



2017-2018 Student-Athlete Handbook

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Athletic Department Directory

Administration

Jeffrey Dean	Director of Athletics & Recreational Services	856-225-2747
Tom Thomasson	Associate Director of Athletics & Recreational Services	856-225-2746
Karen Freed	Assistant Director of Athletics & Recreational Services	856-225-6200
Mike Ballard	Sports Information Director	856-225-6198
Chris Edelschein	Athletics Events Coordinator	856-225-6193
Therese Doyle	Athletic Operations Assistant	856-225-6187
Heather Hendricks	Athletic Trainer	856-225-2728
David Seeberger	Athletic Trainer	856-225-6201
Main Line		856-225-6197

Head Coaching Staff

Bob Cardea	Golf	856-661-3636
Steven Weaver	Women's Soccer	855-225-2735
David Gurst	Volleyball	856-225-2736
Tim Oswald	Men's Soccer	856-225-2734
Patrick Gartland	Men's & Women's Cross Country	856-225-6441
Ian Chrzanowski	Men's & Women's Track & Field	856-225-2748
Meredith McCarthy	Softball	856-225-2741
Dennis Barth	Baseball	856-225-6313
Jason Curbison	Men's Basketball	856-225-6195
Annette Reiter	Women's Basketball	856-225-2743
Casey McCullough	Men's & Women's Tennis	856-225-2744
Allie Frengs	Lacrosse	856-225-6199

Introduction

The student-athlete handbook was compiled and prepared by the Rutgers-Camden Athletic Administrative Staff for the student-athletes. It is to be implemented as a condensed source of information to help the student-athletes prepare successfully for their college experience. It is in no way a substitute for the Rutgers Camden Undergraduate College Catalog.

The primary sources for this handbook include the NCAA Division III Manual, Rutgers Camden Undergraduate College Catalog, NJAC manual, and the handouts disseminated by the Learning Resource Center, the Office of Student Life and the Career Center.

Department of Athletics Philosophy

The Department of Athletic programs organized at Rutgers-Camden are a direct extension of the University's primary commitment to educational instruction, research and community service. The athletic programs reflect the belief that athletic playing facilities serve as complimentary instructional venues to the liberal arts mission of the college. Athletic programs also provide the student athletes with the opportunity to "search" within themselves in an ever-continuing process of self-discovery and growth. It is assumed that the lessons and values learned on the playing field will be shared with the community at large.

Athletic programs are consistent with the University's obligation to meet the needs of a culturally diverse student population. Equitable distribution of funds between men and women's teams is strictly maintained along with minority participation. The athletic program offerings should also recognize the varying proficiencies of the entire campus population. A variety of clubs, intramural and recreational sports are essential to a comprehensive athletic program.

All individuals involved with athletic programs from administrators to participants are expected to abide by the highest ethical standards of fair play and sportsmanship both on and off the field.

All individuals involved with athletic programs are entitled to necessities that ensure their physical and mental health and well-being.

The ultimate goal or trophy to be garnered and most cherished by every student athlete is to be awarded an undergraduate degree. Athletic programs are offered to contribute to the fulfillment of that goal.

New Jersey Athletic Conference

The New Jersey Athletic Conference was formed in 1985 to oversee the varsity athletic programs of the public universities in the State of New Jersey. The following ten institutions are currently NJAC members:

Kean University, Montclair State University, New Jersey City University, Ramapo College, Richard Stockton College, Rowan University, Rutgers University-Camden, Rutgers University-Newark, The College of New Jersey and William Paterson University.

Today, the NJAC hosts 16 championships: nine for woman (tennis, cross country, field hockey, soccer, volleyball, basketball, indoor track & field, softball and outdoor track & field) and seven for men (cross country, football, soccer, basketball, indoor track & field, baseball and outdoor

track & field). The conference ranks as one of the strongest in NCAA Division III, with member schools capturing 43 national championships over the past 15 years.

The conference is guided by the following principles in an effort to provide a better collegiate academic and athletic experience for its student-athletes:

- To legislate through bylaws, policies, procedures and ethical guidelines, the administration of the intercollegiate athletic programs of conference members.
- To promote intercollegiate athletics as an integral part of the total education program.
- To protect the welfare of the student-athlete
- To foster and uphold the highest standards of athletic competition and academic integrity.
- To support the principles and practices of Title IX and gender equity.
- To encourage allied membership in appropriate state, regional and national organizations.
- To cooperate with other amateur athletic organizations in promoting intercollegiate athletics.

University Code of Conduct

A university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Its rules should be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

All members of the Rutgers University community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of the community and resisting behavior that may cause danger or harm to others through violence, theft or bigotry. All members of the Rutgers University community are expected to adhere to the civil and criminal laws of the local community, state and nation and to regulations promulgated by the university. All members of the Rutgers University community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation.

Rutgers University-Camden Athletics Code of Conduct

The Athletic Department has established a standard of behavior and conduct for all student-athletes participating in intercollegiate athletic programs at Rutgers University-Camden. These standards emphasize the importance of sportsmanship, appropriate conduct and the responsibility that each student-athlete accepts when representing the University through an athletic team.

These standards are in addition to those set forth by Rutgers University.

- Being a member of an athletic team, student-athletes are always representing the Athletic Department and the University. All team members will conduct themselves in a responsible and respectful manner at all times
- All team members will exhibit good sportsmanship
- All team members will follow Rutgers University, NJAC and NCAA rules and regulations
- Any time a student-athlete is arrested or charged with a crime it will be treated seriously by the Department of Athletics. Immediate suspension from the team is a possibility as well as other disciplinary action.
- All team members will participate in student-athlete development programs as directed by the department of athletics.

- On a team trip, or at any team related function, team members cannot consume alcohol, use tobacco products, or use illegal substances. This includes travel to and from an event, home games, team gathering before or after games, and any time the team is together in an official capacity.
- Team members may not participate in any form of hazing or initiation. Any activity of this nature is strictly prohibited and allegations will be thoroughly investigated.
- Student-athletes charged with violations of the academic integrity policy are subject to suspension or other disciplinary actions
- Participation on an athletic team is a privilege not a right, this privilege may be suspended or revoked.

Failure to agree and adhere to this Code of Conduct can result in actions ranging from reprimand, probation, suspension, to dismissal from the program.

It is the Department of Athletics intention to achieve a level of behavior which reflects positively on the Department and the University. This requires commitment from each student-athlete. The Code of Conduct is in addition to any specific team policies or regulations established by the head coach of each sport and in addition to the provisions of the University and other policies applicable to students.

Student-Athlete Advisory Committee (SAAC)

“The mission of the NCAA Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.”

The Rutgers – Camden Department of Athletics directly aligns itself with the NCAA’s mission in their goals for SAAC. The committee is designed to protect and enhance the physical and educational welfare of student-athletes, as well as, to expand the opportunities available for participation whether they be athletic or other extra-curricular activities.

The committee, made up of student-athletes, meets regularly in order to facilitate communication and involvement between student-athletes and administrators and to better understand the rules, regulations and policies that affect student-athletes’ lives at Rutgers-Camden. In addition SAAC promotes and is actively involved in leadership opportunities and community involvement.

SAAC members must:

- Earn a cumulative GPA of 2.25 or better.
- Have a willingness to participate.
- Be an active student-athlete on a Rutgers-Camden Athletic Team.
- Not have disciplinary points against their student record.
- Be a person of high character and moral value, exemplifying concern and compassion towards others and motivation, dedication, and diligence in their work on and off the playing field.

If a student-athlete is interested in serving on this committee, they should contact Karen Freed, Assistant Director of Athletics and Recreational Services.

2017-18 Camden Academic Calendar

<https://registrar.camden.rutgers.edu/calendars-catalogs>

Students should check with their individual units as academic calendars for some graduate professional units may differ from the above.

For college/school commencements please check with your dean's office.

For any questions regarding the academic calendar, e-mail: sched@echo.rutgers.edu.

Grades and Records

Grades represent the level or quality of the student's performance in a course and are reported by instructors to the registrar at the end of the term by the following symbols:

Grade	Definition	Numerical Equivalent
A	Outstanding	4.0
B+		3.5
B	Good	3.0
C+		2.5
C	Satisfactory	2.0
D	Poor	1.0
F	Failing	0.0

Other Grade Symbols

IN (Incomplete). This symbol may be used by the instructor when the student is unable to fulfill the course requirements and the completion of such would substantially improve the grade.

It is the student's responsibility to consult with the instructor to arrange for the conversion of the IN grade to a permanent grade. All remaining IN grades are converted to a failing grade (F, NC, or U) automatically, without notification to students, according to the following schedule:

February 1	fall term
February 15	winter term
June 1	spring term
September 15	summer term

Permission to deviate from this time limit must be obtained in writing from the instructor, approved by the course's department chairperson and the course-offering school's assistant dean of academic services, and received by the registrar prior to the end of the conversion period. A [form](#) for permission to extend the time period is available at the registrar's office. The registrar must receive the final grade, as instructed below, within one week after the extended deadline or a failing grade (F, NC, or U) is assigned without notification to the student.

All conditional grades and the specific nature of incomplete work are reported by the instructor to the department chairperson.

After completion of the required work, the instructor must submit the revised grade on a Change of Grade form (available to faculty from the registrar) and deliver it to the registrar with authorization from the following:

for school 50 (arts and sciences courses)--the department chairperson and the associate dean of the college

for school 52 (School of Business-Camden courses)--the dean of the school

Students may determine if a grade was changed by calling 856/225-1999 to access the grade-reporting option of the Touchtone Telephone Registration System, or at <http://registrar.rutgers.edu>.

Ordinarily, grades from the fall term may not be changed later than July 1, and grades from the spring term or from any of the Summer Sessions may not be changed later than December 1. In any case, it should never be expected that any grades, except for grades of IN, will be changed. Grade changes other than ones involving IN conversions may be made only in consultation with the dean. Grades are not to be changed on the basis of reevaluations of work that has already been graded.

P/NC (Pass/No Credit). A grade of Pass or No Credit that has no numerical equivalent is assigned to any student who has registered for a course on that basis when such registration is in accord with the regulations of the faculty governing the student and the faculty governing the course. P (Pass) is equivalent to an A, B, or C, while NC (No Credit) is equivalent to a D or F.

R (Reexamination Permitted). This symbol may precede a grade only when the instructor cannot assign a grade better than D and considers the examination grade to be so inconsistent with the student's previous work as to merit a reexamination. The payment of an examination fee of \$5 to the bursar is prerequisite to taking the reexamination. The original grade remains standing if the reexamination is not taken prior to the dates listed above under IN--Incomplete.

S/U (Satisfactory/Unsatisfactory). Assigned when a course is taken on a noncredit basis. (See N under Credit Prefixes.)

TZ (Temporarily Not Graded). The TZ grade is assigned to students who never attended classes for a course, or stopped attending and did not officially withdraw, or were not graded by instructors.

Students are responsible for contacting the registrar to correct registration errors that have resulted in TZ grades and, when necessary, for contacting instructors to arrange final grades.

TZ grades remaining on records convert automatically to failures, without notification to students, for the fall term on May 1 and for the spring and summer terms on December 1. The winter session follows fall term conversion dates.

W (Withdrawn without Evaluation). Used when the student officially withdraws from the college. (This symbol also is used when a student drops an individual course after the second week of the term.) This symbol is not used for absence during the last two weeks of the term, since withdrawals without penalty are not permitted at that time.

Student Records and Privacy Rights

Rutgers, The State University of New Jersey, complies with the Family Educational Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their "education records" as that term is defined in the law. These rights include the following:

1. The student has the right to inspect and review his or her education records within 45 days of the date Rutgers receives a proper request for access to such records.
2. The student has the right to request amendment of education records that the student believes are inaccurate or misleading.
3. Rutgers shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.
4. The student may direct complaints concerning the alleged failure of Rutgers to comply with the requirements of FERPA to the Office of Associate Vice President for Student Affairs, 83 Somerset Street, College Avenue campus (732/932-7312), or to the U.S. Department of Education, c/o Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Students wishing to exercise their rights to inspect and review their education records should submit a written request to the appropriate official at the Rutgers office which is custodian of the records they wish to review. Students requesting amendment of education records should first review the policies and procedures of their college or school and/or consult with their dean of students, or equivalent official. FERPA permits disclosure of directory information without a student's consent, unless the student has requested such information be kept confidential. Directory information includes the student's name, address, phone, school of attendance, and several other fields of information. For information on how to keep your directory information confidential, visit the Rutgers Online Directory by using the "Search: People" link of the Rutgers home page (<http://www.rutgers.edu>), or contact the Office of the Registrar on your campus.

Rutgers no longer uses a student's social security number as an identification number. As of February 13, 2006, Rutgers converted to a random number identification system to safeguard students' privacy. Every student will be assigned a random nine-digit number with zeros in the fourth and fifth places. The Social Security Administration guarantees that no number with zeros in the fourth and fifth digits will ever be assigned, making these numbers easily distinguishable. The official notices are archived on the Office of Compliance, Student Policy, and Judicial Affairs web site at <http://www.rci.rutgers.edu/~polcomp>. The notices provide full information on Rutgers' compliance with Family Educational Rights and Privacy Act (FERPA), including the current definition of "directory information." Students with questions about FERPA or the privacy of their records should consult these notices and/or contact the Office of Associate Vice President for Student Affairs, 83 Somerset Street, College Avenue campus (732/932-7312, cspc@rci.rutgers.edu).

Departments of Interest

Academic Advising

College of Arts and Sciences and University College
ASadvise@camden.rutgers.edu
856-225-6043

Academic departments provide advising for majors and minors.

School of Business

Kandace Diedrick
(856) 225-6216
kandace.diedrick@rutgers.edu
Business and Science Building, second floor

Honors College

Laura Collins
(856)225-6670
laura.collins@rutgers.edu
319 Cooper Street, Room 210

The Learning Center

The Learning Center is dedicated to the academic assistance of the Rutgers University student population. We offer a wide range of services such as:

- * Individual and small group tutoring
- * Peer Led Study Groups
- * Academic coaching and learning assistance for students with learning disabilities
- * Planning, organizing and writing papers
- * Weekly Academic Support Workshops

Hours, Location & Other Information

Location: 231 Armitage Hall (take left off elevator on second floor; the RCLC is the first office on the left)

Hours of operation: (Fall & Spring semesters):

Monday - Thurs: 9 a.m. - 7 p.m.

Friday: 9 a.m. - 5 p.m.

The Career Center

The Career Center at Rutgers University-Camden provides a comprehensive career development program for students and alumni, servicing the College of Arts & Sciences, School of Business, University College, School of Social Work, The Graduate School and Joint Degree Program Candidates.

Key Services

- Career Coaching
- Assessment Inventories
- On-campus Recruiting
- Job and Graduate School Fairs
- Graduate/Professional School Advising
- Web Based Postings via eRECRUITING
- Resume Critiques
- Credentials Service
- Career Resource Center

Health Services

Regular Hours

Monday - Thursday	9:00 A.M. - 5:30 P.M.
Friday	8:30 A.M. - 4:30 P.M.

Summer Hours - (July 1st - August 31st)

Monday - Friday	8:30 A.M. - 4:30 P.M.
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Health Services is closed Saturday, Sunday and University holidays.

Our Location

Rutgers University Health Services is located at 326 Penn Street , on the second floor of the Campus Center . Our phone number is 856-225-6005.

The Rutgers University Health Services supports the mission of the University by providing health care services, education and leadership uniquely designed to meet the developmental and educational needs of University students, and to enhance the quality of life for all members of the Rutgers Community, including faculty and staff.

The Rutgers University Health Services is comprised of caring health professionals who value innovation, quality and efficiency, and strive to meet the evolving needs of a diverse Rutgers community by:

- a) providing leadership in college health and serving as a model for providing integrated health services to students, faculty and staff;
- b) serving as the University resource for health affairs with expertise in college health, occupational medicine, college health-related research, alcohol and other drugs, mental health, public health and health education;
- c) Influencing the health and well-being of future generations of citizens in New Jersey and beyond.

General Information

Rutgers University Health Services (856-225-6005) is designed to provide health care for Rutgers students. The variety of services offered include:

Alcohol / Drug / Nicotine	Psychological Services
Assistance Counseling	Nutrition Counseling
Allergy Treatment*	Pap Tests*
General Health Counseling	Pharmacy Services*
Health Promotion	Physical Examinations
HIV Antibody Testing*	Referral to Specialists
Immunizations*	Student Health Insurance*
Laboratory Studies*	Treatment of Illness

Office of Financial Services

The Rutgers–Camden Office of Financial Aid is here to help you and your family secure the support needed to achieve your Rutgers degree. If you are a graduate/law student applying for aid, please visit our [graduate assistance](#) pages. For veterans, please contact [Veterans Services](#).

Our school code is 002629.

Contact Information

Phone: (856) 225-6039

Please note that during peak periods, our telephones are extremely busy. In order to better assist you, please visit our [Self-Service Page](#), where you may receive the information that you seek in a more immediate manner.

The electronic mailbox for the financial aid office is temporarily disabled. All required documents should be sent via FAX to (856) 225-6074.

[Financial Aid TV](#)

Address:

Office of Financial Aid
Armitage Hall
311 North Fifth Street
Camden, NJ 08102-1405

Hours:

8:30 a.m. to 5 p.m. (Monday through Thursday)
8:30 a.m. to 4:30 p.m. (Friday)

Parking Department

All student parking permits are in effect from August 31 to August 31. In order for students to use any campus parking facility, they must purchase and obtain a valid parking permit.

You may register as many additional vehicles as you need for a nominal fee and will be given an additional decal for each vehicle. Since you may not have multiple registered vehicles on campus at the same time, the same hangtag must be transferred to whichever vehicle you are using that day. Both your hangtag and window decal must be displayed while parking.

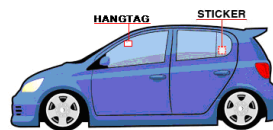
Permits can be purchased through the parking department. With your permit you will receive:

Hangtag

- ONE hangtag is to be used for ALL registered vehicles
- Must be hung from your rearview mirror with expiration date facing the outside of the vehicle

Sticker

- Confirms that your vehicle is registered and should match your hangtag
- ONE sticker for EACH vehicle you register is issued
- To be permanently affixed to the rear, side window on the driver side of the vehicle.



Sticker to be permanently affixed to the rear side window on the driver's side of the vehicle

Parking for practices/games

For away games only, students-athletes with valid student parking permits, may park in the lot directly across from the gym (lot 14) prior to their scheduled departure time. This does not pertain to home games or practices.

Department of Athletics Policies

Study Hall

Our study hall sessions were instituted with the knowledge of the rigorous time demands placed on our student-athletes and are intended to provide a tool to ensure that they reach their academic goals.

Location and Times

Study halls will be held in the Team Meeting Room on the 1st Floor of the Fitness Center. For the Fall 2015 semester, study hall will begin September 8th. For the spring semester, study hall will begin January 25th.

Monday 11am-4pm

Tuesday 11am-4pm

Wednesday 11am-2pm, 6pm-9pm

Thursday: 11am-4pm

Friday: 10am-2pm

Required Attendance and Required Hours

- All first year student-athletes are required to attend study hall a minimum of 3 hours per week. Those student-athletes with less than the required **cumulative 2.20 GPA** will need to attend 3 hours of study hall per week. Student-athletes who obtain a cumulative GPA of 2.21 or greater will be exempt from study hall.

First year student = 3 hours

0.00-2.20 = 3 hours

- Hours spent with tutors and in the Learning Center will count towards the required number of hours provided the student-athlete returns the signed attendance form. These can account for 25% of your required hours
- Anyone with a term GPA (for the proceeding semester) below 2.0 is required to attend three hours per week.
- Many student-athletes have a higher number of minimum sessions required as a condition of their admission.
- Individual coaches may require student-athletes to attend more than the minimum number of sessions.
- Each student-athlete will be required to complete all of their study hall hours each week.
- Coaches will receive a mid-week and end of week report of their student-athletes attendance from the Athletic Academic Coordinator.

Study Hall Conduct Policies

In order to ensure an environment conducive to studying, the following rules must be observed:

1. No headphones or cell phones
2. Every time you leave study hall room, you must sign out
3. Talking will be kept to a minimum
4. Student-athletes must present their student ID cards to study hall monitor and tutor sessions.
5. If you are having a tutor come to your study hall session, please inform the study hall monitor.

6. At no time should anyone be checking face book or surfing the net while in study hall. (If you need to do so, for scholastic reasons only, you must first check with the monitor on duty.) Absolutely no games will be played on the computer during study hall. Any disregard for these rules will result in ejection from study hall, and hours for that day are forfeited. The disruptive behavior will be reported to the student-athlete's coach and Director of Athletics.

- If student-athletes fail to meet the required number of hours for study hall set forth by the athletic department or comply with the rules listed above the following sanctions will occur:

First Offense: Warning

Second Offense: Suspension from 1 practice.

Third Offense: Meeting with Athletic Director and additional suspensions

**Additional offenses will result in more severe disciplinary actions determined by the Director of Athletics. This is cumulative throughout the year.*

ACADEMIC PLAN FOR AT-RISK STUDENT-ATHLETES:

Student-athletes who are identified as having major academic concerns or student-athletes at risk of becoming ineligible and not making timely progress toward graduation will have academic plans as stated above with the additional requirements. These students are identified as follows:

Athletes with the following concerns:

- Major eligibility concerns
- On probation/continued probations and have the possibility of getting suspended or dismissed
- All student-athletes admitted with special circumstances
- Any issues based on the Coaches, Athletic Academic Coordinator or Athletic Directors' professional judgment

The Academic Plan requirements are as follows:

Weekly meeting: Meeting once a week with the Athletic Academic Coordinator

Task completion: Coordinator may assign mandatory tasks that must be completed by a deadline

Weekly Academic Progress sheet: Student-athlete and Coordinator will generate a to-do list at the weekly meetings. Student-athlete will have the sheet with them daily and he or she must return it to the Coordinator at the next weekly meeting indicating progress.

Tutor signature verification form: The Student-athlete will submit by Thursday each week.

Communication: Coordinator and Student-athlete will establish appropriate modes of communication(verbal, email, in person, etc.) to ensure compliance with plan.

Syllabi: The student-athlete must submit syllabi to the Coordinator.

Categories of Probation

A. Probation - Semester GPA below 2.0 - **Conditions:** Must earn above a 2.0 or higher to be removed from probation. May be subject to additional requirements from the athletic department or university.

B. Continued Probation - Two consecutive semesters below 2.0 GPA - **Conditions:** Must earn a 2.5 term GPA or raise cumulative GPA above 2.0. Will have additional requirements from the University and athletic department.

Academic Tracking

The athletic department will receive progress reports from each student-athlete's professors. Depending on these reports, the minimum number of study hall sessions or tutoring sessions may be increased.

Tutoring Services/Requests

All student-athletes may request a tutor for any subject free of charge. Interested student-athletes should contact the Learning Center, which is located on the second floor of Armitage.

<http://learn.camden.rutgers.edu/> Phone Number: 856/225-6442

Individual tutoring sessions can be scheduled online through the Learning Center website.

Academic Advising

- The Faculty of Arts and Sciences and the School of Business provide academic advising directly to their undergraduate students. These academic advisors can help with many functions, including certain overrides, policy appeals, probation advising, college-to-college applications, scholastic standing, senior review, and any other academically related advising or policy issues.
- Once College of Arts and Sciences and the University College students declare a major, that student will work with a faculty advisor in their major department to make sure that the courses selected are best for that individual's career goals and/or advanced study aspirations and that the student completes their degree requirements for graduation.
- Students in the College of Arts and Sciences or University College may make an appointment with an Academic Advisor, based off of their area of study. They are located at 311 Cooper St. The Office of Academic Advising can be reached @856/225-6043.
- Students in the School of Business should consult with Assistant Dean Jonathan Muse, @ 856/225-6216.
- Many students will be able to evaluate their progress toward their degree by using the Degree Navigator Program, which allows students to track which requirements have been met and which still need to be taken. This is a valuable tool, which is online at <http://www.camden.rutgers.edu/degreenavigator>.

Alcohol and Drug Policy

- It is the policy of Department of Athletics to prohibit the consumption of alcoholic beverages or illicit drugs of any kind by any member of the professional staff, team members or support staff in conjunction with any Rutgers University-Camden sporting event.
- All athletic venues are to be alcohol and drug-free, this includes locker rooms, team vans, buses, playing fields and its adjacent areas.
- All members of teams traveling to contests, tournaments or camps/clinics are to refrain from using alcohol or illicit drugs during the entire length of the trip.
- It should be fully understood that the consumption of alcohol or drugs while representing Rutgers University-Camden Department of Athletics will not be tolerated. Sanctions will be imposed on all those responsible and involved.

Violations to Alcohol and Drug Policy

It is the philosophy of the Rutgers University-Camden Department Athletics to promote health, fitness and well-being. The use and potential misuse of alcohol and other drugs is in compatible with this philosophy. Intercollegiate athletics respects the individual's right to use alcohol in a

responsible manner. Drugs which are properly prescribed and administered are invaluable in the treatment of illness or injury. Intercollegiate athletics supports the position that alcohol and illegal or NCAA banned drugs do not have a place on the playing field. Therefore, our policy will be to prevent their use by all those representing Rutgers University-Camden Athletics, and impose sanctions on all that violate this policy.

Procedures

Violation of the Rutgers University-Camden Department of Athletics Alcohol and Drug Policy shall result in the following action against all individuals involved.

Examination of all alcohol policy violations shall begin three (3) business days following the receipt of a written complain, submitted to a Committee of Review. The Committee of Review shall be composed of the Assistant Athletic Director. The committee shall review all pertinent information and decide to:

1. Dismiss the case
2. Rule on the implementation of sanctions
3. Defer to the Director of Athletics
4. Individuals will be notified in writing of the committee's decision.

If a written complaint is made by the Rutgers University-Camden Police, Dean of Students, or Director of Housing, against a student-athlete and forwarded to Rutgers University-Camden Intercollegiate Athletics, the Committee of Review will meet and apply sanctions if appropriate.

Sanctions

- 1st Offense: Individual is required to attend two (2) sessions with an alcohol counselor from the Rutgers-Camden Student Health Services special focus services, Alcohol and Other Drug Assistance Program for Students (ADAPS) and community service as assigned by the athletic department.
- 2nd Offense: Individual will be required to attend two (2) additional sessions with the ADAPS counselor and will be suspended from all team activity (e.g., games, practice, team trips) for a period of time which will include 25% of the regularly scheduled and/or post-season contests and community service as assigned by the athletic department. In the event the offense occurs at the end of the season, the remaining suspension shall be carried over to the next season of participation.
- 3rd Offense: Individual shall be removed from the team for the remaining season. Before competing for another Rutgers-Camden team or continuing eligibility the following year on the same team the individual must attend four (4) additional sessions with an ADAPS counselor.

Your coach can issue additional sanctions against you as well.

The Director of Athletics has the authority to alter the sanctioning process for all policies

Banned Drug List
NCAA Banned-Drug Classes
2017-18

The NCAA bans the following classes of drugs:

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

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

- a. Blood Doping.
- b. Local Anesthetics (under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists permitted only by prescription and inhalation.
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with your athletics department staff!

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- **Any product containing a dietary supplement ingredient is taken at your own risk.**

**It is your responsibility to check with the appropriate athletics staff
before using any substance.**

Some Examples of NCAA Banned Substances in Each Drug Class

NOTE: **There is no complete list of banned drug examples!!**

Check with your athletics department staff before you consume any medication or supplement.

Stimulants:

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.

exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents – (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione) boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:

heroin; marijuana; tetrahydrocannabinol (THC) – no other substances are classified as NCAA street drugs.

Peptide Hormones and Analogues:

growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens :

anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

Beta-2 Agonists:

bambuterol; formoterol; salbutamol; salmeterol; etc.

**Any substance that is chemically related to the class of banned drugs is also banned!
(unless otherwise noted)**

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by **contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3.**

**It is your responsibility to check with the appropriate athletics staff
before using any substance.**

Equipment Policy

All equipment issued to the student- athletes is the property of Rutgers-Camden and is not to be transferred or retained without the permission of the Athletic Department. Individual coaches may allow student-athletes to retain personal clothing items that are provided on an annual basis. Athletes who fail to return equipment shall be subject to penalties according to University policy, which may include charging the student-athlete the actual replacement cost of the item not returned.

Athletic & Fitness Center Policy

Rutgers-Camden Athletics and Fitness Center is equipped with state-of-the-art facilities to enhance the student-athlete experience and to help one achieve personal health and fitness goals. The diversely equipped facility includes cardio and strength training equipment, an endless pool, locker room facilities, group exercise classes and intramural and club sport offerings.

Student-athletes are expected to utilize facilities and equipment in a proper manner and to abide by all Athletic and Fitness Center policies and procedures. The Rutgers- Camden Athletic and

Fitness Center is open to the campus community and student-athletes need to be courteous and respectful to the general population within the facility.

Tobacco Policy

The Rutgers University-Camden Department of Athletics does not condone the use of tobacco products, including the use of smokeless tobacco. The use of tobacco products by student-athletes, coaches, officials, and staff during any intercollegiate team function is prohibited. A team function is defined as any activity that is held as a team including meetings, practices, games, travel or informal workouts. The use of tobacco products is prohibited in any University indoor athletic facility, Rutgers Community Park and Campbell's Field.

The NCAA and NJAC policies mandate that any person (athletes, coaches, officials, etc.) caught using tobacco at a game or during a practice will be immediately suspended for the remainder of that game or practice. The bullpen, dugouts and benches are considered in the field of play for purposes of this policy.

Gambling Policy

Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any method employed by organized gambling.

Prospective student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility. Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in Bylaw 19.6.2.2 of the NCAA Manual.

Internet Use Policy

When utilizing any public media outlets, student-athletes are expected to conduct themselves responsibly as members of their respective team, the Athletics Department, the University and the community.

Social networks Social network sites such as Facebook, Myspace, Friendstar, Xanga, and Bebo and other new digital platforms and distribution mechanisms facilitate students communicating with other students. Participation in such networks has both positive appeal and potentially negative consequences. It is important that Rutgers University-Camden student-athletes be aware of these consequences and exercise appropriate caution if they choose to participate.

Student-Athletes are not restricted from using any on-line social network sites and digital platforms (such as the Internet, e-mail, podcasting, chatrooms, and blog sites). However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal government, New Jersey, Rutgers University, New Jersey Athletic Conference (NJAC) and National Collegiate Athletic Association (NCAA) rules and regulations.

Facebook and similar directories are hosted outside the Rutgers University server. Violations of university policy (e.g., harassing language, university alcohol or drug policy violations, etc.) or evidence of such violations in the content of on-line social networks or digital platforms are subject to investigation and sanction under the *Code of Student Rights and Responsibilities*, *Student-Athlete Code of Conduct*, and other policies. They are also subject to the authority of law enforcement agencies.

It is incumbent upon student-athletes to be aware of university regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them.

Guidelines

The following guidelines are intended to provide the framework for student-athletes to conduct themselves safely and responsibly in an on-line environment. As a student-athlete at Rutgers University you should:

1. Be careful with how much and what kind of identifying information you post on on-line social network sites. Virtually anyone with an *edu* e-mail address can access your page. It is unwise to make available information such as full date of birth, social security number, address, residence hall room number, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All can facilitate identity theft or stalking. Facebook and other sites provide numerous privacy settings for information contained in its pages; use these settings to protect private information.
2. Be aware that potential current and future employers often access information you place on on-line social network sites. You should think about any information you post on Facebook or similar directories potentially providing an image of you to a prospective employer. The information posted is considered public information. Protect yourself by maintaining a self-image that you can be proud of several years from now.
3. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.
4. Be sure to not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are not a place where you can say and do whatever you want without repercussions.

Prohibited Conduct

Student-athletes are highly visible representatives of the university and are expected to uphold the values and responsibilities of the University while meeting all requirements set forth by the the NCAA, and Rutgers University-Camden intercollegiate athletics program. The Rutgers-Camden Department of Athletics prohibits malicious and reckless behavior when utilizing public media

outlets. It is important that student-athletes recognize the power of public media domains and the potentially negative image that they can portray about student-athletes, coaches, the athletics program, and the university.

The malicious use of on-line social networks or any public media domain shall not be tolerated by the Rutgers University-Camden Department of Athletics and may result in disciplinary action. Such malicious uses include, but are not limited to:

1. Derogatory language and remarks about their teammates or coaches; other Rutgers student-athletes or coaches; student-athletes, coaches, athletics administrators or representatives of other universities or colleges; Rutgers University faculty or staff; or other athletics officials, administrators, or representatives.
2. Demeaning statements about or threats to any third party.
3. Incriminating photos or statements depicting violence; hazing; sexual harassment; vandalism, stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of an unreported felony theft or felony criminal damage to property.
6. Indicating knowledge of an unreported NCAA violation regardless if the violation was unintentional or intentional.

If a student-athlete is found to be inappropriately using an on-line social network, he or she will be in direct violation of this policy and subject to the appropriate sanctions administered by the university or the Athletics Department.

Sanctions

Any activity or language in violation of the above prohibitions, including first time offenses, is subject to investigation and possible sanction by Rutgers University and/or the Athletics Department, as well as civil authorities.

Sanctions imposed by the Director of Athletics may include, but are not limited to, the following:

- Written notification from the Director of Athletics to the student-athlete outlining the policy and requiring that the unacceptable content be removed or the social network account be deactivated.
- Temporary suspension from the team until prescribed conditions are met.
- Suspension from the team for a prescribed period.
- Indefinite suspension from the team.
- Dismissal from the team.

Hazing Policy

- The hazing of a student at Rutgers University-Camden is strictly prohibited. Rutgers University defines hazing as an act that is an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; and/or which demeans, degrades, or disgraces any person regardless of locations, intent or consent of participants.
- Hazing can arise in the athletics arena perhaps more readily than with the general student body. The athletic department has a zero tolerance policy for hazing. Student-athletes found to have engaged in hazing will face serious consequences as would any coach or person in authority who condones or allows it.

Medical Policy

A sports medicine team is a comprehensive group of allied health care professionals aimed at providing optimal health care for active individuals. Rutgers University-Camden staffs a team of highly skilled professionals with a vast knowledge of athletics and their demands. It has affiliations with the Cooper Bone and Joint Institute. The Rutgers University-Camden sports medicine team consists of:

Heather Hendricks, M.Ed., ATC – Head Athletic Trainer

David Seeberger, M.A., ATC – Assistant Athletic Trainer

David Gealt, D.O. – Team Orthopedic, Sports Medicine Consultant

Patricia Prior, M.D. – Physician, Student Health Services

Dr. Lee Cohen, D.P.M., D.A.P.F.A.S., F.A.C.F.S. – Team Podiatrist

Role of the Athletic Trainer

As described by the National Athletic Trainers' Association (NATA), certified athletic trainers are "unique health care professionals who specialize in prevention, recognition, management, and rehabilitation of injuries that result from physical activity. As part of a complete health care team, the certified athletic trainer works under the direction of a licensed physician and in cooperation with other health care professionals, athletics administrators, coaches and parents." Rutgers University – Camden employs two full-time certified and licensed athletic trainers. The list of duties they provide includes, but is not limited to:

- Be present for all on campus interscholastic athletic events and practices
- Evaluate and treat all athletic related injuries
- Apply first aid care, and preventative taping and bracing techniques for athletes
- Develop rehabilitation programs for athletes
- Initiate emergency medical care and medical services when required
- Work with other allied health care professionals to provide comprehensive health care
- Refer injured athletes out to the appropriate physician or facility

- Maintain an athletic database to provide injury records, medications, emergency contacts, etc.
- Process insurance claims regarding athletic injuries
- Supervise the athletic training facility and maintain the athletic training budget
- Provide sports medicine consultation to other Rutgers employees

Approval for Participation

Before student athletes can participate in intercollegiate athletics, their health will be evaluated by qualified medical staff which will determine whether the student athlete is medically cleared to participate. All physicals will be given in two parts. Physicals done by a primary care physician **WILL NOT** be accepted.

First portion of the physical will be done at Health Services on campus by the physician. This appointment is to be arranged by the athlete. The phone number for Health Services is 856-225-6005. Their summer hours are 8:30am-4:30pm, Monday - Friday. Athletes must have the following information with them to complete their physical:

- Student ID number
- Knowledge of pertinent medical history
- Immunization records (for freshman/transfer students)
- Sickle Cell Trait Status

The second portion is an orthopaedic exam completed in the athletic training facility prior to the beginning of their season. This is done by our team physician from the Cooper Bone & Joint. The date/time will be arranged through your coach.

In addition to the two part physical exam, a student athlete wishing to participate in any practice or competition must have the following on file with the AT staff:

- Results of Health Services physical
- Results of Orthopaedic exam
- Physical Form including Demographic & Insurance Information – completed online using your NetID as a password **PRIOR** to your orthopedic exam
- Copy of front AND back of insurance card
- Signed Athletics and Insurance Disclaimer
- Signed Athletic Training Policies
- Signed Authorization to Release Health Care Information – PLEASE READ as you are not required to sign to participate
- ImPACT Test results (For Soccer, Volleyball, Basketball, Softball, Baseball and Lacrosse athletes ONLY)

Student athletes may try-out for a Rutgers University athletics team after confirmation by the AT staff that all required documents are on file. **Final medical clearance is the responsibility of the AT staff.** Failure to report medical conditions releases Rutgers University from any liability in the event of any injury caused by the unreported condition.

ImPACT Testing

Rutgers-Camden has instituted ImPACT concussion testing for athletes. All athletes will be baseline tested and then will be tested again after they sustain a concussion. Athletes may also be referred to concussion specialists for further evaluation. The ImPACT test is done just once and is used in the event of a head injury when you are competing. It is an online neurocognitive test which will test you in areas such as reaction time, memory, and attention span. The test will take you approximately 30-40 minutes to complete, so please allot an appropriate amount of time to take the test, as you cannot pause it and return to it later. This is a requirement for all incoming athletes regardless of whether you have taken it before at another school. Listed below is the login information for ImPACT which will make you part of the RU-C athletics system. This test must be completed prior to any participation in athletics here at RU-C, including practices.

- Volleyball
- Soccer (M & W)
- Basketball (M & W)
- Baseball
- Softball
- Lacrosse

Athletic Training Facility

The hours of operation of the Athletic Training Facility will vary depending on day and season. Generally, the Athletic Training Facility will be open from 12pm to 4pm for injury evaluations, treatment, taping, and consultation. Appointments and arrangements outside of these hours can be made in advance with the AT staff. The Athletic Training Facility is always open at least 2 hours prior to a game and it will remain open until the AT staff must leave for event coverage. Closing time will vary depending on the schedule for the day. The Athletic Training Facility is open on the weekends only for games and practices and there is no treatment/rehabs unless otherwise arranged with the AT staff. A schedule will be posted on the Athletic Training Facility door.

NO STUDENT ATHLETE is permitted in the Athletic Training Facility unless the AT staff is present. Coaches and/or parents may accompany student athletes for evaluation, but medical confidentiality must be upheld. The Athletic Training Facility phone number is 856-225-2728.

Athletic Training Rules & Procedures

The athletic training facility is meant to be a warm, welcoming facility for all student athletes and staff. In order to be so, it is imperative that everyone conduct themselves professionally while spending time in the athletic training facility. **DO NOT DISCUSS MEDICAL DONDITIONS OUTSIDE OF THE ATHLETIC TRAINING FACILITY.** Please adhere to the following athletic training facility rules:

1. All student athletes should treat the AT staff with proper Respect.
2. No treatment will be given before an injury is evaluated by the AT staff.
3. The AT staff strongly recommends that student athletes who have to be taped or braced come into the athletic training facility and complete the treatment and/or exercises prescribed.
4. Athletic injuries should be reported the day of the incident.

5. In the event that the student athlete is injured and does not report the injury to the AT staff, and then seeks outside medical attention, that injury must be justified as an athletics injury and documented by the head coach.

This clause is to avoid the problem of student-athletes getting injured in unsupervised activities and claiming athletic injury, thus increasing insurance payments and premiums.

6. Athletes must sign in before receiving any treatment and/or therapy.
7. All student athletes will be required to perform therapeutic exercises as prescribed by the team physician and/or the AT staff. Failure to complete exercise programs will result in non-compliance and can result in suspension from athletic activities.
8. NO student athlete or coach is to take any equipment or supplies from the athletic training facility without authorization from the AT staff.
9. NO student athlete is to perform any therapy without proper supervision by the AT staff.
10. Appropriate clothing must be worn in the athletic training facility: shirt, athletic shorts, sneakers. Bathing suits or all black attire must be worn in the whirlpools and must not be see through when wet.
11. In the athletic training facility, there will be NO loitering, use of profanity, chewing tobacco or tobacco of any kind, food or drink with the exception of water, and cleats of any kind.
12. All student athletes should pick up after themselves.
13. Leave personal equipment and property on the shelving unit by the front door of the athletic training facility or in your locker room. Do not leave it on the floor.
14. NO athletic equipment may be brought into the athletic training facility.
15. All equipment on loan from the AT staff should be returned to the AT staff upon completion of using it in clean working order. All equipment should be returned before the athlete leaves for winter/summer break, unless given permission by the AT staff to use it over that period of time.
16. With respect to hygiene and safety concerns, all student athletes must shower before being treated by the AT staff.
17. With due respect to confidentiality, the AT staff will make medical decisions in collaboration with the student athlete. The head coach will be made aware of these medical conditions only after this discussion takes place with the student athlete.
18. No student athlete is to be denied water during practices or games. At least one water break per hour will be allowed for all athletes. There will be times when more frequent water breaks are recommended depending upon temperature and humidity.
19. The AT staff will assist all student athletes in any way possible to ensure proper health care.

Whirlpool Rules

1. Do not fill whirlpool without AT staff permission
2. All athletes must shower before entering whirlpool
3. All athletes must bring their own towel
4. Bathing suits/black attire is required if using above your knees
5. No open wounds or blisters allowed in whirlpool. If you are unsure ASK the AT staff
6. Only ONE warning will be given before you lose your whirlpool privileges

Injury Care and Physician Referrals

Injured athletes must report to the AT staff for evaluation as soon as possible. This will ensure proper documentation and insurance processing. Off-season/vacation injuries should also be reported to the AT staff. After evaluation, the AT staff will refer the student athlete to the appropriate medical resources.

Physician referrals for athletic injuries are at the discretion of the athletic trainer. If the student athlete decides to see a physician without a referral from the AT staff, then he/she will be responsible for all expenses incurred.

The participation status of an injured athlete will be determined by the AT staff and communicated to the coaches directly.

Evaluation, Treatment and Rehabilitation of Injuries

Any athlete that is injured on or off the field should report their injuries to the AT staff in a timely manner. The AT staff will evaluate the injury and determine the proper plan of care for that specific athlete and injury based on their sport and position. This may or may not include a treatment and rehabilitation protocol. The plan of care is created to return the athlete to participation safely as soon as possible.

The AT staff is responsible for creating and implementing the appropriate plan of care. If an athlete does not adhere to the plan of care, they will risk their ability to heal effectively and possibly affect their ability to participate in athletics in the future. The AT staff will monitor the progress of the athlete and make changes to their plan of care as needed. An athlete or coach is NOT to change his/her treatment or rehabilitation program in any way without first discussing with the AT staff. Additionally, an athlete is also not to participate in other exercises or any sporting event (including practices, games and outside recreational activities) without the clearance of the AT staff.

All athletes must schedule a time with the AT staff for treatment and rehabilitation. This is to be done before 4:00pm so that the appropriate time can be focused on the athlete. If the athlete is unable to come into the athletic training facility at that time, arrangements with the AT staff will need to be made.

If an athlete is found to be non-compliant with their treatment and/or rehabilitation plan of care, they will lose the privileges of the athletic training facility and will not be cleared to return to participation.

Return to Participation

All return to participation decisions will be made by the AT staff and ONLY the AT staff. This decision will be made based on the athlete's current condition and may also include partial return to play decisions. Since the AT staff works as part of a comprehensive sports medicine team, the AT staff will often cooperate with physicians, physical therapists and other specialist in making return to play decisions. However, if an athlete is under the care of an outside party (i.e. physician, physical therapist) they must provide all necessary paperwork clearing that athlete for

participation. This does not guarantee the ability to return to play, but will be considered by the AT staff who has the FINAL clearance on all athletes return to play. Until coaches are told DIRECTLY by a member of the AT staff that an athlete is cleared to participate, they are to hold that athlete out of all activities until further notice.

Athletic Insurance Policy

Rutgers University athletics provides a secondary athletic injury insurance policy for every intercollegiate student-athlete. This policy is considered an “excess” policy, which means that it will help to cover an unpaid portion of a medical bill after it has been submitted to the athlete’s personal primary insurance plan. The parental/individual insurance is the primary source of payment. Medical expenses acquired due to athletic injury will be billed to the athlete’s personal insurance policy first. If there is a balance remaining, that balance will be submitted to the secondary insurance for **consideration** of payment. This secondary insurance covers injuries that occur during official, supervised practices or games ONLY. The secondary insurance will not pay for pre-existing injuries or conditions, conditions that are not a result of athletic participation, injuries occurring outside the academic year, ongoing medical conditions, illness or non-athletic injury as well as any injury sustained during unsupervised athletic events, such as pick-up games, captains’ practices, or intramural sports. Do not assume all medical expenses will be covered; out of pocket expenses may occur. Any athlete seeking medical services without the prior consultation with the Sports Medicine staff may not be covered by the secondary insurance plan. In the event of non-compliance in areas such as physician’s orders, rehabilitation or notification of insurance changes, the AT staff reserves the right to remove secondary insurance payment from the athlete. Additionally, an athlete may seek a second opinion of a physician but it must be understood that those costs may not be covered by the school’s secondary insurance plan.

Rutgers University – Camden and the Athletic Department will not be responsible for payment of any medical bills if the correct procedures listed below are not followed. Any questions or concerns about a claim should be referred to the AT staff immediately.

To Process Medical Bills for Payment

- All injuries must be documented with a Notification of Injury Form. This form may be filled out by the athletic trainer or team physician.
- All medical bills will be sent to the insurance subscriber listed on at the athlete’s primary insurance company.
- The insurance subscriber should submit all bills to their insurance company for payment.
- Obtain from the primary insurance company a proof of payment, Explanation of Benefits “E.O.B.” or Letter of Denial for any unpaid bills.
- Submit the following required information to the Head Athletic Trainer, Heather Hellem:
 - Notification of Injury form
 - Proof of explanation of benefits from the primary insurance company that it has completed payment or Letter of Denial stating no benefits paid
 - Copy of Itemized bill
 - Repeat this procedure for all medical bills received

- The Athletic Insurance Department will process the medical bills for payment with our insurance carrier for any outstanding balance of the bill, within the limits of our policy.
- Bills must be processed within 90 days of DATE of INJURY.
- Any insurance questions may be directed towards Heather Hellem, Head Athletic Trainer by calling 856-225-2728.

Sports Medicine Clinic

An orthopedic physician from Cooper Bone & Joint Institute will see student athletes in the athletic training facility on a weekly basis as part of the Rutgers University – Camden Sport Medicine clinic. It is open for all student athletes who seek sports medicine consultation. They will be evaluated and the athlete will be referred, if needed, to the appropriate medical resources. Clinic participation is at the discretion of the AT staff. All conditions must first be evaluated by the AT staff before they are seen by a physician. A clinic visit is not meant to substitute for an office referral. If an athlete is to be present at a clinic appointment and fails to appear, they will need to make arrangements on their own to be seen at an office location.

Medical Appointments

Appointments that are deemed necessary outside of the Sports Medicine Clinic will be facilitated through the AT staff in order to assist the athlete. If the athlete fails to appear for said appointment, the AT staff will not make further arrangements for them. The athlete will need to make the necessary arrangements to be seen. Until they are seen, they risk their clearance for participation in athletics as determined on an individual basis by the AT staff. Missing appointments puts the AT staff in a compromising position that could jeopardize future relationships with medical facilities that athletes are referred to.

Exit Evaluation

Any athlete at the completion of their eligibility at Rutgers University – Camden including athletes transferring or dismissed from a team by the coach or by choice is required to fill out an exit evaluation regarding their current health status. Ongoing medical care will continue for athletes with injuries reported. Those athletes without medical issues waive their rights to medical care in regards to any injuries suffered while participating at Rutgers University – Camden. These forms are to be filled out within 1 week of an athlete's last date of participation, or their rights will be automatically forfeited.

Non-Compliance

If an athlete is found to be non-compliant with their treatment, rehabilitation, plan of care, or physician's protocols will lose the privileges of the athletic training facility and will be subject to removal from practice(s) and/or competition by the AT staff. In addition, non-compliant athletes are subject to forfeiture of their secondary insurance coverage (if applicable) and will be responsible for all remaining bills not covered by their primary insurance policy.

Student-Athlete Awards Criterion

THE VARSITY LETTER AND CERTIFICATE OF ACHIEVEMENT AWARD

The Varsity Letter of AScarlet R@ and the Varsity Certificate of Achievement Award are presented to an athlete at the completion of the first season of participation in an intercollegiate sports program. The Varsity Pin and Certificate of Achievement Award are presented subsequently for each additional season of participation.

THE MOST VALUABLE PLAYER OR “MVP” AWARD

The Most Valuable Player Award is presented to one athlete in each sports program who has displayed the most overall contributions to a team.

THE SENIOR AWARD

The Senior Award is presented to an athlete who has exhausted his or her player eligibility for intercollegiate athletic competition and has participated for a minimum of two years in a sports program.

THE WILBUR W. WILSON SCHOLAR ATHLETE AWARD

The Wilbur W. Wilson Scholar Athlete Award is presented in honor of the late Athletic Director Wilbur “Pony” Wilson, whose dedication, integrity and accomplishments guided the Rutgers-Camden Athletic Department for 28-1/2 years. The award is a testimony to his resolve to have athletes display excellence not only on the playing field, but also in the classroom. The recipient of this award is the senior athlete with the highest accumulative academic average of 3.25 or above while meeting a two-year academic criteria with two or more years of participation in a sports program.

THE ATHLETE OF THE YEAR AWARD

The Athlete of the Year Award is presented to the male and female athlete who has achieved the highest athletic performance honors and recognition during seasonal participation in an intercollegiate sports program, while representing Rutgers University-Camden Athletics with the utmost integrity.

THE WILLIAM P. CARTY MEMORIAL AWARD FOR THE MOST COURAGEOUS ATHLETE

The Most Courageous Athlete Award is presented in memory of William P. Carty for the courage, fortitude and dedication he exemplified as a student-athlete at Rutgers University-Camden. While attempting to overcome a fatal illness, he actively participated on the varsity baseball team and was a recipient of the Most Courageous Athlete Award.

THE BORDA-SHEEHAN MEMORIAL AWARD FOR THE MOST DEDICATED SOCCER PLAYER

The Most Dedicated Soccer Player Award is presented in memory of Tommaso Borda and Dennis Sheehan; in honor of their dedication, sportsmanship and contributions to the Rutgers University-Camden Varsity Soccer Program.

THE SAMUEL STRAUSS MEMORIAL AWARD FOR THE MOST DEDICATED BASKETBALL PLAYER

The Most Dedicated Basketball Player Award is presented in memory of Samuel E. Strauss, a prominent attorney in the City of Camden and former Judge for the Borough of Woodlynne. Mr. Strauss was a member of the Board of Trustees and Board of Governors of Rutgers University. He was a loyal friend and supporter of the Rutgers University-Camden basketball program.

THE BILLY CARTY MEMORIAL AWARD FOR THE MOST DEDICATED BASEBALL AND SOFTBALL PLAYERS

The Most Dedicated Baseball and Softball Player Awards are presented in the memory of Billy Carty in honor of his dedication, sportsmanship and contributions to the Rutgers University-Camden Varsity Baseball Program.

THE BARRY M. MILLETT MEMORIAL AWARD FOR THE MOST DEDICATED GOLFER

The Most Dedicated Golfer Award is presented in memory of Barry M. Millett, Associate Provost for Student Life, Dean of Students and varsity golf coach; for the commitment, guidance and support he gave to the Rutgers University-Camden Athletic Department.

Frequently Asked Questions

As a student-athlete, do I need an Academic Advisor?

Absolutely, it is policy of the Athletic Department that each student-athlete meets with the University Academic Advisor at least once every semester and during registration periods.

Who has access to my academic records?

The Family Educational Rights and Privacy Act of 1974 protect confidential information about you so that it cannot be released to third parties without your signed consent. Your grades are considered confidential under this act. Certain other information such as name, address and enrollment status is classified as public information and will be released.

How many credits does a student-athlete need to carry during their season of competition?

A student athlete must be enrolled for a minimum of twelve credits and must maintain a minimum of twelve credits throughout their season of competition.

Why would a hold be placed on my records?

If a student-athlete is dismissed for academic or disciplinary reasons, an academic hold would be imposed, and your registration could not be accepted without permission from university authorities. A financial hold would occur if you have unpaid bills or other unmet obligations for any university office or organization (an example would be unreturned issued equipment or athletic attire). Also, grades and transcripts are held if your immunizations are not current.

As a student-athlete, should I worry about a TZ grade?

TZ's are temporary grades that convert automatically to failures, without notification to students. The grade is assigned to students who:

- Never attended the course section for which they are registered.
- Attended, then stopped without officially withdrawing or arranging to complete the course.
- Not awarded a grade by their instructor.

What is the requirement for normal progress for a student-athlete to participate in their sport for the following year?

A student-athlete must successfully complete a total of twenty four credit hours at the end of each academic year. The total will consist of the following example semesters:

Fall + Spring + Summer Classes = 24 Credits

If a student-athlete incurs a parking ticket, will the Athletic Department pay for their penalties?

Absolutely not! A student-athlete will be expected to be responsible for their actions like any other student on-campus.

What is a repeat course option?

A student-athlete receiving a grade of D or F in a course designated as repeatable by the appropriate department and taken within their first two terms may repeat the course in the next regular term in which it is offered. Both the original and repeated course grades appear on the student's permanent record, but only the better of the two grades of a repeatable course is computed in the cumulative grade point average. Please review the Rutgers Camden Undergraduate Catalog for additional information.

What is considered an academic overload?

A student-athlete who takes more than eighteen credits in a term has an academic overload. Certain criteria must be met and approval must be granted by the University Advisor.

As a student-athlete, if I start to fall behind academically, what are my options?

You have many alternatives at your disposal, check with your professor for helpful suggestions or extra work, see the academic advisor, go to study hall for student-athletes, or make an appointment with a tutor in the Learning Resource Center.

As a student-athlete should I be concerned regarding the scheduling of my classes?

Yes! It is critically important that you try and schedule all of your classes during the morning hours. This will alleviate future conflicts between classes and traveling to away competitions. For those athletes, participating in the Honors College, Pharmacy and Engineering Programs this could present problems because of the scheduling demands of each particular program.

If a student-athlete is to continue satisfactory progress towards graduation, what is the minimum grade point average for each year?

A student-athlete must maintain the following grade point average to be eligible for participation:

At the end of the first year of competition:	1.60 GPA
At the end of the second year of competition:	1.80 GPA
At the end of the third year of competition:	2.00 GPA

I need to drop a course and add another. What do I do?

First come discuss this with the Associate Director of Athletics. You must have 12 credits to be eligible to play. Classes may be dropped or added in accordance with the dates published in the Schedule of Classes. You must obtain a Special Permission number (SPN) from the instructor or gain admission to a filled or restricted course. Students eligible to use Rutgers Touchtone Telephone (RTTRS) or registrar's webpage may drop or add courses. Others must submit a Change of Course form, signed by their advisor, to the registrar. An adjusted bill or refund, if appropriate, will be issued by the Bursar.

HELPFUL LINKS	
ACADEMIC/FINAL EXAM CALENDARS	http://registrar.camden.rutgers.edu/
ACADEMIC ADVISING	http://advising.camden.rutgers.edu/
CATALOG	http://www.rutgers.edu/academics/catalogs
CHANGE OF ADDRESS	https://ess.rutgers.edu/services/web-services.html
COURSE OFFERINGS	http://sis.rutgers.edu/soc/
CREATING AN EMAIL ACCOUNT	https://netid.rutgers.edu/index.htm
DIPLOMA APPLICATION	https://www.ugadmissions.rutgers.edu/Diploma/Login.aspx
GRADES	https://sis.rutgers.edu/tags/
FINANCIAL AID	http://studentaid.rutgers.edu/
NAME CHANGE FORM	http://advising.camden.rutgers.edu/students/seniors/
NJJ TRANSFER COURSE EVALUATIONS	https://www.njtransfer.org/
PERSONAL ACCESS CODE (PAC)	https://rutadmin.rutgers.edu/pacchge
RESIDENCY ANALYSIS	http://nbregistrar.rutgers.edu/RESIDENCY.HTM
RU ID CARDS	http://campuscenter.camden.rutgers.edu/student_id
STUDENT ACCOUNTING	http://www.studentabc.rutgers.edu/
SUMMER SESSION REGISTRATION	http://summer.camden.rutgers.edu/
TRANSCRIPTS & VERIFICATIONS	https://transcripts.rutgers.edu/transcripts/index.html
* For enrollment verification, Click on “GET INSTANT ENROLLMENT VERIFICATION”	
UNOFFICIAL TRANSCRIPTS	https://sis.rutgers.edu/tags/
* Unofficial transcripts are only for students who are <u>currently</u> enrolled	
VETERANS	http://veterans.camden.rutgers.edu/
VETERANS REQUEST BENEFITS WEBSITE	https://grad.admissions.rutgers.edu/VeteranCert/
WEB REGISTRATION	https://sims.rutgers.edu/webreg/
WITHDRAWAL FORM	http://registrar.camden.rutgers.edu/withdrawal.html
* Used to withdraw from a semester (All courses)	