

(b) Anabolic Agents:

Anabolic Steroids

androstenediol	nandrolone
----------------	------------

androstenedione	norandrostenediol
boldenone	norandrostenedione
clostebol	norethandrolone
dehydrochlormethyl-testosterone	oxandrolone
dehydroepiandrosterone (DHEA)	oxymesterone
dehydrotestosterone (DHT)	oxymetholone
dromostanolone	stanozolol
fluoxymesterone	testosterone (2)
mesterolone	and related compounds
methandienone	
methenolone	<i>Other anabolic agents:</i>
methyltestosterone	clenbuterol

(c) **Diuretics:**

acetazolamide	hydroflumethiazide
bendroflumethiazide	methyclothiazide
benzthiazide	metolazone
bumetanide	polythiazide
clorothiazide	quinethazone
chlorthalidone	spironolactone
ethacrynic acid	triamterene
flumethiazide	trichlormethiazide
furosemide	and related compounds
hyrochlorothiazide	

(d) **Street Drugs:**

heroin	THC (tetrahydrocannabinol) (3)
marijuana (3)	Synthetic cannabinoids (3)

(e) **Peptide Hormones and Analogues:**

chorionic gonadotrophin	human growth hormone (HGH, somatotrophin)
human chorionic gonadotrophin	(HCG) erythropoietin (EPO)
corticotrophin (ACTH)	sermorelin

All respective releasing factors of the above-mentioned substances also are banned.

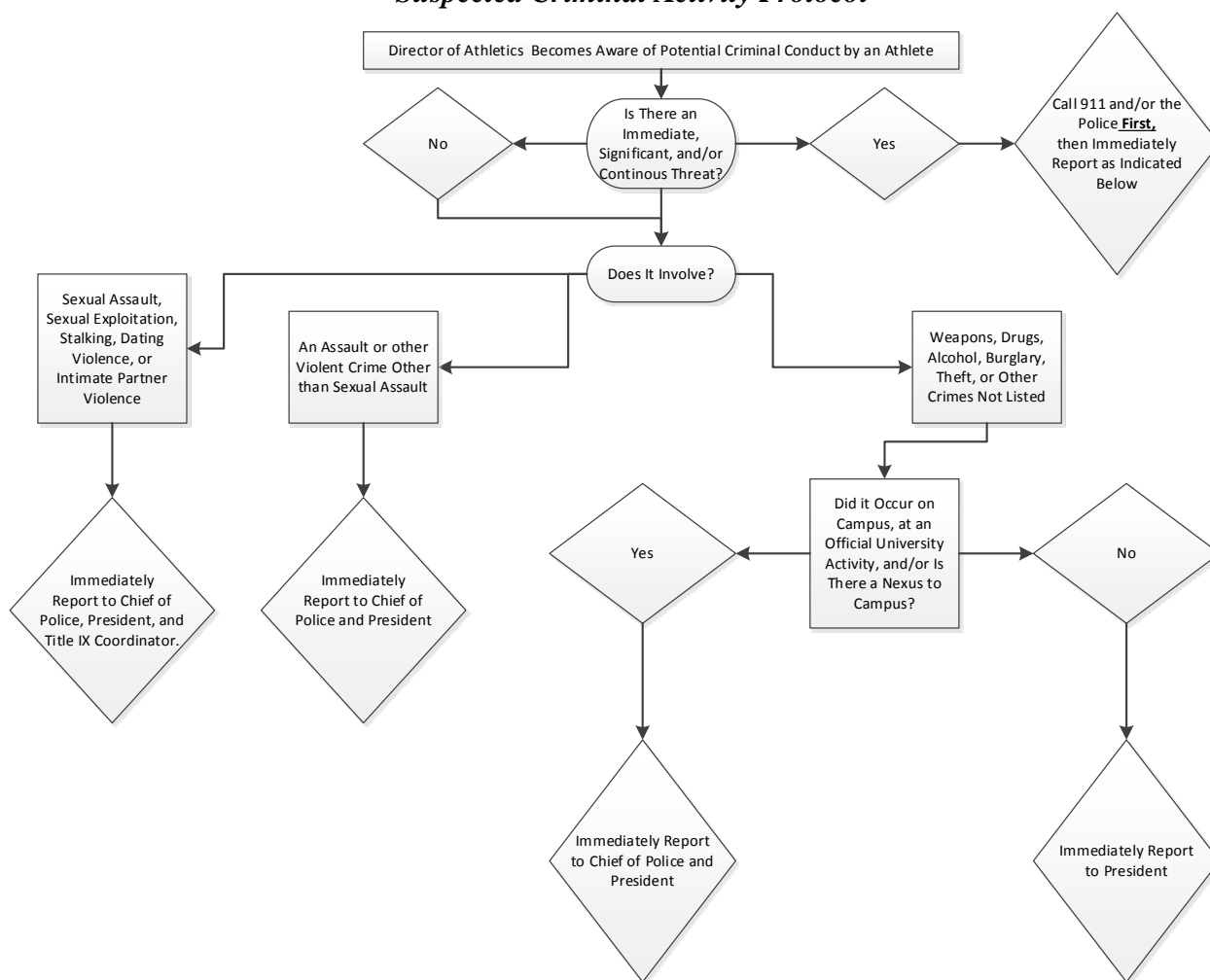
(f) **Definition of Positive Depends on the Following**

- (1) For caffeine - if the concentration in the urine exceeds 15 micrograms/ml.
- (2) For testosterone - if the administration of the testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
- (3) For marijuana, THC, and synthetic cannabinoids - if the concentration in the urine exceeds 5 nanograms/ml.

*The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example

****This is representative of some substances banned by the NCAA. All controlled substances are governed by the NCAA’s policies and subject to the Drug Testing and Education Policy of the University of Houston.***

Suspected Criminal Activity Protocol



Contact Information

Emergencies – Dial 911

UH Police Department – 713-743-3333; police@uh.edu

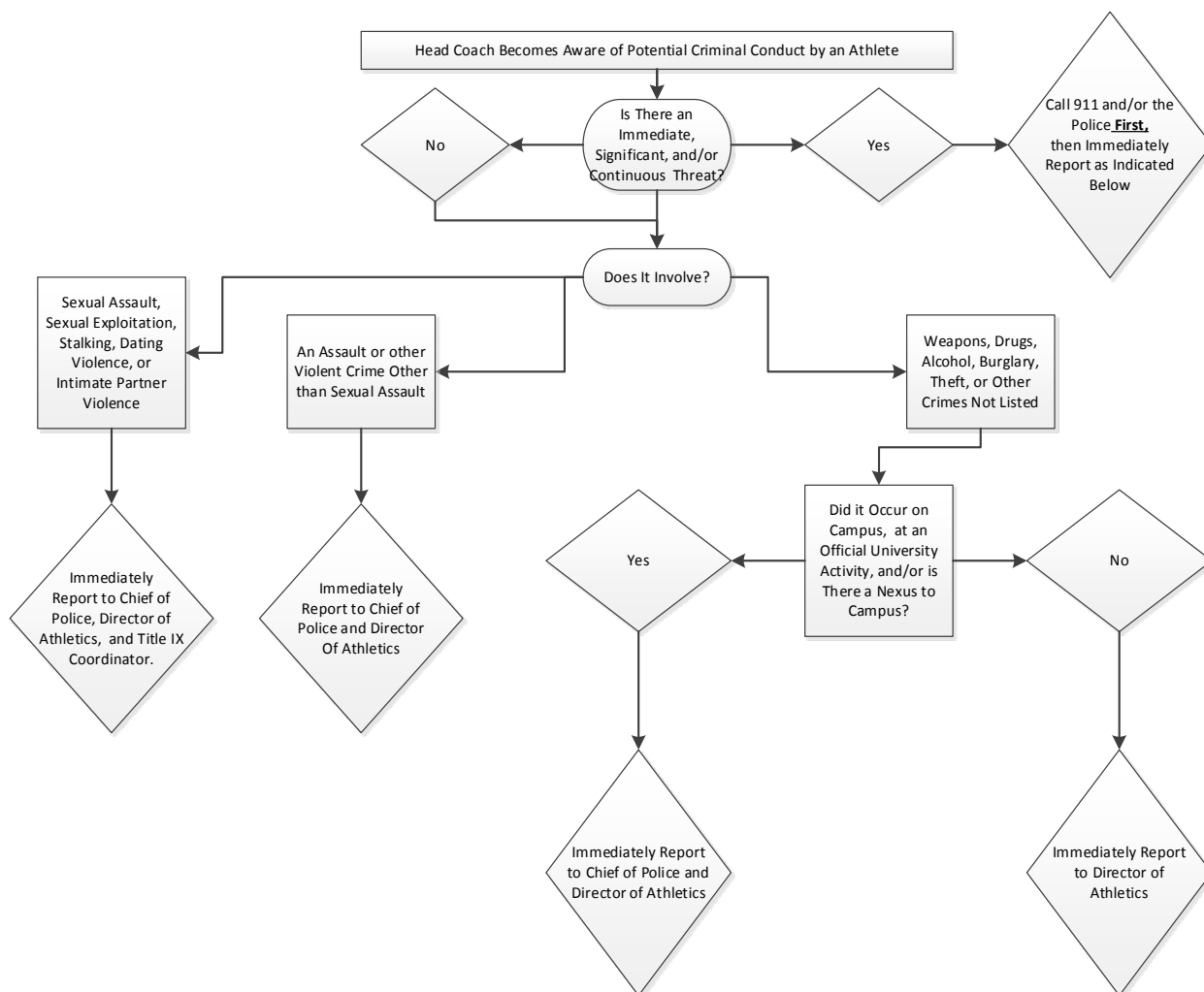
UH Title IX Coordinator – 713-743-8835; eos@uh.edu

UH Chief of Police – 713-743-2573; cmoore5@uh.edu

Notes:

1. UHPD will issue a student life referral if there is an alleged violation of the code of conduct and the Dean of Students' Office will handle.
2. If the information is obtained by EOS or UHPD first, the Director of Athletics and Head Coach will be contacted immediately.
3. Director of Athletics will also work with OGC on appropriate action.

Reporting of Suspected Criminal Activity Flowchart



Contact Information

Emergencies – Dial 911

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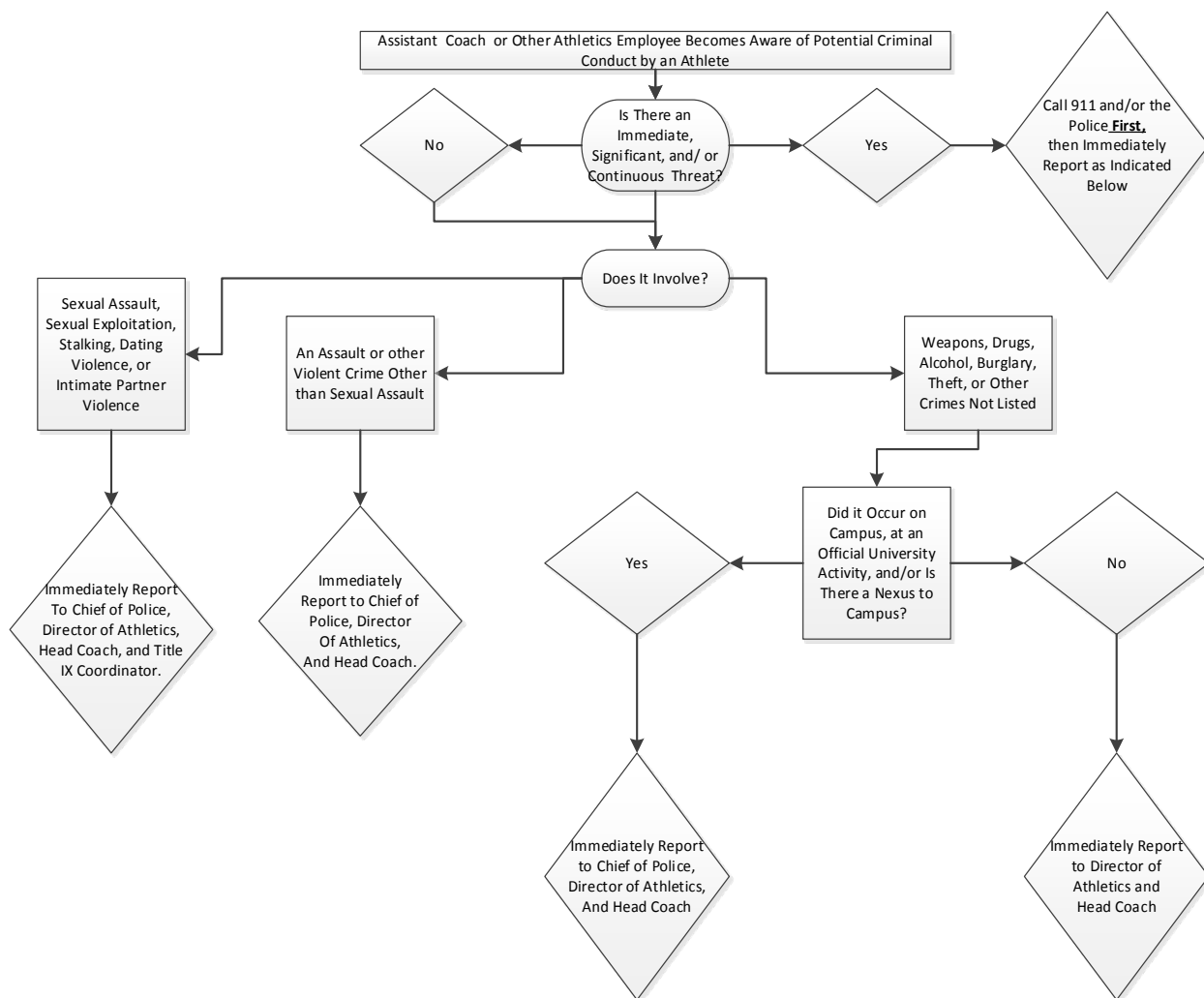
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Reporting of Suspected Criminal Activity Flowchart

The University of Houston Athletic Department

Catastrophic Incident Plan

A Catastrophic Incident is defined as the sudden death of a student-athlete, coach or staff member from any cause, or a disabling and/or quality of life altering injury.

The management team involved in Catastrophic Incidents is as follows:

Director of Athletics/his or her designee

Director of Sports Medicine

Certified Trainer covering sport

Associate Athletics Director for Media Relations (University Officials)

Team Physicians

The policy of The University of Houston (UH) Athletics Department regarding a Catastrophic Incident shall be:

Action Plan for Home Practice/Game

1. The UH Sports Medicine's emergency plan with regards to a home practice/game will be followed.
2. A UH athletic trainer, a member of the coaching staff, and/or other personnel will accompany the injured student-athlete to the medical facility with the injured student-athlete's emergency medical/insurance information.
 - Once the game/practices are completed, the UA certified athletic trainer will immediately proceed to the medical facility.
3. Once at the medical facility, the designated individual will call back to the Athletic Alumni Center (713-743-9370 / 713-743-9422) and/or contact the UH certified athletic trainer directly on his/her cellular phone with any medical updates.
4. The UH certified athletic trainer will immediately call the team physician and the Director of Sports Medicine or his/her designee (if applicable) to notify him/her of the emergency situation.
5. The Director of Sports Medicine or his/her designee will immediately notify the Director of Athletics and/or his/her designee of the situation (if applicable), and will keep the Director of Athletics and/or his/her designee updated at regular intervals.

- The Director of Athletics and/or his/her designee will contact other Athletics Department and University administrative personnel as he/she deems necessary.
6. The team physician, the Director of Sports Medicine or his/her designee, and the Director of Athletics and/or his/her designee will immediately proceed to the medical facility (if applicable).
 7. Once the student-athlete has been stabilized at the medical facility, the Director of Sports Medicine or his/her designee, in consultation with the Team Physician, the UH certified athletic trainer, and the Director of Athletics and/or his/her designee, will make every effort possible to notify the injured student-athlete's family/next of kin of the emergency situation.
 8. Once the student-athlete's family/next of kin has been notified of the emergency situation and gives its consent, the Team Physician and Director of Athletics and/or his/her designee, in consultation with a member of the UH Media Relations Department, the Director of Sports Medicine and/or the UH certified athletic trainer will make a statement concerning the injured student-athlete to be released to the press/media.
 - The Media Relations Department IS NOT authorized to release information concerning the situation to any member of the press/media until the student-athlete's family/next of kin has been notified, has given their consent, and the Team Physician and Director of Athletics and/or his/her designee have approved and authorized the statement.
 - **The Director of Athletics will dictate one (1) spokesperson. The Team Physician and the Director of Athletics and/or his/her designee, in consultation with medical personnel at the medical facility, the student-athlete's family/next of kin, and the UH Media Relations Department will be the pool of official spokespersons regarding the injured student-athlete and the emergency situation.**
 - **At no time is anyone besides the aforementioned personnel authorized to speak to anyone concerning the injured student-athlete and the emergency situation. Other staff members should not make statements in general regarding the situation with the only response to questions from media, staff members and team members being "all questions will be answered through the spokesperson."**
 9. The UH certified athletic trainer and/or Director of Sports Medicine and/or his/her designee will be responsible for arranging a private meeting space for all team personnel at the medical facility.
 - It is the responsibility of the UH Media Relations Department to see to it that all press/media are kept a safe distance from the private meeting space and do not "harass" team personnel in or around the medical facility.
 10. The UH certified athletic trainer and the coaching staff will be responsible for assembling the team as soon as possible for a briefing on the emergency situation.

11. Once assembled, the team will be addressed by the Team Physician, the head coach, and/or the Director of Athletics or his/her designee regarding the injured student-athlete and the emergency situation, and will be advised to not speak with the press/media regarding the injured student-athlete and/or the emergency situation.
12. The UH certified athletic trainer will also be responsible for contacting the UH Counseling Center and authorities at the medical facility for the purpose of arranging psychiatrists, psychologists, chaplains, grief counselors, etc. for the use of all team and athletics department personnel.

Away Practice/Game

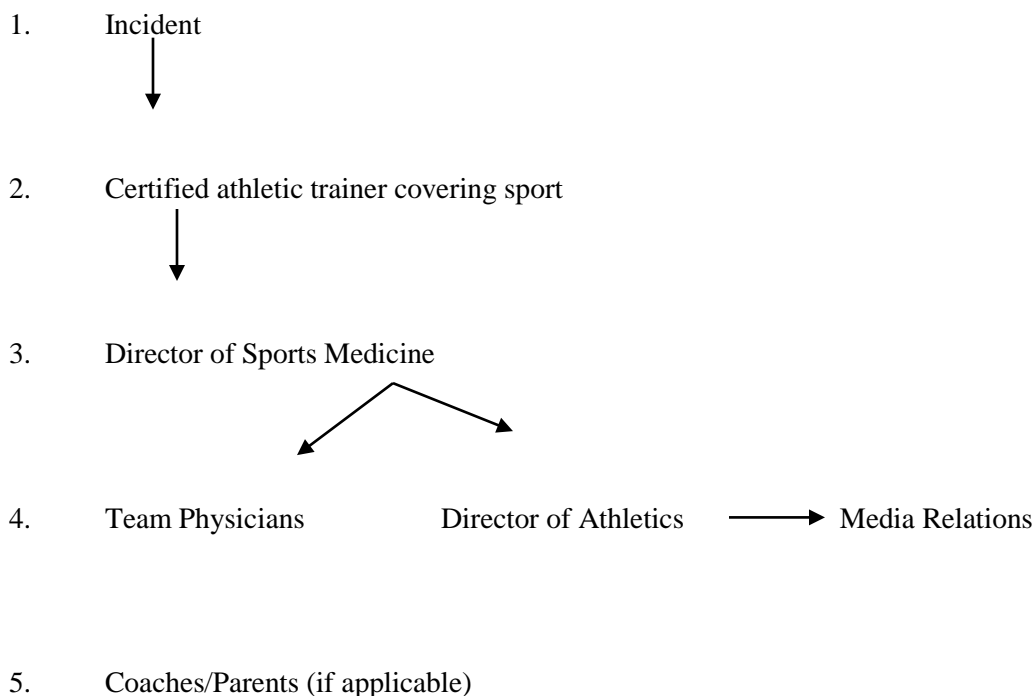
1. The UH Sports Medicine's emergency plan with regards to an away practice/game will be followed, and the phone list will be activated.
2. A member of the UH athletic training staff, a member of the coaching staff, and/or other personnel will accompany the injured student-athlete to the medical facility with the injured student-athlete's emergency medical/insurance information.
 - Once the game/practice is completed, the remaining member(s) of the UH athletic training staff will immediately proceed to the medical facility.
3. Once at the medical facility, the designated individual will immediately call back to the Athletic Alumni Center (713-743-9370) and the Training Rooms (713-743-9422) to notify a UH certified athletic trainer of the emergency situation.
4. The individual at the Athletic Alumni Center/Fetitta Center will immediately call the Director of Sports Medicine or his/her designee (if applicable) to notify him/her of the emergency situation.
5. The Director of Sports Medicine or his/her designee will immediately notify the Director of Athletics and/or his/her designee of the situation.
 - The Director of Athletics and/or his/her designee will contact other athletics department and University administrative personnel as he/she deems necessary.
6. The Director of Sports Medicine or his/her designee and the Director of Athletics and/or his/her designee may make an effort to get to the medical facility, if applicable.
7. Once the student-athlete has been stabilized at the medical facility, the UH athletic trainer at the medical facility and/or member of the UH athletic department, in consultation with medical personnel at the facility, will make every effort possible to notify the injured student-athlete's family/next of kin of the emergency situation.

- The UH athletic trainer at the medical facility and/or a member of the coaching staff will continue to communicate with the injured student-athlete's family/next of kin and will provide medical updates as available.
8. Once the student-athlete's family/next of kin has been notified of the emergency situation and gives its consent, medical personnel at the facility, in consultation with the UH certified athletic trainer, a member of the coaching staff, and a member of the UH Media Relations Department, if applicable, will make a statement concerning the injured student-athlete to be released to the press/media.
- The Media Relations Department and/or team personnel ARE NOT authorized to release information concerning the situation to any member of the press/media until the student-athlete's family/next of kin has been notified, has given their consent, and the appropriate medical and designated athletics department personnel have approved and authorized the statement.
 - **The Director of Athletics will dictate one (1) spokesperson. The Team Physician and the Director of Athletics and/or his/her designee, in consultation with medical personnel at the medical facility, the student-athlete's family/next of kin, and the UH Media Relations Department will be the pool of official spokespersons regarding the injured student-athlete and the emergency situation.**
 - **At no time is anyone besides the aforementioned personnel authorized to speak to anyone concerning the injured student-athlete and the emergency situation. Other staff members should not make statements in general regarding the situation with the only response to questions from media, staff members and team members being "all questions will be answered through the spokesperson."**
9. The UH athletic trainer and/or member of the UH athletics department will be responsible for arranging a private meeting space for all team personnel at the medical facility.
- It is the responsibility of the UH Media Relations Department and/or other athletics department personnel at the medical facility (i.e. administrators, coaching staff, etc.) to see to it that all press/media are kept a safe distance from the private meeting space and do not "harass" team personnel in or around the medical facility.
10. The UH certified athletic trainer and coaching staff will be responsible for assembling the team as soon as possible for a briefing on the emergency situation.
11. Once assembled, the team will be addressed by medical personnel, the head coach, the UH certified athletic trainer (if applicable), and/or athletics department administrative personnel regarding the injured student-athlete and the emergency situation, and will be advised to not speak with the press/media regarding the injured student-athlete and/or the emergency situation.

12. The UH certified athletic trainer will also be responsible for contacting authorities at the medical facility for the purpose of arranging psychiatrists, psychologists, chaplains, grief counselors, etc. for the use of all team and athletics department personnel.
13. A member of the coaching staff, in consultation with athletics department administrative personnel, will be responsible for arranging appropriate meals, lodging, and return transportation for the entire traveling party within NCAA, Conference USA, and UH rules and regulations.

In case of criminal circumstances, accidental death, homicide or suicide the UH Athletic Department will abide by the protocols of the department in charge. Should one of the above events occur at an athletic venue, the proper authorities (911 or UHPD X3-0582) would be notified and our incident protocol would be followed.

Flow Chart



Phone List

Director of Athletics – Hunter Yurachek

- (O) 713-743-9370 (main line)
- (O) 713-743-9514 (direct)
- (C) 843-283-6842

Senior Associate Director of Athletics (designee) – DeJuena Chizer

- (O) 713-743-9370 (main line)
- (O) 713-743-9468 (direct)
- (C) 713-775-0710

Director of Sports Medicine – Mike O’Shea

- (O) 713-743-0782
- (C) 713-775-2512

Associate Athletic Director of Media Relations – David Bassity

- (O) 713-743-9409
- (C) 405-274-1455

Team Physician – Dr. Walter Lowe

- (O) 713-986-5591
- (C) 713-253-6856

The University of Houston Sports Medicine
Catastrophic Incident and Emergency Notification Contact Form

Date: _____ **Time:** _____ **Place:** _____

Visitor Contact: _____

Emergency Transport: _____

Emergency

Transport Personnel: _____

Hospital: _____	Attending Physicians: _____
_____	_____
_____	_____
_____	_____

Family

Emergency Contact: _____

Notes:
