

## **GUIDE FOR DREXEL STUDENT-ATHLETES**

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Academic Year 2006-07

Dear Drexel Student-Athlete:

We hope that you will enjoy and benefit from this planner/handbook. **We view it as another tool to help you be productive in your roles as a student and as an athlete.** You have much to look forward to and much to manage. Please remember, that as busy as you get, it is most important to create a healthy balance in life.

**The handbook was designed to help you be informed, knowledgeable, responsive and resourceful.** You will find policies, procedures and references to answer many of your questions; however, there are professionals on the campus who can also assist. So, if you cannot find an answer in the pages that follow, please contact the ACHIEVE Staff or Compliance Officer to assist you.

As a students-athlete at Drexel University, **you have an obligation to abide by the rules and regulations that govern over campus, athletics department, Colonial Athletic Association, NCAA, and the Commonwealth of Pennsylvania.** This guide is not a substitution for the University Handbook, the Undergraduate Catalog, or the NCAA Manual. Questions regarding eligibility and compliance are best directed to out Director of Compliance (215) 895-1596.

We are proud of the efforts you make to be an achieving student and athlete and are glad you have chosen to be a Dragon. Remember, the **ACHIEVE mission** is based on **FIVE core values** and the **CHAMPS Life Skills Model**: (1) **Academic Achievement**, (2) **Athletic Leadership**, (3) **Personal Development**, (4) **Career Readiness** and (5) **Community Partnerships**.

The ACHIEVE Staff looks forward to working with you!

Sincerely,

**Rebecca Weidensaul Gigli, Ph.D.**

Associate Athletic Director, Academic Services

Dear Student-Athlete:

**As we start a new academic year and athletic season I wanted to review with you the increasing awareness of social issues in college athletics.** Our athletics program embraces the competitive spirit and identity of our Institution. When we are successful it reflects positively on us. If there are problems it reflects negatively on us. Right or wrong, this is the lens through which American culture judges intercollegiate athletics.

As student-athletes, coaches, and athletic administrators we must face the fact that **we are all collectively accountable for our actions and that our behaviors have consequences which reflect on our department, our university and our community.** There are numerous social issues we are confronted with in higher education including hazing, alcohol use, face book/my space, and an increased rate of sexual violence.

I ask all of you to initiate a **dialog with each other** to discuss the **standards of conduct that we have embraced** as an athletic community and to **endorse our values of personal welfare, leadership, personal growth, integrity, civility, sportsmanship, ethics, and respect.**

A renewed commitment to our values and guiding principles is essential in order to meet these challenges and fulfill our mission as ambassadors of Drexel University. Collectively, I believe we can successfully **confront our challenges by prioritizing our principles and values.**

With very best wishes,

***Eric A. Zillmer, Psy.D., Athletic Director***

Carl R. Pacifico Professor of Neuropsychology

**Achieve Center**  
Basement of DAC  
215-895-2035/2036/2031

**Admissions Office**  
2<sup>nd</sup> Floor, Main Building  
215-895-2400

**Bookstore**  
1<sup>st</sup> Floor, MacAlister  
215-895-2860  
<http://drexel.bkstore.com>

**Strinbright Career  
Development Center**  
3201 Arch Street  
215-895-2185  
[www.drexel.edu/scdc](http://www.drexel.edu/scdc)

**Korman Computing  
Center & IRT**  
Korman Center 114  
215-895-2690  
[www.drexel.edu/IRT/](http://www.drexel.edu/IRT/)

**Office of Counseling &  
Health**  
Creese Student Union,  
Rm 201  
215-895-1415

**Creese Student Center**  
Creese 115  
215-895-2515

**DragonCard Office**  
Creese 124  
215-895-6095

**Office of Disabilities  
Services**  
3201 Arch Street, Suite 210  
215-895-1404

**Student Health Center**  
3201 Arch Street, Suite 240  
215-895-5800

**Drexel Learning Center**  
050 Creese  
215-895-2568  
[www.dlc.drexel.edu](http://www.dlc.drexel.edu)

**Human Resources  
(Campus  
employment/work study)**  
3201 Arch Street  
215-895-5813

**International Students  
& Scholars Office**  
Creese Student Union, Rm.  
210  
215-895-2502

**Interfaith  
Counseling/Spiritual Life  
Newman Center**  
33<sup>rd</sup> and Chestnut Street  
215-590-8760

**Multicultural Affairs  
Office**  
215 Creese Student Center  
215-895-2506

**Provost Office**  
Main Building 102  
215-895-1737

**Security/Public Safety**  
3201 Arch Street  
215-895-2822 (Non-  
emergency)  
215-895-2222 (Emergency)  
[www.drexel.edu/admin/publicsafety/homepage.html](http://www.drexel.edu/admin/publicsafety/homepage.html)

**Student Resource  
Center/Financial Aid**  
Main Building 106  
215-895-2300  
[www.drexel.edu/src](http://www.drexel.edu/src)

**Student Life & Dean of  
Students**  
215 Creese Student Union  
215-895-2506  
[www.drexel.edu/studentlife/](http://www.drexel.edu/studentlife/)

**Student Transportation**  
215-895-2822

**W.W. Hagerty Library**  
33<sup>rd</sup> and Market Streets  
215-895-1500  
<http://www.library.drexel.edu>

**College of Arts & Sciences**  
215-895-2620  
[www.drexel.edu/academics/coas/](http://www.drexel.edu/academics/coas/)

**School of Biomedical Engineering,  
Science, & Health Systems**  
215-895-2215  
[www.biomed.drexel.edu/](http://www.biomed.drexel.edu/)

**LeBow College of Business**  
215-895-2110  
[www.lebow.drexel.edu/](http://www.lebow.drexel.edu/)

**College of Engineering**  
215-895-2211  
[www.drexel.edu/coe/](http://www.drexel.edu/coe/)

**College of Media Arts & Design**  
215-895-2396  
[www.drexel.edu/academics/comad/](http://www.drexel.edu/academics/comad/)

**Hotel Restaurant & Culinary Arts**  
215-895-2159  
[www.drexel.edu/academics/hospitality/index.html](http://www.drexel.edu/academics/hospitality/index.html)

**Education**  
215-895-6770  
[www.drexel.edu/academics/teacherehd/omepage.html](http://www.drexel.edu/academics/teacherehd/omepage.html)

**College of Information Science &  
Technology**  
215-895-2474  
[www.cis.drexel.edu/](http://www.cis.drexel.edu/)

**Nursing**  
215-762-8506  
[www.drexel.edu/cnhp/default2.asp](http://www.drexel.edu/cnhp/default2.asp)

**Physical Therapy**  
215-762-4973

**Goodwin College of Evening &  
Professional Studies**  
215-895-2159  
[www.drexel.edu/evening](http://www.drexel.edu/evening)

## **DREXEL ATHLETICS MISSION & GOALS**

To advance the personal integrity, sportsmanship, and athletic and academic excellence of all student-athletes

- By assuring the academic and personal needs of student-athletes
- By introducing sports into the fabric of the collegiate experience
- By providing visibility to the University through a commitment to athletic competitive excellence
- By promoting integrity and pride, academic and athletic, through trust, respect, sportsmanship, ethics, and institutional loyalty
- By empowering personal growth and leadership, through a commitment to academic excellence, community outreach, and creativity
- By pledging excellence in teaching and coaching

## **STUDENT-ATHLETE RESPONSIBILITIES**

- Student-athletes must sign the NCAA Student-Athlete Statement each year, before they compete for Drexel
- Student-athletes must sign a Drug Testing Consent Form before they practice or compete for Drexel
- Student-athletes must maintain amateur status by engaging in a particular sport for the educational, physical, mental and social benefits in concert with NCAA rules and standards. Student-athletes who are being pursued or are pursuing endorsements, contracts, drafts and/or tryouts should contact their coach and Assistant Athletics Dir./ Senior Woman Administrator to preclude any loss of eligibility
- Never use the office equipment, it is strictly prohibited. This includes the use of office

computers, typewriters, copiers, phones, fax machines and any other office equipment.

- Student-athletes must never accept pay or the promise of pay in any form for participation in an intercollegiate sport.
- Student-athletes cannot receive financial aid that is not administered by the institution unless it is specified by NCAA regulations
- Student-athletes cannot receive awards, benefits or expenses except those allows by the NCAA (Bylaw 16). Prohibited items include: cash, club memberships paid by Drexel, professional sports tickets, surgical expenses for illness or injuries not resulting from practice or competition, or housing or other services which are not available to the general student body.
- Student-athletes cannot be involved in unethical activities such as using an assumed name to compete in any athletics competition, cheating on any exams, evading or violating NCAA regulations by any dishonest means, or knowingly providing the NCAA or Drexel with false or misleading information about their involvement in or knowledge of matters related to a possible violation of NCAA regulations.
- Student-athletes (and athletic staff members) are prohibited from involvement in any organized gambling activities concerning intercollegiate athletics competition per NCAA rules (Bylaw 10.3).

## **STUDENT-ATHLETE EXPECTATIONS**

### **Academic:**

(1) Attend all classes except those excused due to competition and complete all academic assignments;

- (2) Consult academic advisors when you have questions or concerns about your education;
- (3) Maintain a full-time academic course load of at least 12 credits per term and make satisfactory progress toward a degree by passing an average of 16 credits per term;
- (4) Accept responsibility for maintaining academic eligibility;
- (5) Strive to obtain a college degree within the four or five year expectation;
- (6) Utilize all tools and resources recommended and provided by the ACHIEVE Staff and University.

### **Athletic:**

- (1) Abide by all University, CAA and NCAA team rules;
- (2) Maintain top physical condition, with accepted health standards;
- (3) Attend all organized athletic related activities;
- (4) Take proper care of equipment and return it in good condition;
- (5) Treat officials and opponents with respect, avoid confrontations.

### **General Conduct:**

- (1) Abide by all policies outlined in the University's Student Handbook;
- (2) Obey residence halls policies and regulations
- (3) Obey all federal, state, and local laws
- (4) Abstain from using tobacco, alcohol, and non-therapeutic drugs. Bylaw 18.4.1.5 provides that a student-athlete who is found to have utilized a substance on the list of banned drugs shall be declared ineligible for further participation in postseason and regular-season competition during the time period ending one calendar year after the student-athlete's positive drug test) For a list of banned

substances or an elaboration on this rule, see the Director of Compliance, Trainer, or this guide;

(5) In all public domains (including electronic), student-athletes are encouraged to conduct oneself with dignity as they are representatives of the institution.

### **Sportsmanlike Conduct:**

Sportsmanlike conduct means more than the absence of negative actions in public. Coaches and athletics administrators are able to provide you with techniques for dealing in a positive manner with the following situations which may arise during play: (1) communication with officials and opponents on routine matters during athletic events; (2) maintaining control during emotionally charged situations; (3) reacting in a positive manner to an aggressive action by an individual or group.

Coaches are expected to define actions, which constitute inappropriate conduct and suggest ways to avoid such behavior. Unacceptable behavior includes, but is not limited to: (1) breaking a federal, state, or local law; (2) physically abusing officials, coaches, opponents or spectators; (3) throwing objects; (4) unauthorized seizing of equipment from officials or the news media; (5) inciting players or spectators to negative actions or any behavior which insults or defiles an opponent's traditions; (6) using obscene or otherwise inappropriate language or gestures; (7) making public statements which are negative, controversial or outside the Department's standards or policies; (8) participating in any actions which violate the generally recognized ethical standards of intercollegiate athletics, the University or the community.

Any player or coach ejected from a contest for unsportsmanlike conduct/behavior will automatically be suspended for the next game. Conduct subsequent to the



ejection can increase the penalty at the Commissioner's discretion. A second ejection within any year will result in a two game suspension. A third ejection will result in a five game suspension. This rule does not limit the Commissioner's authority to impose a greater sanction based on the seriousness of the conduct (e.g., fighting) or by a playing rule. This rule will apply automatically, but is subject to the Commissioner.

### **Disciplinary Authority:**

The Commissioner shall be empowered to take disciplinary action against Association personnel when derogatory comments, acts of misconduct, failure to meet Association obligations, or violations of Association and/or NCAA rules or policies occur. Misconduct is any act of dishonesty, unsportsmanlike conduct, fighting, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics. Fighting may be interpreted to include "striking a defenseless player in the head, neck, or face area." Any player or coach ejected from a contest for unsportsmanlike conduct/behavior will automatically have the conduct/behavior reviewed by the Commissioner. The Commissioner may assess the following penalties, including, but not limited to, against a coach, student-athlete, officials, or other institutional staff member: [Revised: March 4, 1994, July 17, 1995, January 12, 1997, June 7, 2006]

- Private reprimand.
- Probationary status or suspension to coach, participate, or officiate in one or more contests.
- Assessment of financial penalties against the institution or institutional personnel.
- In all instances, the Commissioner shall direct the penalty through the Director of Athletics at each institution (with a copy to the President/Chancellor)

who shall be responsible for imposing the action. A report on the Commissioner's action shall be forwarded to the Colonial Athletic Association Executive Committee. An institution or individual imposed with such a penalty shall be provided due process to appeal any action to the Colonial Athletic Association Executive Committee who may affirm, modify or reject the Commissioner's penalty.

- If an institution imposes a penalty for an action described above that is under the jurisdiction of the Association prior to review by the Commissioner, the Commissioner retains the authority to review the case. In this instance, the Commissioner may conclude that the corrective or punitive action taken by the institution is representative and consistent with Association policies and principles and may exercise discretion to take no further action. If the institution action appears to be insufficient, the Commissioner may impose additional actions described above.
- **Meeting Obligations.** The Commissioner is also empowered to take disciplinary action against any coach who misses a league meeting or media obligation without prior approval from the CAA. The penalty for the first offense shall be a written reprimand from the Commissioner with a copy to the Director of Athletics.

## **STUDENT-ATHLETE CONDUCT**

There has been a recent increase in national and local attention on the standards of conduct of students, and particularly student-athletes, as they relate to discriminatory hostility and hazing. Drexel Athletics has standards and violation will result with the withdrawal of a

student-athlete's scholarship and their privilege to participate in varsity athletics, in addition to any University sanctioned disciplinary action or any legal action for illegal behavior committed by the student-athlete.

The items described below are reviewed in more detail in the NCAA manual, the University's Student Handbook, and our Department's Code of Ethics.

**Alcohol** - No Drexel student-athlete shall be allowed to consume alcoholic beverages in conjunction with their sport activity.

Interpretation: Zero-tolerance. Don't drink while you are representing Drexel athletics!

**Harassment** - No Drexel student-athlete shall at any time display a discriminatory hostility, towards others on the basis of race, ethnic ancestry, national origin, religion, gender, sexual orientation, age, or physical or mental disability.

Interpretation: Zero-tolerance. Respect the individual differences of others!

**Hazing** - No Drexel student-athlete shall be involved in any activity that requires the initiation or continued membership into their sports team to be conditional on 'forced' activity.

Interpretation: Zero-tolerance. Hazing won't be tolerated! Don't do it! Don't even think about it!

**Disciplinary action for violating any of the above student-athlete conduct policies:**

- Loss of athletic scholarship and participation
- Possible athletic team sanctions
- Disciplinary action by the University's judicial system

- If applicable, legal enforcement of the Commonwealth of Pennsylvania's Anti-Hazing Law, Act 175 of 1986
- If applicable, legal enforcement of the Commonwealth of Pennsylvania's liquor and drug laws

**Drexel University's Alcohol Policy** is consistent with the laws of the Commonwealth of Pennsylvania. The consumption, distribution, or service of alcoholic beverages must be in compliance with the PA Liquor and Crime Codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. Please see the **2005-2006 Student Handbook** for the University regulations and policies concerning alcohol consumption, distribution, and service.

Any student-athletes engaged in illegal alcohol consumption distribution and service may be subject to sanctions by the Department of Intercollegiate Athletics under the direction of the Athletics Director.

**All policies regarding alcohol, nicotine, and non-therapeutic drugs can be found in the Drexel University Handbook:** [www.drexel.edu/studentlife/slhandbook.htm](http://www.drexel.edu/studentlife/slhandbook.htm)

### **NCAA BANNED DRUGS**

Per NCAA Bylaw 30.5-(b), the director of athletics or the director of athletics' designee shall disseminate a copy of the list of banned drug classes to each student-athlete.

Please note that the list of banned drugs is subject to change by the NCAA Executive Committee, and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. Updates to the list of banned drugs can be found via the NCAA Web site

([www.ncaa.org](http://www.ncaa.org)). 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.

**The following is the list of banned-drug classes**, pursuant to NCAA Division I Bylaw 31.2.3.4.

**(a) Stimulants:**

amiphenazole	ephedrine	phendimetra-zine
amphetamine	ethamivan	phenmetrazine
bemigrade	ethylamphetamine	phentermine
benzphetamine	fencamfamine	phenylephrine
bromantan	meclofenoxate	phenylpropanolamine (PPA)
caffeine <sub>1</sub>	methamphetamine	picrotoxine
chlorphentermine	methylene-dioxymethamphetamine (MDMA, also known as Ecstasy)	pipradol
cocaine	methylphenidate	prolintane
cropropamide	nikethamide	strychnine
crothetamide	pemoline	synephrine (citrus aurantium, zhi shi, bitter orange)
diethylpropion	pentetrazol	and related compounds *
dimethylamphetamine		
doxapram		

**(b) Anabolic Agents:**

anabolic steroids	fluoxymesterone	oxandrolone
androstenediol	mesterolone	oxymesterone
androstenedione	methandienone	oxymetholone
boldenone	methenolone	stanozolol
clostebol	methyltestosterone	testosterone <sub>2</sub> and related compounds*
dehydrochlormethyl-testosterone	nandrolone	Other anabolic agents clenbuterol
dehydroepiandro-sterone (DHEA)	norandrostenediol	
dihydrotestosterone (DHT)	norandrostenedione	
dromostanolone	norethandrolone	

### **(c) Substances Banned for Specific Sports**

#### **Rifle:**

alcohol	atenolol	nadolol	pindolol	timolol and related
metoprolol		propranolol		compounds *

### **(d) Diuretics:**

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

### **(e) Street Drugs:**

heroin	marijuana <sup>3</sup>	THC (tetrahydrocannabinol) <sup>3</sup>
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### **(f) Peptide Hormones and Analogues**

chorionic gonadotrophin (HCG - human chorionic gonadotrophin)  
corticotrophin (ACTH)  
growth hormone (HGH, somatotrophin)

*\*All the respective releasing factors of the above-mentioned substances also are banned.  
erythropoietin (EPO) sermorelin*

### **(g) Definitions of positive depends on the following:**

<sup>1</sup> for caffeine-if the concentration in urine exceeds 15 micrograms/ml.

<sup>2</sup> for testosterone-if the administration of 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.

<sup>3</sup> for marijuana and THC-if the concentration in the urine of THC metabolite exceeds 15 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.

**Nutritional supplements are not strictly regulated and may contain substances banned by the NCAA.** For questions regarding nutritional supplements, please visit the National Collegiate Athletic Association (NCAA) Web Site [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety).

## **NCAA SUMMARY OF REGULATIONS**

You need to be aware of this section of NCAA regulations for Division I that student-athletes. If you have questions, contact the Compliance Office or the NCAA manual.

### **NCAA ELIGIBILITY REQUIREMENTS:**

Eligibility requirements are monitored by the Director of Compliance and College Advisors.

- The requirements for **Initial eligibility** include:  
Being admitted to Drexel University, Final Initial Eligibility clearance from the NCAA Clearinghouse (48-C on file), Full-time enrollment, Must be an initial eligibility qualifier,
- The requirements for **continuing eligibility** include:  
Earning credits used for progress toward a degree, (75% of yearly minimum (36) credits must be earned during the academic year, 25% of credits max can be earned during the summer), Percentage of degree requirements met, Minimum grade-point average met, Degree declaration. All Student-Athletes must sign the Student-Athlete Statement and Drug-Testing Consent Form and be included on the Squad List in order to participate.

## **The 12 Credit Rule:**

Student-athletes must enroll in at least a minimum full-time program of studies that is 12 credits at Drexel University, and a program that leads to a baccalaureate degree or its equivalent. A student who is adding a course to reach full-time status shall become eligible for practice and competition once the course has been approved by the appropriate department head and submitted to the registrar. (14.1.6.1.2) **Once you drop below 12 credits in a term you are no longer eligible to participate in any intercollegiate competitions OR practice** (exception is cooperative education placement). If you add a course to reach full-time status, you are again eligible for competition once the designated representative has approved the course. **Exceptions:** (a) In your last quarter of a baccalaureate program you may take under 12 credits if and only if you have fewer than 12 credits to graduate. (b) If you are enrolled in the Architecture program which requires its students to enroll in part-time studies while engaging in full-time employment (with NCAA approval).

## **Good Academic Standing:**

Student-athletes must comply with the standards for all Drexel University students. **If you are not in good academic standing, you are not eligible; you are not in good academic standing if you are: Dropped for Non-Payment, Dropped for Poor Scholarship (and not reinstated by your college advisor), and Dropped for Not Registering** (Respond to your notifications immediately if you are in one of these categories). The Faculty Athletics Advisory Board distinguishes poor academic standing from academic probation as defined by the university.

## **The 75/25% Rule: (for students entering before 8/1/03):**

All student-athletes shall earn at least 75% of the quarter hours required for progress during the regular academic



year. Only 25% of the credits needed for eligibility may be taken outside the academic year or in the summer term:

- Freshmen, seniors, and non-CO-OP students must earn at least 27 credits (75% of 36 credits) before the Summer term (9cr.) to be eligible for the following year (completing at least 36 cum. credits)
- Upperclassmen who are here two terms each year must earn at least 18 credits (75% of 24 credits) The rest can be taken during your co-op cycle or summer to be eligible for the next year (completing at least 24 credits)

**For Students entering on or after 8/1/03:**

**All student-athletes must earn at least 27 quarter hours per three terms of full-time attendance.**

**Fulfillment of Credit-hour Requirements:**

**As of 8/1/2003, student-athletes must PASS at least six (6) credits per term in order to be eligible for competition.**

**Important Notes:**

Usually Drexel students complete 15 to 18 credits each term to be on track for graduation. If you take more than 20 credits per term, you will be charged extra tuition. Each major has specific credit requirements, which determine your class status (i.e., all freshmen should have completed 40 credits to become a sophomore).

**Always consult the Director of Compliance or College Representative** if you are at all uncertain about your eligibility. At the end of each term your grades and credits will be checked by the Associate A.D. for Academic Services and the Director of Compliance. Should your

eligibility be in jeopardy, the Director of Compliance and your coach will notify you and explain your options.

### **Credit by Exam:**

An incoming student-athlete may use any credit-by-examination courses completed prior to the institution's fall term for purposes of meeting the requirement that 75% of credit hours used to meet the satisfactory progress must be earned during the regular academic year.

### **Minimum Cumulative Grade Point Average Rule:**

Student-athletes who entered into full-time enrollment **prior to August 1, 2003** and entering into his/her third year or seventh (7) term of shall present a minimum cumulative grade point average (based on a 4.0 scale) that equals at least 90% of the cumulative 2.0 GPA required for graduation (1.8). Entering the fourth year or 10<sup>th</sup> term, these students need a 1.9.

Student-athletes who enter into full-time enrollment on or **after August 1, 2003** and entering the second year of enrollment must present 90% of the cumulative 2.0 GPA required for graduation. Entering the third year, these students need a 1.9 and entering the fourth year and beyond need the minimum cumulative GPA required for graduation, or a 2.0.

### **Fulfillment of Percentage of Degree Requirements:**

Student-athletes who entered into full-time **enrollment prior to August 1, 2003** and entering into the third year or seventh term shall have completed successfully at least 25% of the course requirements in his or her specific degree program. In the fourth year or 10<sup>th</sup> term, students shall have completed at least 50% of the requirements, and entering the fifth year or 13<sup>th</sup> term, students shall have

completed 75% of the requirements. These are courses in your specific degree program that you NEED to graduate (Not JUST your major, but the core courses, too).

Student-athletes who enter into full-time enrollment on or **after August 1, 2003** and entering the third year or seventh term shall have completed successfully at least 40% of the course requirements in his or her specific degree program. In the fourth year or 10<sup>th</sup> term, students shall have completed at least 60% of the requirements, and entering the fifth year or 13<sup>th</sup> term, student shall have completed 80% of the requirements.

### **Approval for Summer Courses:**

Prior written approval by the Assistant to the Dean of your college is required, if you need the course(s) from another school other than Drexel University to be used to satisfying eligibility requirements. (Bylaw 14.4.3.4.4). **Courses NOT accepted by Drexel will NOT be used in determining eligibility.**

### **Designation of Degree Program:**

A student-athlete must designate a program of studies leading to a specific baccalaureate degree at the institution **by the beginning of the third year or seventh term** and thereafter make progress toward that specific degree. If you are changing your major this is an important consideration. Consult your College Representative, the ACHIEVE Staff, and the Director of Compliance prior to changing your major.

### **The Seasons of Competition/Five Year Rule:**

The student-athlete has five calendar years beginning the 1<sup>st</sup> quarter or semester he/she was enrolled in a full-time program of studies to complete his/her four years of athletic eligibility. Exceptions to the five-year rule include time spent in the armed forces, church missions and the pregnancy exception. For details concerning exceptions and waivers to the five-year rule see the Associate Athletics Director/Senior Woman Administrator.

### **Twenty-One Year Rule:**

Applies to any student who participates in organized sports competition at the age of twenty-one or over and prior to their initial full-time enrollment at a collegiate institution. For each year of outside competition after the student's twenty-first (21) birthday, the student will lose a year of collegiate eligibility.

### **Walk-On Student-Athletes:**

They are subject to all of the same eligibility requirements as recruited student-athletes. The walk-on must sign the student-athlete statement and the drug testing consent form which must appear on the affirmation of eligibility, and the financial aid squad list, all of which must be done prior to any practice or competition. The Director of Academic and Support Services and the Director of Compliance must be informed immediately of any new student-athletes to ensure the proper academic and general eligibility requirements have been fulfilled.

### **FINANCIAL AID**

The Bylaws of the NCAA permit member institutions to aid athletes to this extent: Award a scholarship for room, board, tuition, fees, and required course-related books.

Student-athletes who receive books must fill out the appropriate paperwork.

These other financial aid promises or awards are a violation of NCAA rules: financial aid to an athlete from any source other than the institution or from persons upon whom he or she may be naturally or legally dependent for support; financial aid, or promise of aid, to any member of the athlete's family; promise of financial aid beyond the athlete's undergraduate period; summer vacation employment for which a higher scale of pay is received by other employees doing the same type of work; award of money, gifts, or promise of gifts equivalent to money, or lavish entertainment by anyone, including alumni, or friends of an institution; transportation to and from the university by the institution.

Institutional aid may be reduced or canceled during the period of its award if the recipient: becomes ineligible for intercollegiate competition; fraudulently misrepresents any information on his or her application, grant-in-aid agreement, or NLI; engages in serious misconduct warranting substantial disciplinary penalty; or if the student-athlete voluntarily withdraws from a sport for personal reasons. The form and amount of this grant will not be affected by athletic injury.

### **Increases and Decreases in Athletic Grants:**

An Increase, Reduction or Cancellation is Not Permitted to occur during the period of its award on the basis of a student-athlete's athletics ability, performance, or contribution to a team's success; because of an injury that prevents the recipient from participating in athletics, or for any other athletics reason. An institution may not set forth an athletic condition that would permit the institution to increase, reduce or cancel the student-athlete's financial aid

during the period of the award if the conditions are not satisfied.

**Increase Permitted:** between the period of time when the student-athlete signs the financial aid award letter and the beginning of the period of the award, and subsequent to the date on which the student-athlete receives any benefits as part of the student's financial aid grant; an institution can increase that aid if the institution can demonstrate that it is unrelated in any manner to an athletics reason (i.e., an institutional error).

**Hearing Opportunity:** Any graduation or cancellation of aid for any of the above-mentioned reasons is permissible only if such action is taken for proper cause by the regular disciplinary or financial aid authorities (Director of Financial Aid) at the institution and the student-athlete has had an opportunity for a hearing.

## **BOOK SCHOLARSHIP POLICY**

Student-Athletes with a book scholarship (full books) are able to obtain their required course books from the Drexel University bookstore. Only the books listed as required on the syllabus may be purchased using athletic funds. If there is an attempt to purchase extra books or other merchandise, your eligibility may be in jeopardy.

### **Please follow the following steps:**

1. Obtain a blank "Book Scholarship Request Form" from your coach, compliance director, or the ACHIEVE Center.
2. On the space provided, write down the title of the book(s) requested, the class it is intended for and the price. This information can be found in the bookstore or on the syllabus for each class.

3. Bring the form to the Director of Compliance, Kellianne McCoy or the Associate Athletic Director for Academic Services, Rebecca Gigli, for a signature. The bookstore will not distribute the books without a signed form and the Compliance Director/AAD for Academic Services will not sign a form until it is completely filled out.
4. Take the form to the bookstore, pick out the course related books, and take the books and the form to the front of the bookstore for checkout. Sign that you are an athlete with a book scholarship.
5. Retrieve the yellow form and also a copy of the book form and return both forms to the Director of Compliance.

If a book is not in the bookstore, return the form and let the Director of Compliance know that you still need the book. Once you are informed that it has come in, get another form and go through the same process. If you need to purchase a book elsewhere, i.e., a copy center, you must still fill out the form and supply a copy of the syllabus, along with the receipt for the book to the compliance office for reimbursement.

## **DREXEL UNIVERSITY POLICY ON ATHLETIC GRANT APPEALS**

**Policy:** A student who wishes to appeal decisions related to his or her athletic grant shall submit a written request that includes, but is not limited to the following information: (1) The student's name, student number, year in school and sport; (2) Type and amount of previous financial aid; (3) Reasons for believing that the decision was unfair, including names of staff members (i.e.: coaches, financial aid officer) with whom the student discussed that aid; and (4) Copies of any relevant documents (i.e.: letter regarding initial award of athletic grant).

**Procedure:** The student should submit these materials to the Director of Financial Aid within 15 days after the student receives notification that the athletic grant is being canceled or reduced. The student may request an in-person hearing before the Appeals Committee. If the student requests a hearing, one will be scheduled, and the student-athlete and the Head Coach or Director of Athletics will be notified of the time and place. Each side will have the opportunity to present its arguments to the Appeals Committee. The Appeals Committee will take one of two actions: (1) If it finds that the decision to reduce, cancel or not renew aid is not a violation of the rules, regulations or University policies and that no extenuating circumstances are present, the appeal will be denied or (2) If it finds that the decision to reduce, cancel or not renew aid is a violation of the rules, regulations or University policies, the appeal will be approved. The athletic grant is then made available to the student as soon as possible. Each party will receive a written copy of the hearing Appeals Committee's decision within 10 days. The Appeals Committee's decision is final. If the student wishes to discuss the results of the appeal, a meeting with the chair or a designated member of the Appeals Committee will be arranged.

**Committee:** The Appeals Committee consists of three members from the Financial Aid Office: the Associate Director of Financial Aid as chairperson and two Assistant Directors of Financial Aid.

**Renewals/Non renewals:** The renewal of institutional financial aid shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution promptly notifies in writing each student-athlete who received an award the previous academic year and who has eligibility remaining for the ensuing academic year, whether the grant has been renewed or not renewed.



Notification of financial aid renewals and non renewals must come from the institution's regular financial aid authority and not from the institution's athletics department.

Whenever your grants in aid changes you must alert the Director of Compliance. The change must be made on your financial aid squad list records.

## **NCAA GENERAL ELIGIBILITY REQUIREMENTS**

Along with satisfying the academic requirements for continuing eligibility, student-athletes must sign the Student-Athlete Statement and Drug-Testing Consent Form. Both forms will be administered in your team orientation prior to your first practice.

**Student-Athlete Statement:** This form requires the student athlete to submit information related to eligibility, recruitment, financial aid, amateur status, previous positive drug tests, and involvement in organized gambling activities related to intercollegiate or professional athletics. Each student must sign this form prior to competition.

**Drug-Testing Consent Form:** This form requires a student athlete to consent to be tested for the use of drugs prohibited by the NCAA. Failure to complete and sign the form prior to practice or competition shall result in the student-athletes ineligibility for participation in all intercollegiate athletics. Once these forms are completed and you have been certified as "eligible", you will be placed on the official squad list and the affirmation of eligibility at which time you will be able to participate

### **Transferring into and out of Drexel University:**

**Any student-athlete in a conference sport who has been the recipient of athletically related financial aid who**

**decides to transfer within the conference must fulfill two academic years of residence (per NCAA Bylaw 14.5.51) prior to being certified eligible for competition.**

**Once a prospective student-athlete signs a National Letter of Intent with a CAA institution the Intra-conference Transfer Rule will apply.** Contact your coach out of courtesy and/or the Director of Compliance if you have questions about Transfer procedures and how to get started. The institution you wish to attend will have their Compliance officer or Director of Athletics send a Waiver to our Compliance Coordinator. You may not speak with the coach about their sports program without completing this waiver procedure. All of the NCAA Academic Regulations apply to transfers. Be sure to investigate the academic implications of any transfer early in the process. Find out if your Drexel courses will transfer into the institution you hope to attend so that you will meet eligibility requirements. As a newly accepted transfer at Drexel you should make an appointment to see the Academic Dean's Assistant to determine the number of transfer credits you will receive. Be sure that you understand what courses transferred and if you will meet the NCAA's continuing eligibility requirements (i.e. percentage of degree requirements, see Director of Compliance).

The transfer regulations state that a transfer student-athlete must spend a year of residence at the school to which he or she is transferring. To satisfy a year of residence, you must be enrolled in and pass a minim full-time program of studies for two full semesters or three full quarters. Summer school terms do not count toward a year of residence, and part-time enrollment does not count toward a year of residence.

There are exceptions to the transfer rule that a student-athlete may use in order to be immediately eligible. These

are: one-time transfer exception, nonrecruited student exception, return to original institution without participation exception, two-year nonparticipation exception, discontinued/nonsponsored sport exception, military service/church mission exception, discontinued academic program, division III exception (if you transfer to a DIII school), foreign student program exception, exchange student exception, and educational exchange program exception.

According to the NCAA (14.5.5.2.10 (d)), “if the student’s previous institutions denies his or her request for the release, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department.” If you are denied a release and wish to appeal the decision, please follow the grievance policy.

**Outside Competition Affecting Eligibility / Participation in Athletics; Non-Drexel Related During the Academic Year:**

In Division I, student-athletes in sports other than Basketball who participate as members of any outside teams in non-collegiate amateur competition during the academic year become ineligible for intercollegiate competition in their sport for the remainder of the year and the next year also.

**Exceptions to outside-competition regulations for all sports:** High school alumni game (only 1 per year), Olympic games and tryouts, Pan-American games-tryouts/competitions. In Division I Basketball, a student-athlete who participates in any basketball competition except while representing their institution during the playing season becomes ineligible for any further intercollegiate competition in basketball.

**Exceptions to outside-competition regulations for Division I Basketball:** Summer League between June 15 and August 31 on a team which is approved by the NCAA and the student has written permission from the Director of Athletics (standard form). Obtain a form from the Director of Compliance.

### **Participation in Athletics During the Summer:**

Each sport has summer leagues, camps and practices. All student-athletes must notify the coach and Director of Compliance before making any commitments to leagues, camps or practices. There are forms on which we need your signature before your participation in summer leagues.

*Note:* In the summer there are limitations in some sports on the number of student-athletes who may participate on the same team from the same institution. See the Director of Compliance or your Coach to obtain form.

### **Eligibility Waivers:**

Eligibility Waivers may be appropriate to your particular circumstances. Discuss any appeals with your coach, Associate Athletic Director/Senior Women Administrator and/or the Faculty Athletics Representative. If your circumstances warrant NCAA waiver consideration, the Associate Athletics Director/Senior Woman Administrator, Director of Academic and Support Services, Faculty Athletics Representative and/or Director of Athletics will begin the necessary paperwork and procedures on your behalf.

### **Reporting Infractions:**

If you know or suspect an infraction has occurred or question the utility of any NCAA rules or regulations,

contact a member of the athletics administration or your coach immediately. Requests for confidentiality will be respected. The Director of Athletics, Assistant Athletic Director/Senior Woman Administrator, Compliance Director, Faculty Athletics Representative, Conference Commissioner and University President will be involved until a resolution is made by the NCAA.

### **Playing and Practice Seasons:**

Each sport has a limit on the number of contests allowed each year. An institution shall limit its organized practice activities, the length of its playing season and the number of its regular-season contest and/or dates of competition in all sports, as well as the extent of its participation in non-collegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes.

### **During Playing Season:**

During season your team or individual sport has a specific number of days it may be in season competing and practicing. **FOUR HOURS PER DAY, 20 HOURS PER WEEK ARE THE MAXIMUMS. ONE DAY OFF PER WEEK IS MANDATORY AND COUNTABLE ACTIVITIES ARE PROHIBITED ON THIS DAY.** A week is any seven consecutive days to be determined at the institution's discretion; once the institution determines its week, the institution may not change its week for the remainder of the segment. Multi Sport Participants may participate in 20 hours per week of countable related athletics activity with one team and eight hours per week of countable related outside of season activity with another team.

## **Countable athletically-related activities include:**

Practice, Competition (counts as 3 hrs. & no practice afterwards); Required Weight Training/Conditioning with staff; Participation in a Phys. Ed. Class that is not listed in the Course Schedule Booklet that term; Film/Video reviews with a staff member; Required participation in camps, clinics, or workshops; individual workouts with a staff or coach which are required or supervised, not voluntary; On/off courts practices called by a member of the team: "Captain's practices"; Visiting the Competition site in the sports of cross country, golf, and skiing. Note: A travel day or a vacation day can be considered as your day off.

## **Outside the Playing Season:**

Outside of the playing season during the academic year, only a student-athletes participation in countable athletically related activities shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on individual skill workouts set forth in bylaws 17.02.1. A student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period (i.e. summer, academic year).

## **PERMISSIBLE BENEFITS FOR STUDENT-ATHLETES:**

**Academic Support:** tutoring, counseling, drug rehabilitation, use of computers, limited counseling materials, learning disability testing fees.

**Medical Expenses:** during the school year related to athletics activities. During the Summer, the student-athlete may not receive surgical expenses except under specific NCAA conditions.

**Special-Assistance Fund:** administrated by the CAA: medical expenses, hearing aids, vision therapy, off-campus psychological counseling, emergency travel expenses, expendable academic course supplies, rental of nonexpendable course supplies, clothing and essential items (PELL grant recipients).

**Incidental-Expense Waiver:** administered by the NCAA: i.e.: awards banquet expense (usually a one time event and based on need).

**Travel Expenses:** related to athletics activity.

**Loans:** not based on athletics ability or reputation and not received from an athletics booster.

**Complementary Admissions:** A Division I institution may provide a student-athlete four (4) complementary admissions issued through a pass list to contests in his/her sport (Bylaw 16.2.1). Student-athletes may not sell, barter, exchange, or trade complimentary admissions for any items of value. Contact the athletic administration if you have any questions regarding the complimentary admissions policy.

## **NEW ---- UNDERGRADUATE ACADEMIC STANDING & PROBATION POLICY**

**Policy revision date: 07.27.06**

**Policy effective date: 09.25.06**

### **Academic Standing:**

There are three (3) distinct classifications of academic standing reflected on the academic record or transcript. Student academic standing is determined on a term basis at the close of each term, to be effective the first day of the subsequent

term of study.

The conditions associated with each of these classifications are described below and are intended be used to guide the student in his/her academic planning. In particular, a student placed on academic probation must meet with his/her academic advisor to develop an academic strategy for success that will also allow him/her to be removed from academic probation.

### **Good Standing:**

*Good standing* status is assigned to the term record of any undergraduate student with a term and cumulative grade point average (GPA) above the standard of 2.00 at the close of the term.

### **Academic Probation:**

An undergraduate student will be placed on academic probation when either the term or cumulative GPA falls below 2.00. Students on probation must meet with their academic advisor to develop a written academic plan and establish GPA goals using the Veigel GPA calculator. The Veigel GPA calculator enables an advisor to quickly determine the grades required to achieve a 2.00 cumulative GPA – based on the number of credits completed and classification.

While on probation, a student must adhere to the conditions of the program of study in which he/she is enrolled. The Undergraduate Academic Standing and Probation policy is but one of many policies that support each other. Policies regarding Change of Program are supported by the probation program. University program standards – with the exception of the Exploratory Studies



program – prohibit program or major changes during the probationary period.

For example, a student enrolled in a full-time program of study must complete a minimum of twelve (12) credits but not exceed fifteen (15) credits during probationary term(s) of study. A student in a part-time program of study can enroll in no more than eleven (11) credits in the probationary term(s).

Removal from probationary status requires that the student achieve both a term *and* cumulative GPA of 2.00 or higher in a subsequent term.

A student can remain on probation for three consecutive terms before being dismissed.

### **Dismissal:**

#### **Term Grade Point Average**

An undergraduate student will be dismissed from the University when his/her term GPA falls below the 2.00 standard for three (3) consecutive terms. Students who earn a term GPA below 1.00, *not including their first term at Drexel*, may be automatically *dismissed* from the University. That is, they are subject to dismissal without the benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below.

First term students that obtain a term GPA below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

## **Cumulative Grade Point Average**

An undergraduate student will be dismissed from the University when his/her cumulative GPA remains below the 2.00 standard for the probationary period of three consecutive terms unless an extended period is approved by his/her College/School Dean/Director.

Students who earn a cumulative GPA below 1.00, *not including their first term at Drexel*, may be automatically dismissed from the University. That is, these students are subject to dismissal, without benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision, as described below.

First term students that obtain a GPA of or below 1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

## **Subject to Dismissal**

At the end of the probationary period (three consecutive terms), a student is subject to dismissal. The decision to dismiss a student who is *subject to dismissal* rests with the College or School and entails a thorough review of the student's academic record, progress and plan. Students whose academic standing is classified as *subject to dismissal* must meet with their academic advisor to discuss their academic standing, progress and plans.

## **Right to Appeal a Dismissal Decision:**

A student has the right to appeal a dismissal decision. He/she may do so by submitting a petition to the Office of the Dean/Director of the

respective academic College or School [3]. The form must be completed and filed by the student within seven (7) days of having been notified in writing that he or she is being dismissed from the University and in no case later than the first day of classes in the term in which the dismissal is to take effect.

Upon submitting the petition to appeal the dismissal decision, the student will be scheduled to meet with the Academic Standing Committee of his/her college or school in order to discuss his or her academic progress and plan. A final decision regarding the outcome of the student's appeal will be communicated at this meeting.

If a student seeks to be reinstated for the term into which the dismissal is to take effect, he/she must meet with the Academic Standing Committee before the Wednesday of the second week of the term. After that date, appeals will be considered for the subsequent term.

[3] A form for completing the petition is available from the Office of the Dean of the student's respective College/School.

### **Terms of Readmission after Dismissal:**

Readmission to the University through the Academic Standing Committee of the College or School is subject to the following conditions:

#### **For full-time students:**

- The student is expected to meet the Academic Standard of the University by the time he/she is to graduate, that is, a cumulative GPA of 2.00.
- The student must enroll in and

complete no fewer than twelve (12) and no more than fifteen (15) credits unless otherwise approved by the Academic Standing Committee.

- During the period of readmission, a student cannot change his/her program of study or status. Inter-college transfer requires that a student is in good standing that is, above a GPA of 2.00 for such transfer to be considered unless the transfer is approved by the Deans/Directors of both units.
- A student must obtain a minimum term GPA of at least a 2.00 during the readmitted term and may not earn grades of F or INC in any given course during this term. If the student does not meet the GPA standard as established under the conditions of readmission (nominally 2.00), he/she will be dismissed from the University.

**Failure to meet the above conditions** will result in dismissal from the University. Such dismissal is considered final unless overturned by the Dean/Director of the College/School. A final dismissal decision may not be appealed. A College/School may implement additional conditions for readmission at the discretion of the Dean/Director; but such conditions shall be in writing and provided to the student at the time the Academic Standing Committee issues its judgment.

### **Final Dismissal:**

Students (a) who do not appeal the initial

dismissal decision, (b) who receive a negative decision from the Academic Standing Committee, or (c) who fail to meet the conditions of readmission, are severed from the University. Such students may apply to Drexel for readmission, but must complete twenty-four (24) transferable credits at another institution with a minimum GPA of 2.50 to be considered for readmission. Readmission to specific Colleges/Schools at Drexel will be subject to approval by the respective Dean/Director, and such rules or conditions as the College/School may maintain for such cases.

### **Dean's List:**

Full-Time Undergraduate Students carrying 12 credits or more and who earn a cumulative Grade Point Average of 3.6 (at the end of the grading period) or higher will achieve Dean's List. Dean's List will be computed each term in which a student is scheduled to be enrolled for courses. A change of grade does not qualify a student for the Dean's List.

### **ACADEMIC POLICY & PROCEEDURE**

For the most up to date and official academic policy and procedures consult the Office of the Provost web page for "Academic Policies": [www.drexel.edu/provost/policies/](http://www.drexel.edu/provost/policies/)

- Academic standards
- Advanced placement
- Audit option
- Cancellation of courses
- Changing your program of study
- Class attendance
- Closed section overrides
- Code of conduct

- Confidentiality for a student record
- Course add/drop policy
- Course repeat policy
- Course withdraw policy
- Credit by exam
- Credit/no credit option
- Dean's list
- Enrichment courses
- Family Education Rights & Privacy Act (FERPA)
- Final examination policy & senior privilege
- Full-time / part-time policy
- Granting of degrees
- Incomplete grades
- Sexual harassment policy
- Statute of limitations on earned course credit
- Students without co-op assignments
- University withdraw

The **Student Resource Center (SRC)** [www.drexel.edu/src](http://www.drexel.edu/src) provides official/up to the moment information relating to:

- Academic Policies and Regulations
- Classroom Information
- Course Offerings
- Calendars
- Finals and Grades
- Graduation
- Access to Drexel One

### **How to Request Confidentiality for a Student Record:**

Confidentiality limits access to the student's records. They will not be available on the WEB. Confirmation of enrollment or degree history will not be provided via telecommunication. To request confidentiality, a student must submit a written request for this service. Inquiries must be made in-person with proper identification at the Student Resource Center Center, Room 106, Main building.

If a student wishes to remove the confidentiality from his or her record, he or she must submit a second request asking that the confidentiality flag be lifted.

**The Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student must submit a written request that identifies the record(s) the student wishes to inspect. The written request should be submitted to the University official who maintains the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student may ask the University to amend a record that the student believes is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record he or she requests to be changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

### **Authorization to Release Information (FERPA)**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee; such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

It is the University's policy to disclose a student's education records without consent to another educational agency or institutions that has requested the records and in which the student either seeks to enroll or from which the student receives services.

The University may release the following Directory Information about a student to a third party without the student's consent: a student's name, local and permanent address, local and permanent telephone number, e-mail address, photographs, date and place of birth, dates of attendance and degrees and honors awarded, major field of study, class schedule, awards received, most recent previous educational agency or institution attended by the



student, participation in officially recognized activities or sports, weight and height of members of athletic teams. A student may prevent the release of his or her Directory Information by filing a form with the Student Resource Center indicating the types of Directory Information the student does not want released by the University. Once this form is on file with SRC, it will be honored until changed by the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605.

## **CHANGING YOUR PROGRAM OF STUDY /MAJOR**

**Step One – Discuss it with your coach**

**Step Two - Contact the ACHIEVE Center staff**

**Step Three – Contact the Compliance Office**

**Step Four – Set up a meeting with the college advisor**

### **University Policy:**

Full-time students must declare a major by the end of the fifth quarter of the term in which he or she is enrolled.

Undergraduate students who transfer from one program to another, when such transfer does not represent a change in career objective, will not be allowed further transfer for one year unless a change in career objective is documented.

Students who wish to transfer from a co-op to a non-co-op program, or vice versa, should consult the "Student Transfer Policy" as documented in the Co-operative Education section of the University Catalog.

### **Procedure:**

A 'Change of Program' Form may be obtained in the student's Program College and must be submitted, as the

form specifies, to either the SRC Office or the Student Receivables Office (located on the first floor of the Main building) when the appropriate signatures have been obtained.

**Deadline:**

The 'Change of Major Program' must be submitted by the end of the first week of the term in which the change is to be effective. Any program change submitted after the first week of the current term will be effective the following term.

**SCHEDULES, GRADES & PROCEEDURES**

**Adding and Dropping Classes:**

During the pre-enrollment period through the end of the second week of classes for the term, all students, with the exception of 1st term freshmen, may add courses that are free from restrictions/permissions, by using BANNER Web for Students. Instructor or academic unit approval is conditional on class size limitations. Regardless of when a student adds a course, the student is responsible for meeting all course requirements as mandated by the specific course syllabus.

**Recommendations to Students:**

Meet with your academic advisor if:

- You encounter a course restriction/permission—contact your academic advisor to resolve the restriction;
- You have a course enrollment request beginning with week two of the term—meet with your academic advisor for review;
- You are a freshmen—you need to meet with your academic advisor for any/all course schedule adjustments;
- You are a new undergraduate transfer student;
- You have newly been readmitted.

## **Withdrawing Classes:**

Undergraduate students may withdraw from a course during the “withdrawal period” lasting from the beginning of the third week through the end of the sixth week of the quarter. Specifically, the last day to withdraw from a course is the Friday of the sixth week of the quarter. For undergraduates enrolled in accelerated courses (which normally last five weeks), students may withdraw from the second through the third week. Withdrawing from a course causes both the name of the course and the grade of “W” to appear on the student’s transcript.

Before withdrawing from a course, students should consult with the instructor. All students must obtain their advisor’s written authorization before withdrawing from courses. Written authorization is obtained once the instructor has signed the “ENROLL/WITHDRAW” form available from Student Administrative Services’ web page:

<<http://www.drexel.edu/SRC/forms.asp>>.

Where extenuating circumstances obtain, students may petition the Dean of their college to withdraw from classes from the sixth week through the tenth week of the term. If the petition is persuasive, the Dean sends a recommendation to the Vice Provost, with an explanation of the circumstances. The Vice Provost will review the recommendation and make the final decision supporting or not supporting the recommendation. Course withdrawals relating to previous terms require that the same procedure be followed.

Dropping or withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, VA benefits, eligibility to participate in NCAA athletic events and, for foreign students, immigration status. Students are strongly encouraged to consult with their academic advisor and financial aid

counselor before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records.

### **NEW Grading System:**

Drexel has a 4.0, A-W grading system, with the number of term credit hours varying for courses. Most are rated at four term credit hours, but some are valued higher or lower. With specific restrictions, some courses may be taken on a credit/no credit basis. These courses are not included in the calculation of the cumulative or term grade point average (GPA). Grading Scale:

A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

CR = Credit

NCR = No Credit

W = Withdrawal

INP = In Progress

INC = Incomplete

## **Computing Your Grade Point Average:**

The grade point average is determined by multiplying the grade points for each course by the number of credits for the course and dividing the sum of those products by the sum of the credits they represent. Drexel University computes a single, unified undergraduate grade point average. This cumulative GPA includes all coursework a student has taken. All grades from original and repeated course enrollments are averaged into both the term and cumulative GPAs. Only the credits earned from the first time a course is completed with a passing grade will be included in the student's earned and passed hours.

## **Want a GPA Calculator or "Grade Forecaster"?**

**Use the Veigel GPA calculator to quickly project your GPA:** [www.units.muohio.edu/saass/gpa\\_tool.htm](http://www.units.muohio.edu/saass/gpa_tool.htm)

## **Incomplete Grades:**

All Students: At the discretion of an instructor, the grade of "INC" (Incomplete) may be reported in place of a letter grade for any course in which the instructor deems that the work has not been completed and that the student can complete the work within an agreed upon time, which must be in accordance with University policy and the statute of limitations governing grade changes.

The conditions and terms for the completion of the course are at the discretion of the instructor and are to be mutually agreed up on by the instructor of the course and the student. If a final grade is not submitted within one year, the "INC" will turn into an "F" on the student's record and will be reflected in the students GPA. The grade of "F" will be considered a permanent grade unless there are extenuating circumstances.

## **"NGR" (No Grade Reported) Notation:**

If you do not complete a course, or drop the course in the designated time period, the temporary assignment of a "NGR" will be reported to you.

You must then obtain prompt resolution with the instructor for the course to ensure that a grade is submitted before the end of the next academic term. If the NGR grade is not resolved within the ensuing term, you will automatically receive an "F" for the course and it will be calculated as a failure in your term and cumulative GPA's.

## **Repeating Courses:**

In order to retake a course, you simply schedule the same course again in a new term. There are no special forms to fill out or approvals to obtain. Each time and term you take the course, the course name and grade you earn for the course will appear on your transcript. For example, if you take a course three times, the name of the course will appear three times and you will receive a grade each of the three times. Drexel University computes a single, unified grade point average for all undergraduate courses taken at the university. All grades from original and repeated course enrollments are calculated into both the term grade point average and the cumulative grade point average with no exclusions or averages. The credits earned from the first time a course is completed with a passing grade will be included in your earned and passed hours.

## **Senior Privilege:**

Senior Privilege affords seniors a one-time opportunity to take an additional final exam to make up a failing grade in a course required for graduation. The following criteria apply:

1. Senior Privilege may be invoked only once during an undergraduate career;

2. The failing grade must have been incurred during the period in which a student is classified as a senior, and the failing grade must not have been assigned as the result of any academic dishonesty;
3. The student must have been in college during the term in which the course was taken (i.e. not on Co-op);
4. The make-up exam used for Senior Privilege must be taken during the second day of exam week in the student's final term;
5. The grade for the exam must be reported to the Student Administrative Services Center by the fourth day of the exam period;
6. The student's permanent record will record the fact that the student took the course two different times; the grade earned in each will appear on the record and both grades will be included in the GPA calculation.

### **Transfer Credit:**

Undergraduate students often accelerate their programs or make up course work by taking a course or courses at another university. You must get approval to take a course and transfer the credits to Drexel. Talk to your advisor for options. You must file the Statement of Advanced Standing form with your dean's office before you take the course. You will have to enroll for the course at the other school and most schools will require that you send them an official Drexel transcript. If you complete the course with a grade of C or better, you will get the credit. If you earn a grade less than C in the course, the credit will not be transferred. After you complete the course, have the other college send an official transcript to your dean's office.

## **Withdrawing from the University:**

A student who wishes to withdraw from the University should do so in consultation with his advisor and/or Program Director. The student must complete and submit an official “University Withdrawal” form. This form becomes part of the student’s permanent record.

Withdrawal in good academic standing is given to students whose records do not contain uncorrected academic deficiencies.

The academic course achievement of students who withdraw from the University will be recorded on transcripts in accordance with the course withdrawal policy. Withdrawal while on academic probation will be so noted in the student’s official records. Students who leave the University without completing an official University Withdrawal Form will be given an “F” in all currently registered courses.

## **Tuition and fee implications of University withdrawal are as follows:**

- University withdrawal up to the end of the second week = 100%
- University withdrawal during the third week = 50%
- University withdrawal from the fourth to the end of the fifth week = 25%
- University withdrawal from the sixth week to the end of the term = 0%
- No refunds will be issued for requests older than one year from the time of withdrawal.

## **Application for Degree Form:**

In order to be considered a Degree Candidate, an on-line form must be submitted to the Student Resource Center by the **Application Due Date** indicated for the specific term in



which you plan to complete requirements. Find all information at [www.drexel.edu/src](http://www.drexel.edu/src). If there is a discrepancy/problem with the processing of this form, SRC will contact you at the phone number listed below. You will not be considered a Degree Candidate until the problem is resolved. Please Note: If diplomas are not picked up at the SRC office within the stipulated time frames, the diploma will automatically be mailed to the student's permanent address.

### **ACHIEVE CENTER**

- The Center is open sixty-two hours each week including evenings (Mon.-Thur. 9-9, Fri. 9-5) and Sundays (3-8).
- The staff is available for walk-ins and appointments.
- The staff is the liaison with your college advisors and can help you with your academic questions BUT you should still get to know your college advisor personally --- they are great people!
- Student-Athletes receive priority registration.
- Lap Top Computers are available for student-athletes to borrow.
- The Staff Prepares Missed Class Absence Forms for your faculty so they know when you are missing class and monitors class schedules to alleviate excessive absences due to competition. You are required to use these forms.
- The staff refers students to the counseling center and office of disabilities when appropriate.

- The staff works collaboratively with the Student Athlete Advisory Committee on Community outreach projects like our annual blood drive and other outreach events.
- The Staff works with Career Development Center to assign a coop cycle that accommodates your sports season and to make sure that you secure a coop placement each year.
- The Staff coordinates a program called "Athletes Helping Athletes" --- athlete mentors give a peer perspective when you have questions about your major, faculty, classes and how to balance your roles as athlete and student.

**The Role of the ACHIEVE Staff, is to:**

- Assist student-athletes develop an organized schedule that balances academic, athletic and personal responsibilities
- Provide academic resources, referrals, and advising
- Provide advocacy for student-athletes in cooperation with our Faculty Athletics Representative and Faculty Athletic Advisory Board
- Serve as the Athletics Department liaison to all academic departments on campus
- Monitor Student-Athletes Academic Progress towards Graduation
- Notify faculty of class absences, team travel, competition, illness/injury
- Advise the SAAC "Student-Athlete Advisory Committee"
- Provide academic assistance to student-athletes who are academically vulnerable

- Collaborate with Sports Information to promote the outstanding academic, athletic and personal accomplishments of our student-athletes within Drexel, Colonial Athletic Association, the region and nationwide.
- Administer Student-Athlete Exit Interviews and prepare an annual summary report for the Faculty Athletics Advisory Committee and Administration

## **CAMPUS SERVICES & RESOURCES**

### **College Advising:**

Your most valuable academic resources are the academic advisors in the College you attend. When you have questions about your major and other academic issues seek assistance.

### **The Steinbright Career Development Center:**

Located on the second floor of 3201 Arch Street. You should consult your assigned coordinator on any co-op employment matters. You are responsible for knowing all procedures and deadlines for resumes and interviews. Call 895-2185 for further information about the Career Services Center which offers a wide range of aptitude tests in the following areas: mental ability, academic achievement, aptitude, vocational interests, personality and study habits. Personal Conferences follow two weeks after the tests are taken. Evaluation of test results and recommendations are shared. **[www.drexel.edu/scdc](http://www.drexel.edu/scdc)**

### **The Drexel Learning Center (DLC):**

Phone: 895-2568 **[www.dlc.drexel.edu](http://www.dlc.drexel.edu)**

DLC is a comprehensive student-run learning center providing academic support with tutors (academic coaches)

and workshops to help students develop effective learning and life skills. The Center is located in **050 Creese**.

### **The Drexel University Writing Center:**

The Center is staffed by Humanities and Communications faculty, provides a free service to all Drexel undergraduates, offering them help with their writing assignments. On-site tutorials are 30 minutes each and are held in 0032 MacAlister, basement. Call 895-6633 for more information. **You can also get help via email if you are unable to make the scheduled time at e-writer@drexel.edu.**  
**www.drexel.edu/writingcentered**

### **Statistics Lab:**

Open to students needing assistance with statistics courses. Call the Decision Sciences Department (895-2130) for locations and times.

### **Beta Alpha Psi:** (Accounting Honor Society)

Routinely conducts tutoring and exam review sessions. Call the Accounting Department (895-2116) for additional information.

### **Economics:**

Teaching Assistants and instructors are available on the 5<sup>th</sup> floor of Matheson Hall. Call the Economics Department (895-2123) for details.

### **Honors Program:**

Student-athletes are encouraged to join the Honors Program that offers courses with enriched and distinctive materials

for presentation. Classes emphasize small group discussions, reading of original sources, and/or field research or design experience. Contact Mrs. Toni McMenamin at 895-1267.

### **Office of Disabilities Services:**

Student-athletes who have learning disabilities or who need accommodations should contact Michelle Peters at 895-6825 for further assistance.

### **Office of Residential Living:**

Located on the first floor in the New Tower Hall on the corner of Arch and 34<sup>th</sup> Streets. Student-athletes who have room scholarship are expected to fill out all necessary paperwork on time without exception and submit it to the Office of Residential Living. If there are changes in your living arrangements during the year that may affect billing, your scholarship or your contract with RLO, you must notify the Associate Director of Athletics/Senior Women Administrator. All other student housing affairs should be handled by the student directly with The Resident Hall Director (RD) or The Office of Residential Living. Call 895-8707 with questions or concerns. **Term Break Housing:** Make sure that you pay careful attention to Term Break Sign Up Instructions and Deadlines if you need housing during any one of the term breaks.

### **Office of Computing Services (OCS):**

Located in the Korman Center. Free computing training is open to all members of the Drexel Community. Workshops, seminars, and clinics are listed in the OCS Newsletter. For more information and to register for these sessions, call the Senior Consultant's Office at 895-2698. Help Desk 895-1786 and Equipment Support 895-1755.

## **Library Services:**

DragNet, the library's new web-based information system ([www.library.drexel.edu](http://www.library.drexel.edu)), is your access point for our materials, online databases, electronic journals, and information resources worldwide. You can connect to DragNet from computers in the library, remotely through the University network, and off-site via an Internet service provider.

## **The (Free and Confidential) Counseling Center:**

Location: 201 Creese Student Union 8:45-5pm  
Walk-in or call for an appointment 895-1415 and students in crisis after working hours can contact the on-call Counselor. Questions, worries or problems do not have to remain unresolved. Drexel Counseling Services is a free, short term, confidential service and offers a safe and supportive atmosphere for students to explore personal issues and concerns.

## **Drexel University Student Health Services:**

3201 Arch Street / (215) 895-5800  
All students must have health coverage. If you do not have insurance, contact the Coordinator of Student Health Services and Programs. If you have questions or concerns about coverage options call 895-2506. A hold could be placed on your academic records for not complying with health coverage requirements and you will not be able to get your grades or class schedules.

## **GENERAL GREIVANCE POLICY for STUDENT-ATHLETES**

Any student-athlete with a grievance issue including but not limited to harassment, hazing, abusive behavior and

sexual orientation will contact the FAR in writing with the issue. The Faculty Athletics Representative (FAR) will gather the information and with the Grievance Committee, a sub-committee of the FAAC, will hear the student-athletes concerns. The FAR will contact the Director of Athletics and other Administration as needed to resolve the issue.

## **TRAVEL POLICY for STUDENT-ATHLETES**

It is the goal of the Drexel Athletic Department, through these travel policies, to prioritize the health, safety and welfare of student-athletes as they travel and to accommodate the travel needs of all department travelers. All travelers on official Athletic Department business (i.e. team travel, recruiting, conferences, etc.) must first and foremost adhere to any and all University travel policies, which are located at [www.drexel.edu/depts/compt/index.html](http://www.drexel.edu/depts/compt/index.html). All coaches are required to meet with student-athletes to review the code of conduct and travel rules and regulations. Coaches are also required to submit travel summary reports after each trip evaluating all aspects of their trips. Trip summaries include student-athletes comments and concerns. Student-athletes are able to voice their travel concerns through the Student Athlete Advisory Council. In addition to these policies, no competitions are scheduled during final exam week without authorization from a senior athletic administrator.

### **Travel Arrangements:**

All travel wishes must be submitted to the Associate Athletic Director during the scheduling process. All travel plans (arrangements/reservations/itineraries) will be made through Business Manager, after the Associate Athletic Director grants approval. All correspondence or additional information pertaining to team travel must be submitted to

the Business Office. The Director of Athletics and/or the Associate Athletic Director will determine the means of travel for all teams during the budgeting process, except in situations in which the Director of Athletics or Associate Athletic Director determines a change is necessary. Individual team travel parties (including all coaches, players, trainers, managers, etc.) will be limited to the number denoted in the team's budget. Additional travelers are not permitted.

### **Airfare:**

All team airfare will be arranged by the Business Manager. The Business Manager will be the point of contact with the travel agency of choice. Requests for air travel to away contests must be submitted on the Scheduling/Travel Request Form. The Associate Athletic Director will determine use of air travel for specific trips during the budgeting process. Airfare for term break trips must be fundraised for and must receive prior approval from the Associate Athletic Director. Copies of all tickets and/or receipts must be submitted to the Business Office prior to travel.

### **Charter Buses:**

Each fiscal year the Athletic Department selects a bus company exclusively for charter bus services originating from the University. Requests for charter travel must be submitted on the Scheduling/Travel Request Form. The Associate Athletic Director determines use of charter buses for specific trips during the budgeting process. The Assistant AD for Administration is the point of contact with the charter company for all coaches and all arrangements and Purchase Orders will be made through the Business Manager. In cases in which charter bus travel does not originate from the University or if the Department



charter company cannot fulfill the team's needs, arrangements may be made with another charter service company, after receiving approval by the Associate Athletic Director.

### **University Transportation:**

University vehicles operated by University drivers will be used for all one day trips within reason and for drop off/pick up at airport (unless Associate Athletic Director grants approval of other means of travel).

### **Van Rental:**

Quotes for van rental must be solicited from rental agencies by coaches, and must be submitted to the Associate Athletic Director for approval on a Scheduling/Travel Request Form. Vehicle rentals are covered under the University's insurance policy for liability only; therefore, Comprehensive and Collision insurance must be added at the time of rental. Only head and assistant coaches are permitted to operate vehicles carrying student-athletes. No student-athlete is ever permitted to operate a rental vehicle. Bills/receipts must be submitted to the Business Office within three (3) days of return. Reservations for rentals should be made on a University Credit Card. The rental of 15 passenger vans is prohibited.

### **Lodging:**

Both the Sport Administrator and the Associate Athletic Director must approve any overnight trips during the scheduling process and overnight requests must be submitted on the Scheduling/Travel Request Form. The Associate Athletic Director will determine Colonial Athletic Association overnight lodging sites/costs. Associate Athletic Director must approve non-Colonial

Athletic Association lodging sites/costs. All reservations will be processed through the Business Office. Telephones and movies will be turned off in rooms occupied by Student-Athletes. These services may remain on for coaches and staff. Coaches and staff are expected to pay for any movies rented, without reimbursement, and use calling cards for all phone calls. Calling card use should be limited and used only for short calls home or business related purposes. Coaches must send rooming list to hotels two (2) weeks prior to stay. Additionally, coaches choosing to have team meals at the hotel must make arrangements with the hotel. Coaches may want to consult the Business Manager. All teams will be budgeted to room two student athletes to a room. In unusual cases, 3 people may stay in a room in approved in advance.

Team lodging (room and tax only) will be billed directly to the Associate Athletic Director's Credit Card. All other university/department approved charges must be paid by the Coaches University Credit Card. All team meals not paid for by cash will be paid through the coaches University credit card.

### **Meals/Per Diems:**

All travelers will be allotted \$25 per day (Breakfast: \$7, Lunch \$8, Dinner \$10), if off campus for all meals. The Department will not pay for any meals during which the team is on campus. To request a cash draw for meal money, fill out the Team Cash Request Form and submit to the Associate Athletic Director for approval. See Travel Advance section below for specific procedures. To determine total cash for meals, complete the following equation: # in Travel Party x Amount per Day x # of Days. For travel party size, refer to team budget. Receipts are not necessary for meal money; instead, Meal Money Sign-Off Forms are required.

## **Travel Advances:**

Travel Advances are to be used for meals, tips and miscellaneous expenses. Travel Advances should be kept to a minimum and university credit cards used if at all possible. During the scheduling process, coaches must submit a request using the Scheduling/Travel Request Form, for travel advances to the Associate Athletic Director for approval. Coaches should request cash draws one month prior to start of the season (preseason, scrimmage or otherwise) through the Business Manager, via a Travel Advance Request Form. Incidentals can be included (i.e. gas, tolls, tips, laundry, etc.) when requesting a travel advance. All team travel advances will be processed by the Business Manager. Coaches are expected to return Trip Summary Report to the Business Office and all receipts/money to the Assistant AD for Administration within two (2) business days of returning from the trip. In cases in which total expenses are less than the Travel Advance total, coaches must return the difference between the original total and receipted totals for deposit to their account. If total expenses are greater than the Travel Advance total, coaches will be reimbursed for the difference, as long as the expenses are justified. Failure to turn in receipt(s) for travel expenses may lead to the coach being responsible for those expenses. Therefore, coaches must retain receipts for all expenses.

## **Term Break Trips:**

Both the Sport Administrator and the Associate Athletic Director must approve any term break trips during the scheduling process. Requests for air travel, charter bus travel, van or car rental, University or Athletic Department vehicle use, lodging and/or travel advances must be submitted on the Scheduling/ Travel Request Form. The

sport's Operating Budget will not be used to finance term break trips; therefore, fundraising the money to pay for these trips is required. Fundraising for term break trips should be conducted through outreach to DAC members and potential members and/or other fundraising methods. Money equal to the total trip budget must be in the team's fundraising account 3 months prior to the actual trip date. This money will be set aside and may not be spent on any other expense. Coaches will make most arrangements for term break trips, with the consultation of the Business Manager.

### **Trip Summary Report:**

The Trip Summary Report is a form coaches must submit to the Business Office reporting on all expenses incurred during each team trip. The form asks for details regarding hotels, restaurants, transportation, and miscellaneous expenses. Coaches are asked to express their opinion of each aspect of the trip as a means of educating the Department regarding travel to that particular destination. The information provided will be used to update the Department's Travel Guide. By taking five minutes of their time to fill out the form, travelers will be aiding future teams traveling to the same destination, for the Travel Guide will be updated continually as travelers turn in Trip Summary Reports, providing new information on hotels, restaurants, etc. Teams will learn from each other's mistakes or benefit from each other's good fortune. In other words, travelers will use each other as resources regarding travel to different destinations, rather than having each team fend for itself. The Business Office will provide each coach with copies of the form each week for all trips that particular week.

## **Travel Guide:**

The Travel Guide is the most important resource for team travel. The Travel Guide is a compilation of driving directions, hotels, restaurants, etc. for the nine Colonial Athletic Association cities, local universities, all non-conference opponents for the 2002-03 season, and additional universities in the Northeast and Mid-Atlantic regions. The Travel Guide is a work-in-progress and will continue as such with the help of Department travelers. The file will be updated as Trip Summary Reports are turned in with information on driving directions, hotels, restaurants, things to do etc. at each location. Each week during the season, coaches will be provided with information from the Travel Guide regarding their trips for the week. Additionally, coaches will be able to access information in the Travel Guide through the Athletics Shared link on their computers. With the cooperation of all Department travelers, the value of this resource will continue to grow.





