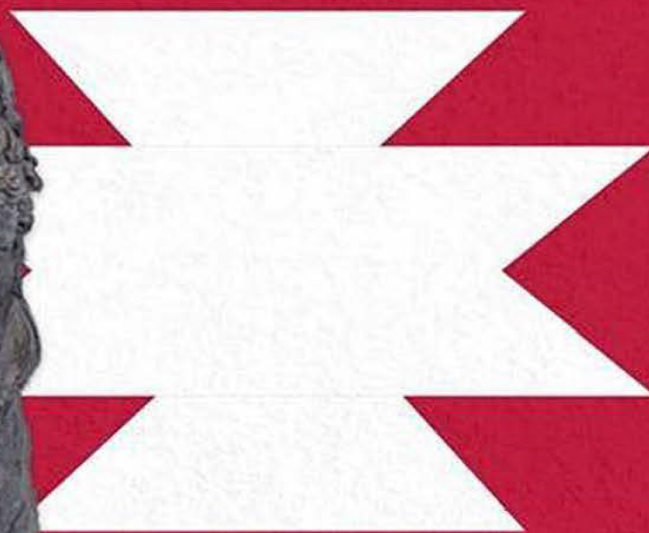




# ***STUDENT-ATHLETE HANDBOOK 2021-2022***



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## ***WELCOME LETTER FROM PRESIDENT STOKES***



Dear Student-Athletes,

Welcome to The University of New Mexico! As president and a Lobo athletics fan, I am excited you have chosen to become one of the pack and I want you to know how excited we are to have you on this campus. Through academics, athletics, and service, you will play an integral part in carrying on and building upon our proud traditions that have existed for more than 125 years.

While you will be expected to excel athletically, you will also be challenged to pursue the highest levels of academic success. This might seem a daunting task, but I assure you it is possible and, if history is any indication, it is probable. You have worked hard to get where you are today and we expect you to continue in your pursuit of excellence. The Department of Athletics, the University and the community are extremely proud that our student-athletes consistently achieve impressive graduation rates and shine academically.

Whether you came from out of state or are a proud New Mexican, as a student-athlete, you will also be given the opportunity to serve UNM, the city of Albuquerque, and the state of New Mexico in important ways. You will represent UNM in the community and act as a role model to those around you, paving the way for future generations of Lobos. Your success will become part of the proud legacy that makes Lobo athletics great.

At The University of New Mexico, where each of us defines all of us, student-athletes are unwaveringly committed to the practice of good sportsmanship and impeccable conduct, both on and off the field. We hope this is a practice that serves you throughout your life.

I am committed to the development of each of you as a student, an athlete, and a steward of the community. If there is ever anything that I, or my staff, can do to be of assistance, please do not hesitate to stop by or contact my office. I look forward to seeing the wonderful achievements that I know each of you will accomplish at The University of New Mexico.

I will be cheering you on every step of the way.

Go Lobos!

A handwritten signature in black ink that reads "Garnett S. Stokes". The signature is fluid and cursive, with the first name being the most prominent.

Garnett S. Stokes  
President

## ***WELCOME LETTER FROM ATHLETIC DIRECTOR EDDIE NUÑEZ***

Welcome to another great year at The University of New Mexico! We are looking forward to witnessing the many successes Lobo student-athletes will have in the classroom and in the athletic arena this year.

You, the student-athlete, are the reason for this department, and as such, our staff members are dedicated to helping you become the best you can be academically, athletically, personally and most of all to prepare you for life after UNM. You are surrounded by a wealth of resources—people who can help you reach your potential as you pursue your goals. I encourage you to utilize these resources. If you have any issues, questions, or concerns, please ask for assistance. We are here to support you!

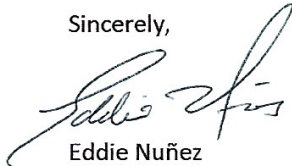
You will drive your own collegiate experience, so ask questions, be engaged, get involved! The University community and city of Albuquerque value the contributions of our student-athletes. You will have many opportunities to meet new people, new cultures and have diverse experiences. College is a time for students to learn about themselves as well as the changing world around them. As you make decisions regarding your major and career aspirations, rely on the expertise of those who are equipped to help you determine what direction you wish to go. The staff at the Lobo Center for Student-Athlete Success are equipped to guide you through the process, and numerous student support resources are housed on main campus, such as Career Services.

At UNM we are proud of the success of our student-athletes on and off the field of competition. Last year, in addition to their achievements in athletics, our student-athletes continued to excel at a high level in the classroom. Our student-athletes have averaged above a 3.0 GPA for 20 straight semesters, which is a reflection of their discipline and talent. We had school record 200 Mountain West All-Academic selections and 122 student-athletes named to the Mountain West Scholar-Athletes Honor Roll, both totals once again leading the conference. We have led the Mountain West in All-Academic selections for six straight years and in Mountain West Scholar-Athletes for eight years!

I would like to give special recognition to Men's and Women's Golf. Both teams had the highest team GPA in the nation.

The Student-Athlete Handbook includes a wealth of information, including information regarding many individuals and services available to assist you in your academic and athletic career at UNM. Use this as resource to be successful, and please make sure to connect with our Athletics staff, who care about your success.

Sincerely,



Eddie Nuñez

#GOLOBOS  
#LOBOS4LIFE

## ***THE UNIVERSITY OF NEW MEXICO MISSION STATEMENT***

UNM's statement of mission articulates our highest purposes for existing:

The mission of the University of New Mexico is to serve as New Mexico's flagship institution of higher learning through demonstrated and growing excellence in teaching, research, patient care, and community service.

UNM's ongoing commitment to these cornerstones of purpose serves to:

- Educate and encourage students to develop the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, contribute to the state and national economies, and lead satisfying lives.
- Discover and disseminate new knowledge and creative endeavors that will enhance the overall well-being of society.
- Deliver health care of the highest quality to all who depend on us to keep them healthy or restore them to wellness.
- Actively support social, cultural, and economic development in our communities to enhance the quality of life for all New Mexicans.

## ***THE UNIVERSITY OF NEW MEXICO DIVERSITY STATEMENT***

The University of New Mexico is committed to providing a safe and inclusive environment that draws on the diversity of its members. The University prohibits discrimination, harassment, or related retaliation based on protected class (as defined in Section 2) in any educational and work environment. <http://policy.unm.edu/university-policies/2000/2720.html>

## ***UNM ATHLETICS MISSION STATEMENT***

University of New Mexico athletics is committed to student athlete success and competitive excellence by creating an inclusive environment, through recruiting, developing, and retaining quality people, providing a great fan experience, inspiring community engagement, and serving as a source of pride for New Mexico.

We Develop Lobos for life!

## ***VISION STATEMENT***

UNM athletics aspires to be the premier institution in the Mountain West Conference and recognized as a national leader in intercollegiate athletics with an international reputation for excellence.

## ***CORE VALUES***

- Student-Athlete Experience—We provide an environment that promotes personal, academic, athletic, and social development. We prepare Lobos for Life!
- Integrity—We are honest, respectful, and accountable.
- Excellence—We maximize our efforts and talents to ensure success of the Lobos.
- Respect—We value the importance of diversity, fairness, goodwill, and sportsmanship.
- Lobo Pride—We support an atmosphere that embraces school spirit, honors tradition, and develops Lobos for Life!

In addition to these core values, Student-Athletes are actively engaged in improving the Student-Athlete experience and making meaningful contributions to the athletic department by way of SAAC and through individual feedback.

Finally, in building Lobos for Life, Student-Athletes will gain a realization and self-awareness early in their academic careers; they will receive tailored programming for all the challenges Student-Athletes face when transitioning in, through, and out of the university; they will build their bodies and sharpen their minds to achieve athletic and academic goals; they will learn to serve, lead, and follow; they will become an integrated part of the broader University; and they will become: LOBOS FOR LIFE

## ***LOBOS FOR LIFE***

### **Preparing Lobos for Lifelong Success**

The University of New Mexico operates with the mission of “Developing Lobos for Life.” Incorporating elements of this mission into the five year strategic plan has been critical to the success of this plan. A copy of the plan is available on [www.golobos.com](http://www.golobos.com). Student-Athletes are encouraged to review the plan and give input to the Student-Athlete Advisory Committee or the administrative team.

Specifically, “Lobos for Life” is a holistic approach to developing an accountable, responsible individual that will contribute to the Athletic Department, University and Community now...and for a lifetime. We will integrate the athlete seamlessly with University and community resources to build a “Student-Athlete.” The Student-Athlete becomes equipped with the tools necessary to compete on an international stage in every venue. Lobos are expected to win athletically, socially and academically...for the rest of their lives.

The athletic department’s academic, administrative and support staff will:

- Guide the Lobo Student-Athlete through academic and personal development programs, innovative strength and conditioning regimes, advanced sports medicine and athletic training services
- Engage with an expert clinical/sports psychologist and a certified sports nutritionist
- Connect with cutting-edge resources from other parts of the University, including: the Honors College, College of Education, Department of Health, Exercise & Sports Sciences, Sports Administration Programs, Center for Academic Program Support (CAPS) and Office of Career Services

## ***MOUNTAIN WEST SPORTSMANSHIP***

The Mountain West Student-Athlete Advisory Committee (SAAC) believes the most important aspects of sport are good ethics and positive sportsmanship. It is very pleased the Conference has undertaken an initiative to enhance this philosophy. We need your commitment to make this effort a success.

The SAAC believes that, in order for an institution to convey a message of good ethics and positive sportsmanship, it must have the involvement and the participation of those individuals most involved in athletics on campus. While this includes, but is not limited to, the President, athletic administrators, coaches and fans, the most important individuals are we the student-athletes. It is our behavior, more than any other, that can shape the perception of our teams and institutions by the public, the media and our opponents.

Good ethics and positive sportsmanship are philosophies that must be displayed both on and off the playing field. Good sportsmanship on the field enhances the student-athlete image off the field. Not only should student-athletes be good citizens, they should show a general concern for others. We must take a leadership role to compete at the highest levels, always endeavoring for victory, but doing so with grace, class, dignity and respect.

Please join us in supporting the Conference’s Sportsmanship Initiative. Such an initiative will help maintain the Mountain West’s reputation as one of the premier athletic conferences in the country. Best of luck with the coming season and we look forward to crossing paths with you in and on the courses, fields, courts, pools and tracks.



## ***SPORT COORDINATORS***

<b>Janice Ruggiero</b>	<b>David Williams</b>	<b>Ed Manzanares</b>	<b>Ryan Berryman</b>
Women's Basketball	Football	Men's Golf	Swimming and Diving
Women's Golf	Baseball	Volleyball	
Track and Field	Men's Basketball	Women's Soccer	
	Softball	Women's Tennis	
		Men's Tennis	

## ***FACULTY ATHLETIC COUNCIL TEAM LIAISON***

The main mission of the Faculty Athletic Council, a Standing Committee of the Faculty Senate, is the close monitoring of the academic and business integrity of the Athletic Program at UNM and the guidance of the welfare of student athletes at UNM.

To further this mission, the Faculty Athletic Council has implemented a policy of assigning one Faculty Athletic Council Member to each intercollegiate sport. These individuals are called Team Liaisons. Each liaison meets with their respective team's head coach to explain their role to the coach and to the student-athletes. The liaison will usually meet with the team as a whole and provide each athlete with a direct link to the Faculty Athletic Council if any concerns arise.

The liaisons also provide information to the teams on the current activities of the Athletic Council, and they coordinate any business of the Faculty Athletic Council with that particular team. Summaries of these team liaison meetings are reported as part of the regular minutes of the Faculty Athletic Council.

<https://facgov.unm.edu/committee.php?comm=9>

## ***UNM STUDENT-ATHLETE CODE OF CONDUCT***

The University of New Mexico Athletic Department embraces our responsibility to influence the holistic development of our student-athletes. It is therefore our intention to set high standards with an expectation of student-athlete conduct that reflects our core values: Student-Athlete Experience, Integrity, Excellence, Respect, and Lobo Pride. These expectations flow from the principle that participation in intercollegiate athletics is NOT a right; it is a privilege that carries with it great responsibility.

All UNM students are expected to comply with all of the rules and regulations of the University and the University's Code of Conduct for Students (<https://pathfinder.unm.edu/code-of-conduct.html>). To be clear, student-athletes are subject to the same disciplinary policies and procedures that apply to any undergraduate or graduate student. However, any student-athlete who is adjudicated by the Office of the Dean of Students may also be subject to additional sanctions in regard to participation on an intercollegiate athletics team. The Athletic Department will be notified of alleged misconduct by student-athletes on or off campus. It is in the purview of the Athletics Director and sport-specific coach to consider the implications and results of official University disciplinary action and take any additional measures which are in the best interest of the intercollegiate program. Suspension or removal from a team are examples of the type of action which may be taken. In any case, it is expected that the coach will review the student-athlete's situation and in consultation with the Director of Athletics, take appropriate action. UNM's Student-Athlete Code of Conduct is an Athletic Department policy which applies to all student-athletes, including those who are not actively competing in their sport but are on the squad list. This Code of Conduct is in addition to any specific team policies established by the head coach of each sport. If a team policy is stricter than this code of conduct, then the team policy shall control.

By virtue of a student's participation in an intercollegiate sport, every student-athlete is recognized and identified readily on campus and in the greater community. Lobo student-athletes' conduct reflects not only on themselves, but on the team, the Department of Athletics and the whole UNM community. Therefore, expectations for student-athletes' behavior extend beyond what is expected of other members of the student body, and student-athletes are expected to conduct themselves in a way in which UNM is reflected in nothing but a positive light at all times. The Department of Athletics Code of Conduct is intended to guide student-athletes in their decision making, but no code can address the full variety of situations and conduct that may arise for student-athletes. Lobo student-athletes will take responsibility for their own actions and be accountable for the consequences of their behavior.

Expectations of UNM Lobo Student-Athletes:

- Observe all city, state, and federal laws. Do not allow yourself to stay in a situation where you are involved, directly or indirectly, in illegal activity.
- Follow all UNM, MWC, and NCAA rules and regulations. Stay knowledgeable about what is permitted and what is not. If ever in doubt, ask your coach or sport administrator.
- Practice academic integrity. Use your available resources to ensure you do not jeopardize your standing as a student or as an athlete by violating the policies of UNM or the NCAA.
- Uphold the standards of sportsmanship required by our department, our University, the MWC, and the NCAA.
- Take care of your physical health. Listen to your doctors and trainers to ensure you are not putting yourself at risk. Do not try to hide an injury from your coach or the trainer.
- Take care of your mental and emotional health. There are multiple stressors involved with your life as a student-athlete. Learn to recognize if you are struggling with any of these and talk to someone you trust. The Athletics Department has resources to help you and asking for help does not mean you are weak or unfit for your team.
- Protect your physical and emotional safety. Avoid situations where either of these things may be compromised.
- Do not abuse alcohol or other substances. Be reflective. If you are using something illegally or excessively, talk to someone you trust. We are here to help you!
- You must consent to participate in the UNM Athletics Substance Abuse Program. A student-athlete will not be allowed to participate on any intercollegiate athletic team unless he/she fully participates in this drug testing program.
- Social media is wide reaching and you should not spread or maintain sensitive information (injured player, game plans, etc.), profanity, or material that is unsportsmanlike, harassing, or damaging or disrespectful to student-athletes, the team, UNM or anyone affiliated with UNM.

**Above all, be a good person. Make wise decisions. Think before you act.**  
**Acknowledge that taking care of yourself physically, mentally, and emotionally is vital.**  
**Ask questions of your support staff—coaches, trainers, academic advisors, sport coordinators, the Athletic Director.**  
**We are all here to help you.**

If they fulfill these expectations, student-athletes will rarely be in a position where their behavior is questioned. However, in order to provide more clarity, it is the policy of the Athletics Department that participation in intercollegiate athletics at the University of New Mexico is reliant upon refraining from the following:

Academic Dishonesty	Violent Conduct
Use or Possession of Illegal Drugs	Possession of Firearms and/or Dangerous Materials
Violations of Local, State or Federal Law	Theft and/or Property Damage
Harassment	Assault or Battery
Stalking	Violations of the UNM Code of Conduct
Alcohol Misuse	Violations of NCAA Rules
Gambling/Sports Wagering	Violation of Applicable Drug Testing Policies
Sexual or Intimate Partner Violence	Poor Sportsmanship
Hazing	

Please note this is not an exhaustive list and the Director of Athletics may impose sanctions for conduct that, in his or her discretion, constitutes a violation of the ethos of this Code of Conduct or that brings dishonor or disrepute to a student-athlete, a Lobo sport, the Athletics Department or the University. Questions regarding the conduct issues should be directed to the Director of Athletics or the applicable Sport Administrator.

If a student-athlete is accused of violating this Code of Conduct, the student-athlete may be suspended until all the facts of the incident are reviewed by the Director of Athletics, the applicable Sport Administrator and coach, and other appropriate University personnel deemed necessary by the University. Whether or not the student-athlete receives sanctions from the University Dean of Students or law enforcement, the Director of Athletics may impose sanctions which include, but are not limited to, suspension or dismissal from the team.

In sum, the UNM Athletics Department expects all student-athletes to be honest in their every endeavor, and to conduct themselves honorably, as a responsible member of the Lobo community. Doing so will ensure that student-athletes, and the Athletics Department, become the examples of hard work and excellence that we hope to be for the rest of the University and the State of New Mexico.

## **THE UNIVERSITY OF NEW MEXICO POLICY ON SEXUAL VIOLENCE AND SEXUAL MISCONDUCT**

Title IX of the Education Amendments of 1972 (Title IX) is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Sexual harassment, which includes acts of sexual violence and sexual misconduct, is a form of sex discrimination prohibited by Title IX. This Policy of Sexual Violence and Sexual Misconduct applies to any allegation of sexual violence or misconduct made by or against a student, or a UNM staff or faculty member, or a third party, regardless of where the alleged sexual violence or misconduct occurred, if the conduct giving rise to the complaint is related to UNM's programs and/or activities.

Sexual violence and misconduct may be committed by anyone, including a stranger, an acquaintance, a friend, or someone with whom the victim is involved in an intimate or sexual relationship. Individuals who have experienced sexual violence or misconduct are encouraged to report what happened to law enforcement and to seek assistance from any of the Campus Resource Offices and/or community resources listed in this Policy. A report of sexual violence or misconduct will be taken seriously and addressed in accordance with UNM policies and procedures. The Director of UNM's Office of Equal Opportunity (OEO) is the Title IX Coordinator for UNM's main and branch campuses, clinics, hospitals, annexes, and affiliate sites. As Title IX Coordinator, the Director of OEO oversees institutional compliance with Title IX.

This policy includes information for students, staff, and faculty on resources available following an act of sexual violence or misconduct. UNM responses, education, and prevention programs and possible disciplinary sanctions.

University Administrative Policy 2740 ("[Sexual Misconduct](#)") describes the University's prohibition on all forms of sexual harassment, including sexual violence and sexual misconduct.

Please see [globos.com](http://globos.com) for a full copy of the Policy on Sexual Violence and Sexual Misconduct. If you are experiencing an emergency, call 911.

If the incident occurred on the UNM campus, contact the UNM Police Department. The UNM Police Department can be called 24 hours a day/365 days a year. A report of sexual violence or misconduct can also be made to the UNM Police Department online and, if desired by the reporter, anonymously.

(505) 277-2241  
[police.unm.edu](http://police.unm.edu)

Any student, faculty, or staff member who has experienced sexual violence or misconduct and wants help in notifying law enforcement can contact any Sexual Misconduct and Assault Response Team (SMART) responding officer or agency for assistance.

- Dean of Students Office: (505) 277-3361
- Sexual Misconduct & Assault Response Team: [www.SMART.unm.edu](http://www.SMART.unm.edu)
- Sexual Assault Nurse Examiner: (505) 277-3136
- Rape Crisis Center: (505) 266-7711
- Counseling & Referral Services (505) 272-6868
- Office of Equal Opportunity/Title IX Coordinator: Angela Catena: 505-277-5251 or [acatena@unm.edu](mailto:acatena@unm.edu)

Submit a Title IX Complaint: [https://unm-advocate.symlicity.com/titleix\\_report/index.php/pid566880?](https://unm-advocate.symlicity.com/titleix_report/index.php/pid566880?)

### ***CAMPUS SEXUAL VIOLENCE POLICY***

According to a new policy by the NCAA Board of Governors, all incoming, current and transfer college athletes must disclose annually to their school whether their conduct has resulted in an investigation, discipline through a Title IX proceeding or a criminal conviction for sexual, interpersonal or other acts of violence. A failure by the athlete to accurately and fully disclose investigatory activity, a disciplinary action or criminal conviction may result in penalties, including a loss of athletics eligibility as determined by the school.

In addition, schools will need to take reasonable steps to confirm the information provided by prospective, continuing and transfer student-athletes and provide it to other member schools if the student-athlete attempts to enroll in a different college or university. Finally, NCAA member schools must have policies in place to gather conduct-related information from former schools attended by recruited prospects or transfer student-athletes.

Before any transfer student-athlete is an official member of their team:

1. They must sign the Student-Athlete Statement of Good Disciplinary Standing Form
2. The form must be returned to Amy Beggin, Deputy Title IX Coordinator for UNM.
3. If yes to question 1, 3, 4 or Title IX section then the form must be approved by the Athletic Director.

All incoming and returning student-athletes will fill out the annual disclosure section of the campus sexual violence policy on ARMS in their beginning of the year paperwork. Failure to accurately and fully disclose investigatory activity, a disciplinary action or criminal conviction may result in penalties, including loss of athletics eligibility.

### ***THE UNIVERSITY OF NEW MEXICO ATHLETICS DEPARTMENT HAZING POLICY***

The University of New Mexico Athletics Department prohibits hazing of any kind and has a zero-tolerance policy for any such activities.

The UNM Athletics Department defines hazing as any action taken against a person becoming or maintaining membership of a team that intentionally subjects them to activities that are humiliating, intimidating or demeaning or endangers the health and safety of the person. Hazing includes active or passive participation and occurs regardless of whether or not individuals have expressed willingness to participate in the activities. Hazing can occur on or off the university's campus.

Hazing does not build teams. It can tear them apart. It is questionable at best and dangerous at worst. Hazing can result in serious physical and psychological injuries. At some NCAA institutions, it has caused team's seasons to be cancelled and affected student-athlete's institutional eligibility.

Examples of hazing activities include, but are not limited to:

- Any initiation activities where some team members subject others to ridicule;
- Asking new members to wear embarrassing or humiliating attire;
- Expecting an individual to consume alcohol or illegal substances;
- Expecting an individual to eat objects that individuals would not eat otherwise;
- Forcing the shaving of an individual's body parts, or any other cosmetic alteration;
- Deprivation of privileges granted to other members;
- Pressuring individuals to engage in any public humiliation, public degradation, or any other public or private acts that are perverse;
- Expecting an individual to participate in any type of illegal activities;
- Sleep deprivation;
- Forcing individuals to participate in any activities, such as extra workouts, that they do not endorse;
- Physical abuse or other abuse to the body, such as marking or defacing an individual's body with mud, paint, etc.;
- Psychological abuse, such as verbally ridiculing individuals or belittling them.

Any student-athlete found to be involved in a hazing incident will be subject to discipline that may include, but is not limited to, departmental and/or University probation, prohibition from participating in practice or competition, suspension from the team and/or the University and expulsion from the team and/or the University. In addition, the team may be subject to group discipline that may include team probation, cancellation of individual contests, and/or cancellation of the entire season. If someone is aware of hazing activities or is a victim of them, they should speak with a



staff member within the Athletics Department (Athletics Compliance Office), or outside of Athletics, (Office of Equal Opportunity, Dean of Students Office, University Police Department, Student Activities Center/Greek Life, or LoboRESPECT).

<https://loborespect.unm.edu/Get%20Help%20now/hazing1/hazing-reporting.html>

You may choose voluntarily to approach the persons or person who are creating the uncomfortable environment and tell them to stop. However, you are not required to directly confront any persons who are the source of your problem or closely associated with the people who are the source of the problem. Instead, you may utilize any of the other various avenues of internal complaint. You are asked to make a reasonable effort to bring forward any allegations of hazing and other misconduct so the University may stop such wrongdoing and prevent future occurrences.

New Mexico Athletics will make every effort to ensure that those named in a hazing allegation or are too closely associated with those involved in the hazing allegation will not be part of the investigative team.

The UNM Athletics Department encourages teams to participate in positive team-building and leadership activities that are meant to build camaraderie and trust. Examples of some of these types of activities are:

- Design and complete a community service project during the preseason;
- Attend a team-building ropes course to build unity among new and returning players;
- Have seniors take new student-athletes to dinner, accompanied by one of the coaches;
- Have veterans call new players before they arrive on campus as a welcoming gesture;
- Organize a community service event with another team from the athletics department;
- Share a meal with the other team afterwards;
- Organize community service activities during semester breaks for student-athletes who remain on campus.

## ***STUDENT-ATHLETE GRIEVANCE POLICY***

The University Of New Mexico Department of Athletics is committed to resolving all complaints or grievances brought to its attention in the most equitable fashion possible for all persons concerned.

When a student-athlete wishes to submit a complaint or grievance regarding a coach, faculty member, athletics department staff member, another student-athlete, or any other University employee, the circumstances involved in the grievance differ greatly. UNM encourages its student-athletes to speak up whenever the student-athlete feels that he or she has been treated unfairly. However, the student-athlete may or may not feel comfortable starting the grievance process within the Athletics Department depending on the nature and sensitivity of the particular matter. In some cases, the student-athlete may feel more comfortable initiating the process with another campus department or authority. The student-athlete should follow the grievance process via the procedures outlined below. However, the student-athlete may initiate the process with any individual, department or authority on campus with whom the student-athlete feels most comfortable including the UNM Anonymous Hotline at 1-888-899-6092. Other people a student-athlete may contact are Karen Gaudreault the Faculty Athletics Representative ([kgaudreault@unm.edu](mailto:kgaudreault@unm.edu) /505 277-8173) or any member of [Athletic Council](#), a council comprised of faculty members from outside of the Athletics Department. Each sports team also has a team liaison who is a member of the Athletic Council. A student-athlete can find out who their team liaison is each year by either contacting their academic advisor in the Athletics Department or the Faculty Athletics Representative. If a satisfactory resolution of the problem proves impossible through the informal mechanism, formal grievance procedures may be employed.

Furthermore, when a coach or other UNM staff member receives a complaint/grievance from a student-athlete, it is his/her responsibility to ensure that the grievance is treated seriously and as confidentially as possible under the circumstances [Note: All Civil Rights/Title IX issues must be reported to the UNM Office of Equal Opportunity (505-277-5251) immediately as a matter of law and institutional policy]. Retaliation for reporting a grievance or participating in the complaint process is strictly prohibited. Such retaliation against any person is a serious violation of this policy and may result in disciplinary action up to and including termination of employment.

### ***INFORMAL PROCEDURE***

Any student-athlete with a complaint or grievance involving an athletic team, coach, department official or policy should attempt to resolve the complaint or grievance with the person(s) involved. However, you are not required to directly confront any persons who are the source of your grievance or closely associated with the people who are the source of the grievance. Instead, you may utilize any of the other various avenues of internal grievance or complaint. All persons involved in the process should make every attempt to resolve the problem as promptly as possible. In the event that a satisfactory resolution cannot be reached by the parties involved, the following actions may be taken by the grievant.

The grievant may consult informally and confidentially with a third party with whom she/he feels comfortable. Among those who might serve as resources are coaches, Faculty Athletic Representative, academic counselors, members of the Athletic Department administration including department HR and sport coordinators, and members of the Athletic Council. With the aid of that person, the grievant may attempt to identify other approaches to resolving the problem. After consultation, the grievant should make an additional attempt to resolve the problem with the person(s) involved. [Note: All complaints regarding sexual harassment must be reported directly to the Office of Equal Opportunity (505-277-5251 and the Deputy Title IX Coordinator, Amy Beggin, immediately at 925-5835.)]

If the issue cannot be resolved by the individuals involved in the step above, or if the student-athlete is uncomfortable with initiating the grievance process with the individuals mentioned, the student-athlete may report the grievance to the Director of Athletics. At the discretion of the Director of Athletics, the Director of Athletics or his/her designee may schedule a meeting with the grievant in a final attempt to resolve the problem informally. The Director of Athletics, or his/her designee, may also wish to contact the person(s) about whom the complaint is being lodged.

If a meeting among those involved is not feasible or if the parties are unable to resolve the complaint or grievance to their satisfaction, the grievant may use the formal grievance procedure.

*NOTE: The grievant is required to employ the informal procedure prior to taking formal action.*

### **FORMAL PROCEDURE**

Should the grievant wish to employ formal means to resolve a complaint or grievance, the following action should be taken:

The grievant should notify the Director of Athletics of his/her grievance in writing, outlining the complaints, the persons involved and any other pertinent information.

The Director of Athletics or his/her designee should conduct a preliminary interview with the grievant. The Director of Athletics, or his/her designee, may also wish to contact the person(s) about whom the complaint is being lodged.

The Director of Athletics, or his/her designee, shall conduct a formal meeting involving the grievant, the person(s) against whom the complaint is made and any other relevant parties.

Within 30 days after the formal meeting, the Director of Athletics, or his/her designee, shall notify the grievant, in writing, of the decision.

New Mexico Athletics will make every effort to ensure that those named in a grievance or are too closely associated with those involved in the grievance will not be part of the investigative team.

The Athletics Department of University may utilize a neutral third-party investigator to address the student-athlete's complaint of grievance.

### **FORMAL APPEAL**

Should the grievant be unsatisfied with the decision of the Director of Athletics, or his/her designee, and only if substantial new facts have been discovered that were unavailable at the time of the initial formal meeting, he or she may take the following steps:

Within 21 days after receipt of a written decision, the grievant should notify the Director of Athletics, in writing, that he or she wishes to appeal the decision and notify the Director of Athletics of the substantial new facts which were unavailable at the time of the meeting, which form the basis for the appeal.

After receiving the timely request for appeal pursuant to paragraph 1 above, the Director of Athletics shall refer the appeal to a panel consisting of the Faculty Athletic Representative, the Sr. Associate Director of Athletics for Student Welfare and a member of the Student-Athlete Advisory Committee (to be selected by the SAAC president; such chosen person shall not be a teammate of the grievant). The Panel shall decide whether or not there exist substantial new facts which were unavailable at the time of the initial meeting so as to justify an appeal meeting for the grievant. The Panel may consult with others in order to make such determination. The decision whether or not to grant an appeal hearing will be based upon grievant's written appeal and any consultation the Panel chooses to conduct. If the Panel decides that an appeal meeting is justified, the Panel shall communicate such to the grievant and the Director of Athletics and shall set the date for an appeal meeting. The Panel shall also communicate to the grievant the rules which shall govern the appeal meeting.

Within a reasonable time period after the appeal meeting, the Panel shall notify the grievant, in writing, of its decision. The decision of the Panel is final.

## **OTHER RESOURCES**

The UNM Student Handbook, The Pathfinder: <http://pathfinder.unm.edu>

The UNM Dean of Students Office: 505-277-0111, [doso@unm.edu](mailto:doso@unm.edu), University Advisement and Enrichment Center, Room 280

In addition to the resources already listed in the Student-Athlete Grievance Process, the following information may also be provided to assist the student-athlete in determining whom to contact for specific issues or problems. Except for concerns about playing time, which are solely determined by the head coaches, these are suggestions and not intended to limit or require the student-athlete from approaching any of the resources listed below:

1. **Playing time:** Issues about playing time are solely the responsibility of the head coach. You may discuss concerns about playing time with your head coach or assistant coaches. Administration will not consider concerns about playing time.
2. **Reporting violations or issues with NCAA or conference rules:** Student-athletes may report possible violations of NCAA rules to the Vice President of Athletics, Deputy Athletic Directors, Senior Associate Athletic Directors, Associate Athletics Director – Compliance, Director of Compliance, [or anonymously report via EthicsPoint <https://secure.ethicspoint.com/domain/media/en/gui/42682/index.html>].
3. **Issues with Your Student-Athlete Experience:** Some staff are uniquely qualified in certain areas such as athletic trainers (injuries, health issues); academic advisors and learning specialists (academic issues); compliance directors (questions on conference/NCAA rules, scholarship, eligibility); or you may prefer talking to another member of staff (including your coaches and sports coordinators) with whom you feel most comfortable, and they will guide you as to your next steps. [Deputy Athletic Director/SWA, Janice Ruggiero] is a good resource, particularly in the areas of student welfare, mental health, conduct and behavior.
4. **Student Health & Counseling (SHAC):** SHAC is available on campus where a student-athlete can talk with a University employee when they wish their issue to be totally confidential: 505-277-3136. New Mexico Athletics also offers a psychologist for student-athletes, who is required to maintain confidentiality unless the student-athlete gives various levels of permission for the psychologist to communicate with another. (The student-athlete is not required to see this psychologist exclusively). To set up an appointment with a psychologist, contact Bob Waller at 505-925-5545. Student-athletes may also engage with a certified sports nutritionist. To set up an appointment with the nutritionist, student-athletes may contact their coach or athletic trainer.
5. **Reporting a Crime:** If the incident occurred on campus a report should be made to the University of New Mexico Police Department at 505-277-2241 or call 911. If a crime occurs off campus, call 911.
6. **Reporting Concerns Regarding a Student's Behavior:** Student-athletes should talk with sports coordinators, sports medicine staff, academic advisors, coaches or administrative staff regarding concerns about fellow-student athletes. However, if the concern is for a non-athlete, or you do not feel the desire to contact an Athletics Department staff member, you may contact the Dean of Students Office to make a report of concern. The Dean of Students Office will follow-up. Dean of Students Phone Number: 505-277-3361.
7. **Human Resources Department:** For complaints against University employees, student-athletes may contact the Athletics Department's Human Resources designee/liason at 505-925-5551 and/or the University's Human Resources Department 505-272-2325- <https://hr.unm.edu/contact-unm-human-resources>
8. **Title IX (Sexual Misconduct) Violations:** Cases involving possible Title IX violations, discrimination on the basis of sex, including sexual harassment, sexual assault, and sexual violence, shall be reported by a student-athlete to a coach, sport coordinator, Vice President of Athletics, any member of the Athletics administration, other University

administrators, and/or to the University Title IX (OEO) designees. Reports of sexual misconduct shall be promptly responded to and investigated and also reported to the University of New Mexico Police Department and other law enforcement agencies when required. Police investigations and University Title IX investigations may proceed simultaneously. Coaches or other University staff members who fail to report alleged or suspected violations of this policy to the appropriate campus office (Title IX Coordinator/OEO) within 24 hours or as soon as reasonably possible may be subject to disciplinary action, up to and including termination.

University Title IX Reporting Obligations: [https://oeo.unm.edu/title-ix/reporting\\_obligations.html](https://oeo.unm.edu/title-ix/reporting_obligations.html)

University OEO Discrimination Claims Procedures: [http://oeo.unm.edu/forms/pdf/-new\\_claims.pdf](http://oeo.unm.edu/forms/pdf/-new_claims.pdf)

Submit a Title IX Complaint: [https://unm-advocate.symplicity.com/titleix\\_report/index.php/pid598236?](https://unm-advocate.symplicity.com/titleix_report/index.php/pid598236?)

Other resources for student-athletes for sexual misconduct-related offenses include:

- University's Title IX Coordinator: Angela Catena 505-277-5251 [acatena@unm.edu](mailto:acatena@unm.edu)
- Deputy Title IX Coordinator for Athletics: Amy Beggin: 505-925-5835 [abeggin@unm.edu](mailto:abeggin@unm.edu)
- Lobo Respect Advocacy Center (Confidential): 505-277-2911 (24 hours)
- LGBTQ Resource Center (Confidential): 505-277-5428
- Women's Resource Center (Confidential) 505-277-3716
- Sexual Assault Nurse Examiners: 505-884-7263

9. Academic dishonesty or misconduct: Student-athletes with questions, concerns or violations of the academic dishonesty policy may contact any member of the Athletics Department administration, Faculty Athletic Representative, Karen Gaudreault, ([kgaudreault@unm.edu](mailto:kgaudreault@unm.edu) /505 277-8173 or the Dean of Students Office (505) 277-3361 (<http://dos.unm.edu/>)

10. University policy, ethics, compliance or legal violations: In cases of possible violations of University policies, or ethical, compliance or legal violations, student-athletes may contact a coach, a sports coordinator, Vice President of Athletics, any member of the Athletics administration, or the University Compliance Office at 505-277-0169 or <http://compliance.unm.edu/> or via EthicsPoint <https://secure.ethicspoint.com/domain/media/en/gui/42682/index.html> The Compliance Office will conduct or direct any investigation related to violations of University policies or ethical violations.

11. University Compliance Hotline: EthicsPoint is provided as a service to assist any student-athlete, student, or member of the University community with reporting concerns, policy violations, or issues about questionable practices, and the reporter may remain anonymous. You may utilize this service by calling toll-free at 1-888-899-6092 or the website <https://secure.ethicspoint.com/domain/media/en/gui/42682/index.html>

12. Office of University Counsel: 505-277-5035 or <https://counsel.unm.edu/>



## ***LOBO CENTER FOR STUDENT-ATHLETE DEVELOPMENT***

### ***MISSION STATEMENT***

The Lobo Center for Student-Athlete Success, in conjunction with the University of New Mexico, provides support services for prospective, current, and former student-athletes in an effort to increase academic and personal success. Student-athletes are encouraged to develop personal responsibility, intelligent decision making, and leadership skills through the provision of educational experiences both inside and outside of the classroom. The Lobo Center also celebrates the academic and civic achievements of our student-athletes.

The Lobo Center expects to fulfill its mission responsibilities by:

- Providing resources and facilities responsive to the needs of student-athletes
- Assisting student-athletes with the transition into, through, and out of college
- Assisting student-athletes in the selection of majors/careers
- Providing guidance to student-athletes about program, course, registration, and other academic requirements/procedures
- Monitoring and advising student-athletes in regards to NCAA, MWC, and UNM academic eligibility standards
- Serving as a conduit to campus resources
- Collaborating with other campus departments to ensure cooperation between athletics and academic programs necessary for student academic success
- Creating opportunities for student-athletes to become involved with community service initiatives
- Providing an environment where diversity and multiculturalism is valued and respected

### ***STAFF DIRECTORY***

**Chris Baca**

Associate Athletic Director of Student Development

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**Joseph DeBonis**

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505-277-3154

**Amanda Carroll**

Graduate Assistant

[acarroll3@unm.edu](mailto:acarroll3@unm.edu)

## ***STUDY HALL***

The policy below outlines minimal standards for required study hall hours for all UNM student-athletes. Requirements may be increased where coaches and/or advisors feel it is needed. All freshmen student-athletes will be required to complete a minimum of 6 hours of study hall each week during their first academic year. New transfer athletes will also be required to complete 6 hours of study hall each week during their first semester at UNM. Continuing UNM student-athletes will be required to complete study hall hours based on the following requirements:

- Student-athletes with a cumulative GPA below a 2.00 (0.00-1.99) will be required to complete a minimum of 6 hours of study hall each week
- Student-athletes with a cumulative GPA below a 2.25 ( 2.00- 2.24) will be required to complete a minimum of 5 hours of study hall each week
- Student-athletes with a cumulative GPA below a 2.50 (2.25-2.49) will be required to complete a minimum of 4 hours of study hall each week
- Student-athletes with a cumulative GPA below a 2.75 (2.50- 2.74) will be required to complete a minimum of 3 hours of study hall each week

Any student-athlete who earns less than a 2.00 semester GPA (0.00- 1.99) will be required an additional 2 hours of study hall each week. If the student-athlete is not currently required to complete study hall hours, they will be required to complete a minimum of 2 hours each week.

Hours spent with tutors and/or mentors count toward the required study hall hours if tutoring or mentoring is completed in the Center and if the student-athlete signs in properly.

Coaches will reserve the right to adjust study hall hour requirements during the week to accommodate travel schedules and the university holiday and break calendar.

Study Hall is located in the Lobo Center for Student-Athlete Success. The following are the study hall regulations:

- You must have Lobo ID Card to sign in to study hall. If you fail to sign in/out you will not be credited for study hall time. No card, no hours.
- Be honest. When signing in/out, there are consequences if you attempt to cheat on study hall time.
- Be prepared. Bring all books and needed materials to study effectively.
- Be respectful. Disruptive behavior will not be tolerated. You are responsible for your actions and must act in a manner that creates a positive learning environment.

The following items are not permitted:

- FOOD/DRINK (except in designated areas)
- WEAPONS
- DRUGS/ALCOHOL, INCLUDING CHEWING TOBACCO AND BEING UNDER THE INFLUENCE
- NON-SCHOLARLY TEXTS & MATERIALS
- CELL PHONES (MUST BE TURNED OFF PRIOR TO STUDY HALL)
- INAPPROPRIATE LANGUAGE
- MOVING COMPUTER EQUIPMENT
- NO** YouTube, Facebook, instant messaging programs, or loud music while in the Center

There are consequences for not following the rules and for disruptive and disrespectful behavior including verbal and written warnings and removal from study hall.

## ***ATHLETIC COMPUTER LAB***

The athletic computer lab is an academic aid to student-athletes and its primary purpose is to facilitate the scholastic pursuits of student-athletes at the University of New Mexico. The use of the computer lab is a privilege, not a right. Disregard or failure to follow any of the set rules may result in forfeiture of the privilege to use the computer lab.

The computer lab is available Sunday from 6:00 pm-9:30 pm, Monday-Thursday 8:00 am-9:30 pm, and Friday 8:00 am-5:00 pm. Monitors are in place to enforce the following rules:

1. No food (including candy and small snacks) or drink in the computer lab. No liquids other than sealable water bottle allowed in the lab (no take out/fast food cups, etc.). No tobacco or tobacco products anywhere in study hall.
2. No cell phones in computer lab. This includes, but is not limited to, text messaging, checking voicemail, taking pictures and making phone calls.
3. Keep the volume low when listening to portable audio devices with headphones
4. Computers are for school-related work only. Do not use the computers for instant messaging, internet surfing, "online networking" (i.e., Facebook and Twitter), or YouTube.
5. Anyone who is suspected of academic fraud while utilizing the computer lab will be reported immediately to their academic advisor and/or coach.

## ***TUTORING SERVICES***

### ***APPOINTMENT SESSIONS***

Students will be assigned a one-hour session that is appointment based so students will meet with the same tutor at the same day/time each week.

All sessions will happen at the Lobo Center for Student-Athlete Success during regular office hours:

Sundays: 6-9pm

Mondays through Thursdays: 8a-9:30pm

Fridays: 8a-5pm

### ***WHAT TYPE OF TUTORING IS AVAILABLE?***

Content specific tutors including lower division math, science courses such as biology and chemistry, english, economics, nutrition, etc.

Assistant learning specialists who work with students for task competition, time management, writing support, and study skills development.

### ***EXPECTATIONS OF BEHAVIOR***

Students should conduct themselves in a professional, mature, and respectful demeanor both inside and outside of the LCSAS.

### ***WHILE IN THE TUTORIAL CENTER, STUDENT-ATHLETES MUST:***

- Display a respectful attitude towards all staff members, tutors, and fellow student athletes
- Maintain appropriate conversations at a reasonable volume in tutorial center lobby, cubicles, and computer lab
- Arrive on time and stay for the FULL duration of all tutorial sessions
- Bring ALL course materials for the tutorial session (books, notes, pen/pencil, etc.)
- Silence and put away all cell phones, tablets, and digital media devices
- Adhere to all other policies outlined in this handbook

### ***HOW IS A TUTOR REQUESTED?***

Students should contact their athletic academic advisor to request a tutor. Students need to include the requested course and weekly availability for appointments.

### ***CANCELLATION POLICY FOR STUDENTS***

The student is ultimately responsible for making sure cancellations are communicated properly.

Students are not permitted to cancel tutor sessions directly with a tutor.

Appointments should not be canceled beyond approved reasons which include team travel, competition, medical reasons (with appropriate documentation), or with advisor approval.

Athletic advisors are permitted to cancel appointments on behalf of student(s) for approved reasons (see above).

Any appointment cancelled by student and/or advisor is not subject to a make-up session unless there are special circumstances involved; then, a make-up session can be requested.

### ***CANCELLATION TIMELINE:***

Appointments 5pm or later: must be cancelled no later than 2pm that day.

Appointments before 5pm: must be cancelled no later than 5pm the previous day.

For Sunday appointments and appointments before 5pm on Mondays: must be cancelled no later than 12pm the previous Friday.

If a student needs to cancel an appointment:

The student will request permission from their athletic academic advisor to cancel a session.

Athletic academic advisor will complete the tutor cancellation form.

Tutor coordinator will verify cancellation and notify student, academic advisor, and tutor via email.

## ***STUDENT INFRACTION POLICY***

**\*The Tutor Coordinator has the right to request a meeting with a student at any point if a situation arises that is deemed harmful to the integrity of the tutoring program\***

- Tutor coordinators will keep/update/track student infractions that will be accessible to LCSAS staff.
- Tutor coordinators will communicate to athletic advisor and student when an infraction occurs.
- Infractions will be cleared after each semester.
- Infractions can include but are not limited to:
  - Missing a tutoring appointment.
  - Being late (10 mins past the scheduled time) for 2 tutoring appointments.
  - Failure to follow tutor appointment cancellation policy.
  - Not being prepared for tutor appointments (no books, notes, etc.)
  - Unwilling to be productive or work during tutor appointments.
  - Disturbing/distracting others during tutor appointments.
  - Displaying a disrespectful/disengaged attitude towards tutors.
  - Utilization of electronics for non-academic purposes including cell phones during tutor appointments.

## ***INFRACTION DISCIPLINE GUIDELINES***

Numbers of Infractions	Consequence
1	Written Warning sent to student and academic advisor via email
2	Second Written Warning sent to student and academic advisor via email
3	Email sent to student to schedule required in-person meeting with LCSAS tutor staff and academic advisor to discuss infractions and expectations of tutoring program. <b>Student will be given infraction communication form given to coaches to sign and return to LCSAS tutor staff prior to continuation within the program.</b>
4	Services suspended. Student will have 48 hours to schedule in-person meeting with LCSAS tutor staff, academic advisor, <b>AND COACH</b> to discuss infractions and expectations of tutoring program. Sessions may continue as long as meeting is on LCSAS staff calendar.
5	Services suspended. Student will need to schedule meeting with academic advisor, tutor staff, and coach to discuss infractions and expectations.

## ***REINSTATEMENT PROCESS***

- Student can have services restated, and potentially all infractions cleared, upon receiving written completion of the reinstatement form describing circumstances that led to probationary status and outline steps to ensure future fulfillment of student expectations.
- Once the reinstatement form is completed and submitted, the tutor coordinate and athletic advisor will review and decision made on reinstatement.

## ***INFRACTION REVIEW***

- Student has the right to have any infraction reviewed for removal.
- Student will complete infraction review form to gather further information for review.
- Tutor coordinator and athletic advisor will review infraction Form.
- Student, athletic advisor, and Tutor Coordinator will meet to discuss infraction review and determine if infraction will stand or be removed.

## ***WHAT ARE OTHER OPTIONS FOR TUTORING?***

CAPS (Center for Academic Program Support) on main campus is still available for students. [caps.unm.edu](http://caps.unm.edu)

Contact Information

LCSAS Tutor email: [lcstutor@unm.edu](mailto:lcstutor@unm.edu)

Joseph DeBonis (Tutor Coordinator): [dbonisj@unm.edu](mailto:dbonisj@unm.edu)

Chris Baca (Associate Director for the Lobo Center for Student-Athlete Success): [chbaca@unm.edu](mailto:chbaca@unm.edu)



### ***ACADEMIC PLANNING, COUNSELING, AND REGISTRATION***

The LCSAS, in conjunction with the various college counselors, informs student athletes of requirements for prospective degrees. LCSAS assists in the planning of class schedules with regard to academic standing, practice, travel and competition schedules. To comply with the NCAA's satisfactory progress rule, each student-athlete must designate a program of study leading toward a specific baccalaureate degree at UNM by the beginning of the third year of enrollment (i.e., the 5th semester). The LCSAS counselors ensure that each student-athlete meets this requirement, and then works with the student-athlete to ensure that he/she makes satisfactory progress toward the specified degree. LCSAS advisors coordinate the scheduling of classes and registration for each semester.

### ***CLASSROOM CONDUCT***

The instructor is responsible for classroom conduct, behavior and discipline. Any action that would disrupt or obstruct an academic activity is prohibited. The instructor may refer situations involving classroom misconduct to the Dean of Students Office for additional action under the "Student Code of Conduct" as published in the UNM Pathfinder.

Use of classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during nonscheduled periods should be arranged with the appropriate department or other division of the University. Smoking, eating and drinking are prohibited in all classrooms and teaching laboratories, including seminars.

### ***STUDENT-ATHLETE EXPECTATIONS***

As a student-athlete, you are very recognizable on campus. You represent your team and UNM Athletics each and every day. In light of that fact, UNM Athletics expects its student-athletes to engage in the following positive academic behaviors to benefit you, your team, and the entire athletic department.

1. No texting—most common complaint from professors that we receive. Put your phone away until you leave class; do not try to hide your phones under books, a desk, or any other place. It is very obvious what you are doing.
2. No music or headphones - remove your headphones when you are in class and put your iPods or other music playing devices away.
3. No talking—pay attention to the professor and refrain from side discussions while the professor is lecturing.
4. No outside materials - do not read the Daily Lobo, other newspapers or magazines, or outside books in class; pay attention to the professor.
5. Arrive on time to class - be on time to class, even arriving a minute late to class is noticed by your instructors. It is very noticeable when someone walks in late and many grades are lowered due to chronic lateness. Some professors will even drop students for consistent lateness.
6. Respect for instructors - treat your instructors like you do your coaches. Give them the respect they deserve and you will be treated with similar respect from them. If you give them attitude, are disrespectful or are rude, you can expect to receive the same type of attitude back - and be sure your grade will be affected.

### ***DISHONESTY IN ACADEMIC MATTERS***

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

Academic dishonesty also includes copying all or parts of papers, paragraphs, or sentences from pieces written by others, posted online, or given to one student by another. It can also include improper citations or a lack of citations. For assistance with proper citations in papers, please see a CAPS tutor.

If a student knows or suspects violations of academic dishonesty or misconduct, they should contact Chris Baca, Associate Athletic Director of Student Development at [chbaca@unm.edu](mailto:chbaca@unm.edu), Karen Gaudreault Faculty Athletic Representative at [kgaudreault@unm.edu](mailto:kgaudreault@unm.edu) or the Dean of Students <https://dos.unm.edu/about/contact-us.html>

### ***CLASS ATTENDANCE-***

The UNM Faculty Handbook states the following in relation to class absences attributable to authorized university activities (POLICY D170)-

*Absences due to illness, or to authorized University activity such as field trips, athletic trips, etc., are to be reported by the student to his/her instructor(s) and to the Dean of Students Office. If a student is unable to contact his/her instructor(s) the student should leave a message at the instructor's department. The reporting of absences does not relieve the student of responsibility for missed assignments, exams, etc. The student is to take the initiative in arranging with his/her instructor(s) to make up missed work, and it is expected that the faculty member will cooperate with the student in reasonable arrangements in this regard.*

There is a direct correlation between classroom attendance and academic success. Therefore, all coaches and Departmental administrators are expected to reinforce the necessity of regular class attendance to the student-athletes. Class attendance is monitored by the LCSAS. Professors are asked to provide progress reports on the student-athletes. The head coach of the designated sport is notified when a student-athlete misses classes. The student athlete is responsible for explaining his/her actions and is instructed to contact the professor in an attempt to resolve the attendance problem. Student-athletes should provide a copy of their sports' schedule and class excuses for team travel to their instructors at the beginning of each semester. Arrangements for taking any examinations or completing work assignments affected by team travel are the responsibility of each student athlete. Excuse letters are provided to student-athletes by the LCSAS.

### ***EXAMINATIONS***

Examinations other than final examinations are given during each course at the discretion of the instructor. Final examinations are given at the end of each course as scheduled during the final examinations period. Visit the Schedule of Classes online at <http://registrar.unm.edu>.

### ***WITHDRAWING FROM A COURSE-***

In order to remain academically eligible to participate in intercollegiate athletics, a student-athlete's course load must not drop below 12 hours. A student-athlete who needs to drop or add a class must consult with his/ her LCSAS counselor, and have a form signed by their coach. The LCSAS counselor explains all applicable eligibility legislation to the student-athlete. If the dropping of a class results in a student-athlete being registered for less than 12 hours, the CCACSA counselor informs the Associate Athletic Director for Compliance.

## **NCAA CONTINUING ACADEMIC ELIGIBILITY REQUIREMENTS**

### **Be Enrolled Full Time**

Exception: Can be less than Full Time if they are graduating at the end of that term. If they have internship remaining after coursework, they must be full time during that last term of coursework.

To qualify for this exception we need a Degree Audit signed by the Academic Advisor

### **Pass 6 hours towards degree per term (Fall/Spring)\***

Football Student-Athletes: Must Pass 9 hours towards degree in Fall Term\*

### **Pass 18 hours towards degree during Fall/Spring\***

*\*Minor Hours do not count towards degree hours. Hours will count if minor is required for graduation or Minor is declared prior to beginning of semester*

All Student-Athletes have a registration hold placed on their account. This prevents dropping a course without talking to their Athletic Academic Advisor. Hold is removed on first day of registration

### **1<sup>st</sup> Year Students:**

- Pass 24 Hours towards Degree

### **2<sup>nd</sup> Year Students:**

- End of 2<sup>nd</sup> Year, must have 72 Degree Hours Remaining
- Declare Major

### **3<sup>rd</sup> Year Students/Start of 5<sup>th</sup> Semester:**

- Have 48 Total Degree Hours=40%++
- End of 3<sup>rd</sup> Year, must have 48 Degree Hours Remaining
- Apply for Graduation

### **4<sup>th</sup> Year Students/Start of 7<sup>th</sup> Semester:**

- Have 72 Total Degree Hours=60%++
- End of 4<sup>th</sup> Year, must have 24 Degree Hours Remaining

### **5<sup>th</sup> Year Students/Start of 9<sup>th</sup> Semester:**

- Have 96 Total Degree Hours =80%++
- End of 5<sup>th</sup> Year, must Graduate!

*++All references for Total Degree Hours are based on 120 Hour Degree Program*

### **Degree Programs over 120 Hours**

Degree Hours Passed/Total Degree Hours

## **SCHOLARSHIP BOOK POLICY**

### **BOOK PICK-UP**

*If your scholarship contract says your books are on loan, follow the policy below. If your scholarship contract says you have a book stipend, that dollar amount will be provided at the beginning of the semester.*

Books will be picked up directly from the bookstore at a designated area. You must make every effort to pick your books up at the scheduled book pick-up times. If you cannot pick-up your books at the assigned times, you must let your athletic academic advisor know **BEFORE** the book pick-up times in order to arrange an alternate time.

You **MUST** have your Lobo Card in order to pick up your books (no driver's licenses or other forms of ID). If you have lost or misplaced your Lobo Card, you need to get a new one before book pick-up.

Always keep **ALL** receipts received from the bookstore. These receipts are important in verifying what books you have received and what books are still outstanding.

If a book is not yet available when you receive your books, you will receive an email from your academic advisor letting you know when the book has arrived and giving instructions on where and when to pick up the book.

If you add/drop a course during the regular add/drop period, your athletic academic advisor will notify the book manager, who will notify the bookstore. The bookstore will make every attempt to have the new books ready for pick-up within 24 hours of notification. No new books will be given to students until books for the classes being dropped are returned.

If your professor is requiring that you get your books or other required course material(s) from somewhere other than the bookstore (i.e.: the UNM Copy Center) you will need to purchase the packet and bring the receipt and the syllabus to the book manager to get reimbursed for the book. Your syllabus will need to state that this packet is a required text for the class or else you will need to get a note from your professor stating that this packet is a required text for the class. UNM will only reimburse you for books you paid for, and you can only get reimbursed for your books. (i.e.: If you buy the book for a teammate, you cannot get a reimbursement for both books. Each person will have to bring in his or her own separate receipt to get reimbursed.)

### **BOOK RETURNS**

Notification for book return dates and times will be sent to book scholarship student-athletes via email and passed along during team meetings. There will be a clearly marked area in the bookstore for student-athlete book returns. You must return ALL materials received from the bookstore at the scheduled dates and times. If you cannot return your books during the scheduled dates and time, you must request an alternate time **BEFORE** the book return dates from your athletic academic advisor.

All materials must be returned to the bookstore, including: iclickers, lab manuals, workbooks, and any other materials covered by the book scholarship.

You **MUST** have your Lobo Card in order to return your books (no driver's licenses or other forms of ID). If you have lost or misplaced your Lobo Card, you need to get a new one before the book return.

You **MUST** return your own books. Books returned by individuals other than the student-athlete themselves will not be accepted.

You **MUST** return all your books and materials at the same time. It is not permissible to return your books in multiple trips. Any books returned by student-athletes that are defective, water damaged, have detached spines or are not in resalable condition will not be accepted by the bookstore and will be charged to the student-athlete's account.

Any books or materials not returned by the given deadline will be charged to the accounts of the student-athlete.

Any questions or concerns regarding books can be directed to Eric Schultz at 925-5840 or erschultz@unm.edu.

## ***STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)***

### **What is the Student-Athlete Advisory Committee?**

The Student-Athlete Advisory Committee (SAAC) operates at the campus, conference, and NCAA levels. In 1995, the National Collegiate Athletic Association (NCAA) mandated that each Division I member institution have a student-athlete advisory committee.

The campus Student-Athlete Advisory Committee is a group of current student-athletes assembled to provide insight on the student-athlete experience. SAAC also offers input on the rules, regulations, and policies that affect student-athletes' lives on NCAA member institution campuses. There is an executive leadership committee as well as representatives from every varsity sport. Meetings typically occur on a bi-monthly basis.

### ***UNIVERSITY OF NEW MEXICO SAAC MISSION STATEMENT***

The mission of the University of New Mexico's Student-Athlete Advisory Committee is to develop leadership skills, protect the welfare of the student-athlete, and support and organize community service events, while promoting a positive student-athlete image.

### ***MOUNTAIN WEST CONFERENCE SAAC MISSION STATEMENT***

The mission of the Mountain West Conference Student-Athlete Advisory Committee is to enhance the quality of life of student-athletes and to promote a positive student-athlete image both on and off campus. The committee will accomplish its mission by providing a forum for issues, providing student-athletes a voice in the Conference, and acting as a liaison between the various Conference committees, campus student-athlete advisory committees and the Division I Student-Athlete Advisory Committee.

### ***NCAA DIVISION I SAAC MISSION STATEMENT***

The mission of the NCAA Division I Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete well-being, and fostering a positive student-athlete self-image. Division I SAAC will be guided by the following principles: ethics, integrity, fairness, and a respect for diversity, which shall include, but not limited to, attention to gender, race, ethnicity, sexual orientation, and sport.



## ***LOBO SCHOLARS***

### ***PROGRAM DESCRIPTION:***

The Lobo Scholars Program is a collaborative effort by the University of New Mexico's Honors College and Athletics Department. It was established in 2013 to support academic excellence among UNM's high achieving student athletes. This multi-tiered program provides student athletes with unique opportunities for intellectual growth and cross-community collaboration.

More specifically the Lobo Scholars Program provides a structure for students to assess their scholar athlete experience in an intellectually rigorous manner. It encourages and facilitates more student athletes joining the university's Honors College. In connection with the Lobo Center for Student-Athlete Success and the National and International Scholarships and Fellowships office, LSP prepares selected students to compete for nationally and internationally competitive scholarship programs.

### ***PROGRAM GOALS:***

1. Help recruit the best student athletes to UNM
2. Facilitate leadership training and research opportunities for student athletes
3. Prepare students to give "the great answer" regarding their student athlete experience
4. Increase the number of student athletes in UNM's Honors College
5. Increase the number of student athletes applying for post-graduate scholarships

### ***SELECTION PROCESS***

Selection process includes involvement from UNM coaches, athletic administration, and faculty. Nominations are accepted and encouraged. Students need to display and demonstrate academic, intellectual, and leadership promise.

# ***THE UNIVERSITY OF NEW MEXICO ACADEMIC REQUIREMENTS***

## ***ACADEMIC FREEDOM***

As a center of knowledge, the University adheres to the doctrines of academic freedom and free speech. The University will continue to protect the exploration of ideas and will encourage inquiry and creative activity by students, faculty and staff. At the same time, the University opposes statements and activities that reflect bigotry and prejudice, and that consequently tend to diminish active participation by all elements of the academic community and to inhibit the free expression of ideas.

## ***ACCESSIBILITY RESOURCE CENTER***

Accessibility Resource Center (ARC) recognizes individuals with disabilities as an integral part of a diverse community and is committed to the provision of comprehensive resources to the University community (faculty, staff, and student) in order to create equitable, inclusive, and practical learning environments.

ARC is a department within Student Services, which is a division of Student Affairs. <http://as2.unm.edu/>

## ***GENERAL ACADEMIC REGULATIONS***

Students are responsible for complying with all regulations of the University, their respective colleges and the departments from which they take courses, as well as for fulfilling all degree requirements. Students are responsible for knowing and complying with all academic regulations.

## ***GRADE NOTIFICATION***

Semester grades are available via LOBO Web (<http://my.unm.edu>). Grades are posted nightly as they are entered by the instructor. Final semester GPA calculations, Dean's List determinations and probation/suspension decisions are processed one week after the last official day of the semester. If a hard copy of grades is required, it can be obtained from the Records and Registration Office at the Student Support and Services Center.

## ***GRADING SYSTEM***

UNM utilizes a fractioned grading system. The following are the allowable grades and associated grade points.

Grade	Points	Grade	Points
A+	4.33	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67

A failing grade of F= 0 points

Note: Graduate students may not receive C-, D+, D or D- grades.

## ***GRADE POINT AVERAGE***

An undergraduate student's grade point average is calculated by dividing the total number of grade points earned at The University of New Mexico by the total number of hours attempted. These hours must be attempted in courses with letter grades and the courses must be numbered 101 or above. Courses for undergraduate students given a grade of W, WNC, CR, NC, PR or I are excluded in the grade point average calculation.

For graduate students, the Office of Graduate Studies, internally for their record keeping processes, calculates a grade of "I" as a 2.0 until replaced by another letter grade. Grades earned in courses taken at other institutions are not included in calculation of the University of New Mexico grade point average. The grade point average will reflect only courses taken at the University of New Mexico.

## **GRADING OPTION**

Changes in grading option (including audit, pass-fail option, letter grade or graduate credit option) in any course may be made through the fourth week of the semester. It is the student's responsibility to make certain that they are registered in any course for the proper grading option.

## **PASS/FAIL CREDIT OPTION**

1. This grading option is open to students enrolling in courses that do not apply to their major.
2. A student is permitted to enroll in a maximum of 4 credit hours per semester under the pass/fail (CR/NC) grading option.
3. CR (credit) is the equivalent of at least a grade of C. Students who do not satisfactorily complete a course under pass/fail (CR/NC) grading will receive NC (no credit).
4. A course may be changed to the pass/fail (CR/NC) grade option. See the current Schedule of Classes online at <http://schedule.unm.edu/> for deadlines.
5. A maximum of 24 credit hours graded pass/fail (CR/NC) will be allowed toward a baccalaureate degree. Graduate students may not count more than 6 hours of course work in which a C (2.0), C+ (2.33) or CR was earned.
6. Courses which are specifically approved for pass/fail (CR/NC) grading are not included in the 24-hour maximum allowed toward degree requirements.
7. The following may not be taken under the pass/fail (CR/NC) option:
  - a. Courses in the University Honors Program and the Undergraduate Seminar Program.
  - b. Courses that are part of the student's major (as defined by the major department) with the exception of those courses especially approved for use of pass/fail (CR/NC) grading.
  - c. Courses that are part of the student's minor (see specific college and departmental requirements).
  - d. Correspondence courses.
  - e. Courses the student is repeating after first taking the course under the regular grading system.

Some schools, scholarship committees and honorary societies do not accept this grading system and convert grades of "Credit" to C and "No Credit" to F when computing grade point averages or may otherwise penalize students who use this option.

NOTE: Students may not be penalized by a department if, when selecting or changing a major field, they have taken a course in their major on a pass/fail (CR/NC) option basis.

The following are additional grades students may receive for a course.

CR	Credit	Gives credit for the course, but is not computed in the grade point average. CR is the equivalent of at least a grade of C. At the graduate level, CR is used to report completion of a master's thesis or doctoral dissertation. (See the following pages for specific information concerning pass/fail [CR/NC] option grading.)
NC	No Credit	Not computed in the grade point average. At the graduate level, NC is also used to report unsatisfactory complete of master's thesis or doctoral dissertation. Certain workshops and courses may be offered under CR and NC as defined above.
PR	Progress	Used to indicate that a thesis or dissertation is in progress, but not complete. In the semester when the thesis or dissertation is completed, CR or NC is reported.
I	Incomplete	Given only when circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a session (see the policy on Removal of Incomplete.)
AUDIT		Recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.

W	Withdrawal	Used for approved administrative withdrawals only at the end of a semester. Examples of administrative withdrawals include: determination by the instructor that the student never attended the class, processing errors, catastrophic illness of the student or other reasons beyond the student's control.
WNC	Withdrawal No Credit	Not computed in the grade point average. WNC indicates an official withdrawal in a pass/fail (CR/NC) enrollment option or course approved for pass/fail (CR/NC) grading.
RS	Reinstatement	Not computed in the grade point average; no credit is earned. An RS grade is used for approval retroactive enrollment in a 599 or a 699 course when the student did not complete any work on the thesis or dissertation.

### **GRADE REPLACEMENT POLICY**

The course repeat policy was revised by the Faculty Senate to include a grade replacement option effective Spring semester 1991. Under this policy, only undergraduate students may repeat a course for a higher grade and have the lower grade removed from the grade point average. This revision is an option for students who meet the criteria outlined below. Repeated courses for students who do not meet the criteria, or who choose not to make use of the option, automatically fall under the existing policy as described under "Repetition of a Course."

The following outlines the procedure for the implementation of this course repeat (grade replacement) option. NO EXCEPTIONS ARE MADE TO THIS POLICY.

1. The Grade Replacement policy is effective as of Spring semester 1991 and affects only the University of New Mexico course work\* from Spring 1991 forward. This means that the first attempt in a course cannot have been prior to Spring semester 1991. The policy is not retroactive to any semester prior to Spring 1991.
  - a. A student who fails a course at the University of New Mexico and repeats the same course with a grade of C or better at another college or university may have the credit accepted for transfer, but the grade received at the University of New Mexico will continue to be computed in the grade point average.
2. Students in undergraduate status are eligible to use this policy, and only course work that applies to an undergraduate degree is considered for a grade replacement.
3. A repeated course must result in an improved grade in order to replace the other grade (e.g., a D cannot replace a D). The higher grade removes the lower grade from the grade point average and earned credit hours. Grades of CR, NC, PR, WP and W are not replaceable grades since they do not affect the grade point average.
4. The process is not automatic. Students must initiate the process by completing a form in the Records and Registration Office, indicating which course is to be replaced. *The course numbers and titles must be identical, except where equivalencies or a change has been noted in the University of New Mexico Catalog. Substitute courses are not acceptable.* Forms are accepted after the second attempt in the course has been completed.
5. A grade replacement may be applied only to 12 hours of repeated course work. Only one grade replacement is allowed for each course, regardless of the number of times the course has been repeated.
6. Once a grade replacement has been approved, the process cannot be reversed or changed.
7. No grade may be replaced after a degree has been awarded.
8. All grades remain on the record. An "E" appears on the transcript next to the course that has been replaced.
9. Students registering for a late starting Fall course cannot use the Grade Replacement Policy to replace a grade within that same Fall Semester.

NOTE: This policy applies only to courses taken and repeated at the University of New Mexico. Graduate students wishing to replace grades must follow the Graduate Grade Replacement Policy in the UNM Catalog.

## ***NCAA RULES & REGULATIONS***

Though NCAA and Conference rules may seem complicated, the underlying reason for these rules is to field teams that play according to the same rules in all athletic competitions, without institutions having a “competitive advantage.” You are asked to be especially careful about accepting any favors, invitations or assistance from boosters. If you have any doubts, contact your coach or the Associate Athletic Director for Compliance before accepting anything that might be considered an “extra benefit.” Examples of common extra benefits include free or discounted meals, entertainment, transportation and lodging. Note: It is important that all student-athletes understand the basic rules that relate to eligibility, financial aid, practice and competition, and extra benefits. All student-athletes are responsible for their own actions and compliance with Conference and NCAA rules. The staff in the Compliance Office is here to help you with any concerns about your eligibility and the rules and regulations you need to follow. Please feel free to come by or call us at (505) 925-5840 if you need us.

### ***RULES VIOLATIONS***

A key responsibility of the Compliance Staff is to investigate potential NCAA rules violations when necessary. The reporting of violations can come in many forms. There are times when an anonymous phone call or letter will arrive. There are also times when a formal request for an investigation occurs either through the MWC(applicable conference) or NCAA. A rules violation may also be self-reported through a University staff member, student-athlete or coach. In all instances, it is necessary to conduct some type of investigation to discover the extent to which a problem does or does not exist. It is extremely important that you, as a student-athlete, report any issue that you think may be a rules violation. It is your duty to assist with maintaining NCAA regulations. NCAA Bylaw 10.1 requires that, as a student-athlete, you must fully cooperate with any investigation. If it is determined that you have not cooperated fully, you will be declared ineligible and lose your privilege for athletic competition

### ***GAMBLING AND BRIBERY***

On some campuses in the past, student-athletes have become involved with organized gambling operations. The results of this involvement have been both severe and tragic, not only for the individual, but for the entire University athletics program.

You should keep in mind that your participation in gambling interests, even in the most minor fashion, might jeopardize your athletics career. Be aware that placing bets in any amount with Parlay Card Operators (even if they are fellow students) is strictly prohibited. This means on or off campus.

Because of the extreme importance of this problem, you are asked to observe these guidelines:

1. Report to your coach any attempt to secure information concerning situations which might alter the normal performance of your team.
2. Don't accept any “free rides” from strangers, such as meals, presents, etc. You are required by both the Department and NCAA to report any individual who offers gifts, money or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
3. Be aware of the legalities of gambling at an institutional and state level. Understand that the consequences at the University level may be expulsion and that the University will also assist with the enforcement of federal, state and local anti-bribery laws.
4. Don't accept any money from a “fan” for a game “well played.”
5. Don't attempt to sell your complimentary admissions to anyone.
6. Don't discuss the condition or attitude of your team with anyone other than your teammates or coaches.

NCAA rules prohibit sports wagering. Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win

a prize. A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

As a reminder, student-athletes are not allowed to gamble on any sport that the NCAA sponsors. Gambling has been defined as: putting something at risk, such as an entry fee, with the opportunity to win something in return. If you are caught gambling on a sport sponsored by the NCAA, you jeopardize your collegiate athletics eligibility.

### ***ATHLETIC ELIGIBILITY***

To remain athletically eligible, the most important thing to remember is not to jeopardize your amateur athlete status. Below are NCAA and the MWC (applicable conference) rules that you must adhere to in order to maintain your amateur status. You CANNOT (within any sport):

1. Accept payment or a promise of payment (in cash, prizes, gifts or travel) for participation in your sport for items such as actual/necessary expenses unless approval is granted by compliance.
2. Enter into an agreement of any kind to compete in professional athletics. (You cannot negotiate a verbal or written professional contract).
3. Request that your name be put on a draft list for professional sports or try out with a professional sports organization.
4. Use your athletics reputation for payment or to obtain a job.
5. Play on any professional athletics team.
6. Receive financial aid or benefits from persons other than your parents/legal guardian or UNM without approval.
7. Participate on teams other than those fielded by UNM during the season. (This includes tryouts, exhibition or tournament games).
8. Agree to have your picture or name used to promote a commercial product.
9. Accept such things as gifts, meals and loans of cars or money from athletics interest groups, agents/runners or boosters.
10. Be represented by an agent or organization in order to market your athletic skills or reputation.
11. Receive any benefit that is not generally available to other students at UNM.
12. Participate in a summer league not approved by the NCAA. (You must have written permission from the Athletics Director for summer league participation).
13. Play on a non-departmental athletic team during the academic year without permission from your Head Coach and UNM's Associate Athletic Director for Compliance.
14. Sell your complimentary tickets or trade them for items of value.
15. Receive payment for work not performed or money for a job that is not consistent with the "going rate" for the service.

### ***ELIGIBILITY SQUAD MEETING***

At the beginning of each academic year, an eligibility squad meeting is held. You are required to complete and sign eligibility forms for each sport in which you plan to participate. These forms include:

1. NCAA Student-Athlete Statement;
2. NCAA Drug Testing Consent;
3. NCAA HIPPA;
4. Student-Athlete Host Responsibility;
5. UNM Drug Testing Consent Statement;
6. Automobile Registration;
7. Housing Information
8. Student-Athlete Employment;
9. Institutional promotional activity and photographic release;
10. Other forms as provided.



During the eligibility squad meeting, rules and procedures are explained and any questions you may have concerning eligibility are answered. If you have any questions about your eligibility, contact the Associate AD for Compliance at 925-5840

### **PROFESSIONAL SPORTS AGENTS**

To compete in intercollegiate athletics as a student-athlete it is essential that you know the NCAA rules related to professional sports. Any violation of these rules could have severe negative consequences for you and the University. For this reason, NCAA rules concerning agents and professional sports are explained during your compliance and eligibility meeting conducted by the compliance office, held at the beginning of each year. Before meeting with or accepting anything from an agent or advisor you should speak to a member of the compliance staff in order to ensure the agent is registered with the State of New Mexico as well as with UNM. Failure to contact the compliance office may result in the loss of your intercollegiate athletics eligibility and/or result in a violation of state laws if it is determined that the agent did not register with the proper entities.

As a general reminder, the NCAA PROHIBITS a student-athlete from the following while competing for the institution:

- Entering into a verbal or written agreement to be represented by an agent for the purpose of marketing his/her athletics ability or reputation in that sport.
- Entering into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place AFTER the individual has completed his or her eligibility in that sport.
- Accepting any benefit (e.g., gifts, vehicle loan, cash, etc.) or service from an agent or “runner” (this rule also extends to family and friend of a student-athlete).

**\*A violation of the rules noted above may result in permanent ineligibility.**

### **COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)**

- CARA includes any required activity with an athletic purpose involving student-athletes and at the direction of, or supervised by one or more of the coaching staff (including strength and conditioning coaches). All activities must be counted within the weekly and daily hour limitations.
- Administrative activities (i.e. academic meetings, compliance meetings) shall not be considered as CARA.

### **DURING THE DECLARED PLAYING SEASON**

- A student-athlete may participate in a maximum of four hours per day and twenty hours per week of CARA.
- All student-athletes must receive one day off per week, except during participation in conference and post season championship and any post-season certified bowl games or NIT, and during participation in NCAA championships.
- Daily and weekly hour limitations do not apply during preseason practice prior to the first day of classes or the first contest whichever is earlier and during official vacation periods.

### **OUTSIDE THE DECLARED PLAYING SEASON DURING THE ACADEMIC YEAR SPORTS OTHER THAN FOOTBALL**

- A student-athlete may only participate in required weight training, conditioning and individual skill instruction.
- Participation in such activities shall be limited to a maximum of eight hours per week
- In all sports other than football, not more than four hours may be spent on individual skill instruction.
- All CARA are prohibited one week before finals and through the conclusion of finals.
- All student-athletes may not participate in any CARA outside playing season during any institutional vacation period and/or summer, unless you have been cleared to participate in permissible summer activities in the sports of men’s and women’s basketball. Strength and conditioning coaches who perform duties on a department-wide basis may design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete.

### **OUTSIDE THE DECLARED PLAYING SEASON DURING THE ACADEMIC YEAR -FOOTBALL**

- Activities between the institution's last contest and January 1 are limited to required weight training, conditioning, review of game film and walk-throughs (see Bylaw [17.02.20](#)). A student-athlete's participation in such activities shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on the viewing of film and participating in walk-throughs. All activities beginning January 1 and outside the playing season shall be conducted pursuant to Bylaw [17.10.6](#).
- All CARA are prohibited one week before finals and through the conclusion of finals.
- All student-athletes may not participate in any CARA outside playing season during any institutional vacation period and/or summer, unless you have been cleared to participate in permissible summer activities in the sports of football. Strength and conditioning coaches who perform duties on a department-wide basis may design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete.

As a student-athlete, it is your responsible responsibility to verify your countable athletically related activities on a regular basis through the ARMS system. In the case of an inconsistency or if you are required to participate in more than the designated weekly limitations, please contact the Associate Athletic Director for Compliance.

### **VOLUNTARY WORKOUTS**

Throughout the academic year and summer term, coaching staffs may inform their student-athletes of voluntary workout availability. Please keep in mind the following regulations must be followed in order for a workout to be considered voluntary:

1. You cannot be required to report back to a coach or other athletics department staff member any information related to the activity.
2. The activity has to be initiated and requested solely at your discretion.
3. Your participation (or lack thereof) may not be recorded for the purpose of reporting such information to your coaching staff.
4. You cannot be subject to penalty for not participating in voluntary activities. In addition, you may not receive recognition nor incentive (e.g., awards) based on your attendance or performance in such activities.

Safety Exception: In the following sports, a coach may be present during voluntary workouts to provide safety instruction ONLY:

- Swimming and Diving
- Track and Field (field events, jumping hurdles and jumping element of the steeplechase)

**NOTE: Disciplinary activities (e.g., "penalty runs") are not considered voluntary activity and must be counted toward your practice hour limitations.**

### **OUTSIDE SPORTS COMPETITION**

NCAA regulations state that if you participate in a sport outside of the institution or as a member of an organized team or group during the academic year, you become ineligible in that sport for the remainder of that academic year (except that, in volleyball, the student is ineligible for the following year when the outside competition occurs after the close of the season and, in basketball, the student is permanently ineligible). There are NCAA rules regulating the number of individuals from the same institution that can participate on summer teams. Please check with the Compliance Office before participating on a summer team to ensure that you do not jeopardize your eligibility.

NCAA rules do permit you to compete in one game a year in your sport involving players from your former high school and its alumni team, provided such competition takes place during an official vacation period during the regular academic year.

In addition, you may participate as individuals in events such as golf and tennis tournaments, and swimming and track meets, provided such participation is approved by the Associate Athletic Director for Compliance and Head Coach of that

sport and does not violate NCAA regulations. An Outside Competition Form must be completed prior to competing on any outside sport team. See a member of the UNM Compliance Staff for a copy of this form.

### ***COMPLIMENTARY ADMISSIONS***

You are eligible to receive a maximum of FOUR complimentary admissions per event, in your sport. Please note, NCAA regulations prohibit the sale or exchange of your complimentary admissions for items of value. Also, you may not provide your admissions to an agent or runner.

### ***PROCEDURE FOR OBTAINING COMPLIMENTARY ADMISSIONS***

All tickets are issued via a pass list and each student-athlete must complete their assignment of guests via ARMS. You must register the name and relationship of the individual that is to receive complimentary admissions within the designated time frame as communicated by the Compliance Staff. Do not use nicknames. You may assign only one admission per individual. Each guest attending the event must present a picture ID prior to admission.

### ***MAXIMUM NUMBER OF COMPLIMENTARY ADMISSIONS***

For home games: 4; For away games: 4

Complimentary admissions are given to non-scholarship student-athletes at the discretion of the coach. Managers and trainers may be eligible to receive up to two (2) tickets per contest based on availability. Manager/Trainer tickets may not be transferred to student-athletes or utilized for student-athlete family members.

### ***COMPLIMENTARY ADMISSIONS HOSTING A RECRUIT***

If you are a student-athlete host, it is permissible to provide you with a maximum of \$40 for each day that you host the prospective student-athlete on an official visit. This is to cover all “actual and necessary” expenses for the prospect, the prospect’s parents/legal guardians and the student host (food snacks, movie passes, etc.). If you entertain more than one prospect, you may receive an additional \$20 per day for each additional prospect. Please remember that in accordance with NCAA regulations, you and your guest(s) are not allowed to go beyond a 30-mile radius of the campus. Also, you may NOT allow the prospect to use your personal car and/or provide money or gifts (t-shirts, souvenirs) with the host money. In addition to these NCAA guidelines, as a student host, you will be required to complete a Student Host Declaration Form prior to hosting a prospective student-athlete. It is also your responsibility to provide a safe environment for the prospect. The UNM Athletic Department expects that you will not provide alcohol, allow an underage recruit to be in the presence of alcohol, or provide improper access to a facility where it is illegal for the prospect to gain entrance. It is also expected that you will comply with all Athletic Department guidelines governing the recruitment of prospective student-athletes. Failure to do so may result in penalties in accordance with the UNM Recruitment guidelines. For more information, please contact the Associate Athletic Director for Compliance.

### ***RECOGNITION EVENTS***

There is often confusion concerning the types of recognition events that are allowable, as well as travel expenses you may accept in connection with these events. Before accepting such an invitation, check with your coach and a member of the UNM Compliance Staff.

### ***AUTOGRAPHS***

UNM has a policy whereby all persons requesting autographs, outside of media day and special autograph sessions, must fill out an Autograph Request Form online. Autographs should be personalized to the recipient whenever possible. Student-athletes are not permitted to obtain money or accept any item of value in exchange for providing an autograph or for obtaining the autograph of a fellow student-athlete or coach. Further, do not autograph items or obtain autographed items for charitable events such as auctions without approval from the Compliance Office.

### ***NON-PERMISSIBLE BENEFITS***

It is important that you do not jeopardize your amateur status by accepting any gift or benefit that is not available to other students at the University, even if the offer is termed “an award.” All gifts (or awards) from boosters and/or professional athletics associations are restricted by NCAA rules and regulations, and acceptance of such may jeopardize

your eligibility. Most student-athletes think of illegal benefits in terms of accepting gifts or money. While certainly that is one form of an illegal extra benefit, you also cannot: (this is not an exhaustive list)

- Receive more than the allotted number of complimentary admissions;
- Sell complimentary admissions at any price; or
- Receive material benefits that are not available to the general student body. This means that you should not accept special discounts on purchases or services, or even accept special payment arrangements on any purchases. Be very careful of any “free” or “special” benefits that someone wishes to give you. If you are in doubt about such benefits, check with the Compliance office.

### ***STUDENT-ATHLETE EMPLOYMENT***

Prior to commencement of the employment, the student-athlete and the employer must sign the employment form that must be on file in the Athletics Department. Please keep in mind that you are representing the Department of Athletics and UNM, and as such, are expected to conduct yourself in a conscientious and responsible manner. The employment form can be found in the Athletics Compliance Office. The following rules are applicable to any type of student-athlete employment:

1. The work performed must be useful and actual;
2. The rate of pay is to be the normal rate of pay for the duties performed;
3. The hours paid must be the hours worked;
4. Payment in advance of hours worked is not permitted; and
5. Transportation to work may be provided only if transportation is available to all employees.

**Note: Should you have further questions regarding employment, contact the Compliance Office immediately at (505) 925-5840. If you work and it is not cleared by the Compliance Office, your eligibility could be in jeopardy.**

### ***OUTSIDE CONSULTANT/TRAINER***

As a student-athlete, you may receive athletically related assistance from an individual outside the institution (e.g., consultant, professional instructor, speed coach, hitting coach, etc.) without the individual being counted within our institutional limits, provided the following is met:

1. An UNM staff member is not involved in any way in arranging the activity,
2. UNM coaches (including strength and conditioning) do not observe the activity,
3. The activity does not occur at an UNM facility; payment of all fees (at the going rate) associated with the activity are documented (payments must be made only by the student-athlete directly or their parents/legal guardians) and
4. There are no preferential compensation arrangements (e.g., discount rate, deferred payments).

If you plan to use someone outside of UNM to train with during the academic year or summer, proper documentation must be submitted to and approved by compliance prior to workouts taking place.

### ***PROMOTIONAL OR CHARITABLE BENEFIT APPEARANCES***

The NCAA allows student-athletes to speak to groups and make promotional or charitable benefit appearances; however, there are some restrictions. A Student-Athlete Appearance Request Form must be completed by the requesting organization prior to any appearance. If you are asked to speak or promote a charitable function, you should refer the person to a member of the UNM Compliance Staff so that the proper permission is obtained. You may not miss classes to attend such a function and you may receive expense money only. This means actual transportation costs or mileage reimbursement and a meal, if appropriate.

## ***UNM POLICIES & PROCEDURES FOR NIL ACTIVITIES IN WHICH YOU ARE COMPENSATED***

The areas outlined below are policies and procedures UNM and/or the NCAA have established for any NIL activities that involve you being compensated by a third party. (Quick reference guide attached)

### ***UNM DISCLOSURE PROCESS***

You are required to disclose your NIL activities in ARMS, to UNM Athletic Compliance, prior to engaging in those activities to verify that the activity does not violate NCAA Rules in regards to extra benefits, inducements or recruiting.

Step by Step ARMs process

1. <https://my.armssoftware.com/>
2. Username is UNM EMAIL
3. Password is whatever you have created.
4. Click on Left Hand Side "Workflows"
5. Click on "Workflow Launchpad"
6. Click on "Name, Image and Likeness Disclosure"
7. Complete for and Submit

### ***UNM/NCAA NOT APPROVED PRODUCTS/COMPANIES***

The areas below will not be approved for NIL activities based on NCAA Legislation:

- Drugs or Drug Paraphernalia
- Tobacco products and/or usage
- Sports Gambling
- Alcohol

The areas below are not recommended for NIL activities:

- Sexual Conduct, imagery or inferences
- Profanity or inappropriate insensitive language
- Political and religious endorsement
- Endorsements that are in conflict with exclusive UNM Deals (Pepsi, Nike, etc.)

### ***NIL ACTIVITY TIME RESTRICTIONS***

NIL activities can be done at any time unless it is part of a Covered Activity. Covered Activity shall mean the official games, practices, trainings, exhibitions, required team activities, academics (including but not limited to classes, study hall and tutoring), sports medicine, mental health, and public appearances, in which you are required to attend.

### ***USE OF FACILITIES***

If you would like to use UNM Facilities for NIL activities, you will need prior approval from Athletics Facilities with signed rental agreement

### ***USE OF UNM TRADEMARKS/LOBOS OR TEAM ISSUED APPAREL***

Student-athletes shall not use University of New Mexico facilities, athletic apparel, registered trademarks, products protected by copyright, or official logos or marks without the express written permission of the University of New Mexico.

UNM is exploring the possibility of co-branding opportunities within the NCAA Rules and State of New Mexico Law. More information regarding this topic will be available later in year.

## **INTERNATIONAL STUDENT-ATHLETES**

You should contact GEO and must follow all federal regulations

"DHS has not opined on the topic of whether compensated NIL arrangements constitute employment under federal immigration law, or on the impact of such arrangements on the various nonimmigrant statuses. On June 21, 2021, the Student and Exchange Visitor Program (SEVP) sent a broadcast message to stakeholders stating:

"The Student and Exchange Visitor Program (SEVP) is aware of and actively monitoring proposed federal and state legislation pertaining to the use of name, image and likeness for student athletes, including F and M nonimmigrant students. The program is working with its partners within the U.S. Department of Homeland Security to review how this legislation affects international student athletes and will provide updated guidance via Broadcast Messages, Study in the States, social media and SEVP field representatives."

Factors that could impact the outcome for a particular student include:

- the nature of the specific NIL activities (which gets to whether the activity constitutes employment)
- the student athlete's immigration status (for example, a student could be in F-1 or J-1 status, or be here as a dependent in another nonimmigrant status; each of these statuses would require a separate analysis, unless DHS could craft a general policy that NIL activity authorized under a state statute would be permissible in all nonimmigrant categories, incident to status).
- the specific provisions of state, federal, and NCAA rules

Absent clarification from DHS, schools and international student athletes should approach NIL questions with caution. International services offices should be sure to work with their office of athletic compliance and office of general counsel, and students should seek advice from an experienced immigration lawyer before entering into a NIL agreement or engaging in compensated NIL activity."

## **UNM USE OF YOUR NIL**

As a Student-Athlete at UNM, there will be times that UNM Athletics uses your Name Image or Likeness to promote UNM and we cannot (per NCAA Rules) compensate you for that. However, it is your choice whether we use your NIL or not, you will have the option to opt-in by signing a form that is included in your compliance paperwork. If you choose not to sign, UNM will not use your NIL to promote UNM Athletics.



## ***TRANSFER PROCESS***

### ***13.1.1.3.1 NOTIFICATION OF TRANSFER.***

A student-athlete may initiate the notification of transfer process by providing his or her institution with a **written notification of transfer at any time**. The student-athlete's institution shall enter his or her information into the national transfer database within two business days of receipt of a written notification of transfer from the student-athlete.

Student-athletes wishing to contact another four-year college must first provide the compliance office written notification of transfer. To notify the compliance office, the student-athlete must submit a written request to the compliance office. The Official Notification of Transfer Form is the only notification that will be accepted to satisfy the NCAA Bylaw 13.1.1.3.1.

Once the Official Notification of Transfer Form is submitted to compliance, the compliance office will email the student athlete, Sport Specific Coaching staff, and the respective Sport Coordinator; it will include the deadline in which your name needs to be entered into NCAA Transfer Portal. Business Days are defined as Monday-Friday, 8:00am to 5:00pm MST, excluding institutional holidays when the university is closed.

Once a Student-Athlete's name is entered into the NCAA Transfer Portal, the following services will still be available to them:

- Lobo Center for Student-Athlete Success
- Learning Specialist
- Student-Athlete Psychological Services
- Athletic Training

All other student-athlete services will not be available unless the sport specific head coach grants access to them. UNM reserves the right to cancel athletic aid at the end of the current term.

The University of New Mexico cannot prevent a student-athletes name from being entered into the NCAA Transfer Portal.

The University of New Mexico can prevent you from receiving a release which would prevent you from playing at your new institution for the first two terms of full-time enrollment at your new institution.

A student-athlete can remove his/her name from the NCAA Transfer Portal at any time, however, that does not change student-athlete services available to you unless the sport specific head coach grants them.

## ***FINANCIAL AID***

### ***FAFSA***

Financial aid awards are not renewed automatically. You **MUST** apply for financial aid each year. In order to do this, you must complete the Free Application for Federal Aid (FAFSA) to apply for financial aid.

Priority deadline for financial aid was March 1. This maximizes the student's chances for priority aid such as work-study and Perkins loans. A student can apply for Pell Grant and Federal Direct Loans any time during the aid year.

We encourage you to apply electronically using FAFSA on the Web. It can save you weeks in processing time and has a built in editing format to reduce errors. To complete your FAFSA on the Web, go to: <http://www.fafsa.ed.gov>.

You will need a FSA ID to sign your FAFSA electronically. If you are providing your parents' information, they will sign your FAFSA with their own FSA ID and password. If you do not have a FSA ID, or if you have forgotten your password, you may request a password change at: <http://www.fsa.ed.gov>.

### ***FINANCIAL AID REQUIREMENTS***

All students who receive financial aid have their academic progress monitored at least annually to determine continued eligibility for assistance. Students in certificate programs are monitored each semester. There are three major components to UNM's Satisfactory Academic Progress policy: GPA, completion rate, and maximum time frame.

Additional documentation may be required and will be requested directly from the Financial Aid Office. Respond immediately to any additional document request(s) from the Student Financial Aid Office. Include your name, banner identification number, telephone number and email address on all documents you submit to the Financial Aid Office.

Should you have any questions regarding your financial aid file, you may call them at 277-8900 or chat online with them at <http://studentinfo.unm.edu>. You may also check the status of your file through MyUNM.

### ***FINANCIAL AID REFUND DISBURSEMENTS***

Any amount owed to UNM will be deducted from the first payment of the student financial aid you receive. If your financial aid is insufficient to pay the total amount owed, you are responsible for the balance due. Student financial aid is credited to your UNM account beginning the first day of each semester. If your financial aid is greater than the amount owed to the University, you will be given a refund.

If you will be enrolled for Fall and Spring semesters, and have been awarded aid, one-half of your total aid awards will be credited to your account in the fall and one-half will be credited to your account in the spring, if your enrollment level is the same for each semester.

Students can register to have their refund checks deposited directly into their bank accounts via direct deposit. If students do not set-up a direct deposit account, their refund check will be mailed to their home address. They will no longer be able to pick up their check at the Bursars Office. To set-up a direct deposit account follow these directions:

1. Go to MyUNM
2. Select the student life tab
3. Select the term registration tab
4. Select the make a payment
5. Select account suite
6. Select the refund tab
7. Select payment profile

Students will need their banner identification number in order to set-up a direct deposit account. Check with the Bursars Office to ensure that the account has been set-up correctly. You can contact the Bursars Office at 277-5363.

## ***ATHLETICALLY RELATED FINANCIAL AID***

### **Period of Institutional Financial Aid Award/One-Year Limit**

In accordance with NCAA Bylaw 15.3.3.1, athletically-related financial aid may not be awarded for a period less than one academic year, nor for a period that would exceed the student's five-year period of eligibility.

### **Renewals and Non-Renewals of Athletically-Related Financial Aid**

In accordance with NCAA Bylaw 15.3.5.1, the university must notify, by July 1, each student-athlete who received athletically-related financial aid the previous academic year and who has eligibility remaining whether the grant has been renewed for the ensuing academic year.

If the university decides not to renew or decides to reduce financial aid for the ensuing academic year, the student-athlete is entitled to a hearing before the university's regular financial aid authorities.

**Note: The renewal of athletic-financial aid is not automatic and in accordance with NCAA rules, the decision to not renew financial aid may be for any reason, including those related to athletic ability.**

### **Cancellation or Reduction During Period Award**

Institutional financial aid in any degree based on athletics ability may be reduced or canceled during the period of the award (i.e. in the middle of a semester or academic year) if the recipient:

- Renders himself or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty (including violation of team policies); or
- Voluntarily withdraws from a sport at any time for personal reasons.

### **Contact Information:**

Student Financial Aid Office  
Student Support and Service Center  
Albuquerque, NM 87131  
Phone: 505-277-8900  
Fax: 505-277-6326

### **Locale of the Institution**

Student-athletes not residing in the locale of the University of New Mexico's main campus are not eligible to receive athletic scholarships above books, tuition and fees. Exceptions to this regulation may be provided by the Director of Athletics or his/her designee.

### **Medically Disqualified Students**

Student-athletes who have been medically disqualified from athletics participation at UNM will have their scholarship honored at the same rate until they have completed their Undergraduate Degree. They will be required to follow the same guidelines as all students in the UNM Degree Completion Program

### **Outside Academic Scholarships**

If you are awarded an outside scholarship, you must contact the Compliance Office. The Compliance Office will determine if the outside aid is countable or not. If you have been awarded a renewable scholarship, it is important that you become familiar with the requirements for continuation of your scholarship.

## ***MAINTAINING AN ACADEMIC SCHOLARSHIP***

Scholarships are applicable for Fall and Spring semesters only. Students must be enrolled in at least 12 credit hours for the award to be disbursed. Most scholarships are awarded for eight (8) consecutive semesters and require students to maintain at least a 3.00 GPA. This includes each semester in which the student was ineligible to receive the award. An exception is made for students on the Co-op Program or for pre-approved leave of absence. While on the Co-op Program, the student will not receive a scholarship award. It will be reinstated when he/she returns to UNM and registers for a full-time course load. Please check with the Office of Financial Aid to understand the requirements of any Academic Scholarship you have received.

A student is no longer eligible for the scholarship upon graduation, whether or not the student has received the scholarship for eight (8) consecutive semesters. Students may not apply any unused semester of eligibility toward graduate or professional school, or for other purposes. Additionally, you will forfeit your scholarship if you choose to attend another college or institution.

## ***UNM BILLING PROCEDURES***

As a squad member of an athletic team, **all financial assistance other than money from a parent or guardian must be reported to the Compliance Office** to ensure that the student-athlete and their team's eligibility will not be jeopardized. Other financial assistance includes scholarships, grants, loans, monetary gifts, and **EMPLOYMENT**.

All student-athletes will be billed each month for any outstanding balances on their account and "future due" amounts will be included in these statements. Student-athletes who are receiving full or partial scholarships may subtract the amount of athletic aid they will receive from the "future due" amount, because they are not responsible for paying that amount.

Returning student-athletes who have been awarded athletic grant-in-aid for the 2016-2017 academic year should have received their financial award letters from the Financial Aid Office. The amount listed for the Fall 2016 (i.e. tuition, and/or room and board) is the amount they may subtract from their future due. If any returning student-athletes have not received their financial aid agreement letters, they should contact the Compliance Office (505) 925-5840 immediately.

If there are charges listed on your account statements for parking tickets, library fees, special course fees, or housing charges/ damages, etc., the student is responsible for the charges. The student should pay the current amount due by the specified due date or they will receive a penalty charge and a Bursars Hold will be placed on the student's account.

## ***SUMMER SCHOOL AID POLICY***

The University of New Mexico is committed to graduating the student-athletes who matriculate to UNM. In order to help with this commitment, we have established a Summer School Aid Policy that will allow our student-athletes the ability to take summer coursework at UNM. Summer School Aid can not be utilized until you have been enrolled full time for four semesters. The policy is broken down into categories based upon when the student-athlete matriculated to UNM.

### **Initial Full-Time Enrollment in College at UNM:**

- Student-Athletes whose Initial Full-Time Enrollment in College is at UNM, will be able to take up to 18 hours of college course. Student-athletes can only receive up to 16 weeks of room & board stipends if their scholarship equivalency allows for it.

### **2-Year College Transfers:**

- Student-Athletes who transfer to UNM from a 2-Year College, will be able to take up to 12 hours of college course work. Student-athletes can only receive up to 8 weeks of room & board stipends if their scholarship equivalency allows for it.

### **4-Year College Transfers:**

- Student-Athletes who transfer to UNM from a 4-Year College, will be able to take up to 12 hours of college course work. Student-athletes can only receive up to 8 weeks of room & board stipends if their scholarship equivalency allows for it.

### **Graduate Transfers:**

- Student-Athletes who are considered Graduate transfers to UNM, will not be eligible for Summer School.

Athletic Aid will be paid at the same rate as your current scholarship level as the most recent completed academic year.

Student-Athletes who utilize summer school funds, will automatically be disqualified from receiving athletically related athletic aid should they need a 5<sup>th</sup> year or 9<sup>th</sup> or 10<sup>th</sup> semester. If a student-athlete redshirts or receives a medical hardship, they will be disqualified from receiving summer school funding as they would be returning to UNM for a 5<sup>th</sup> year or 9<sup>th</sup> or 10<sup>th</sup> semester.

### **Exception:**

Student-Athletes who will be coming back for a 5<sup>th</sup> year or 9<sup>th</sup> semester with eligibility remaining may be granted summer school aid the summer immediately prior to their 5<sup>th</sup> year or semester. This aid will be awarded on a case-by-case basis with the sole reason to allow student-athletes the ability to graduate a semester early.

## **UNM DEGREE COMPLETION PROGRAM**

### **GOAL**

Provide financial assistance to student-athletes who have participated in intercollegiate athletics at the University of New Mexico but have exhausted athletic eligibility to complete an undergraduate degree.

### **DEFINITION**

Eligible student-athletes have exhausted their athletic eligibility at UNM, not attended another school full-time since departing UNM, and still have academic requirements to complete for graduation. Scholarship cannot be used to add additional degrees or qualifications. Student-athletes who signed the “Forgo 5th Year/Degree Completion Form,” are not eligible for this program.

### **QUALIFICATIONS**

1. Applicant shall be a student-athlete who has exhausted eligibility while a student-athlete at UNM.
2. Applicant shall have received athletic-related financial aid.
3. Applicant shall not have been absent from UNM more than one term (Fall/Spring)
4. Applicant must have accumulated at least 90/98 hours of credit with a minimum grade point average of 2.00.
5. Applicant shall be within 30 semester hours of completion of an undergraduate degree AND have no unresolved Incomplete grades on his or her transcript.
6. All remaining hours (maximum 30) shall be attainable in no more than two consecutive semesters.
7. Any student-athlete receiving athletic aid in academic term(s) after the expiration of athletic eligibility is required to live in Albuquerque to receive any Room & Board Stipends. He or she must also be available to assist athletic administrative staff during scholarship award period (20 hours weekly for full-scholarship recipients and prorated amounts based on scholarship for those less than full-scholarship).
8. Students choosing to forgo Room & Board Stipends must demonstrate outside employment of 20 or more hours weekly.
9. Student-athlete degree completion aid may only be equivalent to the average amount of athletic aid student-athlete received over the past two years.
10. Those who receive degree completion aid must demonstrate satisfactory progress during their first semester receiving such aid in order to continue in the program for the second term. Satisfactory progress may include such elements as maintaining a GPA above 2.0, earning credit in enrolled classes, fulfilling academic obligations such as tutoring and/or academic meetings, and fulfilling required hours assisting athletic administrative staff. A review will take place prior to second term to establish continuing eligibility for this financial support.

### **REQUIRED PAPERWORK**

1. Application from Applicant.
2. Personal statement of no less than 250 words from Applicant including the following:
  - a. Statement of need, including any outside financial aid sources that will help cover this expense (Professional contract, FAFSA)
  - b. Indication of any unusual financial circumstance(s) that would preclude Applicant’s ability to enroll (i.e., bursar hold)
  - c. Description of academic path throughout collegiate career
  - d. Description of how intended degree will aid in Applicant achieving career goals.
3. Resumé including academic honors/awards, leadership roles, extracurricular activities, and athletic accomplishments.
4. Endorsement from one of the following: Head Coach of primary team student-athlete competed for OR Director of Athletics OR Senior Women’s Administrator OR Faculty Athletics Representative.
5. Graduation plan with advisor signature
6. Deadline for best consideration for Fall: 07/01/2021      For Spring: 12/01/2021



## ***NCAA STUDENT ASSISTANCE FUND***

**Institutional Responsibility in Administration:** Institutions are responsible for ensuring that SAF funds are expended in a manner consistent with applicable NCAA legislation and MWC policies and verifying the validity of the expenses for which funds are provided. Any expenses that are not clearly within the SAF approved uses are required to be pre-approved with the conference office.

**SAF Guiding Principle:** The Student Assistance Fund (“SAF”) is intended to provide direct benefits to student-athletes or their families. As a guiding principle, the fund shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics or enrollment in an academic curriculum or that recognize academic achievement. In addition, in as much as SAF is intended to provide direct benefits to student-athletes, the fund is not intended to be used to replace existing budget items.

**Eligibility to Receive SAF Funds:** While SAF was initially created to address financial need, all student-athletes are eligible to receive SAF benefits, regardless of whether they are grant-in-aid recipients, have demonstrated need, have exhausted eligibility, or no longer participate due to medical reasons. Prospective student-athletes may not receive SAF benefits (note: benefits may be provided to summer school enrollees who are no longer considered prospects for Bylaw 16 purposes pursuant to NCAA Bylaw 13.02.12).

Examples of Prohibited and Permissible Uses (neither list is exhaustive):

Prohibited Uses:

- Salaries and benefits;
- Stipends;
- Grants-in-aid (other than summer school) for student-athletes with remaining eligibility;
- Capital improvements; and
- Outside athletics development opportunities (e.g., participation in sports camps/clinics, private sports-related instruction, greens fees, batting cage rental, outside foreign tour expenses).

Permissible Uses (subdivided by NCAA reporting category):

- Educational Expenses and Fees Category
- Summer school
- Fifth-year aid (or sixth-year, seventh-year, etc.)
- Tutoring services for student-athletes
- International student fees and taxes
- Professional program testing
- Educational supplies (e.g., laptop computers, cameras, expendable supplies)
- CHAMPS/Life Skills/SAAC programming
- Health and Safety Expenses Category
- Insurance premiums
- Medical, dental, vision expenses (not covered by another insurance program)
- Personal or Family Expenses Category
- Essential expenses (e.g., clothing allowance)
- Emergency travel
- Institutional Academic or Programming Enhancements Category
- Academic achievement or graduation award programs
- Academic support services

**Those students wishing to apply or to gain more detailed information regarding the special assistance fund please contact the Compliance Office at (505) 925-5840.**

## ***SPORTS MEDICINE***

### ***VISION STATEMENT***

The University of New Mexico Sports Medicine Program shall provide injury prevention, care and rehabilitation services and athletic education of recognized excellence to each and every student-athlete. The University of New Mexico Sports Medicine Program is committed to becoming the leader in sports medicine services in the Mountain West Conference, NCAA, and throughout the country.

### ***MISSION STATEMENT***

The mission of The University of New Mexico Sports Medicine Program is to provide the highest quality healthcare available to our student-athletes in a professional and caring manner in order to student-athlete to the appropriate medical care returning them to competition as quickly and safely as possible.

We are committed to using whatever technology is available and affordable in the delivery of these services. We will remain committed to the continuous upgrading of the education, clinical skill development, and equipment used in the delivery of sports medicine services so that our student-athletes will be assured of the most modern care available in the country.

The purpose of the Sports Medicine Program is four-fold. First, we hope to allow easy access to sports medicine services to student-athletes. Second, we hope to encourage a philosophy of sport that places a high value of health and wellness. Third, we hope to enable injured student-athletes to return to their sports as soon as medically safe. Finally, we hope to be able to substantially reduce the risk of athletic injury for those student-athletes in our service.

The underlying philosophy for the Sports Medicine Program is that the needs of the student-athletes shall always be the first consideration for all members of the Sports Medicine staff. Furthermore, we expect the athletic trainers who will be providing these services to maintain the highest standards of quality consistent with the National Athletic Trainers Association Code of Professional Practice and the credentialing statutes of the State of New Mexico.

We are committed to ongoing evaluation of our Sports Medicine Program so that our student-athletes can be assured of the highest quality in sports medicine care.

Furthermore, we are committed to addressing problems and concerns in a timely manner so the needs of our student-athletes and employees can continue to be met.

Finally, The University of New Mexico Sports Medicine Program aspires to be a program of recognized excellence. It is our intention to support the program with human and financial resources necessary to accomplish the stated goals of the program. It is our desire to establish The University of New Mexico as the most outstanding provider for the delivery of sports medicine in the nation.

## ***REHABILITATION PHILOSOPHY***

There are no formulas for rehabilitation. The ultimate goal is to return the athlete back to their sport safely and in a timely manner.

The mechanism of injury, understanding the specific angles and forces, anatomy, the amount of soft tissue involved, and physiology of that tissue are part of the underlying factors that determine the complexity of how the injury presents itself. How the body compensates for the injury and its inherent healing capacity impacts the direction the rehabilitation will take. Awareness of the overall impact on the life of a student athlete from the occurrence of any type of injury alters the emotional and psychological wellbeing, which in turn impacts the course of the rehabilitation.

Understanding the biomechanical aspect of injury reveals anatomical and functional weakness with flexibility imbalances that cause movement dysfunction and compensatory movement patterns. Knowing the common biomechanical dysfunctions of when tight muscles or structure can be identified, the muscle or structure that performs the antagonist reaction can be the cause of weakness. Understanding and identifying particular weakness' can lead to more efficient evaluation and effective rehabilitation programs.

Being committed to the belief that the same quality of care is available to any and all student athletes no matter where or time of a career should be within reach for any student athlete at our university. Our philosophy of injury prevention, student athlete education, and hands on approach creates a unique treatment environment.

We will work closely with the strength and conditioning program, coaches, athlete support staff, administration, physicians and other healthcare providers to provide the best possible healing environment for our student athletes.

## ***FREQUENTLY ASKED QUESTIONS***

Our medical staff provides the very best in injury and illness care, rehabilitation, prevention and health education of all student-athletes. Our first priority is the health and well-being of your athlete by providing unlimited, convenient and caring service. All student-athletes are eligible to these services with no cost to you, the parent/guardian. Starting this year, through the University of New Mexico Hospital and our physicians and staff we will be employing a new approach to better our care and electronic medical records system. In doing so we can more effectively and efficiently track injury/illness and medical visits, as you are accustomed to with your personal healthcare providers. This new approach will also help establish our facilities as an in-network provider with your insurance company, allowing University of New Mexico Hospital to bill insurance companies for our athletic training services, just as done by an outpatient rehabilitation clinic.

### **Our new policy for athletic training rehabilitation care and expenses is as follows:**

We ask that all student-athletes carry primary medical insurance. When an injury does occur, your student-athlete will be provided the same medical quality care that has always been provided at UNM. With that being said, we will now file a medical claim for these services against the primary insurance. You will not be responsible for paying anything additional out-of-pocket (copayment or coinsurance) for these mentioned services that we bill for. Simply put we will accept whatever the insurance company would ordinarily pay for these services.

Using your primary insurance does not cause rates to increase. Recent law changes associated with healthcare reform, all rate increases can only be assessed by using a community rating. Meaning that next year's rates will be based on the performance of all members of a specific healthcare plan. In fact, some services such as annual physicals, etc. can actually improve the performance of your medical plan.

### **What to do if you receive a bill:**

There will be instances where you will receive an Explanation of Benefits (EOB) from the insurance company for services provided by us. If you receive a bill, simply forward that to our staff as soon as possible. Once our staff receives this information, we can process payment for any amount the insurance company has deemed "patient responsibility" on

your behalf. In other words, UNM will cover all out of pocket costs for you in the mentioned regard. In most cases, we will get the bill from your insurance company, but you will still the EOB. The EOB is not a bill.

Examples of services that an EOB or bill include rehabilitation or modality used for the treatment of an athletic injury (ultrasound, massage, electrical stimulation, wound care, etc.). These are similar charges in which you would receive by attending an outpatient physical therapy clinic.

**Unexpected benefits for you:**

Utilizing this plan can help lower your overall family medical expenses during a calendar year. Any charges related to us that your student-athlete incurs will be applied to their individual insurance deductible as well as your overall family deductible. Meaning, you will be working towards meeting your insurance deductible requirements without doing anything different or paying anything out-of-pocket. This could be a huge benefit in the event that an MRI, medical imaging/testing, surgery, etc. is needed. This could also benefit your family in the event that you have other medical expenses, as you will be closer to meeting your required family deductible.

As we will be involved in verifying your insurance coverage, please notify our staff if you anticipate any changes to you insurance coverage, plan or provider. We will have the ability to edit insurance information in our medial record system and even add the image of current insurance cards.

Please contact me directly with any questions or concerns regarding the information provided. Our hope is that utilizing this program will allow us the ability to further enhance the athletic training services, staff and facilities we have you offer all the student-athletes at the University of New Mexico.

## ***CONCUSSION MANAGEMENT POLICIES & PROCEDURES***

In accordance to the standards of the National Collegiate Athletic Association (NCAA) and the University of New Mexico Department of Intercollegiate Athletics, the UNM Sports Medicine team has set forth the following guidelines and protocols in an effort to prevent, educate, identify, evaluate, and manage traumatic brain injuries and concussions. These guidelines are set with the accordance and commitment to providing the highest level of health care for the student athlete, keeping their safety and well-being at the forefront of their experience at the University of New Mexico.

### ***ENTITIES TO WHOM THIS POLICY APPLIES:***

The University of New Mexico Athletics Administration, Coaches, and Support Staff, Student-Athletes, Team Physicians, Student Athletic Trainers, and First Responders.

### ***PURPOSE:***

To develop an articulate and thorough method for the education, recognition, evaluation, and management of student-athletes who have sustained a concussion. More specifically, to:

- To provide education about concussion and the University of New Mexico's Concussion Management Protocol
- Ensure the proper diagnosis and management of concussions;
- Prevent second-impact syndrome, which results when a second concussion is sustained while an individual is still recovering from an earlier concussion and which may cause permanent brain damage or even death; and
- Monitor student-athletes' recuperation in hopes of preventing prolonged recovery or permanent disability.

### ***EVALUATION TOOLS UTILIZED:***

Including, but not limited to: (a) physical examination; (b) symptom evaluation (Concussion Symptom Evaluation); (c) neuropsychological testing, i.e. SCAT 5; and (d) imaging, if directed by the attending Physician.

### ***DEFINITION:***

According to the 5<sup>th</sup> International Conference on Concussion in Sport (Berline, 2016):

Concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic, and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

1. Concussion may be caused either by a direct blow to the head, face, neck, or elsewhere on the body with an "impulsive" force transmitted to the head.
2. Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
3. Concussion may result in neuropathological changes but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
4. Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course; however it is important to note that in a small percentage of cases however, post-concussive symptoms may be prolonged.
5. No abnormality on standard structural neuroimaging studies is seen in concussion.

No two concussions are the same, even for a single athlete. As a result, at the time of injury, it is impossible to predict the duration and severity of symptoms that athlete will experience. For this reason, it has been recommended that the severity of a concussion should not be graded until all symptoms have resolved.<sup>2</sup>

### ***PRE-SEASON EDUCATION:***

- UNM ATHLETICS will provide NCAA concussion fact sheets or other applicable materials annually to student-athletes, coaches, team physicians, athletic trainers, and directors of athletics. Each party will provide a signed acknowledgement of having read and understood the concussion material.
- UNM ATHLETICS will require student-athletes to sign a statement in which student-athletes accept the responsibility for reporting their injuries and illnesses to the sports medicine staff, including signs and symptoms of concussions.

### ***PRE-PARTICIPATION ASSESSMENT:***

- UNM ATHLETICS will require that each student-athlete has received a pre-participation baseline concussion assessment which addresses brain injury and concussion history, symptom evaluation, cognitive assessment, and balance evaluation. The team physician will determine pre-participation clearance and/or the need for additional consultation or testing.
- UNM ATHLETICS shall record a baseline assessment<sup>6, 10, 11, 12</sup> for each incoming student-athlete (first-years & transfers) in all sports.
- The same baseline assessment tools should be used post-injury. The baseline assessment should consist of the use of the Sport Concussion Assessment Tool – 3<sup>rd</sup> Edition: 1) symptoms checklist, 2) standardized balance assessment, 3) cognitive assessment, and 4) a clinical history, at a minimum. Other measures, such as a mental status exam (Standard Assessment of Concussion - SAC) may also be administered during baseline testing at the sports medicine staff's discretion.

### ***RECOGNITION AND DIAGNOSIS OF CONCUSSION:***

- Any student-athlete with signs/symptoms/behaviors consistent with concussion must be removed from practice or competition. The student-athlete must be evaluated by a certified athletic trainer or team physician with concussion experience and must be removed from practice/play for that calendar day if concussion is confirmed.
- If removed by a coaching staff member, the coach will refer the student-athlete for evaluation by a member of the sports medicine staff. During competitions, on the field of play injuries will be under the purview of the official and playing rules of the sport. UNM ATHLETICS staff will follow such rules and attend to medical situations as they arise. Visiting sport team members evaluated by UNM ATHLETICS sports medicine staff will be managed in the same manner as UNM ATHLETICS student-athletes.
- Within 24 hours of concussion, the supervising athletic trainer will notify the Director of Sports Medicine and Head Team Physician, who will review the concussion policies and procedures.

### ***INITIAL SUSPECTED CONCUSSION EVALUATION:***

Assessment of concussion will be completed by the UNM medical staff (athletic trainer and/or team physician).

- If a concussion is suspected, the initial concussion evaluation will include a symptom assessment, a physical and neurological exam, a cognitive assessment, a balance exam, and clinical assessment for cervical spine trauma, skull fracture and intracranial bleed.
- The student-athlete will receive serial monitoring for deterioration. Athletes will be provided with written home instructions that they will sign upon discharge; with a roommate, guardian, or someone that can follow the instructions. The sports medicine staff will maintain close communication with the student-athlete following the concussion.
- A student-athlete diagnosed with a concussion will be withheld from the competition or practice and not return to activity for the remainder of that day. Student-athletes that sustain a concussion outside of their sport will be managed in the same manner as those sustained during sport activity.



### **POST-CONCUSSION MANAGEMENT:**

- Athlete should be referred to physician for evaluation within 24 hours of injury if possible if not emergent; if emergent, athlete should be transported to the closest emergency department
- UNM ATHLETICS will utilize an emergency action plan for head injuries, including transportation for further medical care, for any of the following:
  - Glasgow Coma Scale < 13
  - Prolonged loss of consciousness
  - Focal neurological deficit suggesting intracranial trauma
  - Repetitive emesis
  - Persistently diminished/worsening mental status or other neurological signs/symptoms
  - Spine injury
- Oral and written care to both the student-athlete and another responsible adult will be documented (may be parent/guardian or roommate)
- UNM ATHLETICS will utilize the post-concussion management plan described below.
  - **24-48 Hours Post-Injury:** Athlete repeats symptom checklist, balance exam, and neuropsychological exam at a minimum (unless directed otherwise by physician).
  - **Daily Concussion Management While Symptomatic:** The student-athlete will be monitored for recurrence of symptoms both from physical exertion and also mental exertion, such as reading, phone texting, computer games, watching film, athletic meetings, working on a computer, classroom work, or taking a test. Athlete held from all physical activity; re-assess athlete daily by medical staff; administer symptom checklist daily until completely asymptomatic; notify academic advisor (consideration of academic modifications/restrictions)
  - **Athlete Asymptomatic:** Athlete repeats symptom checklist, balance exam, and neuropsychological exam, at a minimum (unless directed otherwise by physician). Scores will be compared to both baseline and normative values. All student athletes will be referred to a physical therapist for Vestibular and possible Ocular rehabilitation.
    - **Test Results Return to Acceptable Clinical Ranges:** Perform perceived treadmill exertional test using the BORG Scale; re-evaluation by physician for return to play exertional testing protocol
    - **Test Results NOT Returned to Acceptable Clinical Ranges:** When medically cleared by physician, repeat test battery; referred to neuropsych, if permitted, by team physician.
  - **After Exertional Testing - Before Return to Play:** Athlete repeats symptom checklist, balance exam, and neuropsychological exam, at a minimum (unless directed otherwise by physician).
    - **Test Results Remain at Acceptable Clinical Ranges:** Physician determines return to play decision
    - **Test Results NOT Remain at Acceptable Clinical Ranges:** When medically cleared by physician, repeat test battery;
  - **Cases of Prolonged Recovery:** Evaluation by a physician for a student-athlete with prolonged recovery (typically considered a recovery lasting > 4 weeks) in order to consider additional diagnosis (i.e. post-concussion syndrome, sleep dysfunction, migraine or other headache disorders, mood disorders such as anxiety and depression, ocular or vestibular dysfunction, etc...) and best management options. Student-athletes that experience prolonged recoveries following concussion may be allowed to complete light, low-risk physical and cognitive activities that do not worsen symptoms at the discretion of the team physician.
- UNM ATHLETICS will have on file and annually update an emergency action plan for each athletics venue to respond to student-athlete catastrophic injuries and illnesses, including but not limited to concussions, heat illness, spine injury, cardiac arrest, respiratory distress (e.g. asthma), and sickle cell trait collapses. All athletics healthcare providers and coaches shall review and practice the plan annually. These sessions will be conducted prior to the start of the sport season. The UNM ATHLETICS sports medicine department and the compliance office will maintain a list of staff that have completed the requirement on file.

**All student athletes diagnosed with a concussion will not be allowed to return to full participation for at least 10 days**

### **RETURN TO LEARN:**

- Academic advisors and professors will be notified of student-athlete's concussion, with permission for release of information from the student-athlete. If necessary, appropriate academic accommodations will be made to help the student-athlete strike an optimum balance between rest and continued academic progress during recovery.<sup>10</sup>
- UNM ATHLETICS will utilize a return-to-learn management plan that specifies:
  - The sports medicine staff, in conjunction with Athlete Academic Services, will navigate return-to-learn with the student-athlete.
  - A multi-disciplinary team, including, but not be limited to: team physician, athletic trainer, psychologist/counselor, neuropsychologist consultant, faculty athletic representative, academic counselor, course instructor(s), college administrators, office of disability services representatives, and coaches will navigate more complex cases of prolonged return-to-learn.
  - Academic accommodations will be in line with the Americans with Disabilities Act Amendments Act (ADAAA)
  - Student-athletes will not participate in classroom activity on same day as concussion.
  - Each student-athlete will receive an individualized initial plan based on their clinical presentation that includes directions regarding:
    - Remaining at home/dorm if student-athlete cannot tolerate light cognitive activity.
    - Gradual return to classroom/studying as tolerated.
- Student-athletes will be re-evaluated by their team physician if concussion symptoms worsen with academic challenges.
- Modification of schedule/academic accommodations may be made for student-athletes for up to two weeks, as indicated, with help from specific academic advisor, under the direction of the senior associate athletic director of academic services.
- Student-athletes will be re-evaluated by their team physician and members of the multi-disciplinary team, as appropriate if symptoms persist longer than two weeks following injury.
- Campus resources such will be utilized for cases that cannot be managed through schedule modification/academic accommodations.

### **RETURN TO PLAY:**

- When medically cleared by physician, repeat exertional testing; re-evaluation by physician for return to play decision
- Final determination of return-to-play is from the team physician or medically qualified physician designee.
- Each student-athlete with concussion must undergo a supervised stepwise progression management plan by a health care provider with expertise in concussion
- Student-athletes will review and sign the Concussion Return to Athletic Activity Acknowledgement prior to return to play
- Equipment evaluation and refitting should be considered prior to full return to contact for equipment laden sport.

### **REDUCING EXPOSURE TO HEAD TRAUMA:**

- Athletics staff, student-athletes and officials will continue to emphasize that purposeful or flagrant head or neck contact in any sport should not be permitted.
- Although "reducing" may be difficult to quantify, it is important to emphasize ways to minimize head trauma exposure. Examples of minimizing head trauma exposure include, but are not limited to:
  - Adherence to Inter-Association Consensus: Year-Round Football Practice Contact Guidelines
  - Adherence to Inter-Association Consensus: Independent Medical Care Guidelines
  - Reducing gratuitous contact during practice
  - Taking a 'safety first' approach to sport

- Taking the head out of contact
- Coaching and student-athlete education regarding safe play and proper technique

#### ***ADMINISTRATIVE:***

- UNM ATHLETICS will submit an institutional concussion management plan to the NCAA Concussion Safety Protocol Committee by May 1 of each calendar year, accompanied by a written certificate of compliance signed by the director of athletics.
- UNM ATHLETICS sports medicine staff members and other athletics healthcare providers will practice within the standards as established for their professional practice (e.g., team physician<sup>7</sup>, certified athletic trainer<sup>8</sup>, physical therapist, nurse practitioner, physician assistant, neurologist<sup>9</sup>, neuropsychologist<sup>10</sup>).
- UNM ATHLETICS sports medicine staff members shall have the exclusive empowerment to determine management and return-to-play of any ill or injured student-athlete, as he or she deems appropriate. Conflicts or concerns will be forwarded to the director of sports medicine and the head team physician for remediation.

### ***PSYCHOLOGIST SERVICES***

#### ***PSYCHOLOGIST:***

New Mexico Athletics also offers a psychologist for student-athletes, who is required to maintain confidentiality unless the student-athlete gives various levels of permission for the psychologist to communicate with another. (The student-athlete is not required to see this psychologist exclusively). To set up an appointment with a psychologist, contact Bob Waller at 505-925-5545.

#### ***NUTRITIONIST:***

Student-athletes may also engage with a certified sports nutritionist. To set up an appointment with the nutritionist, student-athletes may contact their coach or athletic trainer.

#### ***OTHER PSYCHOLOGIST SERVICES:***

Psychiatric Emergency Services: (505) 247-1121

LoboRESPECT Advocacy Center: (505) 277-2911

Rape Crisis Center of Central New Mexico: (505) 266-7711

UNM Police: (505) 277-2241

Student Health and Counseling (SHAC): (505) 277-3136

National Suicide Prevention Lifeline: 1-800-273-8255

Sexual Assault Nurse Examiner (SANE): (505) 883-8720

Campus Office of Substance Abuse Prevention (COSAP): (505) 277-2795

## ***PARTICIPATION OF TRANSGENDER ATHLETES IN INTERCOLLEGIATE SPORTS***

### ***INTRODUCTION***

Everyone has a gender identity, which can be described as our own internal understanding of our gender as male, female, both, or neither. We also have a gender expression: the varying ways we express our gender through the way we dress, style of hair, and even the pronoun and/or name we choose to be called.

“Transgender” is used as an umbrella term to describe any individual whose gender identity and/or expression does not match the person’s assigned birth sex. For example, a male-to-female (MTF) transgender person is someone who was born with a male body, but who identifies as a girl or a woman. A female-to-male (FTM) transgender person is someone who was born with a female body, but who identifies as a boy or a man. The University of New Mexico Discrimination and Harassment Policy prohibits discrimination on the basis of gender identity or gender expression. In accordance with this policy, the mission of UNM’s LGBTQ Resource Center <http://lgbtqrc.unm.edu/> is to provide service to UNM students, faculty, and staff of all gender identities and sexual orientations through *support, advocacy, education, and safety*. In order to uphold our mission, the UNM LGBTQ Resource Center offers assistance to all transgender and gender non-conforming students, faculty, and staff who might encounter different issues within the university system. We are available to act as a liaison between students and professors/teaching assistants in order to have preferred names and pronouns used, as well as helping navigate different systems on campus, such as Residential Life and SHAC. We are working on a map of the universal restrooms located on campus, and host a transgender and gender non-conforming peer support groups.

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination and/or harassment on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation or gender identity, ancestry, spousal affiliation, medical condition, or veteran status. Equal educational opportunity includes: admission, recruitment, academic endeavors, extracurricular programs and activities, housing, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

### ***CONFIDENTIALITY***

All discussions among involved parties and required written supporting documentation should be kept confidential, unless the student athlete makes a specific, written request otherwise. All information about an individual student’s transgender identity and medical information, including physician’s information provided pursuant to these guidelines, shall be maintained confidentially and in accordance with applicable state, local, and federal privacy laws. With the consent of the individual student athlete, the information about an individual student athlete’s transgender identity may be shared with those who have a legitimate need to know the information. Those with legitimate need to know will be determined on a case by case basis and may include, coaches, players, team physicians, officials, and administration.

### ***GUIDELINES FOR INTERCOLLEGIATE SPORTS***

People participating in any intercollegiate sports may participate in accordance with their gender identity, should that be relevant, regardless of any medical treatment. All Intercollegiate Sports participants are subject to the University of New Mexico non-discrimination policies. If complaints of discrimination or harassment arise, they will be referred to the Office of Student Conduct (for complaints against students) or to the Office of Equal Opportunity (for complaints against employees or volunteers). If conflicts or procedural questions arise under these guidelines, a team consisting of both the Intercollegiate Sports Coordinators, the Director or designee from the Office of Equal Opportunity, the Director of Athletics, the Director or designee from the LGBTQ Resource Center, and a designee from University Counsel shall be consulted for advice and resolution.

A transgender student athlete at the college level should be allowed to participate in any sports activity so long as that athlete’s use of hormone therapy, if any, is consistent with the National Governing Body’s (NGB) existing policies on banned medications. Specifically, a transgender student athlete should be allowed to participate in sex-separated sports activities under the following conditions:

## ***I. PARTICIPATION IN SEX-SEPARATED SPORT TEAMS***

### **A. Transgender student athletes who are undergoing hormone treatment**

1. A male-to-female (MTF) transgender student athlete who is taking medically prescribed hormone treatment related to gender transition may participate on a men's team at any time, but must complete one year of hormone treatment related to gender transition before competing on a women's team.
2. A female-to-male (FTM) transgender student athlete who is taking medically prescribed testosterone related to gender transition may not participate on a women's team after beginning hormone treatment, and must request a medical exception from the National Governing Body (NGB) prior to competing on a men's team because testosterone is a banned substance.
3. A female-to-male (FTM) transgender student athlete who is taking medically prescribed testosterone for the purposes of gender transition may compete on a men's team.
4. In any case where a student athlete is taking hormone treatment related to gender transition, that treatment must be monitored by a physician, and the NGB must receive regular reports about the athlete's eligibility according to these guidelines.

### **B. Transgender student athletes who are NOT undergoing hormone treatment**

1. Any transgender student athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth sex.
2. A female-to-male transgender student athlete who is not taking testosterone related to gender transition may participate on a men's or women's team.
3. A male-to-female transgender student athlete who is not taking hormone treatments related to gender transition may not compete on a women's team.

## ***II. PARTICIPATION IN MIXED GENDER SPORT ACTIVITIES***

A mixed team has both female and male participants and may be restricted in championship play according to specific national governing body rules.

### **A. Transgender student athletes who are undergoing hormone treatment**

1. For purposes of mixed gender team classification, a male-to-female (MTF) transgender student athlete who is taking medically prescribed hormone treatment related to gender transition shall be counted as a male participant until the athlete has completed one year of hormone treatment at which time the athlete shall be counted as a female participant.
2. For purposes of mixed gender team classification, a female-to-male (FTM) transgender student athlete who is taking medically prescribed testosterone related to gender transition shall be counted as a male participant and must request a medical exception from the National Governing Body (NGB) prior to competing because testosterone is a banned substance.

### **B. Transgender student athletes who are NOT undergoing hormone treatment**

1. For purposes of mixed gender team classification, a female-to-male (FTM) transgender student athlete who is not taking testosterone related to gender transition may be counted as either a male or female.
2. For purposes of mixed gender team classification, a female-to-male (FTM) transgender student athlete who is not taking testosterone related to gender transition participating on a women's team shall not make that team a mixed gender team.
3. For purposes of mixed gender team classification, a male-to-female (MTF) transgender student athlete who is not taking hormone treatment related to gender transition shall count as a male.

## ***III. RECOMMENDED IMPLEMENTATION PROCESS***

### **A. The student's responsibility**

1. In order to avoid challenges to a transgender student's participation during a sport season, a student athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition shall submit the request to participate on a sports team in writing to the sport club director upon matriculation or when the decision to undergo hormonal treatment is made.
2. The student shall submit her or his request to the athletic director. The request shall include a letter from the student's physician documenting the student athlete's intention to transition or the student's transition status if the

process has already been initiated. This letter shall identify the prescribed hormonal treatment for the student's gender transition and documentation of the student's testosterone levels, if relevant.

#### **B. Individual School and National Governing Body Responsibilities**

1. The athletic director shall meet with the student to review eligibility requirements and the procedure for approval of transgender participation.
2. The athletic director shall notify the NGB of the student's request to participate. The NGB will assign a facilitator to assist the athletic director in responding to the request.
3. If a student athlete's request is denied by the athletic director, the decision must be automatically reviewed by a team consisting of both the Intramural and Club Sports Coordinators, the Director or designee from the Office of Discrimination and Harassment, the Director of the Recreation Center, the Director or designee from the GLBTQ Resource Center, and a designee from University Counsel shall be consulted for advice and resolution. . This team shall be convened and its decision reported to the athletic director and school administrator in a timely fashion. This committee should include:
  - A health care professional, e.g. physician, psychiatrist, psychologist or other licensed health professional with experience in transgender health care and the World Professional Association for Transgender Health (WPATH) Standards of Care. The student athlete's physician can serve in this role.
  - A faculty athletic representative; and
  - A representative with expertise in institutional anti-discrimination policy, such as someone from the institution's human resources, or Americans with Disabilities compliance office.
4. The athletic director will notify the NGB of the appeal outcome.
5. The NGB will confirm that the treatment requirement has been met.
6. Transgender student athletes subject to a one-year transition period should receive an extension of their eligibility at the end of their transition period, upon timely review and approval by the NGB.
7. An opposing team or school may only challenge a transgender student athlete's approved eligibility through the accepted formal appeal process of the NGB.

### ***FACILITIES, SUPPORT, AND EDUCATION***

#### ***I. LOCKER ROOMS***

Anyone using sports facilities on the University of New Mexico campus—whether CU athletes, visiting athletes, or other participants and attendants—shall have access to the changing, shower, and toilet facilities that accord with their gender identity. Private facilities will be made available if asked for but transgender people will not be required to use them.

#### ***II. ACCOMMODATIONS FOR TRAVEL***

When possible, University of New Mexico athletes traveling to other schools should be assigned accommodations based on their gender identity, with more privacy provided, if possible, when requested.

#### ***III. NAMES AND PRONOUNS***

Teammates, coaches, and other participants in sports shall refer to people by their preferred names and pronouns.

#### ***IV. DRESS CODES AND UNIFORMS***

Dress codes should enable all athletes and other sports participants to dress in accord with their gender identity. For example, instead of requiring gendered forms of "dressy," such as a skirt or dress, dress codes should require students to dress with appropriate formality in ways that suit their gender identity. Since both transgender and cisgender athletes may have preferred gender expressions that do not conform to traditional norms of dress—for instance, not all women feel comfortable in a skirt—this policy should be understood to apply to all athletes. Uniforms, too, ideally, should not conflict with an athlete's gender identity.

#### ***V. EDUCATION***

**At the University of New Mexico:** Athletes, coaches, trainers, and other people involved in University of New Mexico Athletics should be educated about transgender identities and the principles of transgender inclusion. They should be



knowledgeable about how, in their particular roles, to support transgender identified people, and be prepared to put this knowledge to use.

For the more information please visit <http://policy.unm.edu/university-policies/2000/2720.html>

## ***UNIVERSITY OF NEW MEXICO DEPARTMENT OF INTERCOLLEGIATE ATHLETICS (ICA) PREGNANT STUDENT-ATHLETE POLICY***

### ***PURPOSE***

To protect the health, confidentiality, and scholarship status of student-athletes who become pregnant.  
To enable pregnant student-athletes to continue to participate in their sport to the fullest extent feasible.  
To provide medical providers, coaches, and administrators with uniform guidelines that address this issue.

### ***BACKGROUND***

University of New Mexico (UNM) Intercollegiate Athletics Department (ICA) works with the sports medicine department of UNMH to protect the health and safety of all student-athletes. Because pregnancy places unique challenges on the student-athlete, the ICA has developed this policy for student-athletes who become pregnant.

### ***NOTIFICATION AND CONFIDENTIALITY***

No coach or other athletics department staff shall suggest to any female student-athlete that if she becomes pregnant this will affect in any way her continued participation on a team. A student-athlete who learns that she is pregnant or who suspects that she might be pregnant is strongly encouraged to advise her physician on ICA's sports medicine staff as soon as possible, in addition to any personal or private physician from whom she is also receiving medical care or treatment.

A student-athletes' right to privacy is the same for pregnancy as it is for any other personal medical information. The notification of pregnancy to a sports medicine physician will be kept in strictest confidence until such time as there is a medical reason to withhold the student-athlete from competition. Information on the student's pregnancy will not be shared with other students. Such information will not be shared with the student's coaches, athletic trainers, parents or guardian, or her sexual partner without the student's express and informed consent. The decision to inform her coaches about her pregnancy will remain within the discretion of the student-athlete. If coaches and trainers are informed, they are directed to maintain the confidentiality of this information.

The ICA does encourage student-athletes who become pregnant to inform their head coach and athletic trainer of this fact, but the ICA does not require any student-athlete to reveal or disclose her pregnancy or parenting status. A student-athlete who becomes pregnant may also want to inform her sexual partner, family members, religious adviser, personal physician, and others close to her.

Coaches and athletic trainers should not counsel the student-athlete on pregnancy issues—such as parenting, adoption, or terminating a pregnancy. Confidential counseling is available to the student-athlete through UNM's Campus Health Services, or by or through the student-athlete's private physician, or by or through UNM's Counseling and Consultation Service (C&C). Such counseling can help support the student-athlete while she is adjusting to being pregnant, making decisions about carrying the pregnancy to term, and considering the impact of these decisions on her life.

### ***CONTINUED PARTICIPATION IN ATHLETIC TRAINING AND COMPETITION***

The ICA considers pregnancy the same as any other temporary medical condition. Medical issues related to participation in athletic training and competition during pregnancy shall be discussed with the student-athlete by an UNM sports medicine physician, as would any other temporary medical condition. A participation plan for the student-athlete shall be created and agreed upon by the applicable sports medicine physician and the student-athlete. Documentation outlining the student-athlete's medical condition, the potential risks of athletic participation during pregnancy, and the student-athlete understanding of these risks shall be included in the student's medical record in the form of a signed informed consent. A pregnant student-athlete shall be permitted to participate fully in athletic training and/or competition with the prior approval of the student's obstetrician and the team's sports medicine physician. Such



participation shall not be permitted if the student-athlete's obstetrician or an UNM sports medicine physician certifies that participation is not medically safe.

Following delivery or pregnancy termination, and as with any other temporary medical condition, medical clearance will be required before the student-athlete will be permitted to return to practice or competition to ensure that it is safe for the student-athlete to do so. The ICA will help the student-athlete return to her sport after pregnancy and during parenting if the student-athlete so desires. The ICA will also help the pregnant and parenting student-athlete plan for continued academic progress in accordance with the university's academic mission.

### ***MEDICAL INSURANCE COVERAGE***

As with any other nonathletic-related medical condition, ICA's medical insurance coverage does not cover pregnancy-related care. The ICA will help the pregnant student-athlete to access the pregnancy and parenting support resources that are available to all students at UNM. If a pregnant student-athlete is enrolled in UNM's supplemental health insurance plan, she will be advised by Campus Health Services whether that plan covers pregnancy. If the student-athlete has her own private health insurance coverage, a healthcare provider can follow her on that insurance plan. If she has no health insurance coverage, she will be further advised of her options by UNM's Campus Health Services.

### ***ATHLETIC SCHOLARSHIPS AND INSTITUTIONAL GRANTS-IN-AID***

When a student-athlete is pregnant and informs the ICA of this fact through notification of the appropriate sports medicine physician and does not voluntarily withdraw from her sport, her scholarship will remain in place for the remainder of the granting year, July 1–June 30. In addition, NCAA Bylaw 12.8.1.5 provides that "[a] member institution may approve a one year extension of the five year period of eligibility for a female student-athlete for reasons of pregnancy." In order for UNM to invoke this provision, the student-athlete will need to authorize disclosure of her pregnancy to her coach and sports administrator.

UNM will not refuse to renew a student's athletic-related financial aid on the ground that the student is or was pregnant. However, pregnant student-athletes who receive athletic-related financial aid are advised that voluntary withdrawal from their sport could result in a loss of scholarship.

This ICA policy does not address UNM institutional grants-in-aid requirements. A pregnant student-athlete who also is receiving an institutional scholarship should contact the Student Financial Assistance Office (SFAO) to determine whether and how the pregnancy affects that scholarship.

### ***MALE STUDENT-ATHLETE WHOSE PARTNER HAS BECOME PREGNANT***

A male college student, including male student-athletes, whose partner becomes pregnant will also face important challenges and decisions. Although not enduring the physical changes associated with pregnancy, the male college student may experience psychological stress associated with his concerns for the health and safety of his pregnant partner and her fetus. He may also question his readiness for fatherhood and his ability to face the personal and financial obligations of fatherhood. In these circumstances, we encourage a male student-athlete to discuss these issues with his pregnant partner, family members, religious adviser, personal physician, and others close to him, and to join and support his partner in seeking assistance to work through the decisions must be made. The ICA will work with any male student-athlete who needs time away from his sport to counsel and support his pregnant partner. As is the case with a pregnant student-athlete, confidential counseling can be provided by or through UNM's Campus Health Services or C&C.

### ***OTHERS WHO MAY NEED COUNSELING SERVICES***

Other student-athletes may experience psychological stress associated with the pregnancy of a friend or loved one. Student-athletes are encouraged to seek assistance and support to work through the emotional circumstances they may be dealing with. As is the case with a pregnant student-athlete, confidential counseling can be provided by or through UNM's Campus Health Services or C&C.

### ***ENFORCEMENT AND PERIODIC REVIEW***

Any member of the ICA found to have violated this policy, or who retaliates against anyone who complains about a violation of this policy, will be subject to disciplinary action as determined by the vice president for University of New Mexico Athletics. This policy will be regularly reviewed by the SWA, the head team physician, the associate athletic

director for Administration and Compliance, the head athletic trainer, and the faculty athletic representative, and updated when necessary.

For more information on the UNM Policy, please visit <https://policy.unm.edu/university-policies/2000/2750.html>

## ***STUDENT-ATHLETE RECOVERY TRAINING TEAM (STARTT) SUBSTANCE ABUSE POLICY (SAP)***

### ***PURPOSE***

The UNM Athletic Department has established the Student-Athlete Recovery Training Team (STARTT). STARTT is a subcommittee of the department's Wellness Intervention Team focused on the oversight of the Substance Abuse Policy; their membership consists of the Senior Women's Administrator (SWA) (who will also serve as the Drug Prevention Coordinator), Head Athletic Trainer, the Director of Compliance, and the Associate Athletic Director for Student Development. STARTT's goal is to establish a safe and trusting environment that assists student-athletes in the management of a multitude of clinical and medical issues ranging from individual sports performance and team building to mental health support. With the assistance of qualified professionals, STARTT offers services to our student-athletes in a confidential setting that promotes personal growth and development. The University and STARTT recognize the importance of the confidentiality of this process and will use best efforts to maintain the confidentiality of the student's meetings and any documents to the extent permitted by law.

One of the primary focus areas of STARTT is the health and safety of all student-athletes. STARTT continues to address the issues associated with the ever-changing culture and behaviors on college campuses. Of particular concern is the use of alcohol, illicit drugs, and performance enhancing drugs. Recognizing that some of our student-athletes confront these challenging societal issues long before arriving on the college campus, it is our goal to approach these issues in such a way as to educate student-athletes on the best ways to balance social and behavioral expectations while simultaneously promoting success both in the classroom and athletic arena.

With a medical model in mind, STARTT will utilize the Substance Abuse Policy to assist the Athletic Department and student-athletes by promoting a functional and thriving athletic environment that is devoted to the health and welfare of the student-athletes. A portion of the Athletic Department STARTT's program incorporates a mandatory, year-round substance abuse testing program.

While it is acknowledged that use/abuse of substances can simply be a lifestyle choice, many such behaviors may also be a function of medical or clinical conditions. Although certain punitive measures may be employed in the management of substance use/abuse issues, it is the goal of the Athletic Department's Substance Abuse Policy to approach such issues with a broader medical/clinical mindset such that every reasonable opportunity to achieve positive change is utilized.

The following are the goals of the UNM Substance Abuse Policy:

- a. To protect the health and well-being of the student-athletes.
- b. To educate the student-athletes about the harmful effects and unethical nature of substance abuse and performance enhancement substances.
- c. To deter the use/abuse of illegal and harmful substances in our student-athletes.
- d. To prevent substance abuse in our athletic community.
- e. To identify, for the purpose of supporting, UNM student-athletes misusing or abusing substances.
- f. To maintain the integrity of intercollegiate athletics by ensuring fair competition.

## ***POLICIES***

All student-athletes (scholarship and non-scholarship) on an active roster are subject to substance abuse testing by the UNM Athletic Department. This may include student-athletes who have exhausted eligibility and continue to receive an athletics scholarship; inclusion is at the discretion of the Athletic Director.

Consistent with the policies of UNM and the NCAA, the UNM Athletic Department expressly prohibits the use, sale, or distribution of all illegal substances by UNM student-athletes and staff. Comprehensive substance abuse testing procedures are used by the Athletic Department including all legally acceptable measures including but not limited to urinalysis testing, hair sample analysis, oral swabs, breathalyzer, and so forth. Substance abuse testing will assist in detection of prescription drugs and NCAA Banned Substances.

## ***SELF-REFERRAL***

With the understanding that there are circumstances where individuals have severe substance abuse and/or alcohol problems which stem from background, habit, or recreation, the Athletic Department has developed a policy to assist those individuals who desire to make a positive life change. To this end, the self-referral process was instituted.

It is the assumption that individuals who self-refer for a substance abuse and/or alcohol problem are actively seeking help and are interested in making a positive life change. It is the commitment of UNM to assist all individuals in this process. Individuals who self-refer will be assessed by a UNM-sanctioned trained professional to evaluate the nature of their condition. A recommendation for treatment based on the assessment will be made. The Athletic Department may finance the treatment process as long as the student referred is committed to the prescribed program and completes all requirements.

The features of self-referral for student-athletes are:

1. Student will receive immediate assistance for substance and/or alcohol abuse.
2. Student will not miss any required appointments or meetings; s/he may face penalties for missed appointments/meetings.
3. Consistent with the Self-referral parameters outlined below, no violation of SAP will be assessed for a positive test during the 16-week treatment program.
4. Parent/legal guardian will not be notified by STARTT of the positive result unless there is a health or safety emergency.

The following are the parameters of the self-referral process:

1. Self-referral for any drug and/or alcohol concern can only be made **one time during a student's college career.**
2. Self-referral can only be utilized prior to the notification of a substance abuse test. No self-referral will be accepted after a test has been "announced." "Announced" includes the time when a list of students has been created and/or a person is either verbally or physically notified of a substance abuse test. If the Drug Prevention Coordinator/SWA is in the process of actively notifying individuals to test, a self-referral may not be utilized.
3. Within 48 hours of signed statement, the student must schedule a meeting with the STARTT designated psychologist and/or associated medical services for evaluation and recommendations for treatment. Throughout the duration of the 16-week program, the student must see the psychologist a minimum of once per month; these appointments may be more often, up to multiple times per week at the discretion of the psychologist or doctor with whom he or she meets. Failure to successfully follow the counseling agreement will result in withholding from team athletic activities (competition, practice, strength and conditioning, meetings, etc.). Reinstatement to participation is at the discretion of the psychologist or doctor with whom he or she meets and will only occur after all evaluations are completed and medical clearance is obtained from the psychologist or doctor with whom he or she meets.
4. During treatment, the Athletic Department, as well as any treatment facility used by the Athletic Department, reserves the right to perform routine, unannounced substance abuse testing. Testing will occur as needed but no less than once per month.
5. Failure to successfully complete recommended treatment (i.e. unexcused absences, dismissal from treatment

program, failure to comply with program requirements, nonparticipation, etc.) may result in the loss of athletic scholarship and/or participation opportunities. The “Counseling Agreement” outlines the requirements for attendance.

6. Upon completion of the 16-week program, the individual will return to the pool for random testing with the rest of his or her teammates. If he or she is randomly selected and tests positive after completing the program, this will initiate the policy requirements.

### **NCAA POSITIVE TESTS**

If a student tests positive on an NCAA substance abuse test, a positive result on the UNM Substance Abuse Policy will also be assessed. NCAA tests are performed using the same strict standards as UNM testing and include observed collection. NCAA sanctions will supersede the UNM Athletics department policy. Parents/legal guardians will not be notified by STARTT of a positive NCAA test unless there is a health or safety emergency.

### **PRESCRIPTION DRUG POSITIVE TESTS**

Students must have a current, valid prescription from a licensed physician in order to take prescription medications. Students will be assessed a substance abuse policy violation under any of the following circumstances:

- a. Taking another person’s prescription medication.
- b. Taking prescription medications without a valid prescription.
- c. Taking prescription medications without a current prescription. \*

\*If a student is not under the care of the medical staff for an injury/illness, the student should not utilize his or her previously prescribed medication without clearance from a physician. Personal medications on the NCAA list of banned substances over a year old and/or taken without medical approval, will result in a positive violation of the UNM Substance Abuse Policy. Students must receive approval from the Head Athletic Trainer and/or Head Strength Coach before utilization of any/all supplements. Any prescription drugs and/or controlled substances must be cleared through the team doctor.

### **MEDICATION AND USE OF SUPPLEMENTS DECLARATION**

Every year students must declare any of the following to his/her UNM Athletic Trainer:

- a. All prescriptions.
- b. Over-the-counter medications.
- c. Nutritional supplements. \*\*

\*\*Many nutritional supplements contain substances banned by the NCAA. In addition, the US Food and Drug Administration (FDA) does not regulate the supplement industry; therefore, the purity and safety of nutritional supplements cannot be guaranteed. Impure supplements may lead to a positive substance abuse test. **The use of supplements is at the students’ own risk.** Students must receive approval from the Head Athletic Trainer and/or Head Strength Coach before utilization of any/all supplements. Any prescription drugs and/or controlled substances must be cleared through the team doctor.

**Note: Medical marijuana cards are NOT recognized by the UNM Athletic Department or by the NCAA; as such, any use of marijuana, including with a valid medical marijuana card, will result in a positive test result under the terms of this Substance Abuse Policy.**

Additional protocol exists for all student-athletes required to have a signed “Patient Agreement for Controlled Medicine Use” form. According to New Mexico state law, these students are required to submit to a drug test each time they fill their prescriptions for the controlled medications. A positive result on this required test will result in the reasonable suspicion protocol being followed.

## **ALCOHOL**

While it is recognized that alcohol use in moderate amounts by those of appropriate age may be legal, it is the desire of the UNM Athletic Department to discourage its misuse. Alcohol is one of the most highly abused substances and its misuse may contribute to serious legal issues and addiction. Alcohol is prohibited during all UNM sanctioned events including team events, practice, competition, and travel when representing UNM. In addition to this policy, students are expected to abide by all New Mexico statutes and UNM policies and procedures related to alcohol and drugs.

- a. All convictions for alcohol-related incidents, including DUI citations, will be deemed violations of the Substance Abuse Policy. In addition, institutional violations involving alcohol-related consumption where the student is found responsible may also be deemed a violation of the Substance Abuse Policy.
- b. In cases where a student receives medical treatment due to an alcohol-related incident, if the alcohol level meets the definition of legal intoxication under New Mexico law, the student may be deemed to have violated the Substance Abuse Policy.
- c. If a police-administered breathalyzer yields a positive result that meets the legal definition of intoxication under New Mexico law **at the time of the incident**, the student may be deemed to have violated the Substance Abuse Policy.

\*\*\*In accordance with the legal definition of intoxication under New Mexico law (as of January 2018), when measured by a breathalyzer, a minor (under 21) who has a .02 or higher blood alcohol content will be assessed a Substance Abuse Policy violation. An adult (21+) with a result of .08 or higher using a breathalyzer will be issued a Substance Abuse Policy violation. Subsequent referral and assessment of the student will also be performed. Any change to New Mexico state law will be adhered to for the purposes of consequences under this policy.

- d. Student-Athletes charged with Minor in Possession (MIP) of alcohol may be deemed to have violated the Substance Abuse Policy.
- e. Any student who is issued an alcohol violation under this Substance Abuse Policy must successfully comply with the prescribed education and/or treatment protocols outlined by the psychologist or doctor with whom he or she meets.
- f. Students are advised that many over-the-counter cold/cough medications may contain alcohol. When using products that contain alcohol, it is important not to exceed the recommended dosage.

## **TOBACCO**

The University of New Mexico and the NCAA prohibit the use of tobacco by all persons in all facilities.

NCAA Bylaw 11.1.4. Use of Tobacco Products: The use of tobacco products is prohibited by all game personnel (e.g. coaches, athletic trainers, managers, and game officials) in all sports during practice and competition.

## **ATTENDANCE**

Attending substance abuse testing is mandatory. Failure to attend or provide a valid sample as requested will result in a Substance Abuse Policy violation. For more information, please reference the Notification section under Procedures within this policy. Refusal to comply with substance abuse testing upon request will result in a Substance Abuse Policy violation as indicated in the Policy Violations section.

## **EDUCATION**

The UNM Athletic Department considers education to be an important aspect of its Substance Abuse Policy. The NCAA and UNM Athletic Department Substance Abuse Policy and substance abuse testing guidelines will be thoroughly covered at the mandatory compliance team meetings held prior to or early in each full term. In addition, the full policy will be accessible through the Student-Athlete Handbook which is available on the Athletic Department website <https://golobos.com/>. Student-athletes are also required to sign consent forms for substance abuse testing for both the NCAA and UNM annually.

- Educational in-services

All athletic personnel, particularly Head Coaches, will cooperate in making sufficient time available during team meetings for STARTT sponsored presentations. **The Drug Prevention Coordinator** is the primary contact for the STARTT program. Coaches involved in the recruitment of prospective student-athletes should ensure that prospects are aware of the UNM Athletic Department Substance Abuse Policy. If additional education is desired, contact the Drug Prevention Coordinator.

### ***SCHOLARSHIP FINANCIAL AID APPEAL***

In the event that a student-athlete's scholarship has been revoked for reasons of violating the Athletic Department's Substance Abuse Policy, he/she has the right to appeal the loss of scholarship.

### ***DEFINITION OF COUNTABLE CONTESTS***

Per NCAA Student-athlete reinstatement committee policy and procedures:

“The competitions used to fulfill a reinstatement condition must be applied as follows:

- (1) Team sports – the contests must be among those considered for team selection to the NCAA championship;
- (2) Individual sports with separate team championship – the dates of competition must be among those considered for team selection to the NCAA championship;
- (3) Individual sports without a separate team championship – the date of competition must be among those used to qualify for the NCAA championship; and
- (4) Sports without an NCAA championship – the date must be regularly scheduled.”

### ***DEVIATION FROM SUBSTANCE ABUSE POLICY***

Additional testing can be initiated at any time for any reason at the discretion of the Athletic Director.



## **PROCEDURES**

### **1. CONSENT/WAIVER FORM**

1. Acceptance of an athletic scholarship constitutes an agreement to comply with all the regulations of the University of New Mexico and its Athletic Department. This Consent/Waiver, when signed, confirms the student's informed and voluntary consent and cooperation to undergo substance abuse testing throughout the academic year and summer term and the authorization to release his/her testing results in accordance with the Reporting section of this Policy. UNM student-athletes, by signing the consent form, are also authorizing the release of all records related to the Substance Abuse Program as specified in the consent form.
2. At the beginning of each academic year (Fall Semester) and before the athlete is allowed to compete, he or she must sign the "Consent/Waiver Statement" to be eligible for the upcoming year.
3. BUCKLEY AMENDMENT - The Family Education Rights and Privacy Act of 1974 (FERPA) provides for the protection of all the student's "educational records."

### **2. SELECTION SUBSTANCE ABUSE TESTING**

1. Substance abuse testing will be administered for student-athletes. Testing can occur at any time during the academic year.
2. Participants can be selected for a substance abuse test at any time (announced or unannounced).
3. The selection of students for testing is handled by a third-party vendor who randomly selects student-athletes.
4. Head Coaches may request substance abuse testing for the entire team at their discretion.
5. Any coach, administrator, or support staff member concerned with a particular individual should contact the Drug Prevention Coordinator to refer the individual for testing. This referral must be accompanied by the "Reasonable Suspicion" notification form (see page 27). Reasonable Suspicion is more than intuition or strong feeling but less than probable cause. Such reasonable suspicion must be based upon specific, contemporaneous, articulate observations concerning changes in behavior, speech, and/or personal hygiene of the student. The observations may include indications of chronic and/or withdrawal effects of the prohibited substance or alcohol. This form notes specific observed behaviors which may indicate substance abuse.

### **3. TESTING TIMELINE**

1. The randomized test cycle will run from August through May of each academic year for all student-athletes.
2. Students already engaged in a 16-week program at the conclusion of the spring semester will be tested upon their return to classes.
  - a. Students taking summer classes in Albuquerque will be tested while enrolled and physically in Albuquerque.
  - b. Students who are not enrolled in summer classes but who remain in Albuquerque over the summer term will be tested during this time. The Athletic Director maintains discretion for those who are unavailable to test for any reason (e.g. out of town for a brief period).
  - c. Testing will be suspended in May and will resume in August for all students not physically in Albuquerque over the summer term.

### **4. NOTIFICATION OF SUBSTANCE ABUSE TESTING**

1. It is the responsibility of the student to provide current contact information annually and provide updates to administrative staff as necessary.
2. Initial notification of substance abuse testing will be written (e.g. hard copy, e-mail, or cell phone text). Written notification will be given during an in-person meeting. EACH student will be asked to provide his/her signature for verification of selection for official record-keeping purposes. The impacted student will be required to attend the testing within an allocated time frame or will be deemed as noncompliant. Any written communication with or from a student is protected under The Family Education Rights and Privacy Act of 1974 (FERPA). Students who are physically unable to be tested (for such reasons as travel or illness) will be replaced by alternate students from the same team randomly selected by the testing company for the next scheduled test.
3. Individuals who fail to participate will be withheld from all practice/competition activities until an acceptable sample is provided.
4. Notification for substance abuse testing can be sent by any of the following: Drug Prevention Coordinator, Athletic Trainer, Coaching staff member, or Athletic Administrator.

5. Substance abuse testing may occur without prior notification. Students may be selected at the conclusion of practice, strength and conditioning workouts or when deemed appropriate.
6. The notification list will be reconciled with the actual attendance list to determine individuals who did not participate.
7. The coaching staff will be notified of all students who fail to participate in substance abuse testing and will be responsible for locating the non-participating students and requiring them to report for the collection. All students who have been notified in writing and fail to report for their scheduled test or refuse to provide a sample will receive a violation of the SAP Attendance Policy and will be suspended from all practice/competition activities until a successful collection occurs. Refusal to provide a sample will result in a suspension from all athletic activity and a violation of the Substance Abuse Policy.

## **5. SPECIMEN COLLECTIONS**

Comprehensive substance abuse testing procedures are used by the Athletic Department including all legally acceptable measures including but not limited to urinalysis testing, hair sample analysis, oral swabs, and/or breathalyzer. Substance abuse testing will assist in detection of prescription drugs and NCAA Banned Substances.

1. All collections will be done in accordance with lab protocol and will follow approved chain of custody procedures. Once notified of a test, the student is obligated to provide a sample as requested.
2. The Outside Collection Agency will be responsible for obtaining samples. The Drug Prevention Coordinator will assist by notifying student-athletes of their upcoming test and mediating their arrival to the testing site.
3. Collections will be held at a designated location determined by STARTT.
4. Students will be verified by picture identification.
5. To maintain confidentiality, each specimen will be given a unique ID number. The Drug Prevention Coordinator and STARTT Administrator will keep, in a secure place, the sample number and name correlation document to be referenced upon receipt of confirmed positive results.
6. The student will be asked to wash and dry his/her hands and proceed to the appropriate collection area. The student will be required to lower attire below the waist to below his or her knees.
7. Each sample will be collected under direct observation by a same gender collection team member.
8. Any effort by a student to adulterate or modify his/her or any other urine specimen prior to or at the time of collection, will result in an automatic "positive test" requiring appropriate action as defined by this policy. Such an effort to "adulterate or modify" includes, but is not limited to, any type of product that is ingested or added to the urine sample, or the non-medical use of diuretics or probenecid in an effort to dilute, manipulate, or mask the urine sample.
9. Each specimen may be checked for Specific Gravity ( $> 1.005$ ) and pH (4.5 – 7.5) and will be split into two samples. Both samples will be sealed with security tape. These samples will be "Sample A" and "Sample B."
10. Sample A and Sample B will be sent to the designated lab for analysis. Sample B is frozen until the final results from Sample A are received. If the results are negative, all B samples will be destroyed. In the event of a positive result on Sample A, a second test on Sample B will be performed by an NCAA certified laboratory.

## **6. ANALYSIS**

A Medical Review Officer (MRO) from the accredited testing company will review all positive test results to verify the reported positive and all possible drug interactions.

The UNM Athletic Department Substance Abuse Policy firmly subscribes to the "Zero- Tolerance" testing philosophy. Therefore, the analytical goal for our testing component is to screen for the substances that are probabilities in our geographical area and subject population and to employ the very best analytical systems available to ensure the sensitivity and specificity necessary to detect even "occasional" users. Although notification is given for all positive substance abuse levels, for THC positive samples, only levels that confirm  $\geq 35$  ng/ml (the standard for NCAA drug testing) will be considered a violation of the Substance Abuse Policy. The UNM substance abuse panel may include the following drugs or classes of drugs (subject to continual evaluation and revision):

1. Marijuana
2. Synthetic Marijuana
3. Cocaine
4. MDMA (ecstasy)
5. Amphetamine Class (includes Speed, Adderall, Vyvanse, Ritalin, etc.)

6. LSD (Lysergic Acid Diethylamide)
7. Opiate Class (includes Heroin, Morphine, Codeine, etc.)
8. Ephedrine
9. Alcohol (ethanol)
10. Anabolic Steroids
11. Misc. random others as indicated. (i.e. clenbuterol, probenecid, barbiturates)
12. Adulterants
13. Methylhexanamine
14. Synthetic cathinone(s)

Note: All NCAA Banned Substances which are possible to be detected through lab technology may be included.

## **7. REPORTING**

All substances will be analyzed utilizing a “Zero-Tolerance” philosophy. All positive screens must be confirmed before reporting as positive. All results are confidential and will only be released on a need-to-know basis in accordance with the “Informed Consent/Waiver Statement” and FERPA.

## ***SUBSTANCE ABUSE POLICY VIOLATIONS***

Any violation will result in action by the Athletic Department. In all circumstances, a SAP violation will have consequences as outlined below.

All positive tests will be reviewed by the Athletic Department's doctors and/or psychologists who reserve the right to add to the practice and/or competition penalties immediately if it is medically determined that the student poses a serious health risk to him/herself or others by continuing to participate in athletic practice or competition.

Violations of the Substance Abuse Policy are compiled and addressed in a cumulative manner over the course of the students' enrollment. However, in an effort to reinforce positive lifestyle change, a student who does not obtain an additional positive Substance Abuse Policy violation **after a period of four months** (measured from last negative sample result) may have one policy violation removed from his or her cumulative record. This policy violation removal is available only **ONE TIME DURING HIS OR HER ATHLETIC CAREER.**

### ***1. FIRST VIOLATION***

1. Upon a positive result on a student-athlete's Sample A, Sample B will be immediately tested. Violation notification will not occur until both samples have been tested and found to have a positive result. After Sample A and B have been tested, the result will be considered final and will not be appealable for purposes of this policy. This finding will serve as the student-athlete's baseline test and will result in the initiation of the Substance Abuse Policy Violations protocol. Furthermore, the student-athlete could be held out of all practice/competition activities until cleared by the psychologist or doctor with whom he or she meets.
2. The Drug Prevention Coordinator/SWA will notify the head coach.
3. The student and STARTT Drug Prevention Coordinator/SWA will sign a statement acknowledging the positive test result and the consequences associated with the first violation and continued use. The student will also sign the "Counseling Agreement Form." Refusal to sign the statement will result in immediate dismissal from the athletic program, including the loss of athletic scholarship.
4. Within 48 hours of the signed statement, the student must schedule a meeting with the STARTT designated psychologist and/or associated medical services for evaluation and recommendations for treatment. Throughout the duration of the 16-week program, the student must see the psychologist a minimum of once per month; these appointments may be more often, up to multiple times per week at the discretion of the psychologist or doctor with whom he or she meets. Failure to successfully follow the counseling agreement will result in withholding from team athletic activities (competition, practice, strength and conditioning, meetings, etc.). Reinstatement to participation is at the discretion of the psychologist or doctor with whom he or she meets and will only occur after all evaluations are completed and medical clearance is obtained from the psychologist or doctor with whom he or she meets.
5. First time steroid positive violations will result in a minimum 10% withholding (rounding down method used) from countable contests. Countable contests are defined as per the NCAA Division I Manual as follows:  
17.02.3 Contest, Countable, Institutional. A countable contest for a member institution, in those sports for which the limitations are based on the number of contests, is any contest by the member institution against an outside team in that sport, unless a specific exemption for a particular contest is set forth in this bylaw. Contests, including scrimmages, by separate squads of the same team against different outside teams shall each count as one contest.  
(2019, p. 213)

The 10% withholding from countable contests penalty will be observed in all sports from the date of notification from the drug testing agency. Noncompliance with the prescribed treatment program will result in additional withholding. A penalty cannot be served when a student is not otherwise eligible to compete. Depending on the timing of the violation, a penalty may be applied over two different seasons.

6. Parents/legal guardians will not be notified by STARTT of a positive result unless there is a health or safety emergency.
7. The student must follow the prescribed treatment program.
8. The first violation will begin a 16-week treatment period during which the student must be actively engaged in educational programs and counseling. During treatment, the Athletic Department, as well as any treatment facility used by the Athletic Department, reserves the right to perform routine, unannounced substance abuse testing. Testing will occur, at minimum, an average of once every month.

9. If at any time during the 16-week treatment period, a student-athlete's levels increase while he or she is participating in the program, the appropriate response will be determined by the psychologist or doctor with whom he or she meets.
10. After the 16-week treatment/recovery period has concluded, the student will be given a conclusive test within 14-21 days. If testing reveals the presence of illicit substances (positive test), the student shall be deemed to have committed a second violation of the Substance Abuse Policy.
11. Failure to successfully complete recommended treatment (i.e. unexcused absences, dismissal from treatment program, failure to comply with program requirements, nonparticipation, etc.) may result in the loss of athletic scholarship and/or participation opportunities. The "Counseling Agreement Form" outlines the requirements for attendance.

## **2. SECOND VIOLATION**

1. Upon a positive result on a student-athlete's Sample A, Sample B will be immediately tested. Violation notification will not occur until both samples have been tested and found to have a positive result. After Sample A and B have been tested, the result will be considered final and will not be appealable for purposes of this policy. This finding will serve as the student-athlete's baseline test and will result in the initiation of the Substance Abuse Policy Violations protocol. Furthermore, the student-athlete could be held out of all practice/competition activities until cleared by the psychologist or doctor with whom he or she meets.
2. The Drug Prevention Coordinator/SWA will notify the head coach.
3. The student and the STARTT Drug Prevention Coordinator/SWA will sign a statement acknowledging the second positive test result, the terms of the suspension, and the consequences of a third positive test result. The student will also sign the "Counseling Agreement Form." Refusal to sign the contract statement will result in immediate dismissal from the athletic program, including the loss of athletic scholarship.
4. Within 48 hours of the signed statement, the student must schedule a meeting with the STARTT designated psychologist and/or associated medical services for evaluation and recommendations for treatment. Throughout the duration of the 16-week program, the student must see the psychologist a minimum of once per month; these appointments may be more often, up to multiple times per week at the discretion of the psychologist or doctor with whom he or she meets. Failure to successfully follow the counseling agreement will result in withholding from team athletic activities (competition, practice, strength and conditioning, meetings, etc.). Reinstatement to participation is at the discretion of the psychologist or doctor with whom he or she meets and will only occur after all evaluations are completed and medical clearance is obtained from the psychologist or doctor with whom he or she meets.
5. Second time steroid positive violations will result in a minimum 20% withholding (rounding down method used) from countable contests.
6. All other second violations result in a suspension from 10% (rounding down method used) of countable contests. Countable contests are defined as per the NCAA Division I Manual as follows:

17.02.3 Contest, Countable, Institutional. A countable contest for a member institution, in those sports for which the limitations are based on the number of contests, is any contest by the member institution against an outside team in that sport, unless a specific exemption for a particular contest is set forth in this bylaw. Contests, including scrimmages, by separate squads of the same team against different outside teams shall each count as one contest. (2017, p. 205)

The 10% or 20% withholding from countable contests penalty will be observed in all sports from the date of notification from the drug testing agency. Noncompliance with the treatment program will result in additional withholding. A penalty cannot be served when a student is not otherwise eligible to compete. Depending on the timing of the violation, a penalty may be applied over two different seasons.

7. Parents/legal guardians will not be notified by STARTT of a positive result unless there is a health or safety emergency.
8. The student must follow the prescribed treatment program.
9. During treatment, the Athletic Department, as well as any treatment facility used by the Athletic Department, reserves the right to perform routine, unannounced substance abuse testing. Testing will occur, at minimum, an average of once every month.

10. If at any time during the 16-week treatment period, a student-athlete's levels increase while he or she is participating in the program, the appropriate response will be determined by the psychologist or doctor with whom he or she meets.
11. After the 16-week treatment/recovery period has concluded, the student will be given a conclusive test within 14-21 days. If testing reveals the presence of illicit substances (positive test), the student shall be deemed to have committed a third violation of the Substance Abuse Policy.
12. Failure to successfully complete recommended treatment (i.e. unexcused absences, dismissal from treatment program, failure to comply with program requirements, nonparticipation, etc.) may result in the loss of athletic scholarship and/or participation opportunities. The "Counseling Agreement Form" outlines the requirements for attendance.

### **3. THIRD VIOLATION**

1. Upon a positive result on a student-athlete's Sample A, Sample B will be immediately tested. Violation notification will not occur until both samples have been tested and found to have a positive result. After Sample A and B have been tested, the result will be considered final and will not be appealable for purposes of this policy. This finding will serve as the student-athlete's baseline test and will result in the initiation of the Substance Abuse Policy Violations protocol. Furthermore, the student-athlete could be held out of all practice/competition activities until cleared by the psychologist or doctor with whom he or she meets
2. The Drug Prevention Coordinator/SWA will notify the head coach.
3. The student and STARTT Drug Prevention Coordinator/SWA will sign a statement acknowledging the third positive test result, the terms of suspension, and the consequences including dismissal upon a fourth violation. Refusal to sign the contract statement will result in immediate dismissal from the athletic program, including the loss of athletic scholarship.
4. Within 48 hours of the signed statement, the student must schedule a meeting with the STARTT designated psychologist and/or associated medical services for evaluation and recommendations for treatment. Throughout the duration of the 16-week program, the student must see the psychologist a minimum of once per month; these appointments may be more often, up to multiple times per week at the discretion of the psychologist or doctor with whom he or she meets. Failure to successfully follow the counseling agreement will result in withholding from team athletic activities (competition, practice, strength and conditioning, meetings, etc.). Reinstatement to participation is at the discretion of the psychologist or doctor with whom he or she meets and will only occur after all evaluations are completed and medical clearance is obtained from the psychologist or doctor with whom he or she meets.

5. All third violations will result in suspension from 50% (rounding down method used) of countable contests.

Countable contests are defined as per the NCAA Division I Manual as follows:

17.02.3 Contest, Countable, Institutional. A countable contest for a member institution, in those sports for which the limitations are based on the number of contests, is any contest by the member institution against an outside team in that sport, unless a specific exemption for a particular contest is set forth in this bylaw. Contests, including scrimmages, by separate squads of the same team against different outside teams shall each count as one contest. (2017, p. 205)

The 50% withholding from countable contests penalty will be observed in all sports from the date of notification from the drug testing agency. Noncompliance with the treatment program will result in additional withholding. A penalty cannot be served while a student is not otherwise eligible to compete. Depending on timing of the violation, a penalty may be applied over two different seasons.

6. Parents/legal guardians will not be notified by STARTT of a positive result unless there is a health or safety emergency.
7. The student must follow the prescribed treatment program.
8. During treatment, the Athletic Department, as well as any treatment facility used by the Athletic Department, reserves the right to perform routine, unannounced substance abuse testing. Testing will occur, at minimum, an average of once every month.



9. If at any time during the 16-week treatment period, a student-athlete's levels increase while he or she is participating in the program, the appropriate response will be determined by the psychologist or doctor with whom he or she meets.
10. After the 16-week treatment/recovery period has concluded, the student will be given a conclusive test within 14-21 days. If testing reveals the presence of illicit substances (positive test), the student shall be deemed to have committed a fourth violation of the Substance Abuse Policy.
11. Failure to successfully complete recommended treatment (i.e. unexcused absences, dismissal from treatment program, failure to comply with program requirements, nonparticipation, etc.) may result in the loss of athletic scholarship and/or participation opportunities. The "Counseling Agreement Form" outlines the requirements for attendance.

#### **4. FOURTH VIOLATION**

1. Upon a positive result on a student-athlete's Sample A, Sample B will be immediately tested. Violation notification will not occur until both samples have been tested and found to have a positive result. After Sample A and B have been tested, the result will be considered final, and will not be appealable for purposes of this policy. This finding will serve as the student-athlete's baseline test and will result in the initiation of the Substance Abuse Policy Violations protocol.
2. The Drug Prevention Coordinator/SWA will notify the head coach.
3. Parents/legal guardians will not be notified unless there is a health or safety emergency.
4. The student and STARTT Drug Prevention Coordinator/SWA will sign a statement, acknowledging the fourth positive test and the consequences of dismissal for this fourth violation.

#### **5. APPEALS**

1. A student-athlete may request an appeal of any penalty administered under this policy. The student-athlete will be required to submit a letter of appeal to the Drug Prevention Coordinator/SWA within two calendar weeks from the date of receipt of the student's written notice of the penalty.
2. Appeals will be referred to the Substance Abuse Appeals Committee.
3. The three-person Substance Abuse Appeals Committee will be appointed by the Director of Athletics. The Director of Athletics will also appoint a chair from within the three-person committee. The three-person committee will be selected from the following areas:
  - Faculty Athletic Council
  - UNM Sports Medicine Doctor
  - UNM Athletics Executive Leadership
4. The Substance Abuse Appeals Committee will hold a hearing in accordance with the Athletic Department Substance Abuse Appeals Committee Procedure. The Substance Abuse Committee shall then confer and render a decision in accordance with the procedure, regarding whether the penalty should be overturned or sustained. **The decision of the committee is final.**
5. In the case that a student-athlete appeals a violation prior to the fourth, he or she may still participate in any team activities until the appeal is resolved. In the case that a student-athlete appeals a fourth penalty, a student-athlete who has requested an appeal may **not** participate in any team activities or competition until the appeal has been decided.
6. Regardless of the decision rendered, the student-athlete will continue as part of the Substance Abuse Program. A successful appeal shall not result in the discontinuation of regular substance abuse testing for the student as prescribed in the policy. In the event that the Appeals Committee overturns a penalty imposed for a fourth violation, if subsequent institutional, treatment facility, or NCAA drug testing reveals a banned substance at any time, the student will be deemed Permanently Ineligible without any further appeal rights.
7. For the purposes of this section, "Penalty" shall mean permanent removal from athletics program or suspension from countable contest(s) or suspension of team activities in which student-athlete is otherwise eligible to compete.



## ***SICKLE CELL TRAIT***

- The *NCAA* mandates that all *NCAA* student-athletes have knowledge of their sickle cell trait status before the student-athlete participates in any intercollegiate athletics event, including strength and conditioning sessions, practices, on campus evaluation, etc.
- The University of New Mexico Department of Intercollegiate Athletics mandates sickle cell trait screening in the form of a blood test to all student-athletes.
- Testing will be conducted at the UNMH Lobo Clinic and through a local designated laboratory facility and results will be reported to the student-athlete, the Sports Medicine Staff and the team physicians.
- No sickle-trait athlete is ever disqualified, because simple precautions seem to suffice. Because of the altitude in Albuquerque, there is a mandatory acclimatization period of 10-14 day before being allowed to fully participate in sport or sports related conditioning. If the student athlete leaves for an extended period of time, this acclimatization must be performed again upon their return.

## ***SPORTS PERFORMANCE***

### ***MISSION***

The mission of the Lobo Athletic Performance program is to produce a successful training regimen that will significantly improve both the mental and physical attributes of our athletes through a structured program that includes all aspects of physical development and injury prevention. We will do this through proven training programs that are measured on both individual & team testing results. The values of hard work, discipline, overcoming adversity, competitive spirit and leadership learned and developed in the weight room will not only prepare young student-athletes to be successful on the field but successful in life as well. We have high standards and simple expectations – Narrow the Focus, Take Advantage of Every Opportunity to Get Better, Be Coachable, Have a Sense of Urgency, and Outwork!

### ***STAFF***

Our department is staffed by 8 Athletic Performance Coaches who work daily developing and implementing training programs tailored to meet the needs of our student-athletes. It is our program goal to maintain flexibility of programming and be able to integrate new ideas while maintaining the core principles of our program. This intention and motivation allows us to stay ahead of the pack in our field, ensuring that our program is always on the cutting edge nationally.

\*For further information on policies and procedures or any other information about the Athletic Performance Department please see your team's Athletic Performance Coach or Joaquin Chavez - Associate Director of Athletic Performance (505-455-6586).

### ***THE FUELING STATION***

The Fueling Station is an area where a variety of nutritious snacks are provided to student-athletes while in study hall. It is located in the Student Support and Success Center on the 2nd floor. The station opens in the morning and is restocked in the late afternoon. **Athletes are allowed to take 1-2 snack items per day and expected to clean up after themselves.** The fueling station is not to be abused or relied upon to replace normal, everyday meals.

## ***LOBO CLUB***

The Lobo Club is the “Gateway to Giving for UNM Athletics” and serves as the fundraising arm of the Athletics Department that raises money for student-athletes’ scholarships, gift in kind, facilities, and other support. Lobo Club members are investing in the futures of student-athletes. They have helped to create a tradition of success at UNM since 1932 and their contributions supply you - the student-athletes - with the tools you need to be successful both in the classroom and in competition. Over 3,000 individuals, including many former student-athletes and companies, invest in Lobo Athletics through the Lobo Club, making your opportunity at UNM a reality.

**Cherry and Silver Scholarship Gala:** Each August, the Lobo Club runs a Gala that helps raise funds for student-athlete scholarships at UNM. Student-athletes are sometimes called upon to play an active role in helping make the event a success through their service and interaction with the contributors at the event.

**Ambassador Drive:** Every spring, about 50 volunteers dedicate their time and energy to recruiting new, and renewing current Lobo Club members during this campaign. Student-athletes may be invited to attend these events to say hello and thank these volunteers.

**Student-Athlete Thank-a-Thon:** Each year, you will be asked to participate in the Student-Athlete Thank-a-Thon in the Student Success Center in the first floor call center. This event gives each student-athlete a chance to personally call Lobo Club members and thank them for supporting UNM Athletics.

**Lobo Club Student-Athlete of the Year Awards:** Each year the Lobo Club honors the top male and top female student-athlete, with a minimum GPA of 3.00, based on their community service, academic performance and athletic achievement. Each head coach is asked to submit nominations in the spring and the honors are awarded in April.

The Lobo Club offices are located in the Colleen J. Maloof Administration Building. If you meet someone who is interested in joining the Lobo Club, please have them call 925-CLUB or log on to [unmloboclub.com](http://unmloboclub.com).

The Lobo Club wishes you success both academically and athletically during the upcoming year!

## ***MEDIA RELATIONS***

Lobo student-athletes benefit from tremendous local media exposure and national attention. Therefore, it is important to understand the media, the value of positive media relations, and how best to deal with the media. The primary way for New Mexico fans to find out about you is through the media. The stories of the Lobo teams, student-athletes, and coaches are told to the fans on a daily basis throughout the year by dozens of newspapers, magazines, radio stations, television stations and websites.

As a Lobo student-athlete, one of your responsibilities is to deal with the media, just as giving 100 percent on the playing field and in the classroom, are your responsibilities. It is all part of the package of being a University of New Mexico student-athlete. You should view your obligation to cooperate with the media as an opportunity to promote yourself as well as your team and sport. Use the media to develop a positive image. Thousands of athletes have parlayed the visibility of their careers into lucrative professions after their playing days are over.

The Athletics Communications staff will meet with each team at the beginning of the school year to go over the role they play with you and your teammates. The staff will work with you on guidelines and policies for interviews, as well as provide individual training when needed.

You are urged to exercise care when making statements to the media, on your Facebook profile or your Twitter account. If you agree to give an interview, the Sports Information Office encourages you to be early and do not miss your appointment. Emergencies do come up, and you are asked to contact your team's Sports Information Director if you're running late to your interview. You should never agree to a telephone interview unless the arrangements are coordinated through the Sports Information Office. If you receive an interview request, ask that the media representative to make arrangements through the Sports Information Office. You should not receive calls or visits from the media that have not been arranged by the Sports Information Office.

### **DON'T SAY ANYTHING YOU DON'T WANT TO SEE IN PRINT!**

#### **HINTS FOR DEALING WITH THE MEDIA:**

1. Organize your thoughts before a scheduled interview, so you are sure about the points you want to communicate.
2. Be sure you understand the reporter's question before answering it. Ask for clarification if the question is not understood.
3. Be wary of an "off the record" situation. It is usually not in your best interest to do interviews in this manner, as it may be left open to interpretation as to what is or is not "off the record."
4. If possible, try not to be evasive or to answer "no comment," as it raises suspicions. It is better to answer, "I am not familiar enough with that issue to give a fair answer."
5. Do not become overly sensitive about a particular question or a particular story. With very few exceptions, reporters who cover our athletics program are fair and are not out to "get somebody."
6. Do not criticize your teammates or your coaches through the media. If you have concerns, share them with your teammates or your coach, not the public.

Please note that the Locker Rooms and the Training Rooms are off-limits to the public. This includes media, friends, and relatives.

To contact the Athletics Communications office, call (505) 925-5520 or check the staff directory on GoLobos.com for your team's communications contact.

## ***SOCIAL NETWORKING REMINDERS FOR STUDENT-ATHLETES***

Student-athletes at UNM are held in high regard and are seen as role models in the community. As such, we have a responsibility to portray our team, our University, and ourselves in a positive manner at all times. It is also important to remember that being a student-athlete is a privilege, not a right.

In recent years, Facebook, Twitter, Instagram and other social media sites have increased in popularity and are used by many student-athletes at the University of New Mexico.

Student-athletes may not be aware that third parties, including the media, faculty, future employers, and NCAA officials can easily access their profiles and view all personal information. This includes all pictures, videos, comments, and posters. Inappropriate material affects the perception of the student, athletic department, and the University. (This can also be detrimental to a student-athletes' future employment opportunities.)

Examples of inappropriate and offensive behavior concerning participation in online communities may include depictions or presentations of the following, these are examples and are not intended to be an exhaustive list:

1. Posting photos, videos, comments, or posters showing the personal use of alcohol, tobacco, e.g., cans, shot glasses, bottle of liquor, etc.
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
4. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender, religion, sexual orientation, etc.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

1. Set your security settings so that only your friends can view your profile.
2. YOU SHOULD NOT post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
3. Be aware of who you add as a friend to your site - many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
4. Consider how the above behaviors can be reflected in all social media applications.

If you are in doubt as to the appropriateness of your online public material, ask yourself does it uphold and positively reflect your own values and ethics as well as those of the Athletic Department and the University. Please contact your head coach, sports information director, any member of the athletic communications staff or compliance if you have questions.

## **PHOTOGRAPHS**

A photography session for you and your team members is usually held during the fall semester. The Sports Information Office maintains a file of photographs for media use. All photographs are the property of the Department of Athletics. Please note that NCAA rules do not allow the Department to give photographs to student-athletes.

## ***SAFETY AT UNM***

UNM Athletics is fully committed to the health, safety, and well-being of all student-athletes. If a student-athlete feels he/she has been subjected to, or is aware of, misconduct or improper treatment, he/she is encouraged to notify the appropriate individuals to address the issue.

### ***SAFETY TIPS ON CAMPUS***

College campuses are not exempt from crime. Students, faculty and staff can make the UNM community a safer place to live, learn and work by taking common sense precautions, being alert, and looking out for others. A safe campus starts with you:

- Go out with a friend, not alone, especially if you're headed for a late night snack or study break.
- Walk purposefully. Look confident. Watch where you are going. Be alert to your surroundings.
- Use well-lighted, well-traveled areas and try to walk with friends.
- Avoid shortcuts through isolated areas.
- Lock all doors and close all windows when leaving your car, whether it's for a few minutes or several hours.
- Have keys ready when you approach your car. Check car for intruders before entering and lock door immediately after getting into your car.
- Always lock your bike or motorcycle when leaving it unattended, even if it's only for a few minutes.
- List only first initials and last name in telephone directories.
- Hang up immediately on obscene phone calls.
- Don't keep large sums of money in your office, dorm or apartment.
- Lock doors and windows, even if you're just going out for dinner.

If you are a victim of a crime or feel threatened by another person, contact campus police 505-277-2241 immediately. You may save someone else from being a victim.

### ***SECURITY ESCORT SERVICE***

If you feel you need an escort to your car, the UNM Child Care Center, residence hall or classroom, there are campus police security aides available. The escort service may only be initiated from Student Family Housing, main and north campus property. For your safety, make sure you specify your location to the dispatcher. Service is provided on a first-come, first served basis and a wait may be necessary. Escort service is provided 24 hours a day, 365 days a year and may be accessed by calling 277-2241.

### ***LOBOGUARDIAN***

LoboGuardian is a mobile application that increases the safety of our students. It allows students to contact UNM Police Department and 911 in case of emergency. Through the use of your mobile phone's GPS, an emergency response unit is able to track the student's exact location.

#### *Features*

- •Safety Time and Status: Designate friends, family, and others as "Guardians"
- •Emergency Calling to UNM Police will provide your GPS location
- •Report a Tip: Report anonymous tips to UNM Police

#### *How to Install*

- •Search for "Rave Guardian" in the Apple App Store or Google Play Store to download and install
- •Choose I am with a school
- •Enter your name and UNM email
- •Use your UNM email to unlock the full functionality of the app

For more info, visit [loboguardian.unm.edu](http://loboguardian.unm.edu).

### ***BICYCLES, SKATEBOARDS, & HOVERBOARDS***

Bicycles must be parked in the bicycle racks provided (U-locks are strongly recommended), not locked to trees, signposts, or other property. You are encouraged to register your bike with the Campus Police at Hokona Hall, 277-2241.

Bicycles are not allowed inside buildings, except in designated dormitory bicycle parking areas. Bicycle riding is permitted only on designated bike paths and is prohibited in pedestrian areas indicated as dismount areas in Bicycling at UNM: Map and Regulations. Enforcement is suspended on Saturdays, Sundays and UNM holidays. Skateboards are banned from the entire campus at all times.

Skates, which includes roller blades, roller skates, and inline skates are permitted on campus only on Saturdays, Sundays and UNM holidays. Skates may not be used inside buildings, in dismount areas or on designated bike paths.

Bikes and skates are to be used on the ground only and may not be used on walls, benches, fountains, or other structures. Persons violating UNM's non-motorized vehicles policy are subject to sanction under the applicable UNM Code of Conduct and/or arrest by UNM Police for violation of state law.

HOVERBOARDS ARE BANNED FROM ALL UNM CAMPUSES AND PROPERTY.

<b><i>EMERGENCY PHONE NUMBERS</i></b>		
<b>Department</b>	<b>Phone Number</b>	<b>Website</b>
ABQ Fire	911	<a href="http://www.cabq.gov/fire">www.cabq.gov/fire</a>
ABQ Police	911	<a href="http://Www.cabq.gov/police">Www.cabq.gov/police</a>
ABQ Citizen Contact	311	<a href="http://Www.cabq.gov/crm/">Www.cabq.gov/crm/</a>
UNM Police (Non-Emergency)	277-2241	<a href="http://Police.unm.edu/">Police.unm.edu/</a>
Agora Crisis Center	277-3013	<a href="http://Www.unm.edu/~agora/">Www.unm.edu/~agora/</a>
Center on Alcohol, Substance Abuse and Addictions (CASAA)	925-2300	<a href="http://Casaa.unm.edu/intro.asp">Casaa.unm.edu/intro.asp</a>
New Mexico Poison and Drug Information Center	1-800-222-1222	<a href="http://Hsc.unm.edu/pharmacy/poison">Hsc.unm.edu/pharmacy/poison</a>
Rape Crisis Center	266-7711	<a href="http://Www.Rape-crisis.org">Www. Rape-crisis.org</a>