



Student-Athlete Handbook

2020-2021

For more University of Fort Lauderdale Soaring Eagles Athletics

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Welcome from the Director of Athletics

Dear Student-Athlete:

This is a great time for you to be a part of University of Fort Lauderdale Athletics. On behalf of our staff and coaches, we want to thank you for choosing to attend UFTL Soaring Eagles. We want your experience as a student-athlete to be the best possible enjoyable experience you 've ever had as a student athlete at any institution. Our goal is to help you become successful in the classroom, spiritually, in the community, and on the playing surfaces. To get you off to a great start at UFTL, we, the Athletics' Department put together this handbook especially for you! Please read it in its entirety.

This handbook is designed to provide you with information concerning the policies at the University of Fort Lauderdale and the Athletics Department. It is not intended as a substitute for other important institutional publications. It is important to remember that help is always available if you ever need it. If you cannot find the answers to your questions in this handbook, I urge you to contact your coach or a member of our administrative staff. We are here to help you!

UFTL Athletics are highly visible in the community. As a result, we foster honesty, sportsmanship and strive to adhere to the highest standards of integrity, both on and off the playing surfaces. As an athlete, remember you are a student first! We expect you to graduate. Therefore, we encourage you to take advantage of the academic services and the other academic resources available we have for you to use.

My door will always be open to you, and I look forward to meeting each one of you. I want to see you become successful through your experiences at University of Fort Lauderdale. The Place Where Change Happens Now! Together we will strive to make UFTL the top destination for student-athletes in South Florida and beyond.

Have a GREAT EXPERIENCE, and again, WELCOME!

Fernando Valenzuela
Director of Athletics

University of Fort Lauderdale Athletics Department

STAFF DIRECTORY

NAME	TITLE	PHONE	EMAIL
Fernando Valenzuela	Athletic Director	(754) 209-2830 Ext 1002	fvalenzuela@ufl.edu
Paul Godoy	Associate Athletic Director Compliance	(754) 209-2830 Ext 1000	pgodoy@ufl.edu
Luis Rivera	Athletic Trainer	(754) 209-2830 Ext 1000	pgodoy@ufl.edu
Bernardo Avila	Social Media/Sports Information	(754) 209-2830	bavila@ufl.edu

FOOTBALL

NAME	TITLE	PHONE	EMAIL
Drametrice Smith	Football Head Coach	(754) 209-2830 Ext 1005	dsmith@ufl.edu

MEN'S BASKETBALL

NAME	TITLE	PHONE	EMAIL
Anthony Anderson	Men's Basketball head coach	(754) 209-2830 Ext 1004	aanderson@ufl.edu

MEN'S SOCCER

NAME	TITLE	PHONE	EMAIL
JC Gonzalez	Men's Soccer Head Coach	(561) 305-4389	jgonzalez@ufl.edu
Paul Godoy	Assistant Coach	(954) 678-8380	pgodoy@ufl.edu
Dirk Hilyard	Assistant Coach	(754) 209-2830 Ext 1004	dhilyard@ufl.edu

WOMEN'S SOCCER

NAME	TITLE	PHONE	EMAIL
David Luna	Women's soccer head coach	(561) 305-4389	dluna@ufl.edu

MEN & WOMEN'S TENNIS

NAME	TITLE	PHONE	EMAIL
Carlos Casely	Men's and Women's Tennis head coach	(754) 209-2830 Ext 1000	ccasely@ufl.edu

WOMEN'S BASKETBALL

NAME	TITLE	PHONE	EMAIL
William Hill	Women's Basketball Head Coach	(754) 209-2830	whill@uftl.edu

SOFTBALL

NAME	TITLE	PHONE	EMAIL
David Fernandez	Softball head coach	(754) 209-2830	dfernandez@uftl.edu

BASEBALL

NAME	TITLE	PHONE	EMAIL
Willie Vazquez	Baseball Head Coach	(754) 209-2830	wvazquez@uftl.edu

TRACK & FIELD

NAME	TITLE	PHONE	EMAIL
Jeff Campbell	Track & Field Head Coach	(754) 209-2830	jcampbell@uftl.edu

Emergency (911)

Department Office Hours

Fall/Spring/ Summer Monday through Friday 9:00am-5:00pm

Athletic Mission Statement

The mission of University of Fort Lauderdale is to instill in our student-athletes the values of leadership, character, and service to enhance their lives and the lives of others on our campus, in our community, and in the world through a transformational, liberal arts education.

Nondiscrimination Policy

University of Fort Lauderdale does not discriminate in the administration of any of its educational programs or activities, or with respect to admissions or employment based on race, color, religion, national origin, political affiliation, disability, gender, age, sexual orientation, or veteran's status, and it operates both affirmative action and equal opportunity programs consistent with both federal and state requirements.

Terms and Definitions

For the purpose of this policy, a "student-athlete" is any team member in any sport in which University of Fort Lauderdale competes in sanctioned competitions.

As a student-athlete at UFTL you will be conducting yourself as a role model on the playing surfaces, in the classroom and in the community. Remember you are, and will be, looked up to as you take the court or the field representing yourself, your teammates, your coaching staff and most importantly, University of Fort Lauderdale.

The UFTL Student-Athlete is Responsible for:

- Understanding that earning a University degree is the primary goal of the student.
- Meeting all academic responsibilities, including class attendance, and the completion of all assignments in a timely manner.
- Complying with all rules and regulations of the (NCAA), and the University; Understanding that it is each student's responsibility to be knowledgeable of these rules.
- Striving to be involved as a full-fledged member of the University community, making a strong effort to derive as much as possible out of the educational experience, and establishing open and mature relationships with faculty and other students.
- Understanding the support resources that are available in the Student Support Services and Library Services; assuming the responsibility to seek help when it is needed.
- All student-athletes should constantly be aware that they represent the University community, its values and beliefs, the Athletics Departments, and their team. Upper-class student-athletes should consciously strive to serve as exemplary role-models for new student-athletes.
- Participating in community service projects in the City and beyond.
- Understanding that when "Remedial work" is required, it will extend the number of credits needed and the graduation date will change thus affecting the number of years a student/athlete takes to graduate.
- Athletes only have a total of 4 years of eligibility in each sport to play. But it may take an athlete that had Remedial work longer than 4 years to graduate. So, in his/her 5th year of classes, this student-athlete may not be playing any longer if he or she has used up the 4 years of eligibility.
- Understanding that when a student – athlete is released from the athletics' program and sport they are participating in at University of Fort Lauderdale, their scholarship is terminated immediately. The Student – Athlete will also be responsible for any Fees or Balance after termination from his/her athletic scholarship.
- Upon signing the Letter of Intent, all Student-Athletes are required to have a valid copy of a Medical Insurance Card on file before participating in sport activities.
- Understanding that when a Student – Athlete is released from the athletics' team he or she is participating on, this student-athlete is dropped from his or her scholarship after the semester is finished.
- Paying all monthly tuition payments on time, within the first 5 days of the month. If balances are not paid in time the scholarship will be annulled.
- Understanding that University of Fort Lauderdale does not offer Room & Board. All athletes are responsible for their own housing and food during their time at UFTL. They must be able to provide their own transportation to and from to campus or sports practices.
- Paying all his/her housing rent, utilities, and fees at housing complex. If not paid, scholarship will be annulled.
- Having his/her own active individual medical insurance, throughout the entire school year. If they do not possess insurance the scholarship will be annulled.

University of Fort Lauderdale Character Development Initiative

OBJECTIVES

1. Foster and direct quality towards excellence in ministry, leadership, business, and academia.
2. Develop individuals to be responsive and effective to the call of God weather their professional discipline is concentrated in religious or non-religious areas.
3. To establish character development expectations for all student-athletes, coaches, administrators, and spectators.
4. To develop standards of accountability and responsibility for all student-athletes, coaches, administrators, and spectators.
5. To initiate campus and community outreach programs to cultivate character and leadership development.
6. Fulfill the responsibility to develop individuals in both religious and non-religious studies to assure that the gospel will go forth with integrity, power, and excellence.

Code of Ethics for Student-Athletes

The purpose of intercollegiate athletics is to provide an opportunity for student-athletes to develop their potential as skilled athletes in an educational setting.

Student-athletes will be looked upon as role-models, particularly by the young children of this community, and it is always imperative that personal conduct be above reproach.

Public exposure in the competitive arena and the media makes student-athletes one of the most visible groups in the community. Student-Athletes are often highlighted, placing them in a public position that requires exemplary behavior.

University of Fort Lauderdale student-athletes are totally responsible for their own behavior and to the University regarding supporting the University Code of Conduct. They are expected to obey the laws, rules, and regulations of local law enforcement.

Behavior has an infinite impact on the reputation of the Athletics' Department and on the attitude that the community may take toward the Athletics' Program.

Conduct will be closely scrutinized in the classroom, in competition, and while traveling.

CORE VALUES

- **INTEGRITY** - Knowing and doing what is right, set high standards for your behavior and stick to them, even in difficult situations.
- **RESPECT**- Treating others the way you want to be treated. Support everyone's worth and dignity, regardless of background, abilities, or beliefs.

- **RESPONSIBILITY** - Embrace opportunities to contribute, be aware and careful of the choices you make.
- **SPORTSMANSHIP** - Bring your best to all competition, Savor the challenge of a tough competitor, and meet it with your finest performance, win or lose.
- **SERVANT LEADERSHIP** - Serve the common good, Inspire and help others to grow, succeed and lead.

...**KNOW** the right thing, **DO** the right thing, **VALUE** the right thing...

"The will to win, the desire to succeed, the urge to reach your full potential...these are the keys that will unlock the door to personal excellence." – Confucius

"Good, better, best. Never let it rest. 'Til your good is better and your better is best." – St. Jerome

"Be kind whenever possible. It is always possible." – Dalai Lama

"Accept the challenges so that you can feel the exhilaration of victory" – George S. Patton

"Knowing is not enough; we must apply. Willing is not enough; we must do." – Johann Wolfgang Von Goethe

"The secret of getting ahead is getting started" – Mark Twain

"God never said that the journey would be easy, but He did say that the arrival would be worthwhile." – Max Lucado

"Faith is taking the first step even when you don't see the whole staircase." – Dr. Martin Luther King Jr's

Team Rules

- Class attendance is required. Class absences should be limited to days that are missed due to athletic travel.
- Alcohol Consumption is prohibited. At no time should an athlete consume alcohol when representing the University or any athletic team of UFTL.
- The use of tobacco products is prohibited per University of Fort Lauderdale pertaining to practice and competition.
- Drug activity (buying, selling, using) of any nature is strictly prohibited. Any violation will result in the implementation of University of Fort Lauderdale's Alcohol/Drug Policy. (At any time, your coach/athletics' department reserves the right to drug test you per coaches/athletics' department discretion.)
- Student-athletes are expected to be present and on time for all department events.
- Acts of misconduct can lead to immediate suspension from the Athletics' Program. Student-athletes are expected to obey the laws, rules, and regulations of the (USCAA/NCCAA), University of Fort Lauderdale and law enforcement.
- Student-athletes have a responsibility to adhere to team rules as provided by the Athletics' Department and Head Coach. Violation of rules and regulations can result in dismissal from the team, individual scholarships, and University of Fort Lauderdale.

Anti-Hazing Policy

University of Fort Lauderdale strictly prohibits hazing of any kind.

University of Fort Lauderdale community standards include promoting healthy, safe, and balanced lifestyles. Student organizations and athletics teams can play a vital role in this process, and can provide transformative opportunities for friendship, leadership, and personal growth and discovery. Hazing of any kind is antithetical to these goals; therefore, the University prohibits hazing activities, whether by an individual or an organization.

According to Florida Statute 240.36 hazing is defined as:

1. Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or in affiliation with, or as a condition for continued membership in any organization operating under the sanction of the University.
2. Such actions include but are not limited to: any physical brutality such as paddling, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, or any other substance; creation of excessive fatigue; psychological stress; engaging in public stunts; morally degrading or humiliating games or activities; and any other activity that is not consistent with the University's rules and regulations.

a. Retaliation

Retaliating directly or indirectly against a person who has in good faith filed, supported, or participated in an investigation of a complaint of hazing as defined above is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint or provide false or misleading information, or otherwise engaging in conduct that may reasonably be perceived to

affect adversely that person's educational, living, or work environment. Depending on the circumstances, retaliation may also be unlawful, whether the complaint is ultimately found to have merit.

b. Examples

University policies include the prohibition of many activities that have traditionally been associated with hazing, such as illegal alcohol use and abuse, vandalism, theft, verbal or physical abuse or threat of harm, sexual harassment, and other forms of harassment. In addition to those activities and conduct expressly prohibited elsewhere in this Handbook, examples of prohibited individual/group activities that may constitute hazing when otherwise falling within the definition above include but are not limited to the following:

- Encouraging the use of alcohol or illegal drugs
- Engaging in or simulating sexual acts
- Threatening or causing physical restraint
- Nudity
- Throwing substances or objects at individuals
- Assigning unreasonable chores or acts of servitude
- Forcing or coercing consumption or use of any substance
- Causing excessive exercise, sleep deprivation or excessive fatigue
- Requiring the wearing of apparel or acting in a way that is conspicuous and not within community norms

Passive participation in hazing may include:

- Witnessing hazing taking place as a group member, affiliate, or guest
 - Participating in or being present in person or via technology in discussions where hazing is planned
- As these examples illustrate, hazing activities do not need to involve alcohol to be in violation of this policy.

c. Accountability

Hazing activity occurring on or off the University of Fort Lauderdale campus may lead to disciplinary proceedings against individuals. Hazing may also lead to the probation, suspension, or termination of a student organization or athletics team. Culpability for any violations of this policy may be attributed to the active and/or passive participants, the student group, and/or its members, and elected or appointed officers.

The student leaders of all registered student organizations and athletics programs are required to acknowledge annually that they will comply with the terms of the University of Fort Lauderdale Hazing Policy.

d. Policy Violation Review Process

1. Authority

The Dean or an appropriate designee monitors the implementation of this policy. Any questions concerning the interpretation or application of this policy should be referred to the Campus Dean for resolution.

2. Reporting

Activities believed to be hazing should be reported to the Campus Dean or the Director of Athletics.

3. Process

When an allegation of hazing is made, the Campus Dean will review the investigation, as conducted by another designated investigatory agent. The Director of Athletics may suspend the activities of a student organization, athletic team, or individual members thereof, pending the outcome of the investigation.

Student Organizations and Athletics' Teams

Student organizations or athletics teams that have allegedly violated the University's policy will have an opportunity to provide a responsive statement to the Campus Dean. In cases where there is sufficient evidence that University policy has been violated, the Campus Dean will levy sanctions against the student organization or team up to and including, but not limited to, permanent or temporary suspension of recognition and activities, denial of use of University facilities, or other similar sanctions.

e. Referral to Law Enforcement

The University will report allegations of hazing to law enforcement authorities when, in the judgment of the Campus Dean and/or Director of Athletics, the nature of the allegations suggests that the hazing activity, if it occurred or is occurring, presents a risk of serious harm to students or other persons, or involves a potentially serious violation of law.

Pregnancy Policy

When a pregnant female athlete informs the athletics' department of her pregnant status, the department should first advise the student regarding her options within the athletics' department and how it relates to her future scholarship status and participation on the team. Pregnant student athletes should not voluntarily withdraw immediately. They should be counseled on the issues related to pregnancy, participation, eligibility extension and financial aid before making this decision.

University of Fort Lauderdale complies with Title IX and does not discriminate based on pregnancy. The Athletics' Department will allow a leave of absence for pregnancy if medically necessary and will reinstate the athlete to the position held before pregnancy. Pregnancy is treated no differently than any other type of temporary medical condition. The obstetrician in conjunction with the student athlete determines the length of participation and any activity restrictions. The support team will monitor academic and athletic performance and assist the student athlete with return to competition after the pregnancy if the student athlete chooses.

Female athletes' right to privacy is the same for pregnancy as it is for any other personal medical information. The student athlete should be assured that her medical information will be kept confidential unless she gives permission to release the information. It is up to the discretion of the female student athlete to discuss and disclose information regarding her pregnancy to her coach and/or athletics' director. If coaches are informed, they should maintain the privacy of the information. Coaches and athletic trainers should not counsel the athlete on pregnancy issues, such as abortion, adoption, or parenting.

Insurance: The Athletics' Department insurance does not cover pregnancy related care

What happens to your scholarship: If you are pregnant and you inform your athletic trainer and coach and you do not voluntarily withdraw from your sport, your scholarship will remain in place for the remainder of the granting year, July 1-June 30. Your coach can help you discuss your situation with the Athletics' Department.

Where to go for help: Your athletic trainer and/or coach will refer you to counseling and healthcare providers outside the Athletics' Department. Remember, your athletic trainers and coaches are obligated

to keep your pregnancy confidential unless you specifically give them permission to share that information. If you choose not to tell your athletic trainer or coach, below is a list of resources to assist you. You can be seen for pregnancy testing, referral, and counseling at any local Health Center. Healthcare providers there can also help you discuss your pregnancy with your athletic trainer and coach if you choose to do so.

Medical Services

The Athletics' Department does not provide individual basic healthcare; student-athletes must provide their own quality healthcare throughout the academic year. The Athletics' Department can help suggest different outside insurance health plans so the student-athlete can choose from the different options. The athletic trainer will provide student-athletes with basic healthcare needs for practice and competition related injuries and direct them to the appropriate team physician when referral is needed, but the athletic trainer cannot cure the common cold or a stomach infection for example. This the student-athlete's individual insurance must take care of.

Athletics' Department Responsibility

The Athletics Department is responsible for medical services administered to student-athletes who are injured in a practice or game that was under the University of Fort Lauderdale Coaches' supervision.

The word "injury" applies only to those ailments that are caused by the participation in a supervised practice or game. The Athletics Department will not be responsible for costs associated with illnesses. Any injury or illness outside of supervised athletic participation will not be the liability of the Athletics' Department at University of Fort Lauderdale. (i.e. colds, injury from intramurals etc.)

There will be a physical exam conducted at the beginning of each semester. All student-athletes must be examined and pass the physical exam to be able to practice or play any games.

Athletic Training Medical Requirements & Secondary Insurance Information

The Athletics Department and staff of University of Fort Lauderdale would like to take a few minutes of your time to explain the insurance and health information needs, concerns, and procedures concerning you upon your attendance and participation in intercollegiate athletics at University of Fort Lauderdale.

We have minimal requirements that must be taken care of **prior** to the first day of participation in intercollegiate athletics. You will not be allowed to practice or use UFTL equipment, facilities (including the weight room), or athletic training services until **ALL these forms have been completed and turned in to the Athletic Department, Coach or Athletic Trainer.** The Athletic Department requires each student-athlete to **provide the following forms by August 1st and or before the first day of practice of each year:**

- (1) A copy of a physical exam from a physician, physician assistant (PA), Doctor of Orthopedic (DO), or (ARNP). [This applies only to transfers, freshman & students of junior status]
 - A. **Physicals** can be obtained through your local physician or through our team of physicians if needed. Physical forms are available online at the UFTL website:

<http://athletics.uftl.edu/index.php/athletic-training/> under **Pre-Athletic Participation Forms 2020-2021 Season** Additional physical forms and scheduling can be provided upon request by contacting the athletic trainer at UFTL: Hamid Ajirnia 415-694-1299
Our Local physician is:

- B. **An updated TB skin test will be required as documented on the UFTL physical form.**
- C. **Concussion test will be required for Football.**

- (2) Proof of billable, **primary major medical health insurance** coverage. Please complete the included Health Insurance Verification form concerning your primary health insurance information. We also request that you send a copy of both the front and the back of the actual insurance card.

We do NOT accept short term policies. All policies must be in effect for the entire term of attendance (1 year).

- A. *UFTL provides a **secondary insurance policy** through **Relation Insurance Company** for its student-athletes*
 - I. *It is the **student-athlete's responsibility** to inform his/her medical provider of the sports coverage benefit provided by University of Fort Lauderdale and to initiate the claims process.*
 - II. *Steps to submitting a claim*
 - a. *File a claim report*
 - i. *Assistance will be provided by the certified athletic trainer (claim form must be obtained from athletic training dept.).*
 - b. *Athletic Trainer will submit all **itemized bills** from medical providers to our insurance provider.*
 - i. *It is the responsibility of the student athlete to request these bills from his/her provider; these bills do not get sent via mail. The student must call the provider and request the UB04 form be sent directly to them.*
 - c. *Submit all explanation of benefits statements (EOB's) from primary insurance provider to athletic training dept.*
 - i. *All claims must be submitted with 30-days from the date of injury. Failure to do so will not receive secondary insurance benefits.*
 - ii. *The athletic trainer must evaluate the injury and initiate the referral process. Self-referrals will not receive secondary insurance benefits.*
- B. *If the student-athlete allows his/her primary insurance coverage to lapse during this period, he/she will be responsible for 100% of incurred costs and will be deemed ineligible for participate in. University of Fort Lauderdale and its secondary provider will assume NO financial responsibility for charges that occur during a lapse in primary insurance coverage by student-athletes.*
- C. *University of Fort Lauderdale advises that all students coming to the university notify their insurance agent that the student will be going to college at University of Fort Lauderdale in Lauderhill, Florida. You must certify that your present private insurance will pay for expenses incurred in this service area. You will also need to know the steps to follow to notify your insurance carrier if health care is necessary, and to ensure that coverage will be provided. Pending the type of insurance, you have, you may find out that your insurance*

will not cover medical expenses outside a specific service area. In the event you need help to choose and buy insurance to have appropriate medical coverage, you may contact the Athletic Director Fernando Valenzuela, Athletic Trainer Hamid Ajirnia 415-694-1299.

- (3) EACH student-athlete at UFTL will be required to sign and date a **Shared Responsibility for Sport Safety and Medical Consent** form before participating in intercollegiate athletics. This form will be provided by the athletic trainer during preseason meetings for each sport.
- (4) Proof of 2 MMR vaccinations is also required.

HIPAA ACT

As you also may or may not be aware, new federal laws have been enacted to protect the privacy of personal medical information. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) became effective on April 14, 2003. University of Fort Lauderdale, its athletic department and team physicians have become a few of the entities affected by the enactment of this legislation. The purpose of this act is to protect individuals from acts of fraud and abuse and enable privacy of their health and insurance information. The information intended to be protected includes all information that can reasonably identify an individual and relates to (1) the health of an individual, (2) the healthcare provided to the individual, or (3) the payment for healthcare provided to an individual.

What this means: All health information obtained (either through examination or submission from other health care institutions) by University of Fort Lauderdale regarding student-athlete health or insurance must remain confidential. By definition of the law, this means all health and insurance information must be sealed to all other sources outside the institution and the individual.

If you have any questions, please contact one of the following:

Luis Rivera
Athletic Trainer
(754) 209-2830 Ext 1000

Fernando Valenzuela
Athletic Director
754-209-2830 Ext 1002

Pre-Participation Physical Examination

All student-athletes are required to have a physical prior to the beginning of each sports season. This evaluation will include, but not be limited to:

- Illness and injury history
- Height and weight
- Flexibility testing
- Vision testing
- Physical examination
- Orthopedic examination
- Check-out for clearance to participate

University of Fort Lauderdale Emergency Procedure Protocol

Campus Emergency

911

In the case of an emergency, during any time, call "911".

- Respiratory Arrest
 - Cardiac Arrest
 - Concussion / Neck Injury
 - Profuse Bleeding
 - Major Fracture or Dislocation
 - Heat Stroke
1. Attending ATC (Athletic Trainer Certified) stabilizes patient, there is an ATC at all home games.
 2. Support crew: (May include student athletic trainers, athletes, coaches, parks and recreation staff, and/or administrators)
 - a. ATC (Athletic Trainer Certified) designates a support crew member to make the phone call to activate EMS (Emergency Medical Services).

Information Needed

 - Location of patient
 - Condition of patient
 - How the patient is being stabilized.
 - Whom will meet the ambulance at the main entrance
(*always be the last one to hang up*)
 - Return to Patient
 - b. Call parks and recreation administrator on duty to alert them of the situation and if an AED (Automated External Defibrillator) is needed. Game operations UFTL staff member will meet emergency personnel at the main entrance and provide guidance to the site of the patient.
 3. Have the insurance information ready for the transport.
 4. Contact the Team Physician, Head Athletic Trainer, and Insurance Administrator to let them know the status of the patient and where he/she is being taken.
 5. Document the Injury. Include the procedure followed and the condition of the patient when he/she was transported.

TRANSPORTABLE INJURY

(When in doubt call the Head Athletic Trainer)

1. Athletic Trainer in charge **stabilizes** and prepares patient for transport.
2. **Evaluate** and continue with first aid. Prepare patient for transport to hospital or physician's office.
3. **Check insurance.** Refer the patient to a facility where his/her insurance can be utilized. If the injury occurs before 5 P.M., call the team physician's office directly. If after 5 p.m. or on weekends, call the team physician and advise him as to where the patient will be taken.

4. **Transportation** to the medical facility is not the responsibility of the athletic trainer. Utilize friends, teammates, assistant coaches, or managers. Athletic Trainer will go to the Hospital to check up on player.
5. **Document** procedures followed and the condition of the patient when he/she was transported.
6. **Contact** Head Athletic Trainer to notify of situation.

ADDRESS TO UFTL ATHLETIC TRAINER'S FACILITIES

University of Fort Lauderdale

4131 NW 16th Street
Lauderhill, Florida 33313

ADDRESS TO TEAM PHYSICIAN'S OFFICE

JARYNET BELTRAN AGACNP-BC

201 NW 82ND AVE UNIT 201

PLANTATION, FL 33324

IMPORTANT PHONE NUMBERS

Athletic Trainer's Office:	(754) 209-2830
Athletic Trainer's Cell:	(954)678-8380
A.D. Office:	(754) 209-2830 Ext 1002
A.D. Cell:	(561) 901-8699
Physician office:	



University OF Fort Lauderdale

(FERPA Consent to Release Student Information)

Student's Authorization to Disclose Information in Education Records Pursuant to the Family Educational Right and Privacy Act of 1974

Please print:

I, _____, of _____

Student's Name Student's Address

Hereby authorize _____ of University of Fort Lauderdale

Campus Office or Department

To disclose the following information, documents, etc., contained in my record

To _____

(Individual, Agency, Institution, Organization, or a class of any such to whom disclosure is authorized)

For purpose of:

Date _____ Signature of the Student _____

Student ID No. _____

LIABILITY WAIVER

University of Fort Lauderdale (the "University") Activity Participation Agreement (the "Agreement")
Date: _____
Participant's Name: _____ ("Participant") Activity: _____ ("Activity")
Phone: _____ Address: _____ Email: _____
Signature: _____

ASSUMPTION OF RISK. I, the undersigned Participant, in consideration of being allowed to participate in the Activity at or in connection with the University, acknowledge and agree as follows: (a) the risk of injury from the Activity is significant, including the potential for wounds, permanent disability, paralysis, and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; (b) the risk of injury may be caused by my own actions, by the actions of others, by the conditions of the Activity itself, by the location or surface where the Activity is being performed, or by other risks known or unknown, foreseeable or not foreseeable, or by the negligence of a University employee or agent; (c) the Activity may be of a hazardous nature and include physical and/or strenuous activity, and I am capable, in good health, in proper physical condition, and without previous injury or limitations such that I am able to participate in the Activity safely; (d) if conditions appear unsafe or hazardous, I will immediately discontinue my participation in the Activity, and bring such conditions to the attention of a University official immediately; (e) I will follow all verbal and written instructions and rules in connection with my participation in the Activity; and (f) the University does not provide me with any medical or accident insurance in connection with my participation in the Activity or otherwise. With knowledge of the foregoing, I have knowingly and freely chosen to participate in the Activity and fully accept and assume all personal risks and responsibility for all losses, injuries, costs, and damages that may occur as a result of my participation in the Activity.

RELEASE OF LIABILITY AND INDEMNIFICATION. To the fullest extent permitted by law, I, for myself and on behalf of my heirs, assigns, personal representatives, and next of kin, hereby release, discharge, and agree to defend, indemnify, and hold harmless the University, its officers, directors, agents, employees, administrators, coaches, volunteers, sponsors, advertisers, other participants, and the owners, lessors, and lessees of any property where the Activity takes place, from and against any and all claims, liability, damages, losses, expenses, and costs, including, but not limited to, attorney's fees, at both the trial and appellate level, arising out of my participation in the Activity and any injuries, disabilities, damages, or death which I may sustain (however caused, and even if caused by the negligence of the University or anyone for whom the University is responsible), or which I may cause to any other person or property in connection therewith.

CONSENT TO EMERGENCY MEDICAL TREATMENT. In the case of injury or medical emergency, and in the event that Participant, or his/her parent or guardian cannot respond to consent to emergency medical treatment at the time of the emergency, the University has permission to seek, administer, or have administered whatever first aid or emergency medical care is reasonably deemed necessary for the Participant's welfare, and it is understood that Participant, and not the University, shall be responsible for any and all charges incurred in connection with such emergency healthcare services, regardless of whether covered by insurance.

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ, FULLY UNDERSTAND, AND AGREE TO THE TERMS CONTAINED HEREIN, I UNDERSTAND THAT BY SIGNING THIS AGREEMENT I AM GIVING UP SUBSTANTIAL RIGHTS AND ABSOLVING THE UNIVERSITY FROM ALL LIABILITY IN CONNECTION WITH MY PARTICIPATION IN THE ACTIVITY, AND I ACKNOWLEDGE THAT I HAVE SIGNED THIS AGREEMENT FREELY AND VOLUNTARILY, AND WITHOUT ANY VERBAL INDUCEMENT OR ASSURANCES WHATSOEVER WITH RESPECT TO THIS AGREEMENT OR MY PARTICIPATION IN THE ACTIVITY. I FURTHER AGREE NOT TO CONTEST THE ENFORCEABILITY OF ALL VALID PROVISIONS CONTAINED HEREIN, AND THAT IF ANY PORTION OF THIS AGREEMENT IS HELD UNENFORCEABLE BY A COURT OF COMPETENT JURISDICTION, THAT ALL OTHER PROVISIONS SHALL REMAIN IN FULL FORCE AND EFFECT.

Rev. 03/01/2020

Affiliated National Organizations

The department and university are members of the following organizations:

- National Christian College Athletic Association (**NCCAA**)

For information on the organizations Statements of Philosophy, Core Values, Mission Statements, please visit their websites using the following links below:

NCCAA: <https://www.thenccaa.org>

Eligibility

- **Term of Attendance**
Refers to any quarter, semester or trimester (excluding summer or inter-terms) in which a student becomes identified at the institution.
 - **Full-Time Status**
A student is considered full-time when he/she enrolls in 12 or more credit hours during a semester.
 - **Normal Progress**
The accumulation of academic credit at a rate which systematically will lead to a student's graduation is considered to be normal progress.
 - **Season of Competition**
Participation in one or more intercollegiate contests whether in varsity, junior varsity, or freshman program.
 - **Transfer**
A student who becomes identified with an institution after having previously identified with a two or four-year institution.
 - **Eligibility Requirements**
For a student to be eligible for any intercollegiate competition, a member institution must ensure that the student conforms to the following regulations:
 - **High School Graduate or GED**
The student must be a graduate of an accredited high school or have earned a graduate equivalent degree (GED).
 - **Academic Progress**
All students must be enrolled in a recognized academic program and be making progress toward a 2/4-year degree at the attending college.
 - **Full-time Enrollment**
All students must be enrolled in a minimum of 12 credits at time of participation. If a student is enrolled in less than 12 credits, he/she will be considered part-time for eligibility purposes.
 - **Requirements for Students Entering Second Semester**
Second semester students must have achieved a GPA of 2.0.
 - **Requirements after the First Two Semesters**
All students must pass 24 credit hours the previous academic school year. If there is a break in attendance the student athlete must pass 24 credit hours the two preceding terms of attendance.
- Exception**

a. If a freshman completes his/her first semester at an institution and leaves the following semester, upon the student's return he/she may reestablish their eligibility by completing the necessary credits to reach 12 during a summer or interim period only. **(Revised 03/19/12)**

- **GPA Requirements after the First Two Semesters**

After accumulating 24-48 credit hours, the student must have achieved a 2.0 cumulative GPA. After accumulating more than 48 credit hours, the student must have achieved a 2.0 GPA.

- **Summer and Inter-term Credit Hours**

Summer and inter-term credit hours can be used to satisfy the 12/24 credit hour rule and GPA requirement.

1. Summer credit hours should be attached to the preceding spring term for eligibility purposes.
2. Winter term credits should be attached to the fall semester.

UFTL Athletics Department Policies Every Student-Athlete Must Know

- Each incoming student-athlete is required to sign a Letter of Intent and complete the scholarship form.
- In order to participate in any practices before beginning eligibility, you need to complete the following:
 - Graduated from High School and sent Official Transcripts.
 - Proof of Health Insurance coverage on file
 - Received determination Eligible to play.
 - Student-athletes must pass a physical exam.
 - Complete new student-athlete orientation.
- Registered for at least 12 credit hours at University of Fort Lauderdale
- Student Athletes must update Emergency Contact Information annually
- If receiving an Academic Scholarship, must know the GPA and requirements needed to maintain the scholarship.
- As a current UFTL student-athlete, if you are contacted by another university you must notify your Head Coach and Athletics Director.
- Official form of communication is by the UFTL.edu email address, it is your responsibility to check regularly
- Expected to attend all team practices, competitions, and team functions
- As a team member you will be required to follow team guidelines and expectations that are not stated on the department policies
- You will be provided practice gears that must be worn at all practices
- Coaches for your sport will determine uniforms for home and away games
- All student-athletes must use appropriate language at all times
- Student-athletes must be present at the following events including but not limited to: Student-Athlete Orientation, Annual Golf Tournament and Annual Sports Banquet
- Each team is responsible for fundraising events to supplement team budget. Fundraisers must be approved by athletic director. Details about fundraising activities will be provided by your coach. Each student-athlete is responsible for 10/20 fundraiser: you must fundraise a total of \$200, receive \$20 from 10 individuals

- Annually, all student-athletes must have an exit interview and/or season ending interview with either a department administrator or their coach. This is a requirement whether or not you will be participating in the sport in the future
- Student-Athletes must perform 200 community/university service hours. These hours are mandatory.

STATEMENT OF PURPOSE OF THE OFFICE OF STUDENT SERVICES

The Office of Student Services strives to contribute to the cultural, social, professional, and intellectual development of the student. The Office of Student Services coordinates the various services offered to the students, as well as aid in the development and carrying out of the student projects and organizations.

STUDENT SUPPORT SERVICES

University of Fort Lauderdale has student support services, programs, and activities to support current programs. All students (distance learning included) receive support through enrollment, registration, and financial aid services from qualified staff in each of these areas. The students receive orientation prior to their first day of class from several offices including: Registrar, Financial Aid, Academic Advisors, Bursars, Job Placement Office, Campus Dean, and Student Services. The same presentation that is provided for students on campus is provided online for our online learning students.

Additionally, the Academic Advising Center provides students with accurate academic advice/information and referrals. This Center contributes to the student's academic success and to the university's retention efforts by helping students take full advantage of the many services and resources available to them. For graduate students academic advising is geared more toward academic performance, providing support services, and assisting students to comply with the academic requirements and demands of graduate work.

As an additional service to all students, University of Fort Lauderdale offers free tutorials on the various subject areas as needed especially in mathematics, reading, and writing. We also offer remedial academic programs. For the online learning courses, the instructor provides the individualized tutorials as needed.

The Job Placement Office assists all students with resume writing, job applications, job search, company search, and opportunities for employment. Additionally, this office provides workshops to enhance students' employability skills and job interview skills.

The Office of Student Services at University of Fort Lauderdale coordinates the various services offered at the institution to contribute to students' cultural, social, and intellectual development. The Office of Student Services coordinates all cultural events offered on campus, cultural or educational fieldtrips, guest speakers, health fairs, and job fairs coordinated by the Job Placement Office. Additionally, the Office of Student Services is responsible for facilitating the establishment and operation of student organizations.

1. Student Support Services Offers:

- Time Management and Stress Management Workshops: Principles of stress management and time management are addressed.

- Career/Job Fairs- Local businesses advertise employment opportunities. Students could be interviewed for jobs on campus or at employment sites.
- Students' clubs, activities, and societies.

2. Student Services Offers:

- Cultural programming and events to educate, engage, and retain students such as informational boards, cultural celebrations, and educational seminars
- Clubs and Organizations which brings business and education together in a positive working relationship through innovative leadership and career development programs through career exploration, self-improvement, and community services opportunities.
- Student Orientation
- Graduation Fairs and Commencement Activities
- Deans' List
- Campus Crime Reports
- Campus Safety Manual
- Alumni Association
- FERPA Information
- Links to community resources for civic engagement, substance abuse, domestic violence, and sexual assault.

STUDENT IDENTIFICATION

Students, faculty and staff are issued a picture identification card. This identification card **must be worn** at all times. If you are not wearing an identification card, you will not be allowed on the premises. In the event that a student is expelled or suspended from UFTL, the student must immediately surrender his/her UFTL identification card to the Campus Dean. The cost of the identification card is \$5.00. Each replacement I.D. card will be charged \$5.00.

COMMENCEMENT CEREMONY

The Office of Student Services coordinates the graduation ceremony which consists of the commencement act and the reception. All students are encouraged to participate. Graduating students must apply in writing for graduation status to receive their credentials, whether they participate or not in the commencement exercises.

All student data (address, phone numbers, and e-mail address) must be current to receive the ceremony itinerary in the mail.

ORIENTATION

During the first week of class, Orientation is offered for all new student-athletes. All student development services representatives greet new students. New students will learn about policies and procedures from UFTL representatives; receive their program schedules, parking information, UFTL ID's and get acquainted with the use of the UFTL Library.

BOOKSTORE

All students are required to have their textbooks and other materials by the first week of class. Textbooks, workbooks, supplies and materials for all courses are available from the bookstore at each campus during the first ten days of each start. Students are not, however, required to buy their books and supplies at the UFTL bookstore as this is only a service we provide to the students.

JOB PLACEMENT

The Job Placement Office offers employability training, job referrals, and participation in annual job fairs. This is a lifetime service available to active and graduated students in good standing. Students are strongly urged to maintain contact with UFTL when they obtain employment, change jobs, need further assistance, or relocate to another area. There is a Job Placement Office at each UFTL campus.

UFTL graduates are offered free lifetime placement assistance. Although UFTL does not guarantee job placement, every effort is made to achieve the best possible results for the student.

UFTL LIBRARY / MEDIA CENTER / RESOURCE ROOM

The main mission of the University of Fort Lauderdale Library is to support the curricula offered by UFTL. Its responsibilities include assisting students and faculty in locating research materials as well as instructing them in the effective use of library resources, which include various Library Collections, multimedia resources and Internet access, full-text peer reviewed online periodicals, and digital eBooks.

About 20,000 items are housed at the UFTL Hialeah Campus Library at the second floor of the Dr. Jose Regueiro Building, at the Resource Room of the South Campus, and the Training Center. Internet access passwords to the full-text online periodicals databases and online books are given out at the Student Orientations and Library research training workshops. The UFTL Library provides eighteen individual study and meeting rooms for library users. The library website is available at www.UFTL.edu (click on Library) and includes access to the online catalog, a library research tutorial, links to local libraries and their resources throughout Southeast Florida Library Information (SEFLIN) consortium. Library hours are scheduled to service day and evening students. A team of professionally trained UFTL Library staff is assisting students, faculty, and staff in the use of the library services and resources during scheduled hours.

GRADUATION REQUIREMENTS

GRADUATION

Graduation is not automatic. To be awarded a Master's degree, Bachelor's degree, Associate of Arts degree, Associate of Science degree, diploma, or certificate from University of Fort Lauderdale the student must fulfill the following requisites:

1. Successful completion of one of the programs of study as it appears in the UFTL Catalog.
2. Achievement of a cumulative grade point average (CGPA) of at least 2.0 ("C" average).
3. Complete an Exit Interview with each of the following. Clearance from each of these offices is required before the release of any official documents by UFTL.

IMPORTANT DATES 2020-21

Fall Semester 2020 (16 Weeks) 2020 Fall Term A (8 Weeks)

- **Sept. 02** Labor Day (University Closed)
- **Sept. 03** Start of Fall Semester Term A
- **Sept. 06** Last day to add-drop courses
- **Oct. 14** Columbus Day (Faculty Workday)
- **Oct. 24** End of Term A

2020 Fall Term B (8 Weeks)

- **Oct. 28** Start of Term B
- **Nov. 01** Last day to add-drop courses
- **Nov. 11** Veteran's Day (Observed) (Faculty Workday)
- **Nov. 28** Thanksgiving Day – University Closed
- **Dec. 19** End of Fall Semester
- **Dec. 24 - Jan. 03** Winter Recess – No Classes

Spring Semester 2021 (16 weeks)

- **Jan. 01** New Year's Day – University Closed
- **Jan. 07** Start of Spring Semester
- **Jan. 11** Last day to add-drop courses
- **Jan. 21** Martin Luther King, Jr. Day (Faculty Workday)
- **Feb. 18** Presidents' Day (Faculty Workday)
- **Feb. 28** End of Term A

2021 Spring Term B (8 Weeks)

- **Mar. 04** Start of Spring Term B
- **Mar. 08** Last day to add – drop courses
- **Apr. 18** Holy Thursday (Faculty Workday)
- **Apr. 19** Good Friday (University Closed)
- **Apr. 25** End of Spring Semester

Summer Semester 2021 (16 weeks) 2021 Summer Term A (8 weeks)

- **Apr. 29** Start of Summer Term A
- **May 03** Last day to add-drop courses
- **May 27** Memorial Day (University Closed)
- **Jun. 20** End of Term A

2021 Summer Term B (8 Weeks)

- **Apr. 29** Start of Summer Term A
- **May 03** Last day to add-drop courses
- **May 27** Memorial Day (University Closed)
- **Jun. 20** End of Term A
- **Jun. 24** Start of Summer Term B
- **Jun. 28** Last day to add-drop courses
- **Jul. 04** Independence Day (University Closed)
- **Aug. 15** End of Summer Semester
- **Aug. 19** - Aug. 23 Summer Recess - No Classes
- **Aug. 26** - Aug. 30 Planning and Evaluation Week/ No Classes Summer Recess

ACADEMIC GRADING SYSTEM AND TRANSCRIPT CODE KEY

Official grades and their quality point's equivalency at UFTL are as shown on the next page. The final grade of a course shall be based on various criteria; however, the individual instructor establishes the weight of each assignment for determining the final grade and this information is given in the course syllabus of which every student shall receive a copy.

ACADEMIC GRADING SYSTEM and TRANSCRIPT CODE KEY			
	Letter Grade	Numerical Value	Quality Points
Superior Achievement	A	(90-100)	4.00
Very Good	B+	(85-89)	3.30
Good	B	(80-84)	3.00
Above Average	C+	(75-79)	2.30
Average	C	(70-74)	2.00
Passing	D	(60-69)	1.00
Failure	F	(0-59)	0.00
WITHDRAW	W	-----	Passing grade for remedial courses.
WITHDRAW WHILE FAILING	WF	-----	Failure grade for remedial courses.
Incomplete	I		Student did not complete the required class work for reasons accepted by the instructor.

UNSATISFACTORY PROGRESS

ACADEMIC WARNING, PROBATION AND TERMINATION

If a student falls below the criteria listed for Satisfactory Progress (below 2.0 average), the student will be placed immediately on academic warning. Academic advisement will be given to the student to advise him or her of the seriousness of the change in academic status and the need for improvement.

When the grade point average below 2.0 is sustained for two consecutive semesters, the student will be placed on probation. At this point, the eligibility of the student to graduate becomes uncertain. During the probationary period, financial aid from federal and state funds will be withheld. In such a case, the student has the following options:

1. If the student wishes to remain in university, he must meet his own academic expenses during the probationary period. However, the student will be terminated if the grade point average remains below a 2.0.
2. If the student does not wish to/or cannot maintain his own expenses, he will be terminated.

SUSPENSION, EXPULSION

A student on scholastic probation who fails to raise his or her cumulative grade point average to the required level and who fails to earn the minimum semester average will not be in good standing and will be placed on academic suspension. Suspension and or expulsion have to do with the infringement of University rules, and their application will follow procedures at the discretion of the Campus Dean. Please see University Catalog.

ACADEMIC DISHONESTY

University of Fort Lauderdale prohibits and therefore, will adjudicate cause, all forms of academic dishonesty, which includes, but is not limited to, plagiarism, cheating, giving false information, forgery, alteration or misuse of documents cheating during an exam or fraud or deception with identification. When using the ideas, research, and forms of expression of others, the student should appropriately acknowledge the source. Those students accused of academic dishonesty may take their appeal to the Honor Court.

STUDENT CODE OF ETHICS

Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course; and the possibility of an additional administrative sanction, including probation, suspension, or expulsion.

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at UFTL includes but is not limited to: Copying, in part or whole from another's examination, paper, mathematical analysis, research or creative project, or the like; Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen; or fabricating data; Consulting notes, sources, or materials not

specifically authorized by the instructor during an examination; employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument; Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work; and Committing any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

Plagiarism is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment. More specifically, plagiarism is: The act of incorporating the ideas, words or sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and The act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own.

If a student is in doubt about the nature of plagiarism, he/she should discuss the matter with the course instructor.

Theft - Copying computer programs owned, leased, or rented by the University for use by the student in his or her course of studies is considered theft and will be dealt with according to the laws covering such actions and to the University norms for disciplinary actions. In cases like these, the Campus Dean will convene a Hearing Committee which will hear, investigate and render a report to the Campus Dean. This Committee will be composed of three members from the faculty or staff. According to the findings, the Campus Dean has the choice to make a decision. If this decision is not acceptable to those involved, a petition to the Dean to appoint an Honor Court must be signed by at least three people. The Honor Court procedure is explained in the Student Handbook.

CODE OF BEHAVIOR

The Code of Conduct provides the general framework of guidelines for every member of the University. It cannot dictate the manner in which particular situations are handled by responsible authorities. The code enables faculty, staff and students to establish an environment for intellectual stimuli and collegial endeavors. The Code of Conduct was adopted for all participants while engaged in University of Fort Lauderdale activities to:

1. Give pre-eminence to the Almighty God, His Christ, and the Holy Spirit.
2. Strive to live daily according to the Christian values and biblical standards of living.
3. Grant all person's equal opportunity to find love and refuge in Christ.
4. Make every reasonable effort to love our neighbors as ourselves.
5. Observe the laws of the Nation and State.
6. Foster concepts and practices of academic freedom, which is essential to the proper conduct of teaching, research, scholarship, and the pursuit of biblical truths.
7. Uphold a responsibility of fairness in supervising other staff Faculty and students.
8. Avoid unfair discrimination, for example, on grounds such as gender, race, and religion.
9. Rationally debate and express alternative points of view, and policies and procedures.
10. Promote scholarly learning and teaching,
11. Uphold professional integrity, honesty in carrying out duties, respect, and avoidance of conflict.
12. Uphold confidentiality and human dignity in relationships between faculty-faculty, staff-staff, faculty-student, student-student, and supervisor-worker.
13. Uphold professional integrity in financial relationships, receipt of gifts, use of privileged information, and access to University resources, external activities and public comment.

14. Students will come to class on time, visible wearing their student ID card, and must remain in their classroom for the entire class session.
15. All students will bring textbooks and other materials to class every day.
16. Breaks will be kept within the designated time frame of twenty minutes.
17. Students are expected to be generally in proper attire while they are on UFTL grounds; tank tops, or halters are not acceptable attire.
18. Guests and visitors will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
19. Eating and drinking are permitted only in the lounge. Smoking is permitted outdoors only.
20. No alcohol or drugs are permitted on school grounds. Failure to comply may result in expulsion.
21. Serious disturbances of order on campus will lead to suspension or possible expulsion.
22. Respect for personal and university property, and a sense of responsibility about their own security and the security of others, is expected of all students at all times. Serious violations will be presented to the University Honor Court for adjudication.
23. We expect all students to be of good moral character and to abide by all laws of our city, county, state, and nation.
24. Students must comply with UFTL's Computer Use Policy at all times.

UNIVERSITY POLICY ON DRUG AND ALCOHOL USE ON CAMPUS

University of Fort Lauderdale is a Drug-Free Workplace. Standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

UFTL reserves the right to terminate, suspend and/or put on probation any student or employee who is under the influence of alcohol or drugs while on the University premises.

The University has a Drug Abuse program which makes use of experts in the field, featuring counseling, seminars, instruction, preventive recommendations, speakers, movies and the appropriate literature.

The UFTL Drug Abuse Program follows the guidelines for such programs as required under section 1213 of the Higher Education Act of 1965 and as amended by the Drug Free Schools and Communities Amendments of 1989.

UFTL supports and abides by the drinking laws of the State of Florida, especially with respect to underage drinking. The University supports Federal and State Laws on the sale, possession and use of illegal drugs.

DUTIES OF THE VARIOUS JUDICIAL PERSONS AND BODIES

1. Instructors:

- a. Have the responsibility and authority to publish, generally with their course syllabi, disciplinary rules over and above university dicta concerning their own classrooms, subject, with the Campus Dean's approval.
- b. Have the responsibility and authority to refuse entrance to tardy students without written authorization from the Campus Dean.
- c. Have the responsibility and authority to refuse early dismissal to students without the written permission of the Campus Dean.

d. Have the responsibility and authority to request disruptive students be removed from class.

2. Deans:

- a. Have the responsibility and authority to discipline students referred to them by instructors or other members of the staff for disruptive behavior.
- b. Have the responsibility and authority to remand cases to instructors for further consideration.
- c. Have the responsibility and authority to convene an Honor Court for severe disruptions of University discipline.
- d. Have the responsibility and the authority to recommend cases to the higher administrative authorities when they feel there are conflicting interests, or for advisory decisions. These higher authorities are:

- VP Academic Affairs: will handle any academic issue raised.
- Director of Financial Aid: will handle any financial issue raised.
- VP of Operations: will handle any administrative issue raised.

3. The President/Chancellor:

- a. Has the responsibility and authority to act as the final judicial authority for all final/ultimate appeals.
- b. Has the responsibility and authority to initiate, through the above, actions concerning disciplinary matters.
- c. Has the responsibility and authority of suspension or dismissal from the University based upon matters brought before him by the above or upon his own authority in extreme cases.

CRIME ON CAMPUS

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (originally known as the "Campus Security Act") was enacted by the United States Congress and signed into law in 1990 and then later amended in 1992 and 1998. This law, which applies to all institutions of higher education, both public and private that participate in any federal student aid programs requires schools to publicly disclose 3 years of campus crime statistics and basic security policies. As prescribed by the **Jeanne Clery Act**, UFTL has its own plan to report criminal actions, other emergencies occurring on campus and its own policies concerning the institution's response to such reports.

Under no circumstances are students allowed to bring any type of weapon on campus or use any object to threaten or harm people or property. For specific plans and procedures on reporting of a crime, please refer to the Safety Manual.

****NOTE:** The Campus Security Report is published annually and is available online under the Consumer Information Link and found under Campus Security.

TIMELY WARNING POLICY

In compliance with the "Timely Warning" provision of the *Clery Act*, University of Fort Lauderdale issues campus wide alerts regarding any *Clery Act* crime that may constitute a continued threat to the campus community. Timely warnings may be issued for threats to persons or property.

The issuing of a timely warning is made on a case by case basis, taking into consideration the nature of the crime, the continuing danger, and the risk of compromising any ongoing investigation. Upon notification that a *Clery Act* Crime has been committed, the Dean or Assistant Dean shall issue the Timely Warning.

The methods employed to notify the campus may include but are not limited to:

- Announcement over the interoffice intercom
- Room by Room Announcement
- A “Timely Warning” flyer posted at the campus entrance.

SEXUAL ASSAULT PREVENTION AND RESPONSE POLICY

1. Forcing or attempting to force another person to participate in sexual activities against his or her will.
2. Forcing or attempting to force another person to participate in sexual intercourse against his or her will.
3. Engaging in unlawful sexual relations or perversions, or in lewd, indecent, or obscene conduct on University of Fort Lauderdale’s campus.

University of Fort Lauderdale educates the student community about sexual assault and date rape through the Office of Student Services. The Office of Student Services provides literature on date rape education, risk reduction, and university response annual sexual assault education as well as annual information programs to University students and employees.

If you are a victim of sexual assault, first seek safety and then immediate medical attention. University of Fort Lauderdale strongly encourages any victim of sexual assault to report the incident in a timely manner. Time is a critical factor in the collecting and preserving of evidence. (Ideally a victim of sexual assault should not wash, douche, use the restroom, or change clothes prior to a medical examination.) An assault should be reported to the local police department by dialing 911 or reporting the incident to the Campus Dean who can assist you with the reporting of a sexual assault.

All alleged sex offenses are subject to UFTL disciplinary action. Both the victim and the accused are entitled to choose one person who has no formal legal training to accompany them throughout the hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the sexual misconduct policy could be criminally prosecuted and expelled from UFTL. Student victims have the options to change their academic situation after an alleged sexual assault if such accommodations are reasonably available.

University of Fort Lauderdale also strongly advises victims of sexual assault to seek counseling. Local organizations that specialize in crises counseling include:

RAINN-Rape, Abuse & Incest National Network
Baptist Health-Women’s Health Center

(800) 656-4673
(786) 596-5981

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination and is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. It is the policy of University of Fort Lauderdale that no member of the athletic or academic community may sexually harass

another. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. such advances or requests are made under circumstances implying that one's response might affect educational or personnel decisions that are subject to the influence of the person making the proposal; or
2. such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or
3. such speech or conduct is reasonably regarded as offensive and substantially impairs the academic and athletic opportunity of students, colleagues, or co-workers. If it takes place in the coaching context, it must also be persistent, pervasive, and not germane to the subject matter.
4. Sexual harassment is unwanted, often persistent, sexual attention and any other behavior with sexual overtones that creates a hostile learning environment.
5. It may include written or verbal abuse or threats; physical contact; sexually graphic literature; sexual advances; demands for sexual favors; sexually oriented comments and jokes; taunts about body, dress, or sexuality; shouting or bullying; ridiculing or undermining of performance or self-respect; practical jokes based on sex; intimidating sexual remarks, invitations, or familiarity; domination of meetings, training sessions, or equipment; condescending or patronizing behavior; physical contact, fondling, pinching, or kissing; sex-related vandalism; offensive phone calls or photos; and bullying on the basis of sex.
6. Sexual harassment also includes all forms of sexual violence such as sexual assault, sexual battery, rape, and sexual coercion, which will be referred to authorities as criminal matters.
7. Sexual harassment or sexual violence by coaches or athletic department employees toward other employees or student-athletes, by student-athletes towards other students or student-athletes, or by student-athletes toward athletic department employees is expressly prohibited.

For example, sexual harassment occurs in any of the following situations:

- When submission to such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other College activities.
- When such conduct purposes to unreasonably interfere with an individual's academic or work performance or creates a hostile, intimidating or offensive College environment.
- Derogatory jokes or comments, unwelcome flirtations or propositions, threats/demands or subtle pressure to submit to sexual requests, offers of preferential treatment in return for sexual favors, or retaliation for having reported or threatened to report sexual harassment also exemplify ways in which an individual may be harassed.
- University of Fort Lauderdale believes that any form of sexual harassment can have a devastating effect upon the people involved and **it will not be tolerated**. Prompt action will be taken to protect the victim, investigate the charges and discipline the violator, which may include immediate dismissal.
- It is the policy of University of Fort Lauderdale to prohibit sexual harassment of its employees and students in any form. In maintaining this policy, the College seeks to affirm ethical standards universally accepted in the workplace, classroom and other locations, and to uphold existing federal and state law. Any practice or behavior that constitutes sexual harassment will not be tolerated.
- Sexual assault or date rape is an extreme form of sexual harassment. The use of threat or force to obtain sexual contact is illegal and immoral. If proven, it is considered a major infraction against the UFTL standards of conduct and is grounds for immediate dismissal.

Bringing a Complaint

- a. Any member of the college or university community who believes that he or she has been the victim of sexual harassment as defined above (**the complainant**) may bring the matter to the attention of the Athletic Director. The Athletic Director will pass this matter onto the Title IX coordinator/deputy coordinator. These would be the (**grievance officers**).
- b. Consistent with its commitment to addressing Title IX incidents, the University has grievance procedures that specify actions taken regarding Title IX complaints. All student complaints will be received by UFTL's Title IX coordinator in the office of Student Services. Any University official (e.g., faculty member, staff member, dean, etc.) informed of an allegation is required to file a report with the Title IX coordinator.
- c. The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date. Another possible consequence is greater difficulty in conducting an investigation.
- d. If the complainant decides to proceed, the complainant should submit a written statement to the grievance officer. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.
- e. The grievance officer will inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint will be given to both parties. Every effort will be made to protect the complainant from retaliatory action by those named in the complaint.

Resolution of a Complaint

- a. Promptly after a complaint is submitted, the grievance officer will initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties.
- b. The complainant, if unsatisfied with the resolution proposed by the grievance officer, the complainant should write a written request to the grievance officer with his or her opinions and suggestions. Grievance officer will take a second look at the allegations and take it to a committee of faculty members.
- c. Members of the faculty review committee will meet to discuss the complaint. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and to confront any adverse witnesses. The committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it should be communicated in writing to both parties and to the grievance officer. A summary of the basis for the determination should be provided to either party upon request.
- d. *Corrective action and/or disciplinary measures.* If the review committee's findings do not lead to a mutually acceptable resolution, and if the committee believes that reasonable cause exists for seeking sanctions against the offender, the grievance officer should forward the recommendation immediately to one of the campus deans. The campus dean shall then proceed in the manner set forth by the university's rules and procedures, except that the need for a preliminary review will be precluded.

Students should be advised that the Title IX Coordinator is obligated to act on any report of alleged sex and gender-based misconduct, to ensure measures are taken to stop adverse behavior and prevent its recurrence, as appropriate. It is important to note, however that not every report leads to a disciplinary process. Each report is reviewed individually. The University makes every effort to protect the privacy of all

individuals involved in such reporting or investigation, yet it cannot always be guaranteed depending on the nature of the incident. Reports can be filed anonymously, yet this condition may make more difficult to conduct an investigation and, in some case, not possible to come up to conclusive results.

SEX OFFENDER REGISTRY

In compliance with the “Campus Sex Crimes Prevention Act” of 2000, University of Fort Lauderdale maintains an electronic link to the Florida Department of Law Enforcement Sex Offender Registry. According to this act, all institutions of higher learning must issue a statement informing the campus community where it can access the state sex offender registry. This act also requires State registered sex offender to report any institution of higher learning in which he/she is employed, carries a vocation, or is a student.

The Florida Department of Law Enforcement is responsible for maintaining the Florida Sexual Offenders and Predators website. Follow the link below for access.

<http://offender.fdle.state.fl.us/offender/homepage.do> 41

RULES OF PREVENTION

1. Being certain that automobiles are tightly closed and locked. Never for an instant leave the keys in a car or the car without security precautions.
2. Never leaving visible packages or such in a car, even though it is locked.
3. Purses, coats or personal property should never be left out of the owner’s reach.
4. Never leaving books and class lab materials in unattended classrooms.
5. Never allowing prescription medicines leave the possession of the owner.
6. Reporting drug taking, or possession or sale of drugs on campus to the Campus Dean’s office, remembering at all times that persons who take, possess or sell drugs are a menace to themselves and everyone in the community.
7. Reporting to the Dean’s Office possession, use, buying or selling of alcoholic beverages.
8. Reporting unsecured equipment or classrooms to the maintenance personnel or Dean’s Office.
9. Turning in lost and found articles to the receptionist immediately.
10. Never inspect your wallet and/or count your money in public.

DISCIPLINARY PROCEDURES AND RESPONSIBILITIES

Disciplinary responsibility at UFTL resides with the following:

1. The Instructors, who have the responsibility and authority necessary for good classroom discipline.
2. The Campus Deans, who are responsible for student discipline on their individual campuses both in and out of the classroom.
3. The Honor Courts, which are convened at the call of the Campus Dean.
4. The President of the University, who has the ultimate responsibility and authority to receive and finalize all appeals as well as initiate actions through the above offices.

DUTIES OF THE VARIOUS JUDICIAL PERSONS AND BODIES:

1. Instructors:

- a. Have the responsibility and authority to publish disciplinary rules to be observed in their classrooms, generally in their course syllabi, over and above university dicta, subject, of course, to the campus dean's approval. Any disciplinary action that is taken with the student as it applies to acts of disruptive behavior, plagiarism, or cheating, must be reported to the campus deans and division head. Written documentation will also be required to be placed in the student's academic folder located in the Registrar's office.
- b. Have the authority to refuse entrance to tardy students as part of their course requirements as specified on the course syllabus.
- c. Have the authority to refuse early dismissal to students as part of their course requirements as specified on the course syllabus.
- d. Have the responsibility and authority to have disruptive students removed from class.

2. Deans:

- a. Have the responsibility and authority to discipline students referred to them by instructors or other members of the staff for disruptive behavior.
- b. Have the responsibility and authority to remand to instructors 'cases for further consideration.
- c. Have the responsibility and authority to convene an Honor Court for severe disruptions of University discipline.
- d. Have the responsibility and authority to set aside the decisions of the Honor Court in favor of other solutions.
- e. Have the responsibility and authority to recommend cases to the higher administrative authorities when they feel there are conflicting interests or for advisor decisions.
- f. Have the responsibility and authority to remand cases to the Honor Court for reconsideration.

3. The Honor Court (for each campus):

- a. Has the responsibility and authority to hear disciplinary cases referred to it by the Deans.

b. Has the responsibility and authority to hear those cases brought by students concerning fellow students' disciplinary infractions; this with the consent of the Court and the advisement of the Office of the Dean.

4. The President:

a. Has the responsibility and authority to act as the final judicial authority for all appeals.

b. Has the responsibility and authority to initiate, through the above, actions concerning disciplinary matters.

c. Has the responsibility and authority of suspension or dismissal from the University based upon matters brought before him by the above or upon his own authority in extreme cases, with appeals being made to the Board of Governors.

Drug-Testing Consent Form

Requirement to Sign Drug-Testing Consent Form

- Name of Institution: _____
- Name of student-athlete: _____ Sport(s): _____
- You must sign this form to participate in any USCAA or NAIA National Championship competition. This includes but is not limited to Opening Rounds and Final Sites. If you have any questions, you should discuss them with your director of athletics.

A. Consent to Testing

- You agree to allow the USCAA or NAIA to test you in relation to any participation by you in any USCAA or NAIA national championship or invitational competition. Examples of drugs in each class can be found at www.naia.org/wellness. Note: There is no complete list of banned substances. Check the NAIA Drug Free Sport AXIS for questions about supplements, medications and banned drugs.

B. Consequences for a Positive Drug Test

- By signing this form, you affirm that you are aware of the drug-testing program, which provides:
- A student-athlete who tests positive for use of a banned substance as defined by the USCAA or NAIA banned-drug classes list, shall be sanctioned as outlined below:
 - A. A student-athlete’s first offense for testing positive for the use of any banned drug shall be immediately suspended from further competition in any sport; and
 - B. The period of suspension will be for a minimum of 365 days from the date of the specimen collection that lead to the positive test result; and
 - C. The student-athlete shall be charged one season of competition in all sports because of the positive test result.
 - D. A student-athlete testing positive a second time for the use of any banned drug shall lose all remaining USCAA or NAIA regular season and post-season eligibility in all sports.
 - E. Individual placings and honors earned at the national championship at which the positive test occurred shall be vacated.
 - F. Team championships will be determined by the National Drug Testing and Education Committee.

C. Signatures

- By signing below, I consent:
 - A. To be tested by the USCAA or NAIA in accordance with NAIA drug-testing policy, which provides among other things that I will be notified of selection to be tested;
 - B. I must appear for USCAA or NAIA testing or be sanctioned for a positive drug test; and my urine sample collection will be observed by a person of my same gender;
 - C. To accept the consequences of a positive drug test;
 - D. To allow my drug-test sample to be used by the NAIA drug-testing laboratories for research purposes to improve drug testing detection; and
 - E. To allow disclosure of my drug-testing results only for purposes related to eligibility for participation in NAIA competition.

I understand that if I sign this statement falsely or erroneously, I violate NAIA legislation on ethical conduct and will jeopardize my eligibility.

Date

Signature of student-athlete

Date

Signature of parent (if student-athlete is a minor)

Name (please print)

Date of birth

Age

Home address (street, city, state and zip code)

Sport(s)

DRUG AND ALCOHOL PREVENTION PROGRAM

NOTICE TO STUDENTS AND EMPLOYEES:

University of Fort Lauderdale has established a Drug and Alcohol-Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

PHASE ONE: WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE:

Drug and alcohol use impair memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. **SCHEDULE A** specifically details the Uses and Effects as it relates to alcohol.

PHASE TWO: THIS INSTITUTION HAS A POLICY OF MAINTAINING A DRUG AND ALCOHOL-FREE LEARNING ENVIRONMENT

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

University of Fort Lauderdale 4131 NW 16th Street, Lauderdale, FL 33313, or any teaching site, or any "off-site" location (i.e. field trips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the University.

PHASE THREE: LISTING OF THE AVAILABLE LOCAL DRUG COUNSELING, REHABILITATION AND ASSISTANCE PROGRAMS:

Please refer to **SCHEDULE B**.

PHASE FOUR

NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S DRUG-FREE WORKPLACE STATEMENT

Non-compliance will result in the following action being taken by this institution:

- a. The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state, or local health, law enforcement or another appropriate agency. Attached **SCHEDULE C** contains a description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- b. Community service with one of the above stated agencies.
- c. Termination of enrollment.

SCHEDULE A: ALCOHOL USES AND EFFECTS

Alcohol consumption causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Extremely high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Student-athletes must comply with all applicable Federal laws and rules related to alcohol. The legal drinking age in Florida is 21 years of age, any student -athlete under the age of 21 that violates this rule (either on or off-campus) will be subject to state/federal laws and can be charged as a 2nd offender by the Athletic Department (see below). In addition, student-athletes of any age may not consume alcohol 48 hours prior to any athletic game or contest. Violations of this policy include, but are not limited to, the following:

- Possession or consumption of alcohol by a student-athlete under the legal age, as mandated by Florida law;
- Providing alcohol to a person under the legal age and/or drinking in the presence of a minor, as mandated by Florida law;
- Charged misdemeanor or felony alcohol-related offense;
- Possession, consumption or under the influence of alcohol on campus, or at any athletic contest or function.

SCHEDULE B: DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

1. Addicts Rehabilitation Center, Miami, Florida
2. Drug Free Living, Inc., Miami, Florida
3. Alcoholics Anonymous, Inc., Miami, Florida
4. Rehab Nexus, Coral Springs, Florida
5. Faith in Recovery, Pompano Beach, Florida
6. The Source Addiction Treatment Center, Fort Lauderdale, Florida

SCHEDULE C: FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceed 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram,

21 U. S. C. 853 (A)(2) AND 881 (A) (7)

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

21 U. S. C. 861 (A) (4)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U. S. C. 844a

Civil fine up to \$10,000 (pending adoption of final regulations).

21 U. S. C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.

18 U. S. C. 922(8)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilots' licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE AND ALCOHOL:

In addition to the federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

STATE OF FLORIDA PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE BLOOD ALCOHOL LEVEL OF.05

1st OFFENSE: Imprisonment for not more than 1 year and/or \$350-\$500 fine; suspension of license at least 6 months.

2nd OFFENSE: Within 10 years, fine of not less than \$500; 1-year license revocation.

ACCEPTABLE USE POLICY REGARDING INFORMATION TECHNOLOGY - COMPUTER USE POLICY

(Note: The entirety of this Section 8 shall be referred to as the "Policy")

Purpose

To support the mission of University of Fort Lauderdale and the needs of the Students, Faculty, and Staff, by facilitating the use of information technology.

Policy Statement

University of Fort Lauderdale acknowledges that information technology has many benefits, and in many instances is indispensable to a University employee's and student's daily tasks. This Policy outlines the standards of acceptable use with respect to those information technology resources that are provided by the University. Inappropriate use of information technology can place the University and others at risk. By using any of the University's information technology resources, Users agree to abide by the Policy, in its current form and as amended from time to time. The current version of this Policy can always be obtained from administration. All references in this Policy to "employees," "students," "users," "you," or "your" shall be to employees and/or students of the University, as applicable.

Compliance Statement

University of Fort Lauderdale complies with all applicable federal, state, and local laws, and nothing contained herein is intended to be a violation of those rights and responsibilities. The terms of this Policy shall yield to applicable law where required. The University requires that all users act responsibly in using the Information Technology Resources, and do so in compliance with all applicable laws, administrative rules and regulations, all University policies, and all contractual and license agreements. Users are responsible for the appropriate use of the Information Technology Resources, and for taking reasonable precautions to secure all Information Technology Resources used by them. Users are responsible for reporting to administration malfunctioning equipment or applications, inappropriate uses of the Information Technology Resources, unauthorized activity, and any suspected or actual breaches of security, and are responsible for assisting in the resolution of such matters. Users are responsible for promptly reporting to the University in writing any suspicion or occurrence of any unauthorized activity (as outlined herein) as it may pertain to the Information Technology Resources. The duties and obligations imposed by this Policy shall be in addition to and not a limitation of any duties or obligations otherwise imposed by applicable law.

Agreement to the Policy

By using any of the Information Technology Resources (defined below) of University of Fort Lauderdale, Users expressly agree to strictly abide by the terms and conditions contained within this Policy, in its current form and as amended from time to time.

Definitions

1. The “University” or “UFTL” shall refer to University of Fort Lauderdale.
2. “Information Technology Resources” shall refer to (but shall not be limited to) any and all University facilities, devices, peripherals, applications, services, networks, accounts, and resources used for or in connection with the University’s processing, transfer, storage, access, and/or dissemination of information.
3. “Electronic Communication” shall refer to (but shall not be limited to) electronic mail, instant messaging, electronic messaging, social media communications, or any other form of communication transmitted through a computer network, the internet, or a similar medium.
4. “Data” shall refer to all information residing on or transmitted through the Information Technology Resources.
5. “Users” shall refer to those individuals authorized by the University to use the Information Technology Resources. The term “Users” shall expressly include all the University’s students, faculty, staff, employees, visitors, and guests.

Technology and Data Property of the University

All Information Technology Resources and Data are the property of the University. All forms of Data produced by University employees on or with the Information Technology Resources are the property of the University and are considered confidential and proprietary. Users are entitled to use the Information Technology Resources only for purposes related to their employment or studies at the University. The Information Technology Resources may not be used for personal business. All Information Technology Resources used while employed by the University must be returned to the University upon termination of employment, or earlier as may be determined by administration, along with any passwords necessary for

the University to continue using the respective Information Technology Resource, uninterrupted. Deleting and/or the inappropriate altering or sharing of Data, whether during or after employment by the University, is strictly prohibited.

No Expectation of Privacy

Users shall not have any expectation of privacy in connection with their use of the University's Information Technology Resources. The University expressly reserves the right to audit and monitor all data, electronic communications, and use of all Information Technology Resources. All employee electronic communications (including but not limited to email, voicemail, and text messages) and data transmitted through the University's Information Technology Resources are the property of the University and are not private or confidential to the employee transmitting or receiving such communications. The University always has the right to monitor and review all electronic communications transmitted through the University's Information Technology Resources. Users are responsible for the content of their electronic communications. All employee electronic communications transmitted through the University's Information Technology Resources are considered the University's business records and may be discoverable in the event of litigation. Notwithstanding anything contained in this Paragraph, the University reserves all its respective rights with respect to its confidential, private, non-public, and/or proprietary Data.

Passwords and Access Control

Passwords must meet certain minimum guidelines. Serious damage can be done to the University and the Information Technology Resources if someone gets your password. Choose a difficult password (e.g., your password should not include your login ID, your name, your spouse's name, your partner's name, your child's name, your pet's name, or any other names commonly known to others, and it should not be a word pertaining to the University, your work, your studies, or an activity that you participate in or follow that is commonly known), keep it secret, and change it whenever you think it has become known to someone else. Do not write your password down where someone can find it, and do not send it over e-mail, text message, or any other communication. Do not share your password with anyone or let anyone else access your account. Do not log on to your computer if someone can see you typing in your password. Do not access anyone else's account. You will be prompted to change your password from time to time. Users are responsible for all actions taken with their respective passwords. Immediately report to administration any known use by another of your account or password. Employees must leave their computers on at night but reboot them each morning. If an employee uses a remote access program, and needs to leave their computer on, it must be locked and in a locked room.

DO NOT LEAVE YOUR COMPUTER UNLOCKED WHEN UNATTENDED. WHEN STEPPING AWAY FROM YOUR COMPUTER AT ANY TIME (EVEN IF FOR JUST A SHORT PERIOD OF TIME), MAKE SURE YOUR SCREEN IS LOCKED AND PASSWORD-PROTECTED. DO NOT RELY ON THE SCREENSAVER AUTOMATICALLY LOCKING YOUR COMPUTER AFTER A CERTAIN AMOUNT OF TIME.

IMMEDIATELY REPORT TO ADMINISTRATION ANY IRREGULARITIES, ALERTS, OR ERRORS FLAGGED BY YOUR COMPUTER. NO ONE FROM ADMINISTRATION WILL EVER ASK YOU FOR YOUR PASSWORD. IF YOU HAVE ANY QUESTIONS ABOUT THESE PROCEDURES, PLEASE ASK FOR ASSISTANCE.

Prohibited Activities

Examples of prohibited activities in connection with the Information Technology Resources include, but are in no way limited to, the following (in no order):

- (a) Accessing or attempting to access Information Technology Resources without the University's authorization.
- (b) Accessing or attempting to access Information Technology Resources that are beyond a user's access rights or are the private files of another.
- (c) Sharing your login information, and/or using someone else's login information (login ID and/or password);
- (d) Altering, damaging, attempting to alter or damage, or performing any act which reasonably could alter or damage any of the Information Technology Resources or the property of another (including but not limited to making changes to any computer or network settings, downloading or installing programs, or opening any device);
- (e) Copying or moving any University Data without authorization from administration, except where such activity is directly connected to job-related duties (such as with copying/cutting and pasting information while working with a file).
- (f) Transmitting, storing, or retrieving any sensitive, proprietary, and/or confidential University Data (or disclosing any University Data which is not otherwise public) outside of the University and/or to anyone not reasonably authorized to obtain such University Data;
- (g) Intentional introduction or propagation of computer viruses or malicious code into or from the Information Technology Resources, using the Information Technology Resources to conduct or participate in a denial-of-service attack, or using the Information Technology Resources in a way that disrupts or degrades its use by others;
- (h) Transmitting, storing, or retrieving media such as music and video, unless such activity is related to official University business or studies.
- (i) Playing video games.
- (j) Violating any local, state, or federal laws, or any administrative regulations or policies, or performing any act which is reasonably likely to result in the violation of same.
- (k) Circumventing or attempting to circumvent security, access controls, content filters, firewalls, digital rights management, or encryption.
- (l) Violating any software license agreements or committing software piracy.
- (m) Operating, promoting, marketing, or maintaining a private business.
- (n) Transmitting, storing, or retrieving any Data that is discriminatory, pornographic, racist, obscene, profane, harassing or bullying, or that is reasonably likely to be deemed by anyone as containing such content.
- (o) Transmitting any email which contains a falsified or misleading header or header information, or an alias sender.
- (p) With respect to any internet site (including but not limited to any social media site or platform), establishing any identity that purports to be or could reasonably be interpreted to be an official identity of the University, without the prior express written permission from administration;
- (q) Transmitting any communication that purports to be or could reasonably be interpreted to be an official communication of the University, without the prior express written permission from administration.
- (r) Installing or downloading software of any kind, except where approved in advance by administration.
- (s) Removing from the University's premises any Information Technology Resources (except for those users

assigned laptop computers or other portable devices intended for such purpose).

(t) Deleting or altering University Data, except where such alteration is directly connected to job-related duties (such as with the editing of a file).

(u) Performing any act intended to, or reasonably likely to, circumvent security or access controls of the Information Technology Resources, or the systems of any other individual and/or entity, including but not limited to the possession or use of any software or hardware used or reasonably likely to be used for purposes such as analyzing network performance or security, circumventing or removing software copy protection, revealing or uncovering passwords, identifying or probing security holes or vulnerabilities, decrypting files without authorization or without the proper decryption key/password, or otherwise exposing or weakening computer security methods, etc.;

(v) Connecting any personally owned device or storage medium to any of the Information Technology Resources, except when connecting to a public University Wi-Fi access point solely for the purpose of obtaining internet access.

(w) Performing any fraudulent or illegal activities, including but in no way limited to: gambling, trafficking in drugs or weapons, participating in terrorist activities, participating in any pyramid or Ponzi schemes, or attempting or gaining unauthorized entry into any computer system, whether part of the Information Technology Resources or otherwise; and

(x) Using the Information Technology Resources in any manner that will not represent the University in a positive and ethical manner.

None of these provisions are designed or intended to curtail activities under Section 7 of the NLRA.

File Storage

Employees are responsible for safeguarding and saving their work and the Data that they produce and must save all Data to the appropriate network drive and location. Employees may not retain any copies of Data on their local drive, on removable storage, or online. Unless expressly authorized to do so by administration, saving, copying, moving, or backing up University Data on any other storage medium (including, but not limited to, a desktop computer, laptop computer, a removable storage device, or online storage) is strictly prohibited. Students are responsible for safeguarding and saving their work and the Data that they produce. The University does not provide any backup or archival services for student Data.

Third-Party Providers

The University may store its Data (and any portion and/or backups thereof) on file storage that is located at a remote hosting, service, and storage facility (or facilities) maintained and controlled by a third-party provider (or third-party providers). However, the University reserves the right to maintain any such Data internally, in the University's sole and absolute discretion and without further notice.

Electronic Mail

Employees and students are provided with email accounts by the University. These email accounts are provided through a third-party hosting provider, and all information pertaining to these accounts (including the electronic mail messages themselves, along with any attachments) may be located at a remote location maintained and controlled by a third-party provider. By using an electronic mail account provided by the University, such users agree to the terms of use and privacy policy of the University's third-party providers.

Copyrights

Users shall respect all copyrighted works and shall not copy, disseminate, or transmit any copyrighted materials without the prior express written permission of the copyright holder. Removing or altering any copyright or other intellectual property notices shall be strictly prohibited.

Enforcement - No portion of this Policy may be waived by any University employee. The failure of the University to enforce any of the terms of this Policy, or to exercise any right herein, shall not operate to or be construed as a waiver or relinquishment of any of the University's rights hereunder, with respect to further conduct. A violation of this Policy (or any portion of this Policy) shall be grounds for disciplinary action up to and including termination of employment (with respect to employees) or expulsion from the University (with respect to students), in the University's sole and absolute discretion, subject to all applicable laws.

Changes to this Policy - This Policy may be changed at any time by the University, and in a manner determined by the University. Once changed, the revised Policy shall immediately become the official Policy of University of Fort Lauderdale with respect to the Information Technology Resources. The University will notify you when this Policy is amended, and it is your responsibility to stay up to date on the most current version, which can always be obtained from administration.

IF YOU HAVE ANY QUESTIONS ABOUT THIS POLICY, PLEASE ASK ADMINISTRATION FOR ASSISTANCE.

ATHLETICS FINANCIAL AID

An athletically related grant-in-aid, as well as other forms of financial assistance, may be provided to cover a student-athlete's University expenses. The University's teams are provided a specific number of grants-in-aid (scholarships) in accordance with the budgetary restrictions and regulations. These grants are awarded by the University of Fort Lauderdale Office of Financial Aid and Scholarships upon the recommendation of the Head Coach and the approval of the Director of Athletics. Grants-in-aid are not reimbursements for services performed but are provided to help student-athletes with their educational expenses. An athletic grant is restricted to covering educational expenses, such as, tuition, and course-related books.

Athletic Awards

Awards received during the academic year shall be in accordance with (NCCAA).

NOTE: At no time can a student-athlete receive any of the following:

1. Cash or equivalent
2. Country club or sports club membership
3. A student-athlete cannot transfer any non-permissible awards (e.g., one cannot turn the certificate over to a friend, parent, relative, etc.).

Athletic Grant-In-Aid

Athletic grant-in-aid awards are recommended by each coach, approved by the Director of Athletics and issued by the Office of Financial Aid and Scholarships. Student-athletes who receive only a portion of tuition costs must be prepared to pay the remaining balance in accordance with Business Office requirements. Student-athletes will be dropped from classes if fees are not paid on time.

Student-athletes should contact the Office of Financial Aid at once if they are dropped from classes and they know for certain they are to receive a scholarship to cover tuition costs. If the Office of Financial Aid has this scholarship on record, its personnel will correct the situation. It is always good to revisit the Business Office to verify that the fees have been paid after notifying the Office of Financial Aid and Scholarships.

Grant-in-aid may be discontinued if you:

- Render yourself ineligible for athletic competition.
- Misrepresent information on your application, or Financial Aid Agreement
- Voluntarily withdraw from your sport for personal reasons
- Engage in misconduct serious enough to warrant disciplinary action. and cancellation of aid

Grant-in-aid must be reduced or cancelled if you:

- Sign a professional sports contract for your sport.
- Accept money for playing in an athletic contest.
- Agree to be represented by an agent.
- Receive other aid that applies to your individual allowable limit.

You must be notified by July 1 of each year concerning the status of your athletic aid by the Financial Aid Office. Any graduation/cancellation to the original grant may be made only by the Director of Athletics under guidelines specified by (NCCAA) regulation

Financial Aid

1. Athletic Scholarships: All student-athletes who wish to receive institutional athletic aid during the academic year must first notify their respective sport coach and the Office of Financial Aid and Scholarships for details.
2. The process of applying for financial aid may seem complicated, but the Office of Financial Aid and Scholarships staff will work with each student to help complete the process. All financial aid programs are under one of these four categories: Grants, loans, scholarships, or employment opportunities. The Office of Financial Aid can be contacted at 954-846-7728
3. Loans: Several loans and grants could be available. Check with the Office of Financial Aid and Scholarships for more information.

NOTE: Due to early deadlines for loans and grants, it is recommended to apply as early as possible.

Institutional Financial Aid

All financial assistance received by a student-athlete must be reported annually and follow (NCCAA) rules and regulations. **Therefore, if you are on an athletics' scholarship, it is important that you check with your Head Coach before accepting additional aid.** Your combined athletically related aid cannot exceed a full scholarship equivalency.

Financial Aid from Outside Sources

Any type of outside grant or scholarships received MUST be:

1. Reported to the respective Head Coach and Director of Athletics. It is imperative! Failure to do so could jeopardize the team's eligibility, as well as the student-athlete's eligibility. Probably 99.9% of the time, the student-athlete will be able to accept such aid (i.e., church scholarships, etc.) without the eligibility status of the student athlete being jeopardized.
2. All scholarships must be reported to the Office of Financial Aid and Scholarships. This includes funds that are given directly to the student-athlete.

NOTE: A student-athlete may receive financial aid from anyone upon whom the student-athlete is naturally or legally dependent (i.e., parents and legal guardians).

COMPLIANCE AND ATHLETICS POLICIES AND PROCEDURES

Gambling/Bribery

Student-athletes may **NOT**:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics
2. Solicit a bet on **ANY** intercollegiate team or professional team (including any type of pools)
3. Accept a bet on any team representing the institution
4. Participate in **ANY** gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card, or any other method employed by organized gambling
5. Gamble on sports events on the Internet
6. Exchange information about one's team with anyone who gambles, including information about injuries, new plays, team morale, discipline problems, or anything else

The penalties for breaking these rules are based on NCAA rules and regulations.

Outside Competition

1. All-star games and summer league games – Due to complexities of these rules, each student-athlete must get in contact with either the Coach or Director of Athletics. NOTE: Most of these types of games are prohibited; therefore, ineligibility could result by participating in any of these types of contests, unless participation has been pre-approved by University of Fort Lauderdale Athletics and the Head Coach.
2. Student-athletes will lose eligibility by participating on any outside team during the academic year. Penalties can range in severity, and ineligibility may be for an entire year or entire educational career.

Promotional Activities/Commercial Advertisements

Student-athletes are prohibited from participating in promotional activities and commercial advertisements. Under **NO** circumstances can a student-athlete promote the sale of a commercial product. Any questions regarding these activities should be directed to the Director of Athletics.

GRIEVANCES

If the individual or team cannot resolve the issues, the concerns should then be brought to the Director of Athletics.

Appeals Process – Athletics

1. A student-athlete may appeal suspension/dismissal from the team or non-renewal of Grant-in-aid. For these sanctions, the Director of Athletics will give notice, in writing, of the sanction, of the student-athletes right to appeal, and of the prescribed appeal process.
2. The appeal process for suspension or dismissal from a team will be handled by the Director of Athletics, who will appoint a committee of no less than three (3) members who will hear the case.
3. The appeal process for non-renewal of an Athletic Grant-in-aid is handled by the University of Fort Lauderdale Office of Financial Aid, in accordance with USCAA/NAIA Bylaws. Those members who will serve on the University of Fort Lauderdale Athletics Appeals Committee include a representative from the Registrar's Office, a Financial Aid Counselor, the Director of Athletics, the Academic Advisor, the Director of Student Services, and the Committee Chair, who could also be the Director of Financial Aid.

Student Rights

University of Fort Lauderdale is an academic community in which all within this populace have a shared responsibility for the continuous growth and well-being of the students, faculty, staff, and institution. Students are imperative role in this community and can reasonably expect the following:

- In all instances of general discipline, the student has the right to due process. Due process, as applied to student-university relationships and the disciplinary process, is equated with fundamental and procedural fairness.
- Students have the right to freedom from discrimination on the basis of race, sex, age, religion, creed, national origin, disability, or sexual orientation.
- University of Fort Lauderdale considers freedom of inquiry and discussion essential to a student's intellectual development. Thus, the University recognizes the rights of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of federal and state laws.
- The University affirms the right of students as citizens to exercise their freedoms without fear of university interference for such activity.
- Students have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees as determined by the President of the University, the student government, and other recognized groups within the University.
- Students shall have ready access to established University policies and procedures.
- Students, as members of the University community, have the responsibility to participate in any of the disciplinary proceedings and to testify as witnesses when reasonably notified. Self-incrimination is not intended or construed.
- Students are free to engage in peaceful and orderly protest, demonstration, and picketing at times and in areas designated by the University, which do not disrupt functions of the University.
- Students are protected from unreasonable searches and seizures.

Appealing Cancellation of Athletics Aid

If your aid is reduced or discontinued, you will receive a letter from the head coach notifying you of such. If you feel that the cancellation of your aid is unfair or unjustified, you may appeal in writing to the Director of Athletics within two weeks of the official notification of the cancelation by the Coach. As a student-athlete you have the right to request a meeting, with your Coach and the Director of Athletics about their decision not to renew your scholarship. The Appeals Committee will render a final decision in writing. The student-athlete will remain ineligible during the appeals process.

Appeals Process - Disciplinary

If the student-athlete feels that sanctions are unduly harsh or unfair, due to unusual circumstances, he/she may appeal in writing to the Director of Student Services within two weeks of the official notification of sanctions by the Coach and the Director of Athletics. The Appeals Committee will render a final decision in writing. The student-athlete will remain ineligible during the appeals process.

ATHLETIC TRANSPORTATION

Practices: Each student-athlete is required to provide their own travel arrangements to and from all practices and workouts. Prior written permission must be obtained from the Director of Athletics for any exceptions to this policy. This process is necessary because of legal and liability issues designed to protect the student-athlete and University of Fort Lauderdale. The University does not assume responsibility when a student-athlete travels with others, even if approved by the Director of Athletics (or representative).

Competitions: The transportation mode for University of Fort Lauderdale Athletic Teams is on either bus or van. It is prohibited for a student-athlete to drive any vehicles that transports team members. Also, tobacco, illegal drugs and alcohol products are not allowed in buses or vans, under any circumstances. This rule applies to coaches, staff, graduate assistants, student assistants and trainers as well.

ATHLETIC EQUIPMENT

At the start of the sports playing season, the respective coaches will issue athletic equipment. At the end of the sports playing season, the student-athlete will be asked to return the equipment.

The equipment will be re-issued for use during the summer if the coach decides that the team will use the equipment the next season. Should the equipment or apparel not be used next season, it must either be returned or purchased with some exceptions.

TIPS FOR NEW STUDENT-ATHLETES

- Keep ahead of deadlines. Use a calendar or planner to organize your time to help alleviate unnecessary stress.
- Talk to your professors. If you take the time to talk with them, you will better understand what they expect from you.
- One of the most challenging things about University of Fort Lauderdale is adjusting to a new time schedule.
To maintain your mental and physical health, be sure to get the amount of sleep your body needs.
- If you are having difficulties with your classes or need academic assistance, your options include tutoring, writing lab, faculty and academic advising.
- For academic information and official announcements, check your University of Fort Lauderdale e-mail on a regular basis.
- If you are interested in joining Varsity or clubs' sports, contact the Office of the athletic department for details.



STUDENT-ATHLETE SIGNATURE FORM

_____ Date

I, _____, a University of Fort Lauderdale Student-

Athlete, attest that I have read and made myself familiar with all information in

the University of Fort Lauderdale Student-Athlete Handbook. Any questions or

concerns I may have had were addressed by my coach.

I, _____, understand and agree to abide by the rules

and regulations in this Handbook.

Signature of Student-Athlete

Signature of Coach

SPORT CLUB MANUAL

Introduction

If you would like to participate in a Sport club, sports club athletes are also part of a designated organization of competitive athletes at the University. Participation in a sport club provides athletes that are not on varsity sports with the opportunity to compete and participate on behalf of the University as well. All club sports are managed by the Athletic Director and are subject to all policies and procedures of the University.

Athletic Director Overview

The Athletic Director serves as the official representative of the University in the supervision of the sport club program. In this role, the Athletic Director will:

- Communicate regularly with Head Coaches of each club sport and/or club representatives and advise on matters of scheduling, athlete eligibility, coaching, finance, equipment purchases, travel, safety, and risk management.
- Assist with marketing and fundraising efforts.
- Assist with the continuing development of policies and procedures of the individual clubs.
- Assist with the allocation of facilities and funds.
- Sanction clubs and/or individuals when warranted.
- Enforce all policies and regulations as defined by the University.

Sport Club Overview

Each sport club must achieve several requirements for recognition and benefits as an official sport club. Clubs must meet the minimum requirements:

- Keep a minimum of 15 active full-time athlete athletes.
- Abide by national governing body rules and regulations for the corresponding sport.
- Demonstrate good sportsmanship and athlete leadership.

All club athletes must abide by the University's Athlete Code of Conduct.

How To Become A Sport Club

- The club must have minimum of 15 active athlete athletes and show proof on a roster.
- The club must have a nationally recognized governing body.
- The club cannot be a duplicate of nor have strong similarities to a current sport club.
- It is strongly suggested that the sport be an Olympic sport or recognized internationally or by the NCAA.
- The club's purpose and activity must be consistent with the University's purpose and philosophy.
- The proposed sport club must be the sport in its truest form, not an adaption of the sport or game.
- Complete and submit the Sport Club Application form to the Athletic Director. Potential clubs must complete a presentation and interview. Clubs will be notified of their approval/denial status once a decision has been made.

The University reserves the right to reject any request if it does not meet the mission, vision and values of the University or meet an athletic purpose.

Membership

Membership to a sport club is open to all athletes who are currently enrolled at the University. Athletes may be required to take a minimum amount of classes per semester for participation. You should contact the Athletic Director for specific requirements for your club.

In addition to required paperwork for admittance into the University, you will be required to complete additional paperwork that must be completed before you will be eligible to participate with a club sport.

Competing without completing these forms may result in the revocation of your eligibility from future participation in club sports at the University.

All athletes who participate in club sports are required to maintain a 2.0 GPA. Failure to maintain this GPA will result in your disqualification for participation.

Coaches

The University acknowledges that our sport clubs benefit from the assistance and direction of coaches and instructors. While we realize that our coaches are volunteers, their participation in the University sponsored club requires that they uphold our standards, policies, and regulations. The University will designate a Head Coach for each club program who will in turn identify assistant coaches within the community to volunteer to help with the program. Each Head Coach and staff will work directly with the Athletic Director at the University. All coaches will be required to participate in an annual coach's clinic sponsored by the University in order to be eligible to volunteer as a coach. Coaches should remember that all clubs exist for supporting athlete growth and leadership. Coaches should also understand their role on the team as sport experts, mentors of athletes, and persons who are viewed as the authoritative figure within the club. Coaches are not allowed to have personal relationships with athletes, regardless of their participation in club sports. Furthermore, if club athletes feel that the athlete/coach relationship becomes inappropriate, leads to unfair participation decisions, or is causing team disturbance, the University reserves the right to remove the coach, athlete, or both. This situation also could expose the athlete and/or coach subject to complaints such as sexual harassment. Any complaint by ANY person about coach/athlete relationships will be investigated. While acting as a coach of a sport club, all coaches are responsible for adhering to local, state and federal laws and all applicable policies, guidelines and procedures put in place by the University. The University reserves the right to initiate a removal process of any coach or at any time with or without cause or justification. Violations can include, but are not limited to, the following:

- Local, state, and federal laws
- University policies, guidelines, or procedures
- Use of University property and programs for personal gain, i.e. revenue

It is the right and obligation of the University to protect the club and if, in the University's opinion, the coach is not meeting the expectations deemed to be in the best interest of the club, the coach may be relieved of duties.

Health Insurance

The student -athlete must have some type of health insurance that covers sports related injuries before participating in a club sport. It is the participant's responsibility to be certain that any health insurance obtained by participant includes accident coverage or that any existing health insurance coverage includes sports related injury protection. The University will assume NO responsibility for the payment of any medical expenses resulting from injuries sustained during practice or games or while traveling to and from a contest.

Athletic Trainers

The University will provide athletic trainers on-site for all home games for "high impact" clubs, or other events/activities deemed necessary. Athletic trainers may not be required to be present during practice. This is at the discretion of the University.

Concussion Protocol

Any athlete displaying concussion-like symptoms, as identified by coaches, athletic trainers, or University staff, shall be removed from play immediately. Athletes will not be allowed to participate in practices or competitions until appropriate documentation from a licensed health care provider is submitted to the Athletic Director clearing the athlete of a concussion. Once clearance has been submitted to the University, before participation resumes, the athlete must receive a written approval from the Athletic Director.

Injury Clearance Policy

Any athlete who is diagnosed with a concussion or any other physical injury that requires an appointment or treatment by a medical provider must have a licensed health care provider of the athlete's choice complete a release for participation before he/she will be allowed to participate in the club activities, including but not limited to practices and games.

Once an athlete sustains an injury which requires medical attention, the athlete will not be allowed to participate until a release for participation has been completed and returned to the Athletic Director at the University for review. All injuries should be reported to a coach immediately.

***Club athletes have the authority to remove themselves from practice and/or a game for health concerns without the consent of a coach.

The University requires that all athletes diagnosed with a concussion must also have exertion testing performed before they are allowed to participate. These services can be performed by an approved licensed health care provider of the athlete's choice (Medical Doctor, Doctor of Osteopathy, Advanced Registered Nurse Practitioner, Physician's Assistant or Licensed Certified Athletic Trainer) trained in the evaluation and management of concussion injury. If an athlete has or appears to have a concussion or is displaying concussion-like symptoms, the athlete is ineligible for further competition in club sport until they provide the Athletic Director with a release signed by a medical doctor. Athletes that attempt to continue participation without receiving medical clearance may be ruled ineligible from registration and participation in all future club sports.

Facility Space

Each sport club in good standing may request facility space free of charge for a club event. This should be done by contacting the Athletic Director.

To reserve space for special events, clubs must follow special event guidelines outlined below.

Facility Rules

The recreation facilities may not be used for personal gain by any member of the University community. Private instruction is restricted to that of approved programs and rental groups. A group must have a minimum of eight athletes by five minutes past the scheduled starting time to claim and retain the reserved space. Two no shows without 48 hours prior notice given to the Athletic Director will result in termination of all future reservations for that current semester.

Misuse of Facilities

From time to time clubs make mistakes and misuse the facilities or abuse the privileges of the facilities.

Violations can include but are not limited to the following:

- Hosting a scrimmage/practice, game, clinic, event, etc. without prior confirmation
- Allowing non-club athletes to enter the facility without proper credentials
- Practicing with fewer than eight athletes
- Failing to leave the facility in a timely manner following a scrimmage/practice, game, clinic, event, etc.
- Showing disrespect to a University employee
- Not being truthful when requesting facility space for use
- Damaging to facilities and/or department equipment

Depending on the severity of the violation or incident, the following could occur:

First Offense

Minimum – Verbal/written warning.

Maximum – Suspension of practice space for two weeks. No new events for the semester will be granted.

Second Offense

Minimum - Suspension of practice space for two weeks. No new events for the semester will be granted.

Maximum – Suspension of all space for the equivalent of one semester.

Third Offense

Minimum - Suspension of all space for the equivalent of one semester.

Maximum – Dropped as a sport club.

Special Events

University sport clubs host special events throughout the year. These events range from scrimmages with local clubs/teams to multi-day tournaments sponsored by governing organizations.

Special Event- Defined

A sport club special event is any sport club event outside of regularly scheduled practices. Special events include the following:

- Scrimmages
- Games/Contests
- Tournaments
- Demonstration Nights
- Clinics
- Other events deemed by University

If there is a question of whether an event should be considered a special event, please contact the Athletic Director.

Steps for Sport Club Special Event Approval

- Sport club submits a written request to the Athletic Director for the event.
- Athletic Director will review the request and contacts club with any questions/clarification.
- Athletic Director will make sure that the space requested is available.
- Athletic Director will acquire any additional approvals as needed.
- Athletic Director will contact the club with the approval or the denial of the request.
- Club will be notified at this time of any additional charges, including rental and/or staffing charges.
- Once event is approved, club will meet with any necessary recreational sports staff athletes.

Home Contests/Games

Sport clubs should submit a complete contest/game schedule to the Athletic Director at the beginning of each season.

Travel

The University encourages clubs to travel to participate in tournaments and other competitions. Clubs traveling away from campus for competitions, events, tournaments, etc. must have approval from the Athletic Director prior to the travel. All travel arrangements will be made by the University.

Emergency Action Plan

In case of an accident or occurrence of an injury while traveling for a sport club activity, the following steps should be taken:

1. Notify a coach and secure the scene. Stabilize the patient and administer first-aid to the best of your abilities.
2. Contact the authorities if applicable.
3. If on campus, notify staff immediately.
4. Select one club officer to be the contact person on scene for the authorities.
 - Provide all pertinent information (do not editorialize).
 - Under no circumstances should a statement of fault or guilt be made.

5. Notification must be made to the Athletic Director ASAP. In the event of an emergency situation a phone call is required immediately.
6. Fill out accident report form located in the med kit.

Travel Expectations

Athletes are representatives of University and must adhere to the code of athlete conduct. The code applies to the on campus conduct of all athletes and registered athlete organizations. The code also applies to the off campus conduct of athletes and registered athlete organizations in direct connection with:

- Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad or athlete teaching.
- Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment.
- Any activity sponsored, conducted, or authorized by the University or by registered athlete organizations.
- Any activity that causes substantial destruction of property belonging to the University or athletes of the University community, or causes or threatens serious harm to the safety or security of athletes of the University community; or
- Any activity in which a police report has been filed, a summons or indictment has been issued or an arrest has occurred for a crime of violence.
- Athletes' behavior at off-campus activities, regardless of scope or distance from campus, is reflective of the University, and athletes are therefore expected to:
- Maintain the safety and well-being of athletes as well as other individuals contacted in any capacity during the travel.
- Respect the security and protection of property belonging to individuals, or to other institutions and establishments.
- Create an environment and maintain practices that sustain the educational goals of the travel.
- Follow all local, state, and federal laws and policies of any facility or University where athletes may be at all times. Athletes traveling are personally responsible for their behavior and the consequences for that behavior.

Athletes in activities involving athlete travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a athlete's failure to comply with University rules and regulations, the direction of University employees, or applicable law. Individuals detained by proper authority or incarcerated during travel should not expect assistance or remuneration from the University. Individuals evicted from their place of lodging are personally responsible for obtaining and paying for their own alternative lodging. Any damages incurred at any lodging establishment are the complete and direct responsibility of the athlete(s) assigned to the damaged room(s).

Club Misconduct

The University is committed to maintaining high standards through the rules set forth by all sport clubs. If any member of a sport club feels the club is not living up to its respective club standards, the University will investigate the situation and take all action necessary to rectify the situation. If an outside source (meaning non-club member) feels a club is not living up to the standards set forth, the University

will investigate the matter. However, unless a club member comes forward with information corroborating the alleged infraction or concerns, action may not be taken. Acts of misconduct shall subject the coach, athlete, and/or the entire club to disciplinary action. Allegations of misconduct against any sport club coach, athlete, and/or entire club should be addressed with the sport club program. As appropriate, referrals may be made, and sanctions may be imposed. Acts of misconduct may be defined as conduct or behavior that may compromise the integrity of the sport club program the University, and are prohibited.

Such misconduct includes but is not limited to:

- Violation of any local, state or federal law, violation of the Code of Athlete Conduct, or any other University policy, rule, or regulation
- Consumption of alcohol by any coach, athlete, officer or affiliate of the club at any club event, competition, trip or function (This is a zero-tolerance policy and will result in immediate suspension of the coach, athlete and/or club)
- Harassment or sexual harassment
- Hazing in any form
- Sexual assault or misconduct
- Striking, attempting to strike, or otherwise physically abusing an official, opposing coach, spectator or athlete
- Inciting athletes or spectators to violent or abusive action intentionally or with careless disregard for one's conduct
- Using obscene gestures or profane provocative language or action toward an official, athlete, coach or spectator
- Publicly criticizing a game official, conference personnel, another University member, or a athlete-athlete or personnel of another member University
- Committing any act of misconduct not specifically described above shall subject violators to any of the described penalties which the assistant director of competitive sports determines most suitably addresses the conduct involved

HAZING

Florida has one of the toughest anti-hazing laws in the country. Individuals may be held criminally or civilly liable.

Hazing may also constitute additional behaviors, including but not limited to:

- forced cleaning
- running errands/menial tasks
- forced interviews
- scavenger hunts
- mental and/or psychological abuse
- public or private displays of humiliation
- forced use of alcohol or drugs
- being yelled at or cursed at by other athletes of the team or group
- sleep deprivation
- public nudity
- forced wear of embarrassing clothing

- depriving you of regular hygiene practices (brushing teeth, bathing)
- making you steal or destroy property
- "drop-offs" or "dumps" in unfamiliar locations
- lock-ups or being confined to small spaces
- being duct taped or some other physical restraints
- violence
- sexual assault
- beating
- kicking
- calisthenics
- creation of excessive fatigue
- any activity which seriously endangers the health or safety of another individual.
- providing alcohol to minors
- use of alcohol or drugs during the new member education/intake process or other membership events
- line-ups
- forced eating or drinking of items
- being yelled at or cursed at by other athletes of the team or group

In addition to any assessed penalty, the Athletic Director may take any remedial action believed to be proper to deter any future misconduct. Athletes concerned about inappropriate club activity by another member, coach, or team should contact the Athletic Director for assistance. The University will work with clubs to mediate or take action against any issues or concerns.

SEXUAL ASSAULT

Sexual Assault: A sexual assault is any form of non-consensual sexual activity. Sexual assault includes all unwanted sexual acts from intimidation to touching to various forms of penetration and rape. Penetration (however slight) of the vaginal or anal cavities with any body part or object, or oral to genital contact when consent is not present is considered to constitute sexual assault.

Examples of sexual assault:

- Any sexual activity performed in the absence of consent or through coercion
- Forced oral, anal, or vaginal sex with any body part or object
- Unwanted rough or violent sexual activity
- Rape or attempted rape
- Keeping someone from protecting themselves from unwanted pregnancies or STDs
- Sexual contact with someone who is very drunk, drugged, unconscious or unable to give a clear and informed yes
- Threatening or pressuring someone into sexual activity

SEXUAL MISCONDUCT

Sexual misconduct is considered to be any physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including but not limited to:

- Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, or

vaginal), however slight, with anybody part or object by any person upon any person without consent.

- Non-consensual sexual contact, defined as any intentional sexual touching, with anybody part or object by any person upon any person without consent.
- Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another athlete, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
- Sexual harassment, as defined in applicable University policy.
- Indecent exposure, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

[For the purposes of this rule, consent shall be defined as the act of knowingly and affirmatively agreeing to engage in a sexual activity. Consent must be voluntary. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be withdrawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent. Sexual Violence: Sexual violence is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.

SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment for working, learning, or living on campus.

DRUGS AND ALCOHOL

It is prohibited for drugs or alcohol to be consumed, sold, or possessed while on campus or during any official University events on or off campus. Including travel on behalf of the University or while

representing the University in any capacity. Under local, state and federal laws, here are some acts that are considered a crime (this list is not inclusive of all laws):

A. Underage Drinking

1. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
2. Possess alcohol if you are under 21.
3. Consume alcohol if you are under 21.
4. Sell alcohol to, buy alcohol for or furnish alcohol to anyone under 21.

B. False Identification

1. Show or give false information about your name, age or other identification to purchase or obtain alcohol if you are under 21.
2. Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.

C. Open Containers

1. Have an open container of alcohol in your possession in any unlicensed public place.
2. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
3. Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street or other place open to the public for parking.

D. Transportation

1. If you are under 21, you are considered to be driving under the influence if your blood alcohol level is above the legal level as stated by applicable state law.
2. Consume alcohol while in a motor vehicle.
3. Drive while under the influence of alcohol.
4. Be in physical control of a vehicle while drinking or under the influence of alcohol.

E. Disorderly Conduct

1. Engage in conduct that offends, inconveniences, annoys, or alarms others or that poses a risk of physical harm to yourself, to others or to property while you are voluntarily intoxicated.

F. Illicit Drugs

1. Selling or offering to sell any controlled substance or preparing or packaging any controlled substance for sale.
2. Distributing any controlled substance.
3. Knowingly obtaining, possessing, or using a controlled substance.

Disciplinary Action

All sport club athletes must maintain and uphold the University's core values in addition to following all code of conduct policies. Any infractions may result in repercussions to the entire club. These infractions may include violations of the alcohol policy, hazing, drug policy, sexual harassment, unsportsmanlike conduct, club fund mismanagement, and any other school or legal issue. Each sport club member represents his or her team while at the University and therefore the actions of one may affect others. Please keep in mind that any team event or activity must be appropriate and not draw negative

attention to the University. If violations occur, notice should be given to the Athletic Director who will review the alleged infraction. The Athletic Director will work with other University personnel or law officials as necessary to help determine appropriate action. Possible sport club actions may include:

- Loss of club funding, facility space and other benefits
- Removal of club, coaches and/or athletes
- Required additional training and/or meetings with the Athletic Director
- Loss of club standing or status

Probation Status

To receive funds and space a club must maintain good standing with the University. Clubs on probation may not qualify for sport club funds or facility space. These organizations may appeal to the office to return in good standing. The University will provide guidelines to clubs on how to improve their standing. After three consecutive semesters on probation, a club will cease operations as a sport club.

Sport Club Funding

The University recognizes each club's need for funding. Athletes who join a club will be assessed a club participation fee. This fee is established by the University and will vary based on the club type. In addition, clubs will be required to utilize fundraising as an additional source for funding. All fundraising initiatives will be approved by the Athletic Director.

Storage Space

Any club that needs storage space should contact the Athletic Director. The University will monitor the storage space but is not responsible for a particular clubs' items.

Participation Acknowledgement Letters

The University understands that sport club athletes may miss classes to attend tournaments and games. When this happens, a notification will be provided by the Athletic Director. This notification will serve as the official documentation for excused absences.

Medical Kits

All clubs will be provided a medical kit to check out at the beginning of each academic year. The expectation is that all clubs have this medical kit with them anytime the club is practicing, traveling or participating in a competition. The Athletic Director will facilitate the restocking of these kits as needed.

Included in this kit will be blank incident/accident report forms. Coaches are expected to fill out this form any time that care is given or that there is an injury. These forms are to be turned in to the Athletic Director by the next business day after the injury/incident occurs.

Website Promotion/ Promotional Flyers

All promotions and flyers will be done by the University and not by the individual clubs.



Sport Club Manual Acknowledgement

I have received a copy of the University of Fort Lauderdale Sport Club Manual and I certify that I am of legal age and am suffering under no legal disabilities and that I have read the above carefully before signing. By signing this form, I acknowledge receipt of this manual in either a printed or electronic copy. My signature constitutes my agreement to abide by this manual.

Print Athlete Name

Witness Signature

Athlete Signature

Date