Dear Student-Athlete,

I would like to welcome you to the New Jersey Institute of Technology Department of Athletics, and the 2014-15 athletic seasons.

This student-athlete handbook includes important and useful information on the policies and procedures of the NCAA, the NJIT Department of Athletics and NJIT as a university. It is not meant to include each and every rule; however, there is important information in there you will need to know. It should be used as a resource in conjunction with additional information and requirements published by the NCAA and the university.

Your NJIT student-athlete experience should be enjoyable, successful, and rewarding. Whether you are at the beginning of your career or nearing the end, the challenges and opportunities presented before you will be plentiful, so do take advantage. I also encourage you to get involved with our own Student Athlete Advisory Committee (SAAC) and other groups on campus that you feel will allow you to maximize and enjoy your time here at NJIT.

I look forward to getting to know all of you and please know that my door is always open. Do not hesitate to approach me at an event or as I walk across campus. You can stop by my office in the athletic center if you have any questions or concerns to express to me, your sport administrator or the rest of the administrative staff. It is our goal that you not only participate successfully in our athletic program, but to assist you in your path to graduation, and help you lay the groundwork for all of your future endeavors.

Remember to take pride in your representation of yourself, team, department and university.

Good luck in the upcoming year and **GO HIGHLANDERS!!**

Sincerely,

Lenny Kaplan
Director of Athletics
NEW JERSEY INSTITUTE OF TECHNOLOGY MISSION STATEMENT

NJIT is the state’s technological research university, committed to the pursuit of excellence--

• in undergraduate, graduate, and continuing professional education, preparing students for productive careers and amplifying their potential for lifelong personal and professional growth;

• in the conduct of research with emphasis on applied, interdisciplinary efforts encompassing architecture, the sciences, including the health sciences, engineering, mathematics, transportation and infrastructure systems, information and communications technologies;

• in contributing to the state’s economic development through the state’s largest business incubator system, workforce development, joint ventures with government and the business community, and through the development of intellectual property;

• in service to both its urban environment and the broader society of the state and nation by conducting public policy studies, making educational opportunities widely available, and initiating community-building projects;

NJIT prepares its graduates for positions of leadership as professionals and as citizens; provides educational opportunities for a broadly diverse student body; responds to needs of large and small businesses, state and local governmental agencies, and civic organizations; partners with educational institutions at all levels to accomplish its mission; and advances the uses of technology as a means of improving the quality of life.

DEPARTMENT OF ATHLETICS MISSION STATEMENT

The mission of the Department of Athletics is to provide and operate an intercollegiate athletic program that is an integral part of the university. As an integral part of the total educational program, our goals as a department are to both enhance the physical and moral welfare of its participants commensurate with their educational goals and in support of the university’s ideals.

Key components of our mission include: quality programs of fitness, health, intramurals, and intercollegiate athletics which impact the quality of campus life, spirit and overall retention, attraction and university reputation. The Department of Athletics supports equitable opportunities for all students and staff including women (reflected in our commitment to be in full compliance with Title IX regulations) and minorities in its programs. Additionally, the Department of Athletics provides the personnel and program tools that are necessary to enable student-athletes to pursue excellence in developing personal, academic, and athletic skills and, in so doing, supports the university in achieving its mission.

The intercollegiate athletics program is to be a source of pride for NJIT, its students, alumni, the Newark community and the State of New Jersey.

DEPARTMENT OF ATHLETICS STAFF DIRECTORY

(973) 596-8295
Website: http://www.njithighlanders.com

Department of Athletics Fax 596-8295
Athletic Training Fax 642-7333
Sports Information Fax 596-8440
Men’s Basketball Fax 596-6369
Women’s Basketball Fax 596-6329
Women’s Soccer Fax 596-6279
Men’s Volleyball Fax 596-6373
Women’s Volleyball Fax 596-8195
Fleisher Athletic Center front desk 596-5730
Swimming Pool Office 596-5229
# Department of Athletics Administrative Staff

*(located in Fleisher Athletic Center)*

<table>
<thead>
<tr>
<th>Title:</th>
<th>Name:</th>
<th>Office (973):</th>
<th>Fax (973):</th>
<th>E-Mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Athletics</td>
<td>Lenny Kaplan</td>
<td>596-3638</td>
<td>596-8295</td>
<td><a href="mailto:kaplan@adm.njit.edu">kaplan@adm.njit.edu</a></td>
</tr>
<tr>
<td>Administrative Assistant for the Director of Athletics</td>
<td>Wenda Noel-Lane</td>
<td>596-3636</td>
<td>596-8295</td>
<td><a href="mailto:noellane@njit.edu">noellane@njit.edu</a></td>
</tr>
<tr>
<td>Associate Director of Athletics - SWA</td>
<td>Alexis Schug</td>
<td>596-8452</td>
<td>596-8295</td>
<td><a href="mailto:schug@njit.edu">schug@njit.edu</a></td>
</tr>
<tr>
<td>Assistant Director of Athletics - Business, Facilities, and Event Mgmt.</td>
<td>TBA</td>
<td>642-7224</td>
<td>596-8295</td>
<td></td>
</tr>
<tr>
<td>Operations Manager</td>
<td>Shannon Abraham</td>
<td>596-6406</td>
<td>596-8295</td>
<td><a href="mailto:saa3@adm.njit.edu">saa3@adm.njit.edu</a></td>
</tr>
<tr>
<td>Assistant AD for Compliance</td>
<td>Jayson Smikle</td>
<td>596-5278</td>
<td>596-8295</td>
<td><a href="mailto:jsmikle@njit.edu">jsmikle@njit.edu</a></td>
</tr>
<tr>
<td>Compliance Coordinator</td>
<td>Raquel Green</td>
<td>596-3181</td>
<td>596-8295</td>
<td><a href="mailto:rgreen@njit.edu">rgreen@njit.edu</a></td>
</tr>
<tr>
<td>Assistant Director of Athletics - Sports Information</td>
<td>Tim Camp</td>
<td>596-8461</td>
<td>596-8440</td>
<td><a href="mailto:camp@njit.edu">camp@njit.edu</a></td>
</tr>
<tr>
<td>Assistant Sports Information Director</td>
<td>Stephanie Pillari</td>
<td>596-8324</td>
<td>596-8440</td>
<td><a href="mailto:pillari@adm.njit.edu">pillari@adm.njit.edu</a></td>
</tr>
<tr>
<td>Assistant Sports Information Director</td>
<td>Courtney Caden</td>
<td>596-8324</td>
<td>596-8440</td>
<td><a href="mailto:caden@njit.edu">caden@njit.edu</a></td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>Matt Koscs</td>
<td>596-3661</td>
<td>642-7333</td>
<td><a href="mailto:mkoscs@njit.edu">mkoscs@njit.edu</a></td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Brittany Vorndran</td>
<td>596-3623</td>
<td>642-7333</td>
<td><a href="mailto:vorndran@njit.edu">vorndran@njit.edu</a></td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>H. Paul Grayner</td>
<td>596-3623</td>
<td>642-7333</td>
<td><a href="mailto:grayner@njit.edu">grayner@njit.edu</a></td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Melissa Maskery</td>
<td>596-3623</td>
<td>642-733</td>
<td></td>
</tr>
<tr>
<td>Strength &amp; Conditioning Coach</td>
<td>Bobby Fisk</td>
<td>596-5277</td>
<td>596-8295</td>
<td><a href="mailto:Bfisk@njit.edu">Bfisk@njit.edu</a></td>
</tr>
<tr>
<td>Faculty Athletics Representative</td>
<td>Mike Siegel</td>
<td>596-5835</td>
<td>596-5591</td>
<td><a href="mailto:misieg@oak.njit.edu">misieg@oak.njit.edu</a></td>
</tr>
<tr>
<td>Assistant Director of Physical Education</td>
<td>Brian Callahan</td>
<td>596-3637</td>
<td>596-8295</td>
<td><a href="mailto:callahan@njit.edu">callahan@njit.edu</a></td>
</tr>
<tr>
<td>Clerical Assistant</td>
<td>Danielle Dundas</td>
<td>596-5730</td>
<td>596-8295</td>
<td><a href="mailto:Dundas@njit.edu">Dundas@njit.edu</a></td>
</tr>
<tr>
<td>Front Desk</td>
<td>Jonathan Walker</td>
<td>596-5730</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Athletic Academic Advisement Staff
(located in Kupfrian Hall)

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office (973)</th>
<th>Fax (973)</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director CAPE - Athlete Academic Advisor</td>
<td>Sandra Taylor</td>
<td>596-5558</td>
<td>642-4181</td>
<td><a href="mailto:sandra.a.taylor@njit.edu">sandra.a.taylor@njit.edu</a></td>
</tr>
<tr>
<td>Academic Advisor for Athletics/Eligibility Certification Officer</td>
<td>Mike Spisto</td>
<td>596-5458</td>
<td>642-4181</td>
<td><a href="mailto:spisto@adm.njit.edu">spisto@adm.njit.edu</a></td>
</tr>
</tbody>
</table>

COACHING STAFF
(located in Fleisher Athletic Center)

<table>
<thead>
<tr>
<th>Sport</th>
<th>Position</th>
<th>Name</th>
<th>Office (973)</th>
<th>Fax (973)</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASEBALL</td>
<td>Head Coach</td>
<td>Brian Guiliana</td>
<td>596-5827</td>
<td>596-8295</td>
<td><a href="mailto:brian.a.guiliana@njit.edu">brian.a.guiliana@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>Robbie McClellan</td>
<td>596-8396</td>
<td>596-8295</td>
<td><a href="mailto:mcclell@njit.edu">mcclell@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>Grant Neary</td>
<td>596-5827</td>
<td>596-8295</td>
<td></td>
</tr>
<tr>
<td>MEN'S BASKETBALL</td>
<td>Head Coach</td>
<td>Jim Engles</td>
<td>596-5727</td>
<td>596-6369</td>
<td><a href="mailto:engles@njit.edu">engles@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>Jessie Agel</td>
<td>596-5723</td>
<td>596-6369</td>
<td><a href="mailto:jagel@njit.edu">jagel@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>Brian Kennedy</td>
<td>596-5216</td>
<td>596-6369</td>
<td><a href="mailto:bkenndy@njit.edu">bkenndy@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>John Czech</td>
<td>596-5217</td>
<td>596-6369</td>
<td><a href="mailto:jczech@njit.edu">jczech@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Director of Operations</td>
<td>TBA</td>
<td>596-5336</td>
<td>596-6369</td>
<td></td>
</tr>
<tr>
<td>WOMEN'S BASKETBALL</td>
<td>Head Coach</td>
<td>Steve Lanpher</td>
<td>596-3633</td>
<td>596-6329</td>
<td><a href="mailto:lanpher@njit.edu">lanpher@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>Mark McCaleb</td>
<td>596-8442</td>
<td>596-6329</td>
<td><a href="mailto:mccaleb@njit.edu">mccaleb@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>LaKea Jones</td>
<td>596-3635</td>
<td>596-6329</td>
<td><a href="mailto:lrjones@njit.edu">lrjones@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>Epiphany Smith</td>
<td>596-3634</td>
<td>596-6329</td>
<td><a href="mailto:esmith@njit.edu">esmith@njit.edu</a></td>
</tr>
<tr>
<td>MEN’S &amp; WOMEN’S CROSS COUNTRY</td>
<td>Head Coach</td>
<td>Al Alonso</td>
<td>596-8379</td>
<td>596-8295</td>
<td><a href="mailto:alonso@njit.edu">alonso@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>John Crawford</td>
<td>596-8490</td>
<td>596-8295</td>
<td><a href="mailto:crawfjc@hotmail.com">crawfjc@hotmail.com</a></td>
</tr>
<tr>
<td>MEN’S &amp; WOMEN’S FENCING</td>
<td>Head Coach</td>
<td>Yefim Litvan</td>
<td>596-8490</td>
<td>596-8295</td>
<td><a href="mailto:litvan@njit.edu">litvan@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>Jason Henderson</td>
<td>596-8490</td>
<td>596-8295</td>
<td><a href="mailto:jason.v.henderson@njit.edu">jason.v.henderson@njit.edu</a></td>
</tr>
<tr>
<td>MEN’S SOCCER</td>
<td>Head Coach</td>
<td>Didier Orellana</td>
<td>596-5219</td>
<td>596-8195</td>
<td><a href="mailto:orellana@njit.edu">orellana@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>David Janezic</td>
<td>596-5226</td>
<td>596-8195</td>
<td><a href="mailto:janezic@njit.edu">janezic@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>Evan Brandsdorfer</td>
<td>596-5218</td>
<td>596-8195</td>
<td></td>
</tr>
<tr>
<td>WOMEN’S SOCCER</td>
<td>Head Coach</td>
<td>Manda Risden</td>
<td>596-2928</td>
<td>596-6279</td>
<td><a href="mailto:risden@njit.edu">risden@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>Scott Waddell</td>
<td>596-8239</td>
<td>596-8195</td>
<td><a href="mailto:waddell@njit.edu">waddell@njit.edu</a></td>
</tr>
<tr>
<td>MEN’S SWIMMING</td>
<td>Head Coach</td>
<td>Mike Lawson</td>
<td>596-5229</td>
<td>596-8295</td>
<td><a href="mailto:mrl23@njit.edu">mrl23@njit.edu</a></td>
</tr>
<tr>
<td></td>
<td>Assistant Coach</td>
<td>Daniel Schittone</td>
<td>596-5229</td>
<td>596-8295</td>
<td></td>
</tr>
<tr>
<td>Men’s Lacrosse</td>
<td>Travis Johnson</td>
<td>596-3615</td>
<td>596-8295</td>
<td><a href="mailto:tjohnson@njit.edu">tjohnson@njit.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
MEN'S & WOMEN'S TENNIS
Head Coach  Ira Miller  596-8297   596-8195  iramiller@gmail.com

MEN'S & WOMEN'S TRACK AND FIELD
Head Coach  Al Alonso  596-8379   596-8295  alonso@njit.edu
Assistant Coach  John Crawford  596-8379   596-8295  crawfjc@hotmail.com

MEN'S VOLLEYBALL
Head Coach  Danny Gonclaves  596-6498   596-6373  njit.edu
Assistant Coach

WOMEN'S VOLLEYBALL
Head Coach  Pete Volkert  596-5380   596-8195  volkert@njit.edu
Assistant Coach

FACULTY ATHLETICS REPRESENTATIVE

The Faculty Athletic Representative (FAR) is a member of the institution’s faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department. The FAR provides oversight to the Athletics Program.

Responsibilities of the FAR include upholding academic integrity and student-athlete welfare as well as acting in an advisory role. The FAR is called on to review information related to the academic well-being of the student-athlete to ensure that the athletes who attend thrive academically. This representative should ensure that academic services are available to student-athletes. This includes services such as tutorial, study tables, academic advising and other services designed for the academic enhancement of student-athletes.

Consistent with the guidelines provided by the NCAA’s principles of institutional control, FAR responsibilities include oversight of compliance-related activities undertaken by the Department of Athletics. Such efforts focus on academic-eligibility certifications, staff training and periodic spot-checks of records to ensure all institutional compliance systems are engaged and functioning.

Lastly, the FAR promotes a balance between academics, athletics, and the social lives of student-athletes. This allows student-athletes the opportunity to enjoy the full range of collegiate experiences available to students generally.

NJIT STUDENT PROFESSIONAL CONDUCT CODE
The following are excerpts from the NJIT Student Professional Conduct Code. For the complete version, please refer to the Dean of Students Office or view the complete code online at http://www.njit.edu/doss/policies/index.php. The actions listed below are considered violations of the NJIT Student Professional Conduct Code and are subject to disciplinary action.

Student Professional Conduct Code - Article 4 - Prohibited Conduct

A. Section 1. - Guidelines
1. The university will protect the safety and well-being of the campus community as well as university-related facilities and property. This right includes taking disciplinary action for offenses occurring off campus when in the determination of the judicial body they pose a substantial danger to, or adversely affect, the university community and/or the pursuit of its objectives.

2. The university will charge and sanction any student organization or group when prohibited conduct is engaged in or related to the activities and/or interests of that organization/group, or such conduct is engaged in by a collection of individuals representing the organization/group. For any given violation of this Code, action may be taken against individuals, student organizations, groups or any such combination.

3. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Code, and may result in more severe sanctions.
4. Guests must adhere to campus policies. A student whose guest(s) has violated any provision of this Code shall be held responsible for such behavior, and will face appropriate disciplinary action.

5. If a violation of university rules and/or regulations, published in this or other university document or public statement, occurs which is also a violation of law, the university may take disciplinary action against student offenders. Such action is independent of and may proceed before, during or following civil or criminal action. Such actions are not subject to challenge on the basis that civil or criminal charges involving the same incident have been reduced or dismissed. Normally the university does not adjudicate violations of policy that may also be legal violations taking place off campus, unless such violations have or foreseeably pose a threat of an adverse effect on the university community and/or the pursuit of its objectives.

6. Any student who withdraws from, or fails to return to, the university while disciplinary action is pending against him/her will be ineligible for readmission unless the charges are dismissed or resolved. The university reserves the right to restrict individuals from the campus while those individuals have unresolved disciplinary charges pending.

7. Attempts to engage in acts or behaviors prohibited by this Code, or assisting others to violate this Code, shall be treated as though the behaviors were completed, and may result in the same sanctions being applied as if the acts or behaviors were completed.

B. Section 2. - Rules and Regulations

Any student or student organization found to have committed the following misconduct is subject to the disciplinary sanctions described in Article 5 herein. Generally, the sanction(s) imposed will fall within the range suggested in complete version of the Student Professional Conduct Code. However, in unusual circumstances, the judicial body may use its discretion in choosing sanctions outside these guidelines, including expulsion in severe circumstances, or in case of repeated, lesser offenses. These include, but are not limited to, the following offenses:

1. Cheating, plagiarism or other forms of academic dishonesty as described in the NJIT Academic Honor Code. Refer to the Academic Honor Code for sanctions.

2. Violations of the most serious nature which may result in expulsion:
   a. Assaulting, physically abusing, threatening, harassing, stalking, intimidating, coercing or otherwise endangering the welfare of any person (including, but not limited to, acts of discrimination, sexual harassment or assault).
   b. Hazing by any individual or group as defined by the New Jersey State Statute 2 c: 40.3 or by the joint definition of the Fraternity Executives Association, the National Interfraternity Conference, and the National Panhellenic Conference (both definitions appear in the Statement of Relationship Between New Jersey Institute of Technology and Social Fraternities and Sororities).
   c. Forging, altering, tampering, fabricating, or misusing any university document, record, or instrument of identification.
   d. Use, possession, manufacture, distribution, or dispensing of a narcotic or other controlled dangerous substance except as expressly permitted by law. (Note: “controlled dangerous substance” is defined in N.J.S.A. 24:21-2, and includes, but is not limited to, opiates, narcotics, barbiturates, and hallucinogenic substances.)
   e. Illegal or unauthorized possession of firearms, explosives, other weapons (including but not limited to knives - other than small pocket-type or table knife; compressed air, BB, pellet, and paint ball rifles or pistols); martial arts weapons; ammunition; dangerous chemicals. Misuse of chemical agents, tools or other potentially harmful objects.
   f. Violations of the Policy on the Responsible Use of Computing Resources.
   g. Abuse of the Student Judicial System, including, but not limited to:
      1. Failing to respond to notice to meet with a university official, and/or failing to appear before a judicial body either as the respondent after notice has been issued, and without legitimate excuse as determined by the hearing panel. No witness shall be found to be in violation of this Code solely because of failure to appear before a judicial body. If the respondent(s) fail to appear after proper notice, the hearing may be conducted in his/her (their) absence.
      2. Falsifying, distorting, or misrepresenting information before a judicial body.
      3. Disrupting or interfering with the orderly procedure of a judicial investigation or hearing.
      4. Initiating a judicial proceeding knowingly without cause.
      5. Attempting to discourage a person’s proper participation in, or use of, the judicial system.
6. Attempting to influence the impartiality of a member of the judicial body prior to, and/or during the proceeding.

7. Verbally or physically harassing and/or intimidating a member of the judicial body prior to, during, and/or after a hearing proceeding.

8. Failing to comply with, or obstructing the implementation of, sanctions established by a judicial body; violating the terms of disciplinary probation; violating the Code while on disciplinary probation.

9. Influencing another person to commit an abuse of the judicial system.

h. Interfering with public/personal safety of others through negligent or intentionally improper acts including, but not limited to, propping open doors which are normally locked; improperly using or damaging fire prevention/fighting equipment, intentionally sounding a false alarm; setting a fire or explosive device.

i. Violation of university policies, rules or regulations published herein or in any other university publication or posted announcement.

j. Any other conduct or action in which the university can demonstrate a clear and distinct interest and which threatens any educational process or other legitimate function of the university or the health, safety, or reasonable interests of any member of the university community.

k. Theft of, damage to and/or possession of, stolen or unauthorized personal property of any individual, the university, or of public property (including but not limited to defacing misusing, or misappropriating property).

3. Serious violations which may result in suspension:
   a. Participation in a demonstration which disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; unauthorized occupation of a university facility; leading or inciting others to disrupt scheduled and/or normal activities within any building or area; intentional obstruction which unreasonably interferes with freedom of movement on or off campus.

4. Violations which may result in disciplinary probation and discretionary sanctions:
   a. Tampering with the electoral process of any university recognized organization.
   b. Willfully furnishing false information on any matter either orally or in writing to any university official or faculty member, or intentionally causing a false report, warning or threat of fire, explosion or other emergency.
   c. Disrupting, obstructing, or interfering with university functions or any university activity (including but not limited to teaching, research, administration activities, campus functions).
   d. Unauthorized entry into, use of, or misuse of university property, including data and/or voice communication networks, and facilities or property of another student or university employee. Unauthorized possession, duplication or use of keys and/or codes to any university facilities or premises.
   e. Use, possession, manufacture, distribution or dispensing of alcoholic beverages (except as expressly permitted by law and university regulations); or public intoxication.
   f. Disorderly, lewd, or indecent conduct; breach of peace; or aiding, abetting, or inducing another person to breach the peace on university premises or at functions sponsored, or participated in, by the university.
   g. Intentionally discriminating against a person on the basis of race, color, religion, national origin, sex, age, disability, or sexual orientation, except where such distinction is required by law.
   h. Failure to comply with the directives of university officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
   i. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored functions.

STUDENT-ATHLETE CODE OF CONDUCT

As a student-athlete at New Jersey Institute of Technology, you are obligated to follow the Student Professional Conduct Code (http://www.njit.edu/doss/) the Student-Athlete Code of Conduct, and all NCAA rules and regulations. Strict adherence to all policies is mandatory. Failure to comply may be sufficient grounds for reduced or non-renewal of athletic financial aid and disciplinary action up to and including suspension or dismissal from the team and or university.
ALCOHOL POLICY

Any student-athlete who consumes alcohol, regardless of age, will be held accountable for any alcohol related incident in which he or she is involved. In such cases, the student-athlete is subject to university, Department of Athletics and/or team disciplinary action whether or not there are legal implications.

The following infractions, regardless of age, are strictly prohibited, and will be subject to serve disciplinary actions.

- Consumption of alcohol in the company of recruits
- Consumption of alcohol while representing the NJIT Department of Athletics
- Consumption of alcohol in department issued NJIT athletic gear

Please refer to the Student Professional Conduct Code for further university information regarding regulations, penalties and grievance procedures. The complete conduct code can be found online at www.njit.edu/doss or by contacting the Dean of Students Office. The Head Athletic Director can impose further penalties as he/she sees fit.

TOBACCO POLICY

The NCAA, pursuant to NCAA Bylaws 11.1.5 and 17.1.8, prohibits the use of ALL tobacco products, including but not limited to spit, chewing tobacco, cigarettes, cigars, etc., by all game personnel (i.e. student-athletes, coaches, athletic trainers, managers, and game officials) in all sports during practice and competition. NJIT will uphold and enforce this policy. Violations of this policy will result in disciplinary actions which may range from practice or game suspension, community service, up to dismissal from the team and loss of scholarship. Department of Athletics personnel found in violation of this policy will receive disciplinary action ranging from practice or game suspension up to dismissal of position.

Game officials for every sport will uphold and enforce this policy as establishes by their respective sports committees.

DRUG POLICY

As a result of the Drug-Free Work Place Act of 1988 (Public Law 100-90), the university is committed to maintain a drug-free working environment. Any person, whether a member of the faculty, staff or student body, who illegally possesses, uses, manufacturers or prepares, buys, sells, gives away, or otherwise dispenses any controlled dangerous substance becomes liable for suspension and subsequent dismissal. Please refer to NJIT Dean of Students Office for complete policy and guidelines.

Please refer to the Student Professional Conduct Code for further university information regarding regulations, penalties and grievance procedures. The complete conduct code can be found online at http://www.njit.edu/doss/ or by contacting the Dean for Students Office.

The sale, use and possession distribution or the manufacturing of narcotic or dangerous drugs or of any illegal or controlled substance is strictly prohibited, except as permitted by law, and reported to the Head Athletic Trainer. Student-athletes are prohibited from the on-campus possession of any type of paraphernalia analogous with the use, distribution or sale of illegal or substance/narcotics (i.e., scales, bongs, rolling papers, pipes, etc).

A student-athlete may be required to take a drug test at any time for random or probably cause. If a student-athlete refuses to promptly take the required drug test, the refusal will be treated as a first positive result. Positive test results will result in penalties imposed based on the penalty structure as defined by the Office of Intercollegiate Athletics.

Each student-athlete is required to review the NCAA Banned Substance List, and sign the NCAA Drug Testing Consent Form prior to the first practice or specified date as designated by the NCAA. The NCAA Drug Testing Policy applies to all student-athletes. The NCAA policy states that every Division I institution, will have one or more teams tested at least once every year. Testing of student-athletes may occur at any time during the calendar year, whether the student-athlete is in-season or not. Any individual, who tests positive for an NCAA Drug Test, will be declared ineligible for further participation.

Please refer to the current NCAA & NJIT drug testing policies in later sections of this handbook.

SEXUAL HARASSMENT AND DISCRIMINATION

Please refer to the Student Professional Conduct Code for further university information regarding regulations, penalties and grievance procedures. The complete conduct code can be found online at http://www.njit.edu/doss/ or by contacting the Dean for Students Office.

The university abides by all applicable federal, state, and local laws which prohibit discrimination on the basis of race,
religion, color, national or ethnic origin, age, sex (including sexual harassment), sexual orientation, marital status, citizenship status, disability, genetic predisposition, or status in the uniformed services of the United States.

All members of the university community have an obligation to cooperate in the application of this policy and the investigation of complaints of violations to this policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. The definition of sexual harassment will be interpreted and applied consistently with the university policy, current legal standards, as well as standards of mature behavior, professional responsibilities, academic freedom and freedom of expression.

POLICY FOR SOCIAL NETWORKING WEBSITES

As students you need to understand that you not only represent yourself, but your family, your teammates, and NJIT. Although we do not ban your participation on social networking websites like MySpace or Facebook, we do caution you about posting personal information and images that may reflect negatively on you, your family, NJIT, your team, and our athletic program.

Further, we would like to remind you about the NJIT Department of Athletics’ rules regarding posting of information on these sites. Those who do not adhere to these rules risk possible suspension, dismissal from team and/or loss of scholarship. Prohibited activities/actions include, but are not limited to:

• No negative images;
• No suggestive or lewd pictures;
• No inappropriate sayings, foul or abusive language;
• No degrading NJIT in any way;
• No racially-oriented, extremist, radical religious groups;
• No pictures, in NJIT athletic apparel, while drinking—whether you are of legal age or not;
• No use of NJIT staff members’ (coaches or administrators), names or, pictures;
• No belonging to anti NJIT groups.

Remember:
As a student athlete, you represent NJIT. It is an honor and privilege to wear our school colors, and represent your fellow students, alumni, faculty and administrators of NJIT.

VIOLATIONS OF LAW

Student-athletes are subject to such reasonable disciplinary action as deemed appropriate, including suspension and expulsion, for breach of federal, state, or local laws or university rules or regulations.

SPORTSMANSHIP AND ETHICAL CONDUCT

Student-athletes must adhere to such fundamental values as respect, fairness, honesty, civility, and responsibility. Their actions shall at all times reflect the high standards of honor and dignity. Student-athletes are expected to behave in accordance with the NJIT Sportsmanship Policy.

One of your responsibilities as a student-athlete is to always display good sportsmanship at all athletic events. Recognize that sportsmanlike behavior will require effort on your part.

Do not enter a competition concerned with your opponent’s performance; enter a competition with the idea of giving your best performance. Treat your fellow players equally and with respect. Unsportsmanlike conduct with others never justifies retaliation with unsportsmanlike conduct on your part. Support your officials, and support team efforts by encouraging teamwork.

When you attend other athletic events, remember that you are expected to demonstrate good sportsmanship there as well. The Department of Athletics and university will not tolerate any of the following behaviors:

• Physically abusing an official, coach, athlete, opponent or spectator;
• Throwing objects at an individual, spectators or across a field/arena; and/or
• Using obscene or inappropriate language or gestures to officials, opponents, team members or spectators.

HAZING

Please refer to the Student Professional Conduct Code for further university information regarding regulations, penalties and grievance procedures. The complete conduct code can be found online at http://www.njit.edu/doss/ or by contacting
UNEQUIVOCALLY, hazing is antithetical to the mission of NJIT, contrary to the academic and personal development of students, and affront to the student’s dignity, and a violation of New Jersey criminal statute (N.J.S. 2C:40-3 et seq).

NJIT and the Department of Athletics believe that true team atmosphere is nurtured in an atmosphere of educational, social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education. Therefore it is imperative and expected that all activities and programs pertaining to the initiation and pre-initiation activities of any athletic program reinforce the belief in human dignity. Any and all activities which compromise these premises have no rightful place on this campus.

A person is guilty of hazing, a crime of the fourth degree, if, in connection with initiation of applicants to, or members of a student organization, he/she knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events under the direction or authorized personnel for the purposes associated with team or individual sports, which places or may place another person in danger of bodily injury or which may adversely affect another person’s mental health or dignity.

A person commits a disorderly persons offense if the person knowingly fails to report the planning of a specific hazing incident or knowingly fails to report that a specific hazing incident has occurred to appropriate officials.

CONSENT TO BE INVOLVED IN HAZING ACTIVITIES— Notwithstanding any provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under this Act.

NJIT and the Department of Athletics do not tolerate hazing activities and consider hazing to be a very serious matter. NJIT and the Department of Athletics defines hazing as: Any action taken or situation created, intentionally or however communicated, whether on- or off-campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include, but are not limited to: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; engaging in or creating situations that cause physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule; morally degrading or humiliating games and activities; using brutality or force; quests; treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the program; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; and any other activities which are not consistent with state or federal law or the regulation and policies of the university or the Department of Athletics.

MYTHS & FACTS ABOUT HAZING

Myth #1: Hazing is a problem for fraternities and sororities primarily.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools and other types of clubs and/or, organizations. Reports of hazing activities in high schools are on the rise.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others --- it is victimization. Hazing is premeditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there’s no malicious intent, a little hazing should be O.K.

Fact: Even if there’s no malicious “intent”, safety may still be a factor in traditional hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: First of all, respect must be EARNED--not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth #5: If someone agrees to participate in an activity, it can’t be considered hazing.

Fact: In states that have laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

ACADEMICS

Please refer to the Academic Honor Code for further university information regarding regulations, penalties and grievance procedures. The complete conduct code can be found online at http://www.njit.edu/doss/ or by contacting the Dean of Students Office.
Academic integrity is expected of all student-athletes. Acts of academic dishonesty, such as plagiarism and cheating are contrary to the intellectual and moral commitments of NJIT. Offenses are considered very serious matters, and are handled through the Dean of Students Office. In addition to the NJIT Academic Honor Code, the following are academic guidelines to be followed:

- Attendance at all classes is required for all student-athletes.
- Absences from class for practice purposes are never allowed and are against university and NCAA rules.
- Withdrawal from a course must be preceded by the written permission of the Academic Advisor for Athletes even during the off-season of the sport. This permission is the only means of checking both ongoing eligibility and academic progress.
- Student-athletes dropped from a course will be subject to possible loss of scholarship, and/or dismissal from the team.

**MISSED CLASS POLICY**

The goal of NJIT and its student-athletes is graduation. Class attendance is of utmost importance in reaching that goal. As student-athletes representing the institution in intercollegiate play, there will be some missed class time. It is the responsibility of the coaches to assist in minimizing missed class time in their scheduling of contests, and it is the responsibility of the student-athlete to construct a class schedule which does the same. Furthermore, it is the responsibility of the student-athlete to notify their professors, and make up any required work for the class missed.

Below is the Department of Athletics Policy regarding class attendance, and missed class time. While individual teams may choose a more restrictive policy, it must not be more lenient than this policy, or the university policy.

1. Student-athletes are required to attend all classes. A student-athlete may only miss class when representing NJIT in intercollegiate competition.
2. No student-athlete may miss any regularly scheduled classes for any practice activities.
3. Coaches shall do their best to arrange game and travel schedules which minimize missed class time. For same day, away competitions student-athletes shall not miss any classes prior to 60 minutes before the scheduled time of departure. (For example, if many students are in classes which end at 11:50, time of departure should be no earlier than 12:30). For competition with overnight travel, no team shall depart more than 36 hours prior to the time of competition.
4. Student-athletes must register for their classes in a way that will minimize missed class time.
5. The Academic Advisor for Athletes may replace a class, or rearrange a student-athlete’s schedule, if there is a possibility of excessive missed classes.
6. The Academic Advisor for Athletes may recommend a student-athlete be held back from a trip or competition, to attend classes or finish assignments.
7. For home competition, student-athletes shall not miss any classes prior to two hours before the scheduled competition time.
8. At the beginning of each semester, the Academic Advisor for Athletes will provide to the Faculty Athletics Representative the missed class worksheets which are a composite list of all student-athletes and their anticipated missed class time for the upcoming semester. This listing will include the time and date of competition, destination, departure time, travel time, and return time. The Faculty Athletics Representative or the Academic Advisor for Athletes may request that modifications to the travel plans be made.
9. A summary of the listings described in item 8 will be circulated to the proper faculty as needed.
10. It is the responsibility of the student-athlete to inform their instructors, at the earliest point possible of any intercollegiate athletic contest that will affect their class attendance. This notification will occur in written form, with the signatures of the coach and Academic Advisor for Athletes.
11. It is expected that student-athletes will be responsible to make up all work missed, for submitting all assignments on time and that advance arrangements will be initiated by the student-athlete for any tests which will be missed.
12. It is expected that faculty members will not penalize student-athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
13. It is expected that coaches will not penalize student-athletes for missing practices due to conflicts with regularly scheduled classes for which student-athletes are enrolled.
14. No competition will be scheduled on any day on which common exams or final examinations are scheduled unless prior approval has been received from the Director of Athletics.
15. Exceptions to the above statements for special tournaments and competitions, including championship play, must be
approved by the Faculty Athletics Representative and the Director of Athletics, in consultation with the Vice President for Academic and Student Services.

16. All absences, whether excused or unexcused, must be reported to the Head Coach and the Academic Advisor for Athletes immediately. Unexcused absences are subject to disciplinary action.

17. Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a faculty member may immediately appeal to the Dean of Students, after consultation with the Faculty Athletics Representative.

18. Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a coach may bring this matter to the attention of the Director of Athletics or the Faculty Athletics Representative.

19. Faculty members who have questions about the application of this policy may contact the Faculty Athletics Representative or the Academic Advisor for Athletes.

**NOTE: if there is a more restrictive attendance policy that governs a particular course, it supersedes this policy.**

**Consequences for Violations of Missed Class Policy**

Unexcused absences may result in suspension from practices, and/or competition. If unexcused absences occur in an off-season semester, suspensions will be applied in the next competitive semester.

**Monitoring Class Attendance**

The Department of Athletics, in coordination with CAPE may use the following to monitor class attendance:

- Class checks
- Electronic correspondence with Professors
- Telephone calls to Professors
- Personal visits with Professors
- Common exams and final grade reports

**Appeals Process**

This will be handled through the Dean of Students Office as indicated in the student handbook.

**Modification of Suspension**

The Director of Athletics, upon the recommendation of the Academic Advisor for Athletes and the Faculty Athletics Representative, may modify a suspension based on the following criteria:

- The student’s course grade
- The student’s overall cumulative grade point average
- The student’s progress towards a degree

**TEAM TRAVEL POLICY**

**Representing NJIT as a student-athlete is both an honor and a privilege.**

All members of the NJIT Department of Athletics will dress and conduct themselves in a professional manner. Student-athletes must adhere to the Department of Athletics travel policy or be subject to disciplinary action and/or potential expulsion from the team.

- You are expected to act in a courteous, professional, and respectful manner at all times. Be extra cognizant in public places such as restaurants, planes, busses and hotels. You are representing NJIT; your image, manner and appearance are extremely important.
- Curfew will be set and administered by the coaches. No curfew is to be later than 12 midnight. Under no circumstances are the players to be out of the hotel or out of their assigned room after curfew. Curfew will be strictly enforced. Any student-athlete breaking curfew is subject to consequences.
- While on trips, you must always stay and travel with the official team party. All travel is supervised by the coaches. Exceptions may be granted only with prior approval of the head coach.
- Under no circumstances are you to leave the hotel unless you have prior approval from the coaches.
- Under no circumstances is a student-athlete, while on a trip with a NJIT athletic team, allowed to be in a bar, nightclub, or any other establishment that is geared for “adult entertainment.”
- No visitors are allowed in your hotel room at any time.
• You are only allowed to meet with visitors in the lobby with direct approval from the head coach. The head coach needs to be notified if a parent, friend, or relative plans on staying in the same hotel as the team.
• Student-athletes may visit only those rooms assigned to the official travel party.
• Cell phone and electronic devices (i.e. iPods), including devices with and without headphones, are not permitted in restaurants, practices, team meetings, or wherever else prohibited by the coach.
• Vans, busses, and hotel rooms must be neat and clean before you leave.

ATTIRE INFORMATION
• Hotel/lobby free time: Team issued attire, unless otherwise informed by your head coach to dress casual. No other colleges’ attire should be worn at any time while away on team trips.
• Plane travel: Business attire preferred. Sport coats, shirts and ties for men’s teams and suits, dress pants, slacks, sweaters or skirts for women’s teams. No exposed mid-drifts, jeans, sneakers, work boots or hats.
• Bus/van travel: Casual or athletic attire. All teams should have a uniform appearance, as instructed by the head coach either wearing dress casual, or team issued athletic gear. Casual attire and athletic apparel consists of khakis or slacks with a polo, team sweat suits, and training sneakers/shoes. No boots, hats or jeans.
• Team or individual meals: Dress will depend on location of meal. Dress casual or athletic apparel are preferred. No jeans, t-shirts, hats, work boots, etc. (if ok with head coach, team issued t-shirts may be worn).

NJIT SPORTSMANSHIP STATEMENT

SPORTSMANSHIP STATEMENT
NJIT student-athletes shall participate in its athletics program on the basis of mutual trust, confidence and based upon high standards of scholarship and sportsmanship.
Understanding that accomplishing these goals requires that opponents respect each other and admire honest effort in pursuit of victory, the university shall require adherence to the standards it has adopted or which are set forth in the respective playing rules. It will require ethical conduct worthy of the educational stature and the standards of its member institutions.
While victory shall be the expected goal of every competitor, defeat is not a disgrace, and the prospect of defeat is never an excuse for unethical behavior or a lack of sportsmanship.
Adherence to these principles will maximize the benefits and enjoyment of intercollegiate competition for all participants, coaches and spectators.

EXPECTATIONS OF STUDENT-ATHLETES
Student-athletes must honor the responsibilities that accompany the privilege of representing NJIT by adhering to NCAA, conference, and NJIT playing rules and regulations. NJIT student-athletes are expected to treat opponents with respect. You must be aware that significant penalties will be applied for fighting, taunting an opponent or other unethical conduct.
Student-athletes are also held to a standard which is expected as a member of an NJIT varsity athletic team. Student-athletes are expected to:
1. Attend all required NJIT practices and competitions. Only with prior approval from the Head Coach may an athlete be excused from a practice or competition.
2. Student-athletes will follow all institutional, department, and team code of conducts.
3. Support each other at competitions and engage in various athletic events and activities.
4. Attend all scheduled administrative meetings (compliance, CAPE, SAAC)

EXPECTATIONS OF COACHES
The coach’s behavior influences that of the players and, frequently, the fans. The coach has a responsibility to educate the players concerning their obligations to the coach, the institution, intercollegiate athletics and themselves. Respect for an opponent can most effectively be conveyed to the players by the manner in which the coach speaks of and acts toward the opponent.

EXPECTATIONS OF ATHLETIC ADMINISTRATORS
Athletics administrators, led by the Director of Athletics, must communicate the expectation of good sportsmanship to all representatives of the institution active in intercollegiate athletics. It is particularly imperative that this message is im-
pressed on each coach, along with the intention that the coach will require compliance with the Sportsmanship Statement by each member of the team. The director must ensure that opponents are treated with fairness and respect. All aspects of game management must be controlled to assure such treatment, including crowd behavior.

**COMMITMENT TO DIVERSITY POLICY**

At NJIT, student-athletes are part of a culturally and socially diverse community. You are expected to respect the dignity and sensitivity of all members of that community regardless of their national, ethnic or cultural background, sexual orientation, gender, ability or creed.

Actions that intentionally intimidate humiliate or demean individuals or groups are unacceptable and will not be tolerated. Student-athletes, coaches and athletic administrators are expected to contribute to an environment that promotes community spirit and develops positive understanding and interactive relationships.

**NCAA COMPLIANCE POLICIES**

In order to participate in intercollegiate sports, you must maintain your athletic and academic eligibility. Your coach, the Office of Compliance, the Academic Advisor for Athletes, NJIT’s Faculty Athletics Representative and the President of the university work together to ensure adherence to all NCAA rules and regulations regarding eligibility.

Although NCAA regulations may seem complicated, they ensure that all teams play according to the same rules, with no team having an unfair competitive advantage. There is great effort made by university administration to assure that you and all staff members are familiar with these rules and understand that any deviation from them, whether knowingly or through ignorance, is not tolerated by the Department of Athletics, university or NCAA.

The following sections on eligibility requirements are intended to reinforce the rules and requirements that have been discussed during your NCAA Compliance Meeting. These references are not intended to be all inclusive. Your eligibility to participate in athletics is based on your academic performance as well as upon your adherence to a variety of non-academic eligibility regulations.

**ELIGIBILITY FOR PRACTICE**

In order to be eligible for practice at NJIT, a student-athlete must;

- Have been admitted as a regularly enrolled, degree seeking student according to the publicized entrance requirements of NJIT;
- Be in good academic standing according to the standards of NJIT; and
- Be enrolled in at least a minimum full-time baccalaureate degree program (enrolled in not less than 12 semester hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (not less than 9 semester hours) or be enrolled and seeking a second baccalaureate degree at NJIT.
- Complete all necessary NJIT Athletic Training forms, complete a general physical and an orthopedic review by the team physician;

NCAA and NJIT rules require that you must be a full-time degree-seeking student in order to represent NJIT in athletics. This means you must continue to be enrolled in a minimum of 12 credit hours. **You are IMMEDIATELY ineligible to practice or compete as soon as:**

- Your registration falls below 12 credits;
- Your registration for admission is cancelled; or
- You withdraw from NJIT.

If you are enrolled in less than a full-time program, you are eligible to practice or compete only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree. The specific academic advisors must approve this and the Office of Compliance must be notified by the academic advisors approval in writing.

**ACADEMIC ELIGIBILITY STANDARDS FOR COMPETITION**

*Initial Eligibility* – In order to be eligible for intercollegiate competition, all incoming freshmen, must be certified by the NCAA Eligibility Center in addition to all aforementioned criteria.

*Continuing Eligibility* – In order to be eligible for intercollegiate competition, continuing student-athletes must meet all
NCAA and NJIT academic requirements in addition to all aforementioned criteria.
If you are entering NJIT for the first time on or after August 1, 2003, your eligibility for competition shall be based upon satisfactory completion of at least:

<table>
<thead>
<tr>
<th>If you are currently a…</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRESHMAN</strong></td>
<td>• Pass at least 6 credits in every full time semester and at least 18 degree credits during Fall and Spring semesters combined (cannot use summer school).</td>
</tr>
<tr>
<td></td>
<td>• Earned at least 24 credit hours during the academic year (can include summer school hours).</td>
</tr>
<tr>
<td></td>
<td>• Have a minimum cumulative GPA of 1.800</td>
</tr>
<tr>
<td></td>
<td><strong>any remedial courses or non-degree pre-requisites taken during your freshman year will affect PTD requirements going into your junior year. Plan on taking summer school or loading up on degree credits in your sophomore year!</strong></td>
</tr>
<tr>
<td><strong>SOPHOMORE</strong></td>
<td>• Pass at least 6 credits in every full time semester and at least 18 degree credits during Fall and Spring semesters combined (cannot use summer school).</td>
</tr>
<tr>
<td></td>
<td>• Have 40% of degree completed. ALL CREDITS MUST APPLY TOWARDS YOUR DEGREE.</td>
</tr>
<tr>
<td></td>
<td>• Have a minimum cumulative GPA of 1.900</td>
</tr>
<tr>
<td></td>
<td>• Formally declare a major prior to the START of your junior year</td>
</tr>
<tr>
<td><strong>JUNIOR</strong></td>
<td>• Pass at least 6 credits in every full time semester and at least 18 degree credits during Fall and Spring semesters combined (cannot use summer school).</td>
</tr>
<tr>
<td></td>
<td>• Have 60% of degree completed. ALL CREDITS MUST APPLY TOWARDS YOUR DEGREE.</td>
</tr>
<tr>
<td></td>
<td>• Have a minimum cumulative GPA of 2.00</td>
</tr>
<tr>
<td><strong>SENIOR</strong></td>
<td>• Pass at least 6 credits in every full time semester and at least 18 degree credits during Fall and Spring semesters combined (cannot use summer school).</td>
</tr>
<tr>
<td></td>
<td>• Have 80% of degree completed. ALL CREDITS MUST APPLY TOWARDS YOUR DEGREE.</td>
</tr>
<tr>
<td></td>
<td>• Have a minimum cumulative GPA of 2.00</td>
</tr>
<tr>
<td><strong>GRADUATE STUDENT</strong></td>
<td><strong>Those entering graduate school for the first time:</strong></td>
</tr>
<tr>
<td></td>
<td>• Attained an undergraduate degree.</td>
</tr>
<tr>
<td></td>
<td>• Accepted in a graduate program as a full time degree seeking student.</td>
</tr>
<tr>
<td></td>
<td><strong>Those continuing graduate school:</strong></td>
</tr>
</tbody>
</table>
Must be in good academic standing based on the standards of the program.

<table>
<thead>
<tr>
<th>ACADEMIC CLASS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FRESHMAN</td>
<td>• Must earn at least 6 credits in previous semester.</td>
</tr>
<tr>
<td>2nd semester</td>
<td></td>
</tr>
<tr>
<td>SOPHOMORE</td>
<td>• Must earn at least 6 credits in previous semester.</td>
</tr>
<tr>
<td>4th semester</td>
<td>• Cum GPA requirements of 1.800 or 90% of overall GPA required for major.</td>
</tr>
<tr>
<td>JUNIOR</td>
<td>• Must earn at least 6 credits in previous semester.</td>
</tr>
<tr>
<td>6th semester</td>
<td>• Cum GPA requirements of 1.900 or 95% of overall GPA required for major.</td>
</tr>
<tr>
<td>SENIOR</td>
<td>• Must earn at least 6 credits in previous semester.</td>
</tr>
<tr>
<td>8th semester</td>
<td>• Cum GPA requirements of 2.00 or 100% of overall GPA required for major.</td>
</tr>
<tr>
<td>FIFTH YEAR</td>
<td>• Must earn at least 6 credits in previous semester.</td>
</tr>
<tr>
<td>10th semester</td>
<td>• Cum GPA requirements of 2.00 or 100% of overall GPA required for major.</td>
</tr>
<tr>
<td>GRAD STUDENTS</td>
<td>• Must earn at least 6 credits in previous semester.</td>
</tr>
<tr>
<td></td>
<td>• Must be in good academic standing based on the standards of the program.</td>
</tr>
</tbody>
</table>

TRANSFER ELIGIBILITY

If you are a transfer student-athlete, you are immediately responsible for any applicable percentage of degree requirements, declaration of major/concentration, and full-time registration status in addition to the other basic transfer requirements.

If you have any questions or concerns regarding your academic eligibility please contact your Athletic Academic Advisor or the Office of Compliance.

DESIGNATION OF DEGREE PROGRAM

A student-athlete must designate a program of study leading toward a specific baccalaureate degree by the beginning of the third (3rd) year of enrollment (5th semester).

“GOOD ACADEMIC STANDING”

To be in “good academic standing,” a student-athlete must maintain the specific cumulative GPA after each academic semester per NCAA legislation. The GPA requirement as identified by the NCAA varies from 1.800 to 2.000 depending on academic standing of the student-athlete.

For more information please contact the Academic Advisor for Athletes and/or the Office of Compliance.

SEASONS OF COMPETITION

NCAA DEFINITION OF INTERCOLLEGIATE COMPETITION

Intercollegiate competition occurs when a student-athlete in either a two-year of four-year collegiate institution:

• Represents his/her institution in any contest against outside competition, regardless of how the competition is classified (i.e., scrimmage, exhibition or joint practice session with another institution’s team, alumni game) or whether the student is enrolled in a minimum full-time program of studies;
• Competes in uniform of his/her institution or, during the academic year utilizes any apparel received from his/her institution that includes institutional identification;

• Competes and receives expense (i.e., transportation, meals, room or entry fees) from his/her institution for the competition.

**Exception for Soccer and Women’s Volleyball:** If a student-athlete in soccer or women’s volleyball did not compete during the fall season, he/she may participate during the spring season in a contest against outside competition without using a season of competition, provided he/she was academically eligible during the fall season.

**SEASONS OF ELIGIBILITY (BYLAW 14.2.3)**

Student-athletes who are qualifiers (as determined by the NCAA Eligibility Center) are allowed four seasons of eligibility within five calendar years from the time they first enroll full-time in a collegiate institution (2 or 4 year school). When they participate in any competition in their sport (including a scrimmage with outside competition) whether it is for one minute or an entire contest, they have used a season of competition and one of their four seasons of eligibility.

**FIVE YEAR CLOCK (BYLAW 14.2.1)**

Each Division I student-athlete has five calendar years from his/her initial date of full-time enrollment in which he/she may compete four years. An individual who was deemed a non-qualifier upon graduating from high school may not practice or compete during his/her first year of full-time attendance but may practice and compete during the following four years provided he/she meets all appropriate academic requirements.

**RED-SHIRTING**

Red shirting is not an official NCAA term, but the term is used when a student-athlete does not participate in any competition (as defined above) during a particular academic year. A student-athlete may be red-shirted at any point in his/her athletic career.

**MEDICAL HARDSHIP WAIVER (BYLAW 14.2.4)**

If a student-athlete competes during a season and is then injured to the point that he/she will not compete again that season, the student-athlete may regain the season of competition if all the following conditions are met:

• The injury or illness suffered is incapacitating (i.e., season-ending as determined and documented by the treating physician);

• The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any 2-year or 4-year collegiate institution;

• The injury or illness occurs prior to the completion of the first half of the playing season that concludes with the NCAA championships in that sport (measured by the number of scheduled or completed contests or dates of competition) and results in an inability to complete the remainder of the playing season (as determined and documented by the treating physician);

• In team sports, the injury or illness occurs when the student-athlete has participated in more than three contests or dates of competition (whichever is applicable to that sport) or 30% (whichever number is greater) of the institution’s scheduled or completed events in his/her sport.

• In individual sports, the injury or illness occurs when the student-athlete has not participated in more than three dates of competition or 30 percent (whichever number is greater) of the maximum permissible number of dates of competition as set forth in Bylaw 17 plus one date for a conference championship.

**STUDENT-ATHLETE EMPLOYMENT**

NCAA regulations require that the employment earnings of current student-athletes be monitored. At the beginning of the academic year, each student-athlete is required to inform the Office of Compliance whether he or she is or is planning to be employed during the academic year. Employment earnings are exempt (bylaw 15.2.7) provided the following provisions are met:

1. The student-athlete’s compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame, or personal following that he or she has obtained because of athletic ability.

2. The student-athlete is compensated only for work actually performed.

3. The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services. Su-
dent-athletes who either are or will be working **MUST** complete a Student-Athlete Employment Statement with the Office of Compliance.

**SUMMER EMPLOYMENT**

Summer employment must also be monitored. Compliance meetings are held with all student-athletes at the end of academic year and before students leave for the summer. At this time, student-athletes are asked to complete a form indicating their summer employment plans. If plans change during the summer, it is important for the student-athlete to notify the Office of Compliance to complete the appropriate forms.

The rules listed above for “Student Employment” must also be followed for your summer employment.

**FEE-FOR-LESSON INSTRUCTION (BYLAW 12.4.2.1)**

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

1. Institutional facilities are not used.
2. Playing lessons shall not be permitted.
3. NJIT obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided any time of the year.
4. The compensation is paid by the lesson recipient (or the recipient’s family) and not another individual or entity.

Student-athletes who will be conducting fee-for-lesson instruction **MUST** complete a Fee-for-Lesson Employment Statement prior to starting the instruction. The form is available in the Office of Compliance.

**EXTRA BENEFITS (BYLAW 16.1)**

The Department of Athletics is proud of the support of its alumni and friends. These individuals are referred to as “boosters” or “Representatives of Athletic Interests” by the NCAA. Alumni, friends and boosters are very important to our athletics program. They provide necessary moral and financial support for all of NJIT’s teams.

Student-athletes gain a significant measure of visibility and notoriety from their participation in intercollegiate athletics. As a result, you may be offered benefits by virtue of that involvement which would not generally be provided to other NJIT students. Student-athletes are asked to be especially careful about accepting any “extra benefits” from an athletic booster or supporter.

The NCAA defines an “extra benefit” as any special arrangement by an athletic representative (e.g., booster) or an institutional staff member to provide a student-athlete or his/her relatives with a benefit not permitted by the NCAA. There will be eligibility consequences if you are found to have accepted anything that is impermissible as defined by the NCAA legislation. Receipt or acceptance of such an extra benefit will result in immediate loss of eligibility.

Friendships or acquaintances with individuals established in the recruitment process or after arrival on campus in most instances are a result of being a student-athlete and, thus, receipt of benefits from these individuals by you or your relatives or friends is prohibited by NCAA regulations.

During your enrollment at NJIT, you may befriend individuals or families in the community who might wish to provide you with a more “home-like” atmosphere. Please be aware that your becoming “friends” with a representative (“athletics booster”) and/or employee of NJIT does not change their status as far as NCAA rules are concerned. For example, the provision of any type of material item (e.g., birthday gift, use of a car, meals or lodging, loan of money, Christmas gift, etc.) by such an individual or family to you (or your relatives or friends) could result in a rules violation and jeopardize your eligibility.

**Examples of non-permissible extra benefits** include, but are not limited to:

**AWARDS**

- Cash or cash-equivalent (e.g., gift certificates) for athletics participation.
- Sports club membership.
COMPLIMENTARY ADMISSION AND TICKET BENEFITS

• Payment from any source for complimentary admission.
• Special arrangement made to purchase tickets to an athletic event.
• Complimentary admission to a professional sports event.

ACADEMIC SUPPORT

• Typing costs provided at less than the going campus rate.
• Use of Department of Athletics and Recreation copy machine, FAX machines and the internet unless required for academic course work.

FRIENDS OR RELATIVES

• Expenses for visiting the student-athlete at any site.
• Free admission or free meals in conjunction with a team or booster club banquet.

BENEFITS, GIFTS AND SERVICES FROM THE PUBLIC

• Free or reduced-cost services.
• Use of telephone or credit card without charge.
• Use of tickets to any event, dinner, use of a car, etc., from a commercial establishment without charge or at a discounted rate.
• Receipt of a loan or guarantee of a loan.
• Use of an automobile.
• Free or reduced-cost lodging, transportation, meal or automotive equipment or repair.
• Receipt of honorarium for speaking or appearance engagement other than to cover actual expenses.
• Receipt of gifts of merchandise.

Receipt of extra benefits will result in immediate loss of the involved student-athlete’s eligibility. Student-athletes seeking assistance or clarification regarding the NCAA’s extra benefit rules should contact the Office of Compliance.

USE OF DEPARTMENT OF ATHLETICS AND RECREATION PHONES, COPY OR FAX MACHINES

NCAA regulations prohibit student-athletes from utilizing Department of Athletics telephones, telephone cards, copy or fax machines for any use. However, student-athletes may use copy machines, fax machines, and the Internet, including related long-distance charges, provided the use is for the purpose related to the completion of required academic course work. Violations of this NCAA regulation may jeopardize the student-athlete’s eligibility and staff member’s employment at NJIT. If you have any questions please ask a member of the Athletic Academic Advisors or the Office of Compliance.

COMPLIMENTARY ADMISSIONS (BYLAW 16.2)

According to NCAA regulations, all eligible student-athletes whose home events require paid admission (i.e., soccer, basketball, volleyball) may receive a MAXIMUM of four (4) complimentary admissions per event in their respective sports. NCAA regulations do not allow for the distribution of “hard tickets,” therefore, admission is through a pass list which requires that all guests must present a valid photo I.D.

ALLOCATION OF COMPLIMENTARY ADMISSIONS

Student-athletes may designate any four individuals on their ticket request list however they are advised to know the person directly. Complimentary admissions for away competition (subject to the policy of the hosting institution) may only be given to eligible members on the official traveling roster for each event based on the number of complimentary tickets provided by the host institution (four or less tickets per student-athlete).

PROCEDURE FOR OBTAINING COMPLIMENTARY ADMISSIONS

To request complimentary admissions, you will be asked to fill out a Complimentary Admission Request form. Your coach will provide you with the form, on which you must indicate the individuals who are to receive complimentary admissions. Please print both the first and last names legibly and correctly. Do not use nicknames since the name and spelling on the pass list must match the name on the recipient’s photo I.D.
INFORMATION FOR YOUR GUESTS

Those persons receiving the complimentary admissions are admitted via a pass list (photo I.D. and signature required) and actual tickets are not provided. They will be asked to sign next to their name on the Complimentary Admission Request form. During home events, the designated gate will open one hour prior to the game and remain open until the beginning of the second half. Please remind your guests that they are guests of the University and should conduct themselves in an appropriate manner.

*Student-athletes may neither receive payment for complimentary admissions nor exchange them for any item of value. Violations of this NCAA rule will jeopardize the student-athlete’s eligibility to compete.*

In the event of a postseason competition, the Department of Athletics reserves the right to determine complimentary ticket distribution within guidelines established by the Conference and the NCAA.

AMATEURISM

The following are NCAA rules that student-athletes must adhere to in order to maintain one’s amateur status.

**WITHIN YOUR SPORT, YOU CANNOT**

- Accept payment or the promise of payment (in cash, prizes, gifts or travel) for participation in your sport.
- Enter into an agreement of any kind to compete in professional athletics (You CANNOT negotiate a verbal or written professional contract).
- Request that your name be put on a draft list for professional sports (except in the sport of basketball) or try out with a professional sports organization during the academic year.
- Use your athletic skill for payment.
- Play on any professional athletics team or on a team where one or more of the members receive payments in excess of actual and necessary expenses.
- Participate on teams other than those fielded by the university during the season (Soccer after May 1st). This includes tryouts, exhibitions or tournament games.

**IN ANY SPORT, YOU CANNOT**

- Agree to have your picture, name or likeness used to promote a commercial product.
- Be represented by an agent or organization in order to market your athletic skills or reputation.
- Receive any benefit that is not available to other students at the university.

**NCAA RULES PERTAINING TO SPORTS AGENTS**

As a student-athlete you:

- **MAY NOT** agree either orally or in writing, to be represented by an agent or organization in the marketing of your athletic abilities or reputation until after the completion of your eligibility which is your last intercollegiate contest, including postseason games.
- **MAY NOT** negotiate, or have someone negotiate on your behalf, or sign a playing contract in any sport in which you intend to compete (professionally), or to market the name or image of you.
- **MAY NOT** ask to be placed on a professional league’s draft list, whether or not you withdraw your name before the draft, whether or not you are actually drafted and whether or not you sign a professional contract. The NCAA allows for some special exceptions (see below).
- **MAY NOT** accept expenses or gifts of any kind (including meals and transportation) from an agent (or anyone else) who wishes to provide services to you. Such payment is not allowed since it would be compensation based on athletic skills and a preferential benefit not available to other students.

**NCAA RULES PERTAINING TO PROFESSIONAL DRAFTS AND INQUIRY**

If you wish to participate in a professional draft, you **MUST** speak with the Office of Compliance prior to submitting your name to the draft.

For more information on amateurism please go to the NCAA website ([http://www.ncaa.org](http://www.ncaa.org)).
Gambling on the outcome of athletic contests is all too prevalent in our society, and can have a devastating effect on student-athletes if they engage in such activity. The NCAA has established specific guidelines concerning involvement in gambling and bribery at the intercollegiate sports level for student-athletes, coaches, and staff.

**It is a violation of NCAA rules to be involved in gambling activities concerning amateur, collegiate or professional athletic contests in any manner. This prohibition includes participation in betting pools (e.g., NCAA Basketball Championships, Super Bowl, etc.) and fantasy leagues (e.g., baseball and football).**

Student-athletes, coaches and other athletic staff may **not** become involved in the following activities:

- Providing information to any individuals (including students and non-students) involved in organized gambling activities concerning intercollegiate athletic competition. Such information might include the mental attitude of a team or certain members of a team, the physical condition of certain individuals on a team, etc.

- Placing, accepting or soliciting a wager (on your 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.

- Intentionally altering the results of an athletic contest in which the student-athlete is participating in exchange for money or gifts.

Engagement in any of these activities is a violation of both NCAA and state regulations and will result in automatic and indefinite suspension from participation in any intercollegiate athletic activity. Any knowledge of student-athletes’ involvement in any of the above activities should be reported immediately to the Director of Athletics.

In addition to awareness of the threat gambling and bribery pose to the integrity of intercollegiate sports, student-athletes are responsible for the following:

1. Reporting any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest.

2. Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions.

3. Contacting your coach or other Department of Athletics personnel (e.g., Office of Compliance, Sports Information staff) when questions concerning the inappropriate release of team information occurs.

4. Increasing one’s awareness that participation in gambling or bribery activities will result in disciplinary actions by the NCAA as well as local, state, and/or federal prosecution of the involved individual(s).

If you or a friend needs help with a gambling addiction or problem please call the 24-hour confidential National Gambling Hotline at 1-800-522-7400 or visit their website at [http://www.ncpgambling.org](http://www.ncpgambling.org)

**PLAYING AND PRACTICE SEASON REGULATIONS**

**COUNTABLE ATHLETICALLY RELATED ACTIVITIES**

The NCAA has established time limitations on your athletics participation. Your participation in countable athletically related activities is limited to a maximum of 4 hours per day and 20 hours per week, with one mandatory day off (which may include a travel day) during the season.

Outside the declared playing season, your participation in countable athletically related activities is limited to a maximum of 8 hours per week, limited to those activities identified below with an asterisk (*). In addition, you must have two mandatory days off during this time.

**Countable athletically related activities include:**

- Practice and competition;
- Required weight training and conditioning*;
- Participation in individual workouts*;
- Review of athletic practice or contest film;
• Required camp, clinic, or workshop participation;
• Athletically related meetings; and
• Required on-court/on-field activities.

Some examples of NON-countable activities:
• Training-table or competition-related meals;
• Medical exams, treatment, rehab, taping;
• Study hall and tutoring;
• Meeting with coaches on non-athletic matters;
• Travel to and from practice or competition;
• Voluntary workouts, provided these workouts are not required or supervised by coaching staff members, except that such activities may be monitored for safety purposes by the institution’s strength and conditioning coach; and
• Use of institutional athletic facilities by student-athletes, provided activities are not supervised by or held at the direction of any member of a coaching staff.

VOLUNTARY SUMMER WORKOUTS
Summer workouts may not be required in any sport. Voluntary summer workouts are allowed as follows:

Individual sports – a coach may participate in individual workout sessions with student-athletes during the summer, provided the request is initiated by the student-athlete. The student-athlete should notify their sport administrator in writing (i.e., email) regarding such requests.

Team sports – a coach may not supervise, direct or observe workout sessions or physical activities with their student-athletes during the summer. Student-athletes may workout voluntarily with the university’s strength and conditioning staff provided:
• No student-athlete is required to report back to a coach or any other Department of Athletics staff member any information related to the activity;
• No institutional staff member who observes the activity may report back to the student-athlete’s coach any information related to the activity;
• The activity must be initiated and requested by the student-athlete;
• The student-athlete’s attendance and participation in the activity may not be recorded for the purposes of reporting such information to coaching staff members;
• The student-athlete may not be subject to penalty if he/she elects not to participate; and
• Incentives may not be provided to a student-athlete based on his/her attendance or performance in the activity.

OUTSIDE COMPETITION
Student-athletes may not compete on any outside team during the academic year, except during official university vacations that occur outside of their sport season.

In basketball, student-athletes may participate in one summer event that is sanctioned by the NCAA. Summer participation must also be approved by the Office of Compliance. Participation in an unsanctioned event, in multiple events, or without permission will cause you to lose eligibility.

In baseball, some summer leagues also require written permission from the Office of Compliance. See your head coach and/or the Compliance Staff for more information.

In individual sports, you may participate in outside competition as an individual at any time, provided you are not representing anyone other than yourself in the competition (i.e., running in a road race or participating in a tennis tournament where you represent only yourself). Under no circumstance may you receive any type of expenses from an outside team for such participation, nor may you receive any type of price money for your participation.

Prior to competing on any outside team, consult your head coach and the Office of Compliance to insure that your participation will not jeopardize your NCAA eligibility.
TRANSFER POLICY

TRANSFERRING TO NJIT
The NCAA requires extensive documentation related to transfer student-athletes who wish to compete in athletics at a new school prior to certification of eligibility. All students who have ever attended a 2 or 4-year school full-time, even those who did not participate in athletics at the former institution, are considered a transfer. A “Preliminary Assessment for Transfers Form” must be completed by the Office of Compliance and Eligibility Certification Officer before transfer student-athletes can be certified.

All transfer student-athletes must meet with the Office of Compliance to complete the Student-Athlete Rules Compliance meeting or individually before they can participate.

TRANSFERRING FROM NJIT
The decision to transfer from NJIT to another institution is a matter that requires careful thought. Below is a summary of NCAA rules which will help student-athletes better understand the consequences of such a decision.

Before a student-athlete may begin discussing the possibility of transferring to another institution, the student-athlete’s future school must first receive written permission from the NJIT athletic administration.

• First, the student-athlete needs to inform the Head Coach of their interest to transfer. It is important for you to know that if you or your parent(s) make contact with a new school, they are obligated to let NJIT know.

• The new school must submit a transfer release form requesting permission to contact the student-athlete from NJIT Department of Athletics.

• NCAA legislation requires that you sit out at the new institution for one academic year prior to participation in athletics unless you meet the requirements of the “One-Time Transfer Exception.” This exception is not available to baseball or basketball players.

• If you are not granted permission to discuss transfer possibilities with the new school, you may request a hearing with an institutional committee outside the athletics department. [A letter will be provided to you from the Department of Athletics with information on contacting NJIT’s Faculty Athletics Representative who oversees this committee.] If you are denied a “release” to waive the residency requirement, you will be ineligible to receive athletic aid at the new institution. You may decide to go ahead and transfer anyway, in which case you would be able to practice but not compete with the team, and could not receive athletics aid.

• If you signed a National Letter-of-Intent, you must attend NJIT for one full academic year. Transferring mid-year has a one-year penalty requiring residence at the transfer university.

In all transfer cases, it is vital that you become familiar with the ramifications of your actions before you take action. Consult the Office of Compliance for more information.

VIOLATIONS

Potential NCAA or NJIT rule violations must be immediately reported to the Director of Athletics by calling 973-596-3636, the Office of Compliance at 973-596-5278 or going directly to the NJIT Department of Athletics Office of Compliance in the Fleisher Athletic Center.

NCAA DISCIPLINARY ACTION

An enrolled student-athlete found in violation of NCAA rules or unethical conduct will be ineligible for further intercollegiate competition, subject to an appeal to the NCAA Student-Athlete Reinstatement Committee for restoration of eligibility. Unethical conduct may include, but is not limited to, the following:

1. Refusal to furnish information relevant to an investigation of possible NCAA rules violations.
2. Knowing involvement in arranging fraudulent academic credit or false transcripts.
3. Knowing involvement in receiving or providing an improper recruiting inducement or extra benefit.
4. Knowingly furnishing the NCAA or NJIT false or misleading information concerning involvement in or knowledge of matters relevant to a possible violation of NCAA rules.
5. Failure to provide complete and accurate information to the NCAA, NCAA Eligibility Center or NJIT’s admissions office regarding your academic record.
6. Fraudulence or miscount in connection with entrance or placement exams.
7. Engaging in any athletics competition under an assumed name or with intent to otherwise deceive.
8. Failure to provide complete and accurate information to the NCAA, NCAA Eligibility Center or NJIT’s athletics department regarding your amateur status.

RECRUITING

PHILOSOPHY & OFFICIAL VISIT POLICY
Prospective student-athletes and their families should be given the opportunity to fairly and ethically assess their opportunities for academic and athletic success. NJIT personnel should be afforded the chance to fairly and reasonably evaluate prospective student-athletes for admission and participation in the university’s intercollegiate program.

NJIT is committed to operating the athletics program with the highest standards of behavior and practices in all areas, including recruiting. All NJIT personnel and students involved in the recruiting of prospective student-athletes will conduct all recruiting activities in accordance with NCAA regulations.

In order to guide staff, coaches, student hosts, and visiting recruits, the university has established policies that clearly state the university’s expectations for recruiting visits. These policies have been established as procedures for staff and students to report concerns about recruiting practices and to explain the university’s intention in dealing with inappropriate recruiting activities. This policy helps prevent recruiting abuses by staff, coaches, student hosts and visiting recruits.

COACHES RESPONSIBILITIES
Head coaches are responsible for evaluating a recruit's character and citizenship, and for recruiting individuals who will share the university’s commitment to the highest standards of behavior and attitude. Head coaches are expected to communicate to recruits and parents their expectation in terms of behavior prior to the official visit. If any coach receives information that a recruit has had any incidents in his/her background such as arrests or any other potentially embarrassing incidents, the coach is to make the Director of Athletics aware of those issues so that a joint decision can be made regarding whether or not to continue recruitment activities.

ACTIVITIES DURING OFFICIAL AND UNOFFICIAL VISITS
Coaches are accountable for selecting responsible hosts who will follow the coaches’ instructions and avoid inappropriate behaviors. Coaches are responsible to instruct their assistant coaches and student hosts about what types of behavior and activities are appropriate and inappropriate. Although not all possible activities can be listed, below are some examples of inappropriate and appropriate activities:

Inappropriate Activities
- Attendance at adult entertainment facilities;
- Excessive meals;
- Serving alcohol to under-aged recruits;
- Use of excessive transportation, such as limousines;
- Use of escort services, exotic dancers, or any other similar services; and
- Participation in any unethical or illegal activity that violates criminal law or NCAA rule such as drug use or participation in gambling activities.

Appropriate activities
- Taking the prospect out for a snack;
- Taking the prospect to the movies;
- Taking the prospect to an on-campus athletic or student event;
- Taking the prospect to an on or off-campus party;
- Taking the prospect to a video games arcade or to play pool; and
- Taking the prospect to engage in recreational activities (i.e., swimming, bowling, etc.).

Coaches are responsible for asking the host what free time or social activities are planned for the recruit, and to ask after the visit what activities occurred. Coaches are responsible for informing hosts that providing alcohol to anyone under 21 is prohibited by New Jersey state laws and will not be tolerated. Coaches are required to have all recruits (including parents, if present) meet with an academic advisor to discuss their academic goals and expectations.
TRAVEL, MEALS, LODGING, RECRUITING AIDES, PROSPECT AND STUDENT HOST FORMS

- For any on campus transportation, only the following vehicles will be used: any vehicle normally used by the Department of Athletics, Admissions Office, and the Campus Center to transport prospective students during campus visits; personal vehicles of student-athletes; and personal vehicles of coaches.

- All meals provided to recruits and their parents/guardians will be comparable to meals provided to student-athletes during the academic year.

- The NCAA prohibits the use of personalized recruiting aides (such as personalized jerseys, personalized audio or video scoreboard presentation, etc). Also, prospects are not allowed to participate in any game day simulations or activities.

- Student hosts are required to read and sign a “Student Host Form” prior to receiving host money. Such host money shall be used to entertain the prospect following the appropriate forms of entertainment activities, return the prospect safely to their place of lodging within a reasonable hour or by the curfew, if established by the coach. All unused host money must be returned to the head coach.

- Lastly, it is the responsibility of the student host to inform the head coach of the entertainment activities that occurred during the visit.

HOSTING A PROSPECTIVE STUDENT-ATHLETE

When a prospective student-athlete visits NJIT, you may be asked to serve as his/her host. If you are a student host, the recruiting coach may provide you with **$30 for each day** you host the prospective student-athlete. This is to cover all “actual and necessary” expenses you incur in entertaining the prospect and his/her parent or legal guardians. If you entertain more than one student-athlete, you may receive an additional $15 per day for each prospect. Host money may ONLY be used for yourself and the recruit. This money is **NOT** to be used for souvenirs (i.e., hats, t-shirts, institutional logo items, etc.).

Additionally, at the time you receive host money from the recruiting coach, you will be asked to sign a form stating that you received expense money. At this time, your coach will review with you the NCAA rules for hosting a prospective student-athlete.

If complimentary admissions are to be part of the entertainment package, your coach will explain the procedure for obtaining admission for both you and the prospective student-athlete. You should accompany the prospective student-athlete to that event during the prospect’s visit to campus. Admission to games will be through the entrance that normally handles complimentary admissions. You and the prospective student-athlete are required to show a photo I.D. to obtain the complimentary admissions.

Do your best to represent the Department of Athletics and the university favorably. Be aware that your impression of the prospective student-athletes you host will be of interest to your coach.

LOGOS

The NCAA has rules with regard to student-athletes use of athletics equipment or athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences). Student-athletes are permitted to use and wear such equipment and apparel provided the following criteria are met:

- athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, lacrosse sticks, and goggles) shall bear only the manufacturer’s normal label or trademark, as it is used on all such items for sale to the general public; and

- your NJIT official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, t-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer’s or distributor’s normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo.

Therefore, you need to be cognizant of any apparel (e.g., socks, head bands, t-shirts, wrist bands, visors or hats, swim caps and towels) you wear during an athletics competition and pre- and postgame activities that was not issued by the coaching staff. Failure to abide by this rule may result in game suspensions.
PROMOTIONAL ACTIVITIES

As a student-athlete at NJIT, you are a recognized role model on campus and in the community. During your athletic career at NJIT, you will be asked to participate in a variety of promotional activities.

• You may participate in promotional activities on behalf of NJIT;
• You may not endorse or promote in any manner any commercial product or service. Doing so will immediately jeopardize your eligibility;

You may participate in promotions for nonprofit and charitable organizations and entities of NJIT as long as you/the activity meet the following requirements:

• Written Permission – you must get written permission to participate from your Head Coach, Office of Compliance and Director of Athletics PRIOR to participating.
• Written Release – you and an authorized representative of the charitable or educational agency must sign a release statement ensuring that your name, image or appearance will only be used in a manner consistent with NCAA regulations.
• No commercial involvement – the specific activity or project must not have any commercial involvement other than a logo appearing on material such as pictures, posters, or calendars.
• No payment to student-athlete except for normal expenses – all monies derived from the activity or project must go directly to the member institution or the charitable/educational agency.
• Classes – you must not miss any classes to participate in the activity.

STUDENT-ATHLETE FINANCIAL AID

The NCAA permits student-athletes to receive financial aid from anyone upon whom they are naturally or legally dependent. You may receive financial aid not to exceed tuition, fees, room, board and books from:

• Sources distributed by the university.
• You may receive institutional need-based aid on information from your Free Application for Federal Student Aid (F.A.F.S.A form). Such aid may include scholarships, grants, work study, a Supplemental Educational Opportunities Grant (S.E.O.G), PELL as well as any applicable aid available to qualified New Jersey State residents.
• You may also receive scholarships based on academic standing and/or athletic ability.
• The possibility of student employment, either as work study (need-based) or non-work study may be available to you.
• You may receive financial aid (e.g., scholarship, or monetary award) through an established and continuing program to aid students, if: the award is made on the basis of your past performance and overall record, measured by established criteria of which athletic participation may or may not be the major criterion, and, the disbursement of the aid is made through the NJIT Office of Financial Aid for your educational expenses.
• You MUST report all outside financial awards that you receive toward your college expenses to the Office of Compliance.

GRANT-IN-AID INFORMATION

Varsity teams are provided with a specific number of grants-in-aid (scholarships) in accordance to budgetary restrictions and NCAA regulations. These grants are awarded by the university upon the recommendation of the Head Coach and the approval of the Director of Athletics.

Athletics scholarships are one-year, renewable awards with notification of renewal or non-renewal (for those with remaining eligibility) no later than July 1. Once the scholarship is awarded, the university is committed to fulfilling its financial obligation to you until the end of the current academic year.

Grants-in-aid may be cancelled or reduced during the period of the award if you:

• Render yourself ineligible for athletic competition;
• Misrepresent information on your application, Letter of Intent or Financial Aid Agreement;
• Engage in serious misconduct that brings substantial disciplinary penalty; or
• Voluntarily withdraw from your sport for personal reasons.

In addition, the student-athlete may forfeit their financial aid award/athletic scholarship if he/she violated any athletic conference, NCAA, NJIT or Department of Athletic rules or policies. Please review the terms and conditions on the back of
the athletic scholarship agreement for further information.

FULL GRANT-IN-AID
A full grant-in-aid (scholarship) by the NCAA definition is financial aid that consists of tuition and fees, room and board, and required textbooks. It does NOT cover course-related supplies (i.e., pens/pencils, paper, or rulers for architecture courses, etc.).

Athletic scholarships do not cover off-campus rooms/apartments or off-campus meals.

RENEWAL AND NON-RENEWAL OF ATHLETIC SCHOLARSHIPS
Generally speaking, renewal of aid for subsequent years is customary; however, the NCAA rules forbid any commitment or guarantee beyond one year. Further, you may receive an athletic scholarship for no more than 5 years within a 6-year period, beginning with your initial full-time enrollment at any four-year college or two-year college.

The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which the award is to be effective. The university shall notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year whether the grant has been renewed or not renewed for the upcoming academic year. Notification of renewals and non-renewals must come from the Office of Financial Aid.

If you believe the decision to reduce or cancel your aid is unfair or unjustified, you may request a hearing as provided by NCAA legislation. To make this request, contact the Office of Financial Aid, within 2 weeks of the date of the non-renewal or reduction letter. A hearing will be scheduled with the Athletic Financial Aid Appeals Committee. The appeal must be completed prior to the commencement of the academic year of the award.

FIFTH YEAR GRANT-IN-AID
It is the general policy of the Department of Athletics to not continue an athletic grant-in-aid after a student-athlete’s eligibility is exhausted. However, an athletic grant-in-aid award after a student-athlete’s eligibility is exhausted may be considered on an individual basis. The head coach and sport administrator may make an exception bearing in mind NCAA regulations, funding sources and any other pertinent information. If a student-athlete is offered a fifth year grant-in-aid, s/he will be expected to contribute to the program in a manner agreed upon by the head coach, sport administrator and student-athlete. Failure to agree on an appropriate contribution to the program will result in the student-athlete not receiving the aid.

SUMMER/WINTER FINANCIAL AID
Athletic scholarships are for the period of the regular academic year and do not include summer/winter terms. Financial aid for student-athletes taking summer/winter courses is limited therefore funding decisions are made based on academic priorities. Student-athlete requests for summer/winter financial aid must be submitted to the Office of Compliance by the Head Coach. The final decision will be made by the Director of Athletics.

TEXTBOOKS
As part of SOME athletic scholarships, NJIT may provide you the textbooks specifically required for your academic courses. Only textbooks required for the courses in which you are enrolled are provided. Optional textbooks are NOT allowed to be provided.

Those student-athletes who receive books should follow the procedures below:

Prior to each semester, a member of Academic Advising for Athletes will complete the required “Book Scholarship” form. A member of Academic Advising for Athletes will provide a signed copy of the “Book Scholarship” form and the subsequent semester schedule to the bookstore during the vacation period prior to start of the upcoming semester for each student-athlete receiving textbook scholarships. At that time, the bookstore will bundle all applicable books for courses and store the books in the bookstore until pick-up by the student-athletes.

During the first week of classes, those student-athletes covered under book scholarship will be required to pick up their books from the bookstore. Student-athletes will simply need to provide the bookstore with their Student ID and sign off that they received the books at time of pick-up.

Upon pick up of textbooks, student-athletes are REQUIRED to provide a copy of the “Book Scholarship” form and receipts to a member of Academic Advising for Athletes.

Student-athletes should be aware of the following regulations as it pertains to textbook scholarships:

• Student-athletes should be reminded that the “Book Scholarship” form can ONLY be used for course-required textbooks and does not include pens, calculators, notebooks, etc.
• Student-athletes should be reminded that the text-books **MUST** be picked up within the first two weeks of each semester. *If a student-athlete picks up or purchase books after the second week of school he/she will be responsible for full payment even if the student-athlete is on a book scholarship.*

• Student-athletes **MUST PICK-UP ALL textbooks through the NJIT Bookstore**. In the case that a course textbook cannot be purchased at the NJIT Bookstore, the student-athlete **MUST** inform a member of Academic Advising for Athletes before buying the textbook at a different location (i.e., Rutgers Course; online; from a professor; etc). At that time, a member of Academic Advising for Athletes will call the Bookstore to handle the situation and address the issue in a timely manner.

At the end of the semester, the student-athlete **MUST** return all textbooks purchased for the semester, or they will be charged the **FULL COST** of each textbook not returned. All textbooks must be returned to a member of Academic Advising for Athletes **PRIOR TO** departure from campus for winter and/or summer breaks.

---

**EQUIPMENT AND APPAREL**

All equipment is the property of NJIT and may not be retained by student-athletes unless permitted by NCAA rules and specifically designated by the Department of Athletic staff. Please note that Department of Athletics and team-issued apparel should be worn for practice and competition only.

**GENERAL EQUIPMENT & APPAREL POLICIES**

- Student-athletes are responsible for taking care and monitoring all equipment including practice and game gear that is issued to them.
- Student-athletes will not be issued any equipment or clothing until they are cleared by the Office of Compliance to practice and compete.
- Student-athletes are responsible for lost, stolen or damaged equipment and apparel.

**EXIT INTERVIEWS & PROGRAM EVALUATIONS**

The Director of Athletics, Faculty Athletics Representative or designated representative shall conduct exit interviews and program evaluations in each sport at the conclusion of each season.

Exit interviews are offered to those student-athletes graduating, transferring, or leaving NJIT for other reasons. Such interviews may be conducted one-on-one with an athletic administrator (e.g., Director of Athletics or sport administrator).

Program Evaluations are given to all other student-athletes, are anonymous and are distributed via questionnaire. Through the interviewing process, the administration can evaluate areas such as academic services, gender equity, integration of the athlete into campus life, and other aspects of athletic programming. In seeking the input of the student-athlete, the department can learn where problems may exist and where improvements need to be made in order to provide the best possible experience for the NJIT student-athlete.

---

**ACADEMIC SUPPORT**

**CENTER FOR ACADEMIC AND PERSONAL ENRICHMENT (CAPE)**

To assure academic success; to assist in the successful completion of the HASP requirements; and to assure student-athletes are making academic progress toward their degrees, the Department of Athletics has joined efforts with the Center for Academic and Personal Enrichment (CAPE) to provide ample tutorial and study hall sessions.

CAPE is located in Kupfrian Hall room 200. Please check the CAPE website for most updated hours of operation [http://www.njit.edu/cape/](http://www.njit.edu/cape/). CAPE has an upper and lower level. Most tutoring sessions take place on the lower level, while study groups and study rooms take place on the upper level.

Academic support is provided in various formats including study groups facilitated by specially trained peer tutors, and drop-in tutoring. Students may sign up for group tutoring or simply drop in to CAPE and meet with a tutor who is on duty. Tutors are available for most freshman level Computer Science, Chemistry, Math, Physics, Management and Humanities (writing) courses. Other important information as it relates to CAPE is included below:

**Services Provided:**

• Drop-in Tutoring
• 1-on-1 appointments
• Weekly academic support meetings
• Academic Support Workshops
• Small Study Groups
• Study Room Reservation

HIGHLANDER ACADEMIC SUPPORT PROGRAM (HASP)

Incoming freshmen, transfer students, and continuing students below a 3.0 GPA will be enrolled in the Highlander Academic Support Program (HASP). Each student is mandated to complete **SIX** hours per week in a structured environment approved by Academic Support for Student-Athletes.

Student-athletes who do not achieve above a 3.00 must attend a minimum of one academic success workshop each semester.

The student may utilize the following options to complete the required six academic hours:

- **Study Center** – the study center will be located in the CAPE and/or in a location designated by the Academic Support for Student-Athletes team. If a student chooses to use the Study Center they must adhere to the following expectations – violating any of the rules below will be considered an infraction for a missed study hall:

  All student-athletes signed in for required study time must be doing schoolwork.

  Student-athletes are required to do a minimum of 6 hours of study-hall a week (this number may increase on a case by case basis).

  If you need to leave the CAPE for any reason – you must sign out and then sign back in upon your return. If you are signed in to study hall and not physically in the CAPE you will receive an automatic suspension from your next competition.

  You need to be in study hall for a **minimum of 1 hour** in order to receive credit.

  You may not do more than 3 hours a day without special permission.

  No eating in any of the CAPE study rooms.

  If there are any special circumstances, you need to report them to an Academic Advisor.

  All student-athletes are expected to come to study hall prepared. This means that it is up to the student-athletes to bring enough work to keep them busy for the duration of their time in study hall. If a student-athlete is not prepared then the student-athlete will be asked to leave study hall.

  All student-athlete’s are expected to show respect to the others around them. This means **NO LOUD TALKING, NO LOUD MUSIC, NO FOOD and NO CELL PHONES.** You are in study hall for the sole purpose of completing your schoolwork and studying. If you need to talk with another student about scholastic issues please do so quietly.

  **COMPUTER LAB POLICY:** At no time should anyone be checking e-mail or surfing the net while in study hall. (If you need to do so it must be for scholastic reasons only.) Absolutely no games are to be played on the computers during study hall. There is to be no watching of videos (unless for scholastic reasons) or shopping at any time. No accessing non-academic web sites (facebook, myspace, espn, etc.). Student-athletes who misuse the computer lab will be signed out.

  **TUTOR POLICY:** If you need to see a tutor, you must sign in for study hall and then sign in on the tutor’s sheet.

  Proper attire is required at all times (shirt, shoes etc.).

  Tampering with or failing to record accurate study records is prohibited.

  Student-athletes are expected to clean up their study area upon departure. No papers or other materials should be left behind.

  Office telephones, copiers and fax machines are not to be utilized by students.

  **Tutoring** – a student may arrange to work with a tutor in varying subjects – Math, Chemistry, Physics, and CS. If you need to see a tutor, you must sign in for study hall and then sign in on the tutor’s sheet.

  **Writing Center** – a student may arrange to work with a writing tutor in the CAPE or in Department of Humanities. If a student qualifies to work with the Humanities department, it is that student’s responsibility to ensure that there is
documentation of the time spent with the Humanities professor.

- **Meeting with Professor and/or Studio Hour Advisors** – the student is required to have the professor and/or advisor date and sign a form documenting reason (as long as it is for academic reasons) for visit and amount of time spent with them. Please note, at any time these meeting can be checked to ensure that the meeting did happen.

- **Structured Study Groups** – a structured study group is an organized group that targets challenging courses, i.e. Math, Chemistry, Physics, and CS. These courses are facilitated by students who have already taken the course. If a student-athlete chooses to participate in these sessions, they will be required to sign in with the facilitator.

- **Workshops** – Students may attend academic workshops sponsored by CAPE, Counseling Center, Peer Mentors or other campus offices.

**INFRACITION POLICY**

The infraction policy will be instituted per semester. At the end of each semester, the policy will turn back over except for suspensions from contests that need to be fulfilled.

**First Infraction:** The coach will meet with the student-athlete no later than **Wednesday 3:00 PM** to reinforce the importance of the enhancement program and also to review the consequences. The coach will utilize the student-athlete’s calendar to assist and educate the student-athlete in proper time management skills.

**Consequence:** The student-athlete will be assigned specific CAPE hours according to his/her schedule. He/she will be obligated to attend study hall at the specified times designated by the coach and the student academic enhancement program team member. Students will be required to make-up the missed hours and will be suspended for one practice.

**Second Infraction:** A member of the HASP team will arrange a meeting with the student-athlete no later than **Wednesday 3:00 p.m.** to discuss the severity of incompletion of the six hours. Please note, if a team is on the road this meeting will be conducted on the first day the team returns to campus.

**Consequence:** Suspension from practice until the student-athlete proves to be in compliance with enhancement program policy.

**Third Infraction:** An in person meeting will take place with the Director of Athletics, HASP representative, CAPE representative, and the Senior Women’s Administrator.

**Consequence:** Game(s) suspension during the sports championship segment, (scrimmages and/or exhibitions are not included) until the student-athlete proves to be in compliance with enhancement program.

Note: Any student-athlete who receives a warning during the last week of the semester will begin the next semester with a first warning. Any student-athlete who receives 4 or more warnings in any semester will automatically be suspended the next semester.

**REQUIRED ACADEMIC MEETINGS**

The penalties for not attending required academic meetings with their athletic academic advisor and/or not attending a scheduled tutoring appointment:

- **First warning** – Written warning given to the student-athlete and his or her coach.
- **Second warning** – Meeting with the student-athlete, their coach and their athletic academic advisor.
- **Third warning** – Student-athlete misses the next scheduled competition, not including exhibition games.
- **Fourth warning** – Suspension from academics for a specific period, up to the end of the playing season, with the amount of time to be determined by the athletic director.

Note: Any student-athlete who receives a warning during the last week of the semester will begin the next semester with a first warning. Any student-athlete who receives 4 or more warnings in any semester will automatically be suspended the next semester.

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

Each team is represented by two student-athletes who serve on the SAAC providing communication to and from the team and the athletic administration regarding all aspects of the intercollegiate athletic experience. If you have a question or concern that you would like to discuss regarding any aspect of your intercollegiate athletic experience, please contact your team’s SAAC representatives.

The SAAC seeks all student-athletes’ participation in projects where you have the ability to help in the community, meet other student-athletes and socialize.
Please review the S.A.A.C. Constitution and Guidelines at the end of this handbook.

STUDENT-ATHLETE WELFARE & DEVELOPMENT

MISSION STATEMENT

To develop and implement innovative programs and individualized support services that will empower student-athletes to make positive contributions to their communities and have the best opportunity to grow and succeed in college and later in life.

The goal of the student-athlete development area is to provide programs and support for student-athletes to ensure the best possible experience of all student-athletes at the University on and off the field. We value their contributions to the University and the community and appreciate the hard work and time they have put in to their academic and athletic endeavors. Student-athlete development focuses on the total growth of our student-athletes and recognizes their changing needs.

Programming is designed to promote a respect for diversity and inclusion, to assist student-athletes in identifying and applying transferable skills, to encourage student-athletes to effectively access campus resources and to develop character, integrity, and leadership skills.

In fulfilling that charge, by the time they are finishing their college careers, student-athletes can feel adequately prepared to go confidently into the work world having gained invaluable experiences through the unique privilege of being a student-athlete at one of the strongest academic institutions in the Northeast.

With that, student resources, information on our nutritionist, ways to get involved in the community as a student-athlete through non-profit organizations run by athletes at the University and much more.

SPORTS INFORMATION

The Sports Information Office is the publicity and media relations wing of the Department of Athletics.

Among the responsibilities of the Sports Information Office are: the compilation and distribution of statistics and historical records for all varsity intercollegiate sports, the production of all department publications, maintenance of the official Department of Athletics website (www.njithighlanders.com) and serving as the department’s point of contact with all news media. In addition, NJIT Sports Information exchanges information, as needed, with its counterparts at opponents’ institutions, as well as with the NCAA, and athletic conferences with which NJIT teams are affiliated.

Upon joining a varsity team, each student-athlete will be asked to complete and sign a publicity form asking for basic biographical information. No publicity efforts can be made on the student-athlete’s behalf without this form, thus he/she should inform his/her coach if he/she has not received it by the first competition of the season.

Any information provided on the publicity form has the potential to be used in publications or publicity efforts. Therefore any information the student-athlete wishes to keep private should not be included. Any question may be left blank if the student-athlete has a legitimate privacy concern, but the more complete the form, the better the publicity efforts that can be made on behalf of the student-athlete. With his/her signature, the student-athlete certifies that the information provided is accurate.

With the student-athlete’s participation in intercollegiate athletics comes the responsibility to portray him/herself and the institution in the best possible way. This includes cooperation with the media. It is important to remember that the perception of the student-athlete, the team, and the institution by the media is often affected by the way a student-athlete conducts him/herself during interviews.

Trust and cooperation are vital in successful college athletic media relations. In turn, access and privacy are vital parts of that trust and cooperation.

It is essential that all interviews with the media, including student newspapers (The Vector at NJIT), be coordinated through the NJIT Sports Information Office (either by the Assistant AD for Sports Information or the Assistant SID).

In game day situations, interviews will normally take place at the site of competition following a 10-minute cooling off
period that begins with the conclusion of the contest. In the event of television or radio coverage, there may be interviews conducted well before the time of competition to be used as part of the broadcast.

In other situations (non-game day), no student-athlete, coach or other staff member should engage in an interview without the knowledge of Sports Information. This policy is standard in all intercollegiate athletic programs and is fully understood and accepted by legitimate and ethical reporters.

Simply put, do not give interviews without the knowledge of Sports Information and be prepared that you may be asked by Sports Information to take part in an interview that has been arranged for you by Sports Information.

Be aware that Sports Information will not give out a student-athlete’s contact information without his/her permission.

Once arrangements for an interview have been made, it is expected that the student-athlete be timely in attending a meeting or returning phone calls/e-mails. This is a matter of common courtesy, which works both ways. While you are expected to be timely, you are not expected to conduct an interview that will interfere with a class or other important school or team obligation.

In the vast majority of instances, an interview will be a positive experience, since they are usually the result of your having done or accomplished something that is positive.

At the same time, the vast majority of writers and broadcasters are looking to tell a positive story and to portray you in a positive light.

Still, it is important to realize that the reporters are not your friends. They are people doing a job. Anything you say can end up in print. The best way to avoid the regret of something unpleasant getting into print is to not say it in the first place.

In the interview, student-athletes should think carefully about what they want to say before answering a question. Please remember that while you are encouraged to cooperate, you are not obligated to answer any question. If a question makes you uncomfortable, don’t answer it. If the questioner persists, tell them you do not want to discuss the topic.

If a representative of Sports Information is not listening to the interview, student-athletes should inform that office if an aspect of the interview bothered them.

A student-athlete may not accept speaking engagements that have not been approved by his/her head coach, the Office of Compliance, and Sports Information. A student-athlete may not permit his/her name or photograph to be used to advertise, promote, or sell a commercial product, or to be used for commercial services. If you have any question about the propriety of a request, be sure to check with the compliance office or Sports Information.

**FOUR WAYS TO ANSWER QUESTIONS**

- Directly and immediately (yes or no and why).
- After taking time to think.
- Not at all (but you must explain why, as in “I don’t know the answer” or “that’s personal.”)
- Don’t answer the question as asked (if the question is negative, bridge to a positive answer).

**10 MEDIA INTERVIEW DO’S**

1. Be positive.
2. Praise your teammates and coaches.
3. PRONOUNCE your words and talk in sound bites.
4. Demonstrate good posture and smile.
5. Be enthusiastic.
6. Dress appropriately (NJIT gear).
7. Be available and cooperative.
8. Be polite in difficult situations.
9. Say thank you at the end.
10. Credit your opponent in wins and losses.

**10 MEDIA INTERVIEW DON’TS**

1. Don’t be negative.
2. Don’t hide.
3. Don’t lose your cool.
STRENGTH & CONDITIONING POLICIES AND PROCEDURES

MISSION STATEMENT
The primary goal of New Jersey Institute of Technology Strength and Conditioning Program is to produce highly skilled athletes through designing and administering structured programs, which improve athletic performance and reduce the occurrence of athletic injuries.

Each program is designed for sport specific training to achieve peak physical performance. Methods used include strength, stretching, aerobic, anaerobic and plyometric exercises.

The staff develops training programs based on physical evaluations in order to bring about desired results. Factors such as body composition, flexibility, muscular strength, muscular endurance and cardiovascular endurance are taken into consideration.

NJIT student-athletes benefit from a comprehensive and individualized strength and conditioning program designed to ensure the highest level of athletic performance.

The Strength and Conditioning staff provides instruction specific to the individual, both in and out of season, and in collaboration with the NJIT athletic training and medical staffs.

The NJIT Strength and Conditioning Program challenge our athletes in the aspects of Leadership, Work Ethic, Winning Attitude, Attendance and the Above Average Ability to Follow Instructions.

WEIGHT ROOM RULES
• Be on time. Be Prepared. Train hard & help your teammates train harder.
• Only eligible student-athletes are allowed to have access to the Strength and Conditioning weight room.
• Treat other individuals and equipment with respect.
• Must wear appropriate NJIT workout clothing the way that it was designed to be worn.
• No jewelry.
• No food or drink.
• No cell phones &/or headphones.
• Do not touch radio without permission.
• No students allowed in office without permission.
• No horseplay.
• No foul language
• Replace all equipment after use.
• No personal belongings allowed in the weight room.
• No students are allowed in the weight room without supervision of the strength & conditioning staff or coaching staff.

ATHLETIC TRAINING POLICIES AND PROCEDURES

MISSION STATEMENT
The primary objective of the Athletic Training staff at NJIT is to provide the highest quality protection of the health and
The welfare of our student-athlete population. This is accomplished first, through risk management and prevention of athletic injury, and second through the recognition, evaluation, first aid, emergency care, management, and rehabilitation of injuries. In addition, the Athletic Training staff strives to ensure that our student-athletes will be provided with the proper direction and counseling in all areas of physical and mental well-being.

The NJIT Athletic Training Room is only available for use by all NJIT intercollegiate athletic teams and support staff. The athletic training room is staffed by Certified Athletic Trainers (ATC) and per diem ATCs.

**PRE-SEASON MEDICAL PAPERWORK AND PHYSICALS**

Prior to participating in any of our sports, a student-athlete is required to pass an athletic pre-participation physical examination performed by an NJIT Team Physician and complete the required athletic training paperwork. The paperwork for both new and returning student-athletes can be found online at [www.njithighlanders.com](http://www.njithighlanders.com) under the “Athletic Training” link. These forms are to be completed in their entirety and sent back to the Athletic Training Office for evaluation.

The procedure to arrange for a physical exam varies, depending on whether the individual is a new student-athlete, returning student-athlete, or trying out for the team (see below). Consult your coach or the Athletic Training Office (973-596-3623) for further information.

**New Student-Athletes (Freshman, Transfers, New Team Members)**

All new student-athletes, including first year participants and transfers, are required to undergo a complete physical by the NJIT Team Physician in order to obtain clearance for participation. In order to expedite this process, the required athletic training forms must be completed in their entirety and sent back to the Athletic Training Office prior to the physical. Teams will be assigned specific dates and times for physical evaluations will be arranged through the coaching staffs of each sport. Please check with your coaching staff for this information. Please arrive 15 minutes prior to your scheduled time. Appropriate attire (shorts, t-shirts, sports bra, sneakers, socks, etc.) is requested.

**Returning Athletes**

Returning student-athletes will be required to complete an insurance form and pre-participation medical questionnaire for review by the Team Physician. If warranted, a pre-participation evaluation will be scheduled with the Team Physician (i.e. if you have undergone surgery since your last evaluation or suffered an injury). In addition, all academic sophomores will be required to have a pre-participation evaluation at the end of their sophomore year spring semester. If they are unable to make this time, they may make an appointment with the Team Physician over the summer or have their exam with the remaining new student-athletes before their fall season begins. Medical and Insurance forms must be completed in their entirety before a student-athlete can be cleared. Incomplete information will result in a delay in clearance.

**Try Outs** - In order to try-out for a team, student-athletes are required to have a general physical on file in the athletic training room, medical insurance coverage, and have completed the athletic training paperwork. Try-outs are good for 2 days. Once the student athlete makes the team, student-athletes must see the Team Physician or designee for an orthopedic physical to be cleared for full participation.

**SUPPLEMENTAL ATHLETIC INSURANCE**

All NJIT student-athletes are required to have personal health insurance. This insurance may be through a parent/ guardian’s plan or purchased through Student Health. Student-athletes are to provide a legible copy (front and back) of his/her medical insurance card/certificate, dental card/certificate, and prescription card/certificate for his/her medical file. NJIT provides supplemental insurance through Aetna Student Health for those athletic injuries due to accidents that occur while participating in intercollegiate athletics. Once the student-athlete’s primary insurance is exhausted, remaining bills are processed through Aetna Student Health. In order for Aetna Student Health to process these claims, they require an EOB (Explanation of Benefits) from the primary insurance company stating non-payment. Once Aetna Student Health has processed the bills, any remaining bills are the responsibility of the student-athlete. Under no circumstances will the student-athlete or his/her family be expected to pay the entire injury claim if done properly.

**NCAA CATASTROPHIC INJURY INSURANCE**

The NCAA sponsors a Catastrophic Injury Insurance Program which covers the student-athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. The policy has a $90,000 deductible and provides benefits in excess of any other valid and collectible insurance. If you have any questions regarding this insurance coverage, please contact the Athletic Training Office – 973-596-3623.

**EXCEPTIONAL STUDENT-ATHLETE DISABILITY INSURANCE**

The NCAA also sponsors a disability insurance program for exceptional student-athletes at NCAA institutions in the sports of football, men’s and women’s basketball, baseball and men’s ice hockey. The program enables qualifying student-athletes, as approved by the program administrator, to purchase disability insurance contracts with pre-approved fi-
nancing, if necessary. This program will provide the student-athlete with the opportunity to protect against future loss of earnings as a professional athlete, due to a disabling injury or sickness that may occur during the collegiate career. If you have any questions regarding this insurance coverage, please contact the Athletic Training Office – 973-596-3623.

MEDICAL EXPENSE COVERAGE

NCAA rules do not permit intercollegiate athletic departments to cover any cost of injuries that are not the direct result of sanctioned athletic events. The following are expenses that are not covered by the Department of Athletics:

- Medical services for illnesses or injuries that are not athletic in nature;
- Medical services or insurance coverage for sickness or injury after completion of the student-athlete’s participation/eligibility. The Department of Athletics is not responsible for recurring injuries after the release by Physicians or department insurance expirations;
- Normal dental care such as treatment for cavities, cleaning, impaction, wisdom teeth and correction or congenital defects;
- Contact lenses or glasses, unless specified by athletic participation by the Team Physician and approved by the Assistant AD/ Business Facilities and Event Management;
- Immunizations or desensitization (allergy) injections;
- Injuries/sickness that occur before enrolling at NJIT (pre-existing); and
- Injuries reported after seven days from the injury producing accident.

ATHLETIC TRAINING ROOM GENERAL RULES

- No one will be allowed in the Athletic Training Room without proper supervision.
- Student-Athletes must sing in for every visit to the Athletic Training Room.
- Appropriate clothing at all times while in the Athletic Training Room.
- Shoes must be worn at all times.
- No cleats in the Athletic Training Room.
- Food, drinks, gym and school bags are to be left outside the Athletic Training Room.
- Tobacco, chew, or snuff is prohibited.
- No cell phone use in the Athletic Training Room.
- Nothing shall be taken from the athletic training room without a staff member’s permission.
- Return all equipment (wraps, crutches, slings, etc.) after usage.
- No unauthorized use of equipment (stim machines, computers, etc.).
- No lounging, horseplay, loitering, socializing, or profanity will be allowed in the Athletic Training Room.
- Towels are for athletic training purposes only.
- Show respect for all staff members.
- Student-athletes are treated on a first come first serve basis except during games. Games and in season sports take precedence over practices.
- Any student-athlete not conforming to these policies will be refused treatment, asked to leave, and reported to his/her coach.

MEDICAL INJURY OR SICKNESS REPORTING

- If an athletic injury occurs on or off campus and an athletic trainer is not present, notify the Athletic Training staff.
- If the service of a physician is needed, the student-athlete will be referred by the Athletic Training staff.
- In some cases of sickness, the student-athlete will be advised to see his/her own physician.
- Any student-athlete missing a physician’s appointment will be expected to contact the physician immediately to re-schedule an appointment. Any student-athlete missing a treatment will be considered injury or sickness free; therefore, will be expected to perform fully at practice.
- The Athletic Training staff is not responsible for the transportation to medical appointments.
- If emergency transportation is needed immediately, proper channels will be taken by the athletic training staff.
• The Department of Athletics is not responsible for any bill incurred by a student-athlete who sees a physician, receives X-rays, or medication, or other treatments or evaluations without the Athletic Training staff’s knowledge. The university will not pay unauthorized medical expenses.

• The team physician or athletic training staff member will make the decision on when a student-athlete may return to competition after an injury.

• If a student-athlete is allowed by the coaching staff to participate without the Athletic Training staff’s approval or knowledge, full responsibility of re-injury and negligence will be fully placed and accepted by the supervising Coach at that time.

DRUG & ALCOHOL TESTING FOR NCAA AND NJIT

DRUG & ALCOHOL TESTING PROGRAM

Each year prior to their participation in designated sports, student-athletes MUST review the NCAA Drug Testing video and sign a consent form indicating their understanding of the NCAA Drug Testing Program. Failure to complete and sign the statement annually will result in the student-athlete’s ineligibility for participation from all intercollegiate athletics.

A student-athlete who tests positive, consistent with the NCAA drug-testing protocol, shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete. A student-athlete who tests positive during the season of competition will be ineligible to participate in regular or post-season competition during the time period ending one calendar year after the positive test.

If a student-athlete tests positive for a second time for the use of any drug, other than a “street drug” as defined by the NCAA in Bylaw 31.2.3.1, they will lose all remaining regular and post-season eligibility in all sports.

Student-athletes are subject to random drug-testing before, during, or after their competitive season as well as during the summer vacation period.

For further information regarding the NCAA Drug Testing Program, please see www.ncaa.org.

NJIT DRUG TESTING PHILOSOPHY

NJIT is committed to providing the university community with an academic environment that is helpful, challenging, safe and fulfilling. The university reaffirms this commitment by focusing on the health and safety of the entire NJIT community, specifically on the effects of alcohol/drugs on all aspects of community life. Individuals experiencing substance abuse issues are encouraged to seek professional assistance provided by services either on- or off-campus. Seeking professional assistance is a personal matter that is supported by the university. All members of the NJIT community are expected to meet personal conduct and professional standards as defined by university policies. NJIT prohibits the use of illegal drugs, advocates for the legal and responsible use of alcohol by those who do use, and supports healthy alternatives to the consumption of alcohol/drugs. The university is committed to educating the NJIT community about the importance of individual responsibility in relation to substance use and abuse.

The NJIT Student-Athlete Drug & Alcohol Testing procedure is administered by Drug Free Sport and the NJIT athletic training staff. Student-athletes are subject to random drug-testing before, during, or after their competitive season as well as during the summer vacation period.

DRUG & ALCOHOL TESTING PROCEDURE

1. Student-athletes will be notified no more than 24 hours in advance of being tested, although a student-athlete may receive less notice. Upon notification, student-athletes will come to the Athletic Training Room to sign the Notification of Drug Testing form (Appendix B). During this time, the student-athlete will be informed where the designated collection station will be.

2. FAILURE TO SHOW UP AT THE COLLECTION SITE AT THE DESIGNATED TIME WILL RESULT IN A POSITIVE TEST.

3. The student-athlete will bring photo identification to the collection station and the client representative/site coordinator will identify the student athlete.

4. A collector of the same gender will monitor the specimen collection of the student-athlete.
5. The student-athlete will remain in the collection station until the sample is complete.

6. Leaving the collection station or holding area without the permission of the test site administrator may result in a positive test.

7. Any attempt to adulterate, manipulate, or dilute a specimen during the collection procedure will be considered a positive test.

List of the full Drug-Testing Collection Protocol is located on www.njithighlanders.com >Athletics Department> Athletic Training> Drug & Alcohol Testing Policy

ACTION ON POSITIVE DRUG-TEST RESULTS

Positive Results
A positive result is defined as a urine sample revealing the presence of one or more of the banned drugs or metabolites listed in Appendix E. In addition, failure to arrive at the collection station at the designated time without justification, failure to provide an adequate urine sample (e.g., acidic, concentrated, enough volume) as determined by the laboratory or trained collector will result in a positive test. Positive test may also result from leaving the collection station or holding area without the permission of the test site administrator or alteration of any sample as determined by the collection technician or their designee. All results will be forwarded from the lab to the Head Athletic Trainer and/or Director of Athletics or his/her designee. The Head Athletic Trainer will notify the Head Coach of the sport of the positive drug-testing result. A positive drug test remains on the student-athlete’s record for the remainder of their athletic career at NJIT. All positive tests are cumulative (i.e. one positive test your first year and a positive test your second year will count as a second positive test).

The NCAA has different sanctions for their positive drug test. The NCAA has the right to request urine samples from the student-athletes at any time during the year. Their sanctions process and protocols can be located on their website: www.ncaa.org/health-safety

First Positive Drug-Test

1. Head Athletic Trainer will notify the Team Physician, Director of Athletics or his/her designee, and the Head Coach within 24 hours of a positive drug-test result.
2. The student-athlete will be notified within 24 hours of a positive drug test result by the Head Athletic Trainer.
3. Student-athlete must have a mandatory evaluation with NJIT Counseling Center within one week of positive result (possible referral to an off-campus site).
4. The student-athlete will be subject to mandatory re-testing as designated by the Counseling Center and Director of Athletics or his/her designee. Can be performed at any time during athletic eligibility.
5. Suspension to be issued by the NJIT Director of Athletics: Immediate suspension from the non-championship season and up to 25% of the CHAMPIONSHIP SEASON. Length of suspension will be determined by the NJIT Director of Athletics or his/her designee.

   Failure to conform to these rules can result in further disciplinary action.

Second Positive Drug Test

1. Head Athletic Trainer will notify the Team Physician, Director of Athletics, and the Head Coach within 24 hours of a positive drug-test result.
2. The student-athlete will be notified within 24 hours of a positive drug test result by the Head Athletic Trainer.
3. Student-athlete must have a mandatory evaluation with NJIT Counseling Center within one week of positive result (possible referral to an off-campus site).
4. The student-athlete will be subject to mandatory re-testing as designated by the Counseling Center and Director of Athletics or his/her designee. This test can be performed at any time during the student-athletes athletic eligibility.
5. Suspension to be issued by the NJIT Director of Athletics: Immediate suspension from team for up to ONE YEAR from positive result. Length of suspension will be determined by the NJIT Director of Athletics or his/her designee.
Student-athlete will be ineligible of all athletic scholarship aid from the athletic department for one year from positive result. Failure to conform to these rules can result in further disciplinary action.

Third Positive Drug-Test

1. Head Athletic Trainer will notify the Team Physician, Director of Athletics, and Head Coach within 24 hours of a positive drug-test result.
2. The student-athlete will be notified within 24 hours of the positive result by the Head Athletic Trainer.
3. Suspension to be issued by the NJIT Director of Athletics: IMMEDIATE PERMANENT SUSPENSION FROM VARIETY INTERCOLLEGIATE ATHLETICS AND PERMANENT LOSS OF ANY AND ALL ATHLETIC RELATED AID. Failure to conform to these rules can result in further disciplinary action.

INSTITUTIONAL REASONABLE SUSPICION

Student-athletes will be drug-screened and/or evaluated if there is probable cause to suspect prohibited use or abuse of alcohol or drugs. A coaching staff member, an administrator, academic advisor, athletic trainer, strength coach, or any other staff member may be aware of or see certain signs, symptoms or changes in behavior that may cause him or her to suspect substance abuse. These staff members have a duty to report any suspicions to the Head Athletic Trainer and/or Director of Athletics or his/her designee. Reports will be forwarded to the Director of Athletics or his/her designee. The Head Athletic Trainer, Director of Athletics or his/her designee will determine the need for counseling and/or testing.

NCAA BANNED DRUGS

Reproduced from NCAA website as of May 2011

The NCAA bans the following classes of drugs:

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

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

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

Drugs and Procedures Subject to Restrictions:

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

NCAA Nutritional/Dietary Supplements Warning:

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

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

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

**SOME EXAMPLES OF NCAA BANNED SUBSTANCES IN EACH DRUG CLASS**

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

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

**Stimulants:**

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

*exceptions:* phenylephrine and pseudoephedrine are not banned.

**Anabolic Agents** – (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione)

- boldenone;
- clenbuterol;
- DHEA;
- nandrolone;
- stanozolol;
- testosterone;
- androstenedione;
- norandrostenedione;
- methandienone;
- etiocholanolone;
- trenbolone; etc.

**Alcohol and Beta Blockers** (banned for rifle only):

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

**Diuretics (water pills) and Other Masking Agents:**

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

**Street Drugs:**

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

**Peptide Hormones and Analogues:**

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

**Anti-Estrogens**:

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

**Beta-2 Agonists**:

- bambuterol;
- formoterol;
- salbutamol;
- salmeterol; etc.

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

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

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

**NCAA INFORMATION RELATED TO DIETARY SUPPLEMENTS**

Many supplement products contain NCAA-banned substances that are not always recognized as such or included in the supplement labels. Thus, student-athletes have tested positive for NCAA-banned substances by ingesting products they obtained in retail stores, gyms and over the Internet. The labeling of dietary supplements may not be accurate or may be misleading. Terms such as “healthy” or “all natural” do not mean dietary supplements are free from banned drugs or are safe to take. Dietary supplements may not only be detrimental to your health but also may cause a positive drug test.

Student-athletes must keep the athletic training staff and/or team physician aware of all prescribed drugs, over-the-counter medications, vitamins and/or dietary supplements that he or she intend to take or may be taking. While the student-athlete may review the products with the Head Athletic Trainer, the student-athlete is ultimately responsible for deciding whether to take the product and accepting any health or other consequences (e.g., a positive drug test result). Student-athletes also are encouraged to contact The National Center for Drug Free Sport (Drug Free Sport) and/or their own physicians with any and all questions or concerns regarding banned drugs, dietary supplements, or any other substances. Student-athletes, coaches, and athletics staff may contact Drug Free Sport’s Dietary Supplement Resource Exchange Center (REC) at:

**REC Hotline: 1-877-202-0769**
Permissible/impermissible products
To assist the membership in accurately applying Bylaw 16.5.2.g, posted below are two lists of supplements: one permissible for the institution to provide, the other containing examples of impermissible ingredients.

It is important to note that when reading the ingredient label of a supplement product, the listing of any impermissible ingredient makes the product impermissible. Further, when considering the product’s protein content, the reader should consider the listing of the word “protein” and the number of grams included. If any other parts of a protein are listed separately, as in any amino acid or chain, it would not be permissible for an institution to provide such a supplement to its student-athletes. If the product lists a “proprietary protein” or “protein blend,” then this is not protein from a whole food source, but rather a concoction created by the manufacturer, and in most instances includes impermissible supplement ingredients.

Permissible
• Vitamins and minerals
• Energy bars
• Calorie replacement drinks (for example, Ensure, Boost)
• Electrolyte replacement drinks (for example, Gatorade, Powerade)

Impermissible
• Amino acids (including amino acid chelates)
• Chondroitin*
• Chrysin
• CLA (Conjugated Linoleic Acid)
• Creatine/compounds containing creatine
• Garcinia Cambogia (Hydroxycitric Acid)
• Ginkgo Biloba
• Ginseng
• Glucosamine*
• Glutathione
• Glycerol **
• Green tea
• HMB (Hydroxy-methylbutyrate)
• Melatonin
• MSM (Methylsulfonyl Methane)
• Protein powders
• St. John’s Wort
• Tribulus
• Weight-gainers
• Yohimbe

* It is permissible for an institution to provide glucosamine and/or condroitin to a student-athlete for medical purposes, provided such substances are provided by a licensed medical doctor to treat a specific, diagnosed medical condition (as opposed to prescribing them for preventive reasons).

** Glycerine or glycerol as a binding ingredient in a supplement product is permissible.
IMPORTANT RESOURCES

Bursar
Student Mall – Parking Deck
(973) 642-7460
www.njit.edu/bursar/

Career Development Services
4th & 5th Floor, Campbell Hall
(973) 596-3100
www.njit.edu/CDS/

Center for Academic and Personal Enrichment (CAPE)
2nd Floor, Kupfrian Hall
(973) 596-6470
www.njit.edu/cape/

Center for Counseling and Psychological Services
1st Floor, Campbell Hall
(973) 596-3414
http://counseling.njit.edu/

Dean of Students
2nd Floor, Campus Center
(973) 596-3470
http://dos.njit.edu

Albert Dorman Honors College
3rd Floor, Fenster Hall
(973) 642-4448
http://honors.njit.edu/

Educational Opportunity Program (EOP)
3rd Floor, Campbell Hall
(973) 596-3690
www.njit.edu/eop/index.php

Financial Aid Services
Student Mall – Parking Deck
(973) 596-3479
www.njit.edu/admissions/undergrad/financialaid/contactfinancialaid.php

Bookstore
1st Floor, Campus Center
(973) 596-3200
www.bkstr.com/home/

Gourmet Dining Services
1st Floor, Campus Center
(973) 596-3618
www.g-d-s.com/campus/njit/

Health Services
1st Floor, Fleisher Athletic Center
(973) 596-3621

Murray Center for Women in Technology
2nd Floor, Campus Center
(973) 642-4885
www.njit.edu/v2/womenscenter/

Public Safety
Parking Deck
(973) 596-3111 (Emergency)
(973) 596-3120 (NON-emergency)

Registrar
Student Mall – Parking Deck
(973) 596-3236
www.njit.edu/v2/registrar/

Residence life
1st Floor, Cypress Hall
(973) 596-3039
www.njit.edu/v2/reslife/

Office of First Year Students
2nd Floor Campus Center
(973) 596-2981
www.njit.edu/firstyearstudents/
CAMPUS SAFETY

The Department of Public Safety is conveniently located at 154 Summit St. on the first level of the Parking Deck. The 65 member department provides 24 hour security 7 days a week. Police officers and public safety officers patrol campus and surrounding areas on foot, bicycles, and patrol vehicles, creating a safe environment for the university community and their invited guests. The university police maintain a close working relationship with the Newark Police Department and other college police departments in the area.

Please visit www.njit.edu/publicsafety for more information.

APPENDIX

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC) CONSTITUTION AND GUIDELINES

I. PURPOSE

The SAAC was formed for the purpose of:
A. Providing a communication link between athletes and the athletic administration;
B. Encouraging communication and unity between and among teams;
C. Promoting and encouraging SUPPORT for the New Jersey Institute of Technology, the Department of Athletics throughout the campus and local community; and
D. Providing a forum for student-athletes to voice opinions on NCAA and NJIT Department of Athletics policies and procedures.

II. RESPONSIBILITIES

Each representative is expected:
A. To attend all Committee meetings and activities. A convenient regular meeting time will be agreed upon at the first meeting.
B. To represent the teams’ views at Committee meetings. This means that the team representatives must talk to his/her teammates about issues or projects that will be discussed at Committee meetings. Coaches will allow time before or after practices for team meetings if they are given advance notice (at least one day) that a meeting is needed.
C. To report to the team and coach on the Committee meetings and to inform teammates when the minutes are posted online.
D. To organize team members to help with any special projects.
E. To be academically eligible for competition.

III. ACTIVITIES

The Committee’s function is to provide a forum for discussions of anything that concerns NJIT student-athletes. The Advisor(s) will brief the Committee on such topics as policy changes and proposed new policies. Special projects may be proposed at Committee meetings. The Committee is expected to develop, plan, and carry out a community service project annually.

IV. MEMBERSHIP

A. Any student (scholarship or non-scholarship, freshman through senior) is eligible for Committee membership. All interested students are encouraged to get involved. But each student-athlete should carefully consider his/her academic and athletic responsibilities before making the additional commitment to membership on the Committee. Unless otherwise approved by the Director of Athletics, student-athletes must be academically eligible for competition to be an active SAAC member.

B. Each team shall have two (2) representatives to the Committee. In the event of an unintended vacancy, the coach selects the replacement.

C. New members will begin their terms with the first meeting of the Fall semester. All terms are renewable each year.

D. The Advisor(s) will bring all concerns from the Committee to the attention of the Director of Athletics.

V. OFFICERS

Unless otherwise approved by the Director of Athletics, student-athletes must be academically eligible for competi-
tion to be an active SAAC officer.

At a designated meeting each Spring, the Committee will assign (by election or consensus) certain responsibilities to the Committee members. They are as follows:

A. President or Co-President: presides over monthly meetings, assists in setting and reviewing agendas for monthly meetings, function as spokesperson for the SAAC, and act as liaison between the athletic administration and SAAC members.

B. Vice-President: preside over monthly meetings in the absence of the President, assist in setting and reviewing agendas for monthly meetings, function as spokesperson for the SAAC, and act as liaison between the athletic administration and SAAC members.

C. Secretary: record minutes for all monthly meetings, distribute all meeting minutes to the Committee, assists in setting and reviewing agendas for monthly meetings, function as spokesperson for the SAAC, and act as liaison between the athletic administration and SAAC members.

D. There will be a Minority Issues Chair, appointed by the SAAC membership. This individual is responsible for initiating communication as it may relate to minority and gender issues amongst the membership. This position will be the liaison between athletic administration and SAAC members.

E. Sub-committees: members of the SAAC will volunteer their services onto one of the sub-committees. The two standing sub-committees are Minority/Gender Equity and Community Service/Guest Speakers. The rest of the sub-committees will be formed in the spring semester for the following year (ex: Color games committee and 24 hour relay committee).

All officers shall be elected to a 2-year term (when possible) of office to commence upon the conclusion of the last meeting of the Spring semester.

VI. ADVISOR(S)

A. A minimum of one (1) advisor will be appointed by the Director of Athletics.

B. The advisor(s) must attend all SAAC meetings. If none are available, then the Director of Athletics, or someone he/she designates, must attend.

C. Acting as a consultant, the advisor(s) shall provide guidance in areas of University policy and NCAA rules.

D. The advisor(s) will arrange all meeting sites of the SAAC.

VIII. MEETINGS

A. The SAAC will meet at least once a month throughout the academic year.

B. The first meeting shall occur no later than the second week of the semester.

IX. VOTING

A. All SAAC members are eligible to vote.

B. Each team is entitled to one vote at any meeting.

C. The majority is defined as more than fifty (50) percent of the total votes possible at a meeting.
By signing this form I affirm that I have read the New Jersey Institute of Technology (NJIT) Student-Athlete Handbook and I understand, as a Student-Athlete who participates in intercollegiate athletics is responsible for knowing and complying with the rules contained in this handbook. In addition, I understand that I am bound as a member of the student body to the rules and regulations of the campus as set forth in the institution’s code of conduct and student handbook. The Department of Athletics reserves the right to amend and alter the rules and procedures in the handbook.

IF YOU HAVE ANY QUESTIONS REGARDING NJIT OR NCAA RULES AND POLICIES, PLEASE CONTACT THE OFFICE OF COMPLIANCE AT 973-596-5278

IF YOU HAVE INFORMATION ABOUT A POTENTIAL NCAA RULES VIOLATION, PLEASE CONTACT ONE OF THE FOLLOWING:

Office of Compliance at 973-596-5278
Mike Seigel, NJIT’s Faculty Athletics Representative at 973-596-3224
Lenny Kaplan, Director of Athletics at 973-596-3638

Failure to abide by the regulations outlined in any of the above mentioned documents or the institution, applicable Conference, and/or the NCAA could render me ineligible for practice, competition, institutional or other financial aid, and/or enrollment at NJIT.

Student-Athlete Name (Print) __________________________ Date __________________________

Student-Athlete Name (Signature) __________________________ Sport(s) __________________________