



**Ucla**<sup>®</sup>

**Department of  
Intercollegiate Athletics**

**2024 - 2025  
Student-Athlete  
Handbook**

## TABLE OF CONTENTS

Welcome Letter	page 3
Bruin Identity	page 4
Student-Athlete Code of Conduct	page 10
NCAA Compliance & Eligibility	page 18
Office of Academic Excellence	page 31
College Academic Counseling	page 36
Academic Support	page 48
Travel Letters, Textbooks, BruinBill & Awards	page 54
Student-Athlete Development	page 59
Campus Resources	page 68
Athletic Communications	page 80
Sports Medicine	page 81
Drug Education & Testing Program	page 85
2024-25 NCAA Banned Drugs	page 91
UCLA Drug Testing Policy	page 93
Athletic Performance	page 94
Performance Nutrition	page 96

# **WELCOME FROM THE UCLA DIRECTOR OF ATHLETICS**

Bruins,

I am excited to welcome you all to Westwood for a BIG 2024-25 academic year!

This is an exciting new time for all of us, as we officially enter the Big Ten Conference as the conference leader in NCAA Championships with 123.

Whether you are entering your first year as a UCLA Bruin or your sixth, congratulations! You are donning the four letters that are recognized worldwide and affiliated with some of the most legendary barrier-breakers in athletics, including Jackie Robinson, Kenny Washington, Arthur Ashe, Ann Meyers Drysdale and many, many more. It is a tremendous honor and accomplishment to be a Bruin. However, to whom much is given, much is expected. We have high expectations for UCLA student-athletes, and it begins with modeling ELITE action and behavior in everything you do. ELITE action involves bringing Energy, Leadership, Integrity, Toughness and Excellence. Elite behavior means having a great attitude, doing things the right way and demonstrating respect and care for one another.

As a student-athlete, you have a voice, and you have a platform to use your voice. I encourage you to do so in a thoughtful way. As a Bruin, you represent UCLA at all times. It is important that you understand how your actions, words and social media posts reflect not only on you, but also on your team and our university.

Our entire department is committed to your development and success. We are here to help you reach your potential not only in competition but in the classroom and beyond. I encourage you to utilize the people and resources available to you and make the most of your opportunities here.

Welcome to Westwood! We are honored that you chose to be a Bruin!

Go Bruins!

Martin Jarmond  
Alice & Nahum Lainer Family Director of Athletics

# UCLA DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

## BRUIN IDENTITY

UCLA is proud of its comprehensive athletic program and heritage. The collective accomplishments of Bruin teams and student-athletes are a testimony to the efforts of many dedicated and talented individuals: the student-athletes themselves, as well as coaches, administrators, and support staff. The athletics department also benefits from the strong support of faculty, students, alumni, and fans. As intercollegiate sports have become increasingly popular, we recognize our expanding role in the cultural and social profile of the campus. It is our goal to represent the University with character while providing the student-athlete with a rewarding experience both academically and athletically.

The UCLA Department of Intercollegiate Athletics is committed to fair and equitable opportunities and treatment for all students and staff, including women and underrepresented/marginalized populations. It is the objective of UCLA Athletics to have all of its sports compete at the national level. This goal complements the institutional commitment to excellence, whether in the area of undergraduate or graduate education, research or community service. UCLA embraces the ideal of an amateur athletics program, and is pleased to have produced a considerable number of Olympians, many of whom have accepted medals on behalf of the USA and numerous other countries.

In order to have a broad-based, nationally competitive intercollegiate athletics program for men and women, UCLA attempts to recruit the finest student-athletes. It is campus policy to recruit only student-athletes who exhibit both an interest in the academic component of undergraduate life and the potential to succeed in the increasingly competitive academic environment of UCLA. An important element of the recruitment message is that UCLA offers so much more than a preeminent athletic experience. UCLA recognizes that to compete at the national level demands a commitment of time and energy from student-athletes not normally required of other students. Therefore, we provide a variety of support services and resources to assist student-athletes with their academic success, personal well-being, individual development, and preparation for future endeavors.

<p><b><u>MISSION</u></b></p> <p><i>UCLA Athletics develops champions through academic excellence, competitive greatness and social responsibility</i></p>	<p><b><u>STANDARD</u></b></p> <p><i>E.L.I.T.E. is our standard expectation for every Bruin, every day</i></p> <p><b>Energy</b> <b>Leadership</b> <b>Integrity</b> <b>Toughness</b> <b>Excellence</b></p>
<p><b><u>SLOGAN</u></b></p> <p><i>CHAMPIONS MADE HERE</i></p>	<p><b><u>VALUES</u></b></p> <p><i>The Department of Intercollegiate Athletics embraces the UCLA <a href="#">True Bruin Values</a></i></p>

## GENDER EQUITY

Title IX is the federal law that prohibits discrimination on the basis of sex by Universities, such as UCLA, that receive federal funds. The prohibition covers all aspects of the campus' programs, including admissions, treatment of students, employment, and athletics. In athletics, Title IX requires equal access to the program for both men and women as well as overall equal treatment of male and female participants.

The Office for Civil Rights (known as the "OCR") within the U.S. Department of Education enforces Title IX. It has described three tests pursuant to which an athletic program can establish that it is in compliance. A program that meets any one of the three tests is considered to be in compliance with Title IX's requirement of equal access.

To establish compliance under one of the three tests, an athletic program must show:

1. that male and female students are provided with intercollegiate athletic participation opportunities at rates substantially proportionate to their respective rates of enrollment, or
2. that it has a history and continuing practice of program expansion for the underrepresented sex, or
3. that it has fully and effectively accommodated the interests and abilities of the underrepresented sex.

Title IX does not require an athletic program to provide the same overall funding to men's and women's programs, the same funding to men's and women's teams in the same sport, the same specific benefits, specific number of teams, or the same sports for men and women. It does require equal opportunity for male and female students to participate in the program and equivalent treatment of participants in the overall women's program as compared to the overall men's program.

UCLA has a proud tradition in both men's and women's sports. That tradition cannot be tarnished by discrimination. If you have a question or concern about the campus' compliance, please feel free to raise it with your coach, Sr. Associate Athletics Director, Policy, Risk & People, (310) 365-1764, or the UCLA Title IX Director, (310) 206-3417. Remember too that discrimination is unlawful and that you can raise a complaint of discrimination with the OCR. **You may also submit a confidential anonymous report on ANY issues using the UCLA Athletics Whistleblower Site, [uclaathletics.ethicspoint.com](http://uclaathletics.ethicspoint.com) and/or call (800) 403-4744.**

## CHAMPIONSHIP EXCELLENCE

Excellence among our student-athletes, coaches and staff is a core value UCLA's Department of Intercollegiate Athletics (DIA) is committed to and will not compromise.

We hold ourselves accountable for maintaining an inclusive environment that fosters a sense of belonging along with optimal participation for student-athletes and career opportunities for coaches and staff from all backgrounds. These core principles not only improve the social, emotional, and educational learning environment for all student-athletes, staff, and coaches, but it also enhances excellence within our department.

We understand that organizations work best when people with different backgrounds and viewpoints are brought together. As such, we will always foster an environment, through programming and education, where individuals of diverse racial, gender, sexual orientation, gender identity and expression, religion, nationality, age, marital status, disability, medical condition, genetic information, ancestry, citizenship, and protected veteran status may succeed athletically, academically and personally.

In support of this mission, the DIA's Championship Excellence Committee comprised of coaches, staff and administrators – was formed to serve, along with developing and supporting departmental goals and initiatives that promote diversity and foster both a culture and an environment of inclusion.

Inclusion is how we leverage our differences to form a genuine community. By creating an inclusive environment, characterized by dignity and respect, we empower every student-athlete, coach and staff member to contribute to our success.

To report any incident involving bias, discrimination and/or harassment based on any protected category, such as race, color, national origin, ancestry, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition, genetic information, age, marital status, sexual orientation, citizenship, or military status, you may:

- 1) Contact the UCLA Civil Rights Office (CRO) at <https://equity.ucla.edu/report-an-incident/>
- 2) Inform any coach, staff member or administrator. Please note that UCLA coaches, staff, and administrators have a duty to report and thus are not confidential resources
- 3) Report to Dr. Kenny Donaldson, the Athletics Department liaison to UCLA'S Civil Rights Office, at (310) 294-0469

*Adapted from the NCAA's Statement on Inclusion, UCLA's Department of Intercollegiate Athletics Mission Statement and UCLA's Principles of Community Statement.*

### **TRANSGENDER INCLUSION**

As an athletics department we are in active discussions around the establishment of policies and practices that will allow transgender student athletes to feel safe, respected, and supported in any expression of their gender identity within the standards for playing and practice guidelines for the sport they participate in. NCAA rules are clear on eligibility, but welcoming culture and inclusion policies require greater work than eligibility.

We are committed to educating coaches, student-athletes and staff, and providing a safe space for all. We are also committed to establishing processes in regards to travel accommodations, locker rooms, dressing rooms, restrooms, apparel and dress codes, pronouns, and confidentiality.

Our goal is to be as prepared as possible for a transgender student athlete who may already exist in our program and has yet to identify or transition or someone who may seek to join our program as a recruited student-athlete.

### **Ancillary Resources on Transgender inclusion at UCLA and the NCAA**

NCAA Transgender Policy:

[Participation Policy for Transgender Student-Athletes - NCAA.org](#)

UCLA LGBTQ Campus Resource Center:

<https://lgbtq.ucla.edu/>

Trans@UCLA:

<https://lgbtq.ucla.edu/trans-at-ucla>

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights & Privacy Act (FERPA) or Buckley Amendment is a federal law that protects the privacy of student education records. Therefore, UCLA, including the Athletics Department, must have **written** permission from the student in order to release any information from a student's education record. This privacy act and permission requirement **applies not only to parents and guardians, but also to the NCAA and the Big Ten Conference.**

Each year, student-athletes will be informed of their privacy rights and will be provided the opportunity to give their consent to disclose their educational records to authorized representatives of UCLA, Big Ten Conference, Mountain Pacific Sports Federation, NCAA and other outside parties. Per NCAA rules, a student-athlete may not be able to participate in intercollegiate competition unless they agree to disclose their educational records for the purpose of determining eligibility for intercollegiate athletics, eligibility for athletically related financial aid, for evaluation of school and team academic success, for awards and recognition programs highlighting student-athlete academic success, for purposes of inclusion in summary institutional information reported to the NCAA (and which may be publicly released by it), for NCAA longitudinal research studies, and for activities related to NCAA compliance reviews and athletics certification. Student-athletes will not be identified by name by the NCAA in any such published or distributed information.

FERPA does allow UCLA to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State Law

Additionally, UCLA, in accordance with Federal and State Laws and the University Policies, has designated the following categories of personally identifiable information as “public information” which UCLA may release and publish without the student’s prior consent: Name, address (local/mailling, permanent, and/or email), telephone numbers, major, dates of attendance, number of units in which enrolled, as well as other information. Students who do not wish certain items of this “public information” released and published may so indicate through URSA online at [www.ursa.ucla.edu](http://www.ursa.ucla.edu).

### **HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)**

HIPAA (Health Insurance Portability and Accountability Act) is a federal law regarding, among other things, the right to privacy of certain medical information. You may have signed forms informing you of these rights by your personal physician or dentist. In athletics the need sometimes arises to share your medical information with individuals not normally covered by the statute. As a result, the University of California has made it mandatory for every student-athlete to sign an “Authorization for Release of Health Information”. This allows UCLA athletic trainers and physicians to release medical information concerning any illness/injury relative to your participation in athletics to UCLA coaches, administrators and sports information. In addition, you may choose to complete the “HIPAA Release Form.” This allows each student-athlete to provide advance consent to share specific health information to parents, guardians, or any individual of their choice.

### **UCLA MISSION STATEMENT**

UCLA’s primary purpose as a public research university is the creation, dissemination, preservation, and application of knowledge for the betterment of our global society. To fulfill this mission, UCLA is committed to academic freedom in its fullest terms: we value open access to information, free and lively debate conducted with mutual respect for individuals, and freedom from intolerance. In all of our pursuits, we strive at once for excellence and diversity, recognizing that openness and inclusion produce true quality. These values underlie our three institutional responsibilities: education, research and public service.

#### ***Education***

**Learning and teaching** at UCLA are guided by the belief that undergraduate, graduate and professional school students and their teachers belong to a community of scholars. This community is dedicated to providing students with a foundational understanding of a broad range of disciplines followed by the opportunity for in-depth study of a chosen discipline. All members of the community are engaged together in discovering and advancing knowledge and practice. Learning occurs not only in the classroom but also through engagement in campus life and in communities and organizations beyond the university.

#### ***Research***

**Discovery, creativity and innovation** are hallmarks of UCLA. As one of the world’s great research universities, we are committed to assuring excellence within a wide range of disciplines, professions and arts, while also encouraging investigation across disciplinary boundaries. In so doing, UCLA advances knowledge, addresses pressing societal needs and creates a university enriched by diverse perspectives in which all individuals can flourish.

## **Service**

**Civic engagement** is fundamental to our mission as a public university. Located on the Pacific Rim in one of the world's most diverse and vibrant cities, UCLA reaches beyond campus boundaries to establish partnerships locally and globally. We seek to serve society through both teaching and scholarship, to educate successive generations of leaders, and to pass on to students a renewable set of skills and commitment to social engagement.

### **UCLA TRUE BRUIN VALUES**

**As a Bruin, I Commit Myself to the Highest Ethical Standards:**

**RESPECT:** I will respect the rights & dignity of others.

**ACCOUNTABILITY:** I will be accountable as an individual & member of this community for my ethical conduct.

**INTEGRITY:** I will conduct myself with integrity in my dealings with & on behalf of the University.

**SERVICE:** I will make an impact in our global community through public service.

**EXCELLENCE:** I will conscientiously strive for excellence in my work.

### **UCLA PRINCIPLES OF COMMUNITY**

UCLA is an institution that is firmly rooted in its land-grant mission of teaching, research, and public service. The campus community is committed to discovery and innovation, creative and collaborative achievements, debate and critical inquiry, in an open and inclusive environment that nurtures the growth and development of all faculty, students, administration and staff.

These Principles of Community are vital for ensuring a welcoming and inclusive environment for all members of the campus community and for serving as a guide for our personal and collective behavior.

- We believe that diversity is critical to maintaining excellence in all of our endeavors.
- We seek to foster open-mindedness, understanding, compassion and inclusiveness among individuals and groups.
- We are committed to ensuring freedom of expression and dialogue, in a respectful and civil manner, on the spectrum of views held by our varied and diverse campus communities.
- We value differences as well as commonalities and promote respect in personal interactions.
- We affirm our responsibility for creating and fostering a respectful, cooperative, equitable and civil campus environment for our diverse campus communities.
- We strive to build a community of learning and fairness marked by mutual respect.
- We do not tolerate acts of discrimination, harassment, profiling or other conduct causing harm to individuals on the basis of expression of race, color, ethnicity, gender, age, disability, religious beliefs, political preference, sexual orientation, gender identity, citizenship, or national origin among other personal characteristics. Such conduct violates UCLA's Principles of Community and may result in imposition of sanctions according to campus policies governing the conduct of students, staff and faculty.
- We acknowledge that modern societies carry historical and divisive biases based on race, ethnicity, gender, age, disability, sexual orientation, and religion, and we seek to promote awareness and understanding through education and research and to mediate and resolve conflicts that arise from these biases in our communities.

*The "Principles of Community" statement was developed by the UCLA Council on Diversity & Inclusion, which is comprised of representatives from administration, faculty, staff, students and alumni. For more information, please see [www.diversity.ucla.edu](http://www.diversity.ucla.edu)*

### **FACULTY ATHLETICS REPRESENTATIVE (FAR)**

The FAR serves as a liaison between the University faculty, Campus Administration and the Athletics Department on issues of rules interpretation and compliance. They also help monitor the successful integration of athletics and academics by monitoring athletics policy, student-athlete welfare, and student-athletes academic access. Specifically, the FAR:

- Makes inquiries to the NCAA Staff regarding an interpretation of association rules
- Assists student-athletes on hardship petitions or waivers
- Represents the University on compliance issues before appropriate Conference committees
- Serves on an Athletics Department Compliance Committee to investigate alleged and real violations and recommend action

### **SPORT ADMINISTRATOR (SPORT AD'S)**

A Sport Administrator is a central point of contact that works closely with their assigned sport(s) head coach, assistant coaches, support staff and student-athletes. Their role is to guide these coaches and student-athletes to the appropriate resources, enforce NCAA, University and Department rules and policies, and help resolve concerns or issues that may arise within a team.

- To provide leadership, advice, counsel and oversight for each assigned sport program
- Be available to meet with student-athletes and coaches to resolve concerns and issues, including conduct and disciplinary cases
- Meet with all Sports Administrators as a collaborative team to support all programs
- To ensure team policies align with University and Athletics Department values
- Support sport program compliance with University, Conference and NCAA rules & regulations
- Serve as the primary contact for assigned sport(s)
- Serve as a "Responsible Employee"



# KNOW YOUR RESOURCES

## Title IX

To report any incident involving sexual misconduct, such as sexual harassment, sexual violence, stalking, domestic violence, etc., you may:

1. Contact the UCLA Title IX Office using the QR code to the right or by phone at (310) 206-3417; and/or
2. Inform any coach, staff member or administrator. Please note that UCLA coaches, staff and administrators are “Responsible Employees”; thus are not confidential resources; and/or
3. Report to Lindsey Cornwell at (310) 365-1764, the Athletics Department liaison to UCLA’s Title IX Office.



## Civil Rights (Discrimination)



To report any incident involving bias, discrimination and/or harassment based on any protected category, including race, color, national origin, religion, sex, gender, gender expression, gender identity, gender transition status, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, including protected Veterans, you may:

1. Contact the UCLA Office of Civil Rights using the QR code to the left or by phone at (310) 206-4990; and/or
2. Inform any coach, staff member or administrator. Please note UCLA coaches, staff and administrators have a duty to report; thus are not confidential resources; and/or
3. Report to Dr. Kenny Donaldson at (310) 294-0469, the Athletics Department liaison to UCLA’s Office of Civil Rights.

## Anonymous Reporting Tool

To submit a confidential, anonymous report on ANY issue, you may use the UCLA Athletics Whistleblower Site. There are two ways to submit a report:

1. [uclaathletics.ethicspoint.com](http://uclaathletics.ethicspoint.com) or using the QR code to the right; and/or
2. Call (800) 403-4744

All reports submitted through the UCLA Athletics Whistleblower Site are reviewed by the Dean of Students Office, Faculty Athletics Representative and UCLA’s Compliance Office (outside Athletics). Athletics administration is only notified if the University deems it necessary to do so.



### IF YOU FEEL UNSAFE

Call 911 or UCPD (310-825-1491) for an immediate response

### Additional Support Services

CARE at (310) 206-2465  
CAPS at (310) 825-0768, 24-hour hotline

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

## **STUDENT-ATHLETE DEPARTMENT RULES & CONDUCT**

UCLA student-athletes are expected to represent themselves, their team and the University with honesty, integrity, and character whether it be academically, athletically or socially. Participation on an intercollegiate team is a privilege, not a right, and should be treated as such. It has many benefits and brings with it a responsibility to be positive and effective members of the team, department, university and broader community. Student-athletes are subject to the rules and regulations of their teams, Department of Intercollegiate Athletics, UCLA, NCAA, Big Ten Conference, and Mountain Pacific Sports Federation as well as federal, state, and city laws.

In order to educate student-athletes about their responsibilities, the Student-Athlete Handbook, this Student-Athlete Department Rules summary and team-specific rules will be distributed at the beginning of each year. The UCLA Student-Athlete Code of Conduct is updated annually and is available online. In addition, students have access to the UCLA Code of Conduct online to review the general behavior expectations for all UCLA students. Violations of the UCLA Code of Conduct subject student-athletes to the disciplinary procedures and actions of the University.

It is expected that the rules summarized in this document will be followed as a supplement to the Student-Athlete Code of Conduct, as well as all university, conference and NCAA policies and procedures. Failure to follow these guidelines could result in disciplinary action, dismissal from the team and/or loss of athletics scholarship, subject to appeal. All student-athlete athletics scholarship agreements require compliance with these department rules. These rules may be revised and updated at any time.

### ***Single Violation Conduct***

The following department rules are considered significant breaches of the UCLA student-athlete expectations. If it is determined that a student-athlete violates any of the following rules, the student-athlete is subject to removal from the team and immediate loss of scholarship.

1. Student-athletes may not engage in contact with agents related to professional sports opportunities in violation of NCAA rules or California laws. All contact must be reported to a coach and the UCLA Athletics Compliance office.
2. Student-athletes may not refuse to participate in contests, practices, or training sessions absent documented medical justification or because of an excused personal matter.
3. Student-athletes may not intentionally delay academic progress towards a degree.
4. Student-athletes may not steal equipment or property from the institution, coaches, staff members, or teammates.
5. Student-athlete may not sell UCLA-issued equipment, apparel, or awards received as a result of participation in UCLA athletics.
6. Student-athletes may not provide impermissible benefits to current or prospective student-athletes at any time, including UCLA apparel and equipment.
7. Student-athletes may not provide alcohol to prospective student-athletes or other minors.
8. Student-athletes may not provide illegal substances to current or prospective student-athletes.
9. Student-athletes may not take prospective student-athletes to any establishments (e.g., clubs, bars) where it is illegal for the prospective student-athlete to be present because of the individual's age.
10. Student-athletes may not use alcohol or drugs during team activities or during team trips.
11. Student-athletes are prohibited from gambling on sports at all times and may not gamble at all during team activities or during team trips.
12. In competition and practice settings, student-athletes must uphold the values of sportsmanship and refrain from making public statements or gestures that are detrimental, discriminatory, or hateful about the institution, team, coaches, administration, fans, opposing institutions, opposing teams, opposing fans, or referees.
13. Student-athletes may not physically abuse or assault individuals during team activities, competitions and trips, including opponents, spectators, coaches, and referees.

### ***Multiple Violation Conduct***

The following department rules are considered breaches of UCLA student-athlete expectations. If it is determined that a student-athlete violates any of the following rules on multiple occasions, the student-athlete is subject to removal from the team and immediate loss of scholarship, subject to appeal.

1. Student-athletes must observe the curfew set during all team trips and activities.
2. Student-athletes must comply with the appropriate conduct expectations on all modes of transportation and in all lodging locations.
3. Student-athletes may not allow guests in their hotel rooms unless permitted by a coach or team rule.
4. Student-athletes are expected to be on time for all meetings and appointments and to be fully prepared to engage.
5. Student-athletes must comply with department social media guidelines.
6. Student-athletes should not exhibit conduct that is detrimental to team morale during any team activity, practice, competition, trip, or event.
7. Student-athletes and their guests must comply with all university rules and regulations related to parking, motorized vehicles and other forms of transportation. Student-athletes and their guests must comply with campus housing and residential life policies at all times.
8. Student-athletes must wear team-issued apparel and use team-issued gear during all required athletically-related activities (RARA), unless granted an exception by the department staff.

### ***Review of Conduct***

If a coach or athletics department staff member believes that a student-athlete violates the, UCLA Student-Athlete Code of Conduct, team rules/expectations, a Single Violation Conduct rule or a Multiple Violation Conduct rule, then it is the responsibility of that individual to complete the UCLA Student-Athlete Conduct Log. The purpose of the log is to document the conduct in real-time and provide notice to the student-athlete. The log initiator (if not a member of the coaching staff) and coach designee must meet with the student-athlete to provide notice and discuss expectations, and the student-athlete must sign the log. If the Head Coach is recommending any action to be taken, the recommendations must be reviewed and approved by the Sport Administrator prior to the meeting. At the conclusion of the meeting, a copy of the signed conduct log must be provided to the Sport Administrator. Recommended action that includes suspension, dismissal and/or cancellation of athletics aid must also be approved by the Director of Compliance and Sr. Associate Athletics Director, Policy, Risk & People.

### **STUDENT MISCONDUCT AT A PRIOR INSTITUTION (“BIG TEN MISCONDUCT RULE”)**

The Big Ten Conference Misconduct Transfer Policy prohibits a student-athlete who transfers to UCLA from another institution from receiving athletics aid and participating on a UCLA intercollegiate team or in any team activities if he or she is not eligible to re-enroll at a previous institution(s) because of student misconduct. Student misconduct includes assault, harassment, academic fraud, and other violations of campus behavior conduct policies. The policy applies as long as the student-athlete is ineligible to re-enroll at the previous institution, and it also applies whether he or she is ineligible at the time of transfer or is later deemed ineligible by a prior institution.

The UCLA DIA requires incoming transfer student-athletes to complete and sign a Student Misconduct Disclosure Form to self-disclose any issues regarding ineligibility to re-enroll at their previous institution(s). The student's signature on the form affirms the accuracy of the answers and his or her agreement to inform the UCLA DIA immediately of any student misconduct issues affecting enrollment status at any previous institution. The form is administered prior to release of the official UCLA transfer admission letter and again just prior to initial enrollment at UCLA. The UCLA DIA also contacts each prior institution attended for written verification of the student-athlete's enrollment status at that institution. A transfer student-athlete's failure to disclose student misconduct issues that make him or her ineligible to re-enroll at any prior institution may result in loss of scholarship. A transfer student-athlete is subject to loss of scholarship if any prior institution attended informs UCLA that he or she is not eligible for re-enrollment at the time of transfer or at a later date.

A transfer student-athlete deemed ineligible by this policy either prior to or after UCLA enrollment may be allowed an opportunity to submit an appeal request, provided the UCLA Head Coach, Sport Administrator, Deputy Athletics Director/Chief Administrative Officer/SWA, and Director of Compliance are supportive. Appeal requests will be reviewed by a committee that includes UCLA's Faculty Athletics Representative, Dean of Students, Vice Provost for Enrollment Management, and Director of Undergraduate Admission. UCLA's Title IX Coordinator will also be included on the committee if the student misconduct issue is related to sexual harassment, sexual misconduct, or violence.

## **ACADEMIC INTEGRITY**

The UCLA Department of Intercollegiate Athletics and its Office of Academic Excellence are committed to fostering an environment of integrity because we believe that integrity is a fundamental component of success and growth in life and prepares individuals for personal and professional challenges as well as providing a foundation for future fulfillment and success.

Student-athletes are members of both society and the academic community with attendant rights and responsibilities. Student-athletes are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. While many of UCLA's policies and regulations parallel federal, state and local laws, UCLA's standards may be set higher.

Student-athletes are expected to complete all academic assignments on their own and to follow all classroom directions, both written and verbal. This includes, but not limited to, in-class assignments, take home assignments or exams, online postings, lab projects, research papers and presentations.

Ways to promote academic integrity include:

- Producing quality work and being thoroughly prepared for exams
- During exams, focus on your own work and take the initiative to shield your work from others
- Keep your computer passwords, user ID and passwords confidential for your own use
- Always document where and from whom you got your information with proper citations
- Carefully read and review your course syllabi and consult with instructors for any clarifications you may need. This is your responsibility so when in doubt, ASK!

Plagiarism includes, but is not limited to, the use of another person's work (including words, ideas, designs, or data) without giving appropriate attribution or citation. This includes, but is not limited to, representing, with or without the intent to deceive, part or all of an entire work obtained by purchase or otherwise, as the Student's original work; the omission of or failure to acknowledge the true source of the work; or representing an altered but identifiable work of another person or the Student's own previous work as if it were the Student's original or new work.

Unless otherwise specified by the faculty member, all submissions, whether in draft or final form, to meet course requirements (including a paper, project, exam, computer program, oral presentation, or other work) must either be the Student's own work, or must clearly acknowledge the source.

Student-athletes are held to the University Student Code of Conduct which can be found at [www.deanofstudents.ucla.edu](http://www.deanofstudents.ucla.edu).

## **ALCOHOL & DRUG USE**

Student-athletes at UCLA must abide by practices that enhance their personal health as well as their skills in their sports. Student-athletes shall not use or be under the influence of drugs not prescribed by an authorized medical doctor. Student-athletes must abide by the drug testing policies and procedures as determined by NCAA and the UCLA Department of Intercollegiate Athletics.

Student-athletes shall not drink, be under the influence of, or be in personal possession of alcohol during any team event, team travel or athletics activities. Unauthorized use, possession, or dissemination of alcohol on University premises or on road trips associated with athletics events will result in disciplinary action. State and local laws, and University Policies require that no one under the legal drinking age of 21 may be sold, served or allowed to consume alcohol.

## **APPEARANCE**

All student-athletes are required to comply with team instructions to wear team-issued clothing and footwear for applicable team-related activities, including competitions, practices, training sessions, travel and other events.

## **DISCRIMINATION, HARASSMENT & ABUSIVE BEHAVIOR**

As a student-athlete, you are a part of a community that supports both individual ethical integrity and community diversity. UCLA does not condone harassment directed toward any person or group, students, employees, or

visitors. As a member of the University community, you are to refrain from actions that intimidate, humiliate, or demean persons or groups, or that undermine their security or self-esteem.

This includes behavior that denigrates others because of their race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical or mental disabilities, mental retardation, and past/present history of a mental disorder.

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. Title IX prohibits discrimination on the basis of sex, including sexual harassment, in any education program or activity receiving federal financial assistance. Sexual violence, including sexual assault, is a form of sexual harassment. Every member of the University community should be aware that the University is strongly opposed to sexual harassment and sexual violence, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and to remedy instances of sexual harassment and sexual violence. Information regarding what constitutes sexual harassment and sexual violence, and the University's procedures for handling reports of sexual harassment and sexual violence may be found in the Student Code of Conduct and the Student Code Procedures for Allegations of Sexual Harassment, Sexual Misconduct, Domestic and Dating Violence and Stalking: [www.deanofstudents.ucla.edu/Student-Conduct-Code](http://www.deanofstudents.ucla.edu/Student-Conduct-Code).

For more information on preventing and responding to sexual violence, visit [www.sexualviolence.ucla.edu](http://www.sexualviolence.ucla.edu).

Inquiries regarding the application Title IX or the University's policies and procedures for responding to sexual harassment and sexual violence may be directed to the Title IX Coordinator, (310) 206-3417, [titleix@conet.ucla.edu](mailto:titleix@conet.ucla.edu).

For more information or additional resources, contact Dr. Kenny Donaldson, Sr. Associate Athletics Director, Academic & Championship Excellence at [kdonaldson@athletics.ucla.edu](mailto:kdonaldson@athletics.ucla.edu), (310) 206-7121 or Lindsey Cornwell, Sr. Associate Athletics Director, Policy, Risk & People at [lcornwell@athletics.ucla.edu](mailto:lcornwell@athletics.ucla.edu), (310) 365-1764.

### **EMAIL: READING & RESPONDING**

Student-athletes are responsible for reading and responding to email in a timely manner. Student-athletes are encouraged to use their Bruin Online account; however, if you choose to use another email address, please know that you are responsible for checking the email address that you provide to the Athletics Department and University. Additionally, you are responsible for informing the Athletics Department and the University when you have changed your email address.

Email is the primary method of communication between the Athletics Department and the University, so make sure to check your account regularly. Important notices and information will be sent to your email from your coaches, staff (e.g., Academic & Student Services, Student-Athlete Development, Athletic Performance, Sports Medicine, Sports Dietitians and Athletic Communications), professors, UCLA College, Dean of Students and other departments on campus.

### **FILE SHARING**

File sharing software is not in itself illegal, but *what* you share and *how* you share it may be. Each year hundreds of students are accused of illegally sharing music, movies, TV shows, and software. When you upload or distribute copies of copyrighted works, or when you download or acquire unlicensed copies of copyrighted works, you may be infringing upon someone else's rights. This is true regardless of where the sharing occurs – e.g., UCLA's residential hall network, the campus' wired or wireless networks or your own off-campus broadband connection – and it does not matter if it is with just with a few friends or the whole Internet. If you are infringing – even unwittingly – you can be subject to civil damages of between \$750 and \$150,000 per infringement and even criminal jail time.

When deciding whether content is legal to copy or share, a good rule of thumb to follow is if the item is sold online or in a store it is likely ILLEGAL to make a copy or make available (share) without permission of the copyright holder. UCLA implements an active program for responding to copyright infringement notices. A first-time recipient of an infringement claim is required to attend a workshop covering all aspects of file sharing and alternatives led by the

Office of the Dean of Students. A second-time verifiable infringement claim will result in suspension from UCLA for at least one quarter, which will impact your eligibility. Before you load file sharing software and start downloading, get the facts at [www.deanofstudents.ucla.edu/Think-Twice](http://www.deanofstudents.ucla.edu/Think-Twice).

### **GAMBLING**

Student-athletes are prohibited by NCAA rules from participating in all forms of sports wagering on all intercollegiate and professional sports. You may not place bets with another individual, through on-line betting sites, at casinos or anywhere else. In addition, you may not participate in fantasy sport leagues or pools that require an entry fee and provide money or prizes to the winners.

Student-athletes should also be aware that you may be approached by individuals associated with gambling and may be pressured to influence the result of a competition or provide inside information to gamblers. You may be asked to alter which team wins or loses or do something to change the final score (e.g., point shaving). Contact the Athletics Compliance Office, (310) 206-6099 immediately if you are approached in this way. Any student-athlete who engages in conduct related to gambling is subject to the loss of all remaining eligibility and potential criminal charges.

### **HAZING**

UCLA students take pride in being part of a community in which all members treat each other with dignity and respect. Activities which detract from the goal of fostering the personal and intellectual development of our students have no place on our campus. Hazing in any form by any student in the process of joining any organization poses a serious threat to the health and safety of our students and will not be tolerated.

Hazing is victimization – an act of power and control over others. Hazing is premeditated and NOT accidental. It is abusive, degrading, often life threatening, and it is a fundamental violation of human dignity. Hazing can be defined as any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent or consent of participants.

Hazing is against the law! It is a violation of the California State Law Section 245.6. Hazing is defined, prohibited, and clear penalties are in place. Any person who participates in the hazing of another, or knowingly permits hazing to be conducted shall be subject to prosecution and/or fines leading to imprisonment.

Please visit <https://deanofstudents.ucla.edu/hazing-info/hazing-laws> for specific information State of California hazing laws.

Hazing is also prohibited by the UCLA Student Code of Conduct and the Dean of Students Office may impose discipline for a violation or an attempt to violate any University policy or campus regulation. The lack of intent to commit a violation is not a factor in determining if a violation has occurred.

Some activities are easily spotted as hazing. Others may not be so easily classified. Ask yourself the following questions to determine if your planned activity is hazing:

- Would you tell prospective student-athletes what they will go through?
- Would you tell the parents of your teammates what you are doing?
- Would you let the coaches, Sport Administrator and Athletics Director know what your organization is planning or conducting?
- Would you be prepared to go to court to defend the merit of this activity?
- Would you let the Daily Bruin observe and report your activity?

For more information regarding hazing, please visit the UCLA Dean of Students website at <https://deanofstudents.ucla.edu/hazing>.

If student-athletes have concerns or questions about hazing or permissible team activities, they should contact their team's Sport Administrator or Dr. Kenny Donaldson, Sr. Associate Athletics Director, Academic & Championship Excellence at [kdonaldson@athletics.ucla.edu](mailto:kdonaldson@athletics.ucla.edu), (310) 206-7121.

### **ON-CAMPUS HOUSING**

Standards of behavior have been established to promote cooperation, respect and orderliness within the UCLA On-Campus Housing community. These standards of behavior apply to all On-Campus Housing residents, community members, and guests while in the On-Campus Housing community and surrounding properties.

All student-athletes who become members of the on-campus residence community are voluntarily choosing to become members of this community and therefore are bound by the responsibilities and rights of this membership. Student-athletes are responsible for making themselves aware of and abide by the On-Campus Housing regulations. These regulations have been developed to create and maintain safe, supportive, and inclusive living-learning communities that engage residents in order to foster their academic success, personal growth and responsible citizenship.

Residents are considered to be maturing adults, capable of making their own decisions, as well as accepting the consequences for those decisions. If there are any allegations of violating on-campus standards, student-athletes may receive a written summons that they must respond to in a timely manner. Failure to do so may result in disciplinary action including, but not limited to, a hold being placed on a student-athletes record. If you have questions regarding the standards of behavior for the On-Campus Housing community, please contact your Resident Director or the ORL Judicial Affairs Coordinator. Additionally, student-athletes may contact Arif Kapasi, Associate Athletics Director, Compliance and Student-Athlete Services at [akapasi@athletics.ucla.edu](mailto:akapasi@athletics.ucla.edu) or (310) 321-8101 with questions.

### **PERSONAL CONDUCT**

Student-athletes are expected to conduct themselves, both on and off campus, in a manner which brings credit to the University and their teams. Student-athletes must be concerned with any behavior which might embarrass themselves, their teams, and/or the University. All incident reports for on-campus residents will be forwarded to the Athletics Department for appropriate action. UCLA student-athletes are entitled to free speech rights and all protections guaranteed by [University of California PACAOS-30](#).

Student-athletes must be especially concerned with the following areas of student misconduct:

- Lying and/or fraud
- Abuse of property
- Disturbing the peace
- Stealing, or being an accessory to theft
- Forgery, alteration, or the misuse of documents or records
- Unauthorized entry to or use of University or private property
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities
- Physical abuse, threats of violence, or conduct that threatens the health or safety of another individual
- Sexual assault and sexual misconduct
- Sale of tickets to UCLA athletics events and/or the sale of athletics equipment, issued by the Athletics Department or provided by commercial sponsors, to other students or outside buyers
- Participation in initiations or the hazing of team members
- Posting inappropriate information, pictures, or video on Social Networking websites (e.g., Instagram, Facebook, Twitter, Snapchat, YouTube, etc.) that damages or embarrasses individuals, teams, the Athletics Department or the University.

### **ROSTER STATUS**

If your roster status officially changes and you are no longer a member of the team, your access to resources available to student-athletes may be impacted. Each case will be evaluated on an individual basis dependent upon the specific circumstances. You will be notified whether the following privileges will remain available and for how long by your Head Coach or Sport Administrator.

#### **Student-Athlete Resources and Opportunities:**

- Academic Services (e.g., academic counseling, academic support, peer learning, learning center access)
- Athletic Training & Sports Medicine Support

All other student-athlete privileges and resources may be suspended upon your removal from the team. The resources described below are available to all UCLA students and will continue to be available to student-athletes who officially quit or have been removed from the team.

### **UCLA Student Resources:**

- **Academic Support** - College and School Advising Offices, Academic Advancement Program, Writing Success
- **Facilities (subject to normal UCLA Recreation Hours and Regulations)** - Bruin Fitness Center, Drake Stadium, Hitch Courts, Intramural Field, Student Activities Center, Sunset Canyon Recreation, Sycamore Park
- **Medical Treatment** - UCLA Arthur Ashe Student Health and Wellness Center

### **SOCIAL MEDIA**

There is a balancing act involved when it comes to social media, especially for student-athletes. While we encourage and fully support freedom of speech, expression and association, we also ask that you be cognizant of the fact that you are representing yourself, UCLA, the Athletics Department and your team every time you use social media. The Athletics Department advises student-athletes to exercise caution in their use of social media applications (Facebook, Snapchat, Twitter, Instagram, Threads, TikTok, YouTube, etc.). Always remember that inappropriate postings can follow you for life.

### **Keep the following in mind before posting on social media:**

- Once a post or photo is placed online, it is completely out of your control, regardless of whether you limit access to your page. Even if you delete it, someone could have saved it or screen-captured it.
- Do not post inappropriate information or photos that could damage or embarrass you, other individuals, teams, the Athletics Department, or UCLA.
- Do not allow yourself to be photographed in a compromising situation. Remember that anyone can post a cell phone photo of you and tag or ID you, leaving you with little control over the content or usage of the photograph.
- Do not post disrespectful comments or engage in inappropriate behavior such as:
  - Derogatory or defamatory language about anyone, including coaches, officials, opponents, UCLA Athletics, UCLA, the Big Ten, MPSF or the NCAA
  - Comments that constitute a credible threat of physical or emotional injury to another person
  - Comments or photos that describe illegal behavior
  - Comments that disclose confidential, sensitive or private information such as athlete injuries, rosters, playbooks, game plans, officiating, etc.
- For safety reasons, do not post your personal information (e.g., address, phone number, email address, date of birth, your BruinCard with your student ID number, class schedule)
- Do not post content that would constitute a violation of Big Ten, MPSF or NCAA rules such as:
  - commenting about a recruit or sending a message to a recruit, even after they make a verbal commitment to attend UCLA
  - posting a photo of a recruit during their visit to UCLA
  - providing information related to sports wagering activities.
- Many potential employers, internship supervisors, graduate programs and scholarship committees search social media to screen applicants. If you do not think you will be able to explain something in a future job interview, then do not post it.
- Media, bloggers and fans of opposing teams frequently monitor social media accounts and may report on inappropriate actions of student-athletes to the NCAA, Big Ten and MPSF.
- Be mindful of affiliating yourself with topics that are potentially offensive and/or degrading. Reposting or retweeting someone else's offensive statement or joke will be attributed to you.

Postings that appear on student-athlete profiles must comply with the Code of Conduct and can be addressed through education and/or counseling, and/or are punishable through suspension or expulsion, with the reduction or cancellation of athletics financial aid.

### **SPORTSMANSHIP**

As ambassadors of UCLA, student-athletes and coaches should strive to represent the very best spirit and tradition of intercollegiate athletics. Remember that you not only represent yourself, but your teammates, fellow coaches, the entire Athletics Department, the University and all of the student-athletes and coaches who have competed at UCLA.

Student-athletes shall exemplify good sportsmanship on and off the field of play, during pre and post-game comments to the media, when traveling and participating at other institutions, and when attending a UCLA function and sporting event. Profanity, derogatory comments or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for discipline and/or removal from the site of competition.

### **TOBACCO**

UCLA campus and all sporting venues are smoke-free and tobacco-free. The use of cigarettes, cigars, chewing tobacco and all other tobacco products, as well as electronic cigarettes, is prohibited on UCLA's campus. The UCLA Athletics Department and the NCAA (Bylaw 17.1.8) prohibits the use of tobacco in any form (smoking, smokeless, "dipping", "chewing") by student-athletes, coaches and staff in and around all meetings, practices and competitions. Violation of the tobacco policy will not be tolerated and may result in penalties ranging from suspension from practice or competition to termination from the team.

### **STUDENT-ATHLETE SURVEYS**

Student-Athlete Experience: At the end of each sport season, all student-athletes will be asked to complete a comprehensive Student-Athlete Experience Survey. These surveys give student-athletes the opportunity to provide anonymous feedback about their coaches, programs, and suggestions for improving their overall experience.

# **NCAA COMPLIANCE & ELIGIBILITY**

UCLA Compliance Office: Morgan Center Suite 225, (310) 825-9233

At the beginning of each year, the Compliance staff will meet with every team to discuss NCAA rules, Big Ten regulations, and UCLA Department of Intercollegiate Athletics (DIA) policies. At that time, you will review materials and sign required forms related to NCAA and UCLA rules and eligibility. You may not participate in intercollegiate competition until you attend a team rules meeting or meet individually with a member of the Compliance staff. You will meet again, as a team, with the Compliance staff at the end of the year to prepare for the summer and ensure your eligibility for the next year.

As a UCLA student-athlete, you are always welcome to visit the Compliance Office with any questions or concerns regarding eligibility, athletically related financial aid, extra benefits or any of the topics listed in this section. The Compliance staff also is available to discuss the rights and obligations of student-athletes under NCAA, Big Ten and UCLA rules. The Compliance office is located in Suite 225 on the second floor of the Morgan Center

## **EXTRA BENEFITS**

An extra benefit is any gift or service that is provided to you, your family or friends that is not expressly authorized by NCAA legislation. Generally, you are only allowed to receive benefits from UCLA Athletics directly related to practice or competition in your sport or benefits that also are offered to the general student population. You risk jeopardizing your eligibility, scholarship, and your right to compete in intercollegiate athletics if you accept extra benefits. Be extremely cautious of “free” or “special” benefits that you may be offered.

Examples of “extra benefits” which result in loss of a student-athlete’s eligibility include, but are not limited to:

- Free or discounted items, such as clothing, food, drinks, or gifts;
- Free or reduced-cost services not available to UCLA student body;
- Cash or loans of any amount or kind;
- Gifts of any kind;
- Free transportation (including borrowing cars or getting rides from agents or boosters);
- Restaurant or booster providing a free meal at a restaurant (A student-athlete or the entire team in a sport may receive an occasional meal from a representative of athletics interests (booster) on infrequent and special occasions if it is approved in advance by the Compliance Office);
- Reduced cost or free lodging/housing (housesitting not allowed);
- Special payment arrangements on personal purchases;
- Money from selling complimentary tickets;
- Use of Athletic Department copiers, staff computers, tablets, smart phones, telephones, access codes or calling cards for personal use;
- Money from selling athletics-issued apparel and equipment, championship memorabilia or autographs;
- Athletics equipment or apparel (e.g., tennis racquets, golf clubs, balls, shirts) directly from a manufacturer or commercial business.

If any of these items or services has been offered to you by someone other than a family member, notify the Compliance Office immediately. If you have questions about whether something might be considered an extra benefit, contact the Compliance Office before accepting anything.

## **ATHLETIC BOOSTERS**

In accordance with NCAA rules and regulations, UCLA is responsible for the control and conduct of its intercollegiate athletics program. This responsibility includes accountability for the acts of “athletic representatives,” who are also known as boosters or donors.

The NCAA defines a booster as anyone who:

- Made a financial contribution of any amount or a gift-in-kind (goods or services) to UCLA Athletics or to any of the groups or funds that support UCLA programs;
- Provided benefits to UCLA student-athletes or their families or to prospective student-athletes or their families;
- Assisted in any manner in the recruitment of a prospective student-athlete to attend UCLA; or has otherwise assisted in promoting UCLA Athletics.

Once an individual is identified as a booster, he or she retains that identity forever. Any violation of these rules could result in loss of eligibility.

Athletics representatives are not permitted to provide you or your family or friends with any extra benefits. See the sample list of extra benefits in the section above.

### **AGENT & AMATEURISM PROGRAM**

The Agent & Amateurism Program is designed to ensure all student-athletes maintain their amateur status while enrolled at UCLA. The program aims to assist you with the transition from intercollegiate to professional athletics. The program provides rules education, counseling, an agent registration program, an agent database, and opportunities to interview agents.

Only an amateur student-athlete is eligible for intercollegiate athletics participation. You may lose your amateur status and be declared ineligible for intercollegiate competition in a particular sport if you:

- Use your athletic skill (directly or indirectly) for pay in any form in that sport;
- Receive preferential treatment, benefits or services based on athletics ability or reputation, except as permitted by NCAA regulations;
- Accept a promise of pay even if you won't be paid until after you finish competing for UCLA;
- Sign a contract or commitment of any kind to play professional athletics;
- Compete on any professional athletics team, even if no pay or remuneration for expenses was received;
- Enter into a verbal or written agreement with an agent (exception: NIL)
- Accept any benefits from an agent, financial advisor, marketing agent, runner, street agent, or anyone else that attempts to make money from your athletic career.

California's Agent Law is designed to protect student-athletes from agents while they are enrolled in school and competing as amateurs. Agents that harass or interfere with student-athletes can be fined or even jailed. Some of the key parts of the law are:

- Agents may not initiate contact with student-athletes or their families in person or over the phone.
- Agents may send emails or letters to student-athletes, but they must inform the Compliance Office.
- Student-athletes and families may initiate conversations with agents, but agents must then inform the Compliance Office.

The Compliance Office requires agents to register with UCLA before pursuing you or any UCLA student-athletes and maintains a database of information on agents. You can also schedule agent interviews through the Compliance Office and meet agents right on campus. All agent contacts and questions about the Agent & Amateurism Program should be directed to Lucia Serrano at [lserrano@athletics.ucla.edu](mailto:lserrano@athletics.ucla.edu) or (310) 825-9233 in the Compliance Office.

### **SPORTS WAGERING**

NCAA rules prohibit sports wagering by all student-athletes, coaches and athletics department staff. Sports wagering includes placing or accepting a bet of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. This is true even if it is otherwise legal to wager on sports.

#### **SPORTS WAGERING FACTS THAT YOU NEED TO KNOW**

Student-athletes may not place or accept a bet on any college or professional sporting event.

Student-athletes may not give information to anyone who places bets on college or professional sports.

This means...

- No wagers on ANY professional or college sports events, even those that do not involve UCLA.
- No sports "pools" or fantasy leagues, even those run by your friends, if there is an entry fee and chance to win anything of value.
- No Daily Fantasy Leagues.
- No Internet gambling on sports events.
- No sports wagering over the phone.
- No sports wagering even if it is legal in that state or country (e.g. Las Vegas).

Do not provide information about your team to ANYONE who gambles. In other words, do not give out information about injuries, team plays, team morale, discipline problems or anything else!

Consequences...

- Once you accept or place a bet on any college or professional team or sport, or provide information to someone who does gamble, you are declared ineligible to compete.
- If you accept or place a bet on any team at UCLA you will be permanently ineligible.
- If you accept or place a bet on any other college or professional team you will automatically be suspended a minimum of one year (365 days).
- You also run the risk of losing your scholarship, being expelled from school, being banned from other college and professional sports, and/or being arrested and charged with a state or federal crime.

### **NAME, IMAGE AND LIKENESS (NIL)**

In accordance with the NCAA Interim NIL Policy, as of July 1, 2021, SAs are permitted to engage in NIL activities. In accordance with state statutes and relevant association legislation, SAs may profit from the use of their NIL. UCLA Athletics is committed to SA development in this new space. "Westwood Ascent," UCLA's comprehensive Name, Image and Likeness (NIL) program is designed to support UCLA student-athletes build their personal brand and maximize their NIL opportunities. Westwood Ascent focuses on three pillars - Education, Brand-Building and Monitoring and Disclosure.

A student-athlete who enters into an agreement for Compensation regarding a NIL Activity shall disclose the following details of such agreement via the department's third-party software (currently, INFLCR):

- Contact information for commercial entities;
- Use of Professional Service Providers;
- Other involved parties;
- Compensation arrangements with such individuals or entities;
- Goods or services being transacted; and
- Times when the activities will occur.

A student-athlete is **NOT** required to disclose their NIL activities to the NCAA. However,

- Any student-athlete who chooses to report their NIL activities shall understand that the DIA is required to disclose all reported NIL data to the NCAA biannually starting August 1, 2024. This information shall be added to the NCAA's de-identified disclosure database and will not be able to be traced back to the student-athlete.
- UCLA is only able to provide additional NIL services permitted by NCAA Bylaw 22.1 to student-athletes who opt to disclose all NIL activities.

### **OUTSIDE COMPETITION**

Student-athletes are not permitted to participate on teams other than those fielded by UCLA during the academic year unless it is approved by the Compliance Office. This includes the academic year and all vacation periods. All outside competition, including participation on a National team, in the Olympics or World Championships, must be approved by the Compliance Office in advance and the Outside Competition Form must be completed by the student-athlete before competing.

### **FULL-TIME ENROLLMENT**

In order to practice and compete, you must be enrolled in at least 12 units each quarter. At no time shall you drop below 12 units unless your OAEOAE College Academic Counselor can certify that you are in the last term of enrollment and enrolled in the proper units for graduation. Prior approval from OAEOAE and the Compliance Office is required to avoid jeopardizing eligibility. For Graduate and Extension Certificate students, you must be enrolled fulltime per the requirements of the program.

### **CONTINUING ELIGIBILITY & DEGREE PROGRESS REQUIREMENTS**

Please reference page 37 "NCAA Academic Eligibility Rules: What Do I Need to Know" for a complete overview of the NCAA academic eligibility rules and requirements.

## **SUMMER SCHOOL**

Summer school may be used to fulfill some eligibility requirements. If you plan to take summer school courses at another institution, you must check with your OAE Academic Counselor to make sure the course(s) is/are transferable for eligibility purposes. Athletics aid for summer school may be awarded only if an application is submitted to your counselor in a timely manner and if it is approved by the Summer School Committee.

## **5-YEAR RULE**

You may compete for a maximum of 4 seasons during the 5-year period starting from the date you first enroll full-time in college.

## **ROSTER STATUS**

At the time you indicate in writing to officially quit the team or have been removed from the team, your access to resources available to student-athletes will be impacted. The Head Coach and Sport Administrator for your sport will decide as to whether the resources and opportunities that are generally made available to UCLA student-athlete will remain available to you. Each case will be evaluated on an individual basis dependent upon the specific circumstances. You will be notified about the privileges that remain available and the timetable they remain available by your Head Coach or Sport Administrator.

### **Student-Athlete Resources and Opportunities:**

- Office of Academic Excellence (e.g., priority enrollment, peer learning, learning center access)
- Athletic Training & Sports Medicine Support
- Complimentary Admissions to UCLA Home Competitions
- Fueling station, team meals, team entertainment
- Facility access (i.e., Acosta, Mo Ostin)

The resources described below are available to all UCLA students and will continue to be available to student-athletes who officially quit the team or have been removed from the team.

### **UCLA Student Resources**

- Academic Support - College and School Advising Offices, Academic Advancement Program, Writing Success
- Facilities (subject to normal UCLA Recreation Hours and Regulations) - Bruin Fitness Center, Drake Stadium, Intramural Field, Student Activities Center, Sunset Canyon Recreation, Sycamore Park
- Medical Treatment – UCLA Arthur Ashe Student Health and Wellness Center

## **TRANSFERRING FROM UCLA**

NCAA Bylaw 13.1.1.3 requires a UCLA student-athlete enter the transfer portal prior to contact with an athletics staff member or representative of athletics interests from another NCAA or NAIA four-year institution. If you are interested in transferring from UCLA you must notify the Compliance Office in writing. Notification in writing is defined as submission of the Notification of Transfer form through the Teamworks application and completion of the Transfer Portal Module. Within 48 business hours, your name will be placed in the NCAA Transfer Portal by any of the following designated institutional staff members: Director, Compliance; Associate Director, Compliance; or Assistant Director, Compliance.

It is highly recommended that you speak with your coach prior to notifying UCLA of a desire to transfer. The Transfer Portal designee will contact the head coach of the program to inform them of your intent to transfer.

If you decide to officially notify UCLA of your intent to transfer, your status as a student-athlete may be impacted. The Head Coach and Sport Administrator for your sport will decide as to whether the resources and opportunities that are generally made available to UCLA student-athletes will remain available to you. Each case will be evaluated on an individual basis dependent upon the specific circumstances. You will be notified about your status with the team and the privileges that remain available by your coach. This decision may be revisited and changed as you proceed through the transfer process.

The review is not limited to, but will include an assessment of the following:

Student-Athlete Resources and Opportunities:

- Participation in Team Activities (e.g., practice, meetings, competition, travel)
- Academic & Student Services (e.g., priority enrollment, peer learning, learning center access)
- Facility Access (e.g., Acosta Athletic Complex, Drake Stadium)
- Fueling Station, Team Meals, Team Entertainment
- Athletic Training & Sports Medicine Support
- Athletic Performance Coaching and Workouts
- Complimentary Admissions to UCLA Home Competitions
- UCLA Team-Issued Gear and Equipment

As a result of your notice of transfer UCLA has the discretion to cancel your athletics aid. If you notify during the academic term aid may be canceled at the conclusion of that term. If you notify between terms aid may be canceled immediately. The decision by the department to cancel your athletics aid will be made according to the following conditions:

- Notification during the fall quarter – decision due to student-athlete by 2 weeks prior to winter quarter classes.
- Notification during winter break between fall and winter quarter – decision due to student- athlete prior to first day of winter quarter classes.
- Notification during winter quarter – decision due to student-athlete by 2 weeks prior to spring quarter classes.
- Notification during spring break between winter and spring quarter – decision due to student-athlete prior to first day of spring quarter classes.
- Notification during spring quarter – decision due to student-athlete prior to July 1<sup>st</sup>.
- Notification during summer prior to June 17<sup>th</sup> -decision due to student-athlete by July 1<sup>st</sup>
- Notification during summer after June 17<sup>th</sup> – decision due to student-athlete prior to first day of fall quarter classes

In addition, the resources described below are available to all UCLA students and will continue to be available to student-athletes who officially request permission to contact another institution.

**UCLA Student Resources**

- Academic Support - College and School Advising Offices, Academic Advancement Program, Writing Success
- Facilities (subject to normal UCLA Recreation Hours and Regulations) - Bruin Fitness Center, Drake Stadium, Intramural Field, Student Activities Center, Sunset Canyon Recreation, Sycamore Park
- Medical Treatment – UCLA Arthur Ashe Student Health and Wellness Center

At the time you indicate in writing to officially quit the team or have been removed from the team, continued access to the services listed above will be evaluated on a case-by-case basis by the Sport Administrator and Head Coach.

NCAA regulations require a transfer student-athlete to complete one full-time academic year in residence at the new institution prior to participating, unless he or she meets requirements for an NCAA transfer exception. Under NCAA Bylaw 14.5.1.2, if you transfer to another NCAA institution while you are disqualified or suspended from UCLA for disciplinary reasons, you are required to complete one calendar year of residence at the new institution.

**NCAA ONE-TIME TRANSFER EXCEPTION**

One-Time Transfer Exception establishes a uniform and equitable approach for student-athletes across all sports to qualify for a one-time transfer exception.

In order to meet the criteria of the one-time transfer exception, the student-athlete must:

- Transfer from a four-year collegiate institution to an NCAA Division I school;
- Leave their current four-year school academically eligible;
- Have not transferred previously from another four-year institution, and
- Certify in writing, along with their new head coach, they did not have direct or indirect communication with the new school's athletics staff prior to entering the NCAA Transfer Portal.

## Notification of Transfer Dates:

Please contact the Compliance Office for Transfer Portal windows. Each sport will be notified of the transfer windows for 2024-2025.

## EMPLOYMENT

In sports other than golf, a student-athlete may receive compensation for teaching or coaching sports skills or techniques in his/her sport on a fee- for-lesson basis, under the following conditions:

- institutional facilities are not used;
- playing lessons shall not be permitted;
- institution obtains and keeps on file documentation of the lesson(s) and fee charged during any time of the year;
- compensation is paid by the lesson recipient (or family) and not another individual or entity; and,

UCLA Athletics Department policy requires all student- athletes to complete a form PRIOR to commencing any employment or fee-for-lesson instruction. Forms are available in the Compliance Office.

## COMMUNITY SERVICE/ PROMOTIONAL ACTIVITY

Per NCAA Bylaw 12.5.1.1, student-athletes must receive written approval prior to participating in any charitable, educational, or non-profit activities considered incidental to participation in intercollegiate athletics.

UCLA student-athletes can participate in charitable/ non-profit activities under the following conditions:

- the student-athlete does not miss class.
- the student-athlete receives written approval from the Director of Student-Athlete Development or Compliance Office.
- all monies derived from the activity will go directly to the charitable/non-profit agency.
- the specific activity in which the student- athlete participates does not involve co- sponsorship, advertisement, or promotion by a commercial agency.
- the student-athlete may only accept actual and necessary expenses (i.e., meals and travel) from the institution or charitable/non- profit agency.
- the student-athlete signs a release statement prior to the activity.
- the student-athlete's name, picture, or appearance is not utilized to promote the commercial ventures of the agency.

Contact Ric Coy, Assistant Athletics Director, Student-Athlete Development at [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu) or the Compliance office for more information.

## TICKET POLICIES

**Football:** Student-athletes will be admitted free to all home football games. A student-athlete who wishes to attend a game should go to the student- athlete gate located to the west of Gate C at the Rose Bowl on game day for admission. Student- athletes must show their Bruin Card and sign a roster list in order to gain admission to the Rose Bowl. No hard tickets shall be issued. All seats are in the UCLA student section, and are unreserved and available on a first-come, first-seated basis, except for the USC game. For the USC home game, student-athletes must sign-up to attend the game through the Athletics Department. This game is a reserved seat event. Details on the USC game ticket process will be available to all student-athletes via email.

**Men's Basketball:** As a student-athlete, you can be admitted for free to all regular season home basketball games. You may show up on the day of game to the Pauley Pavilion Northeast entrance to pick-up your ticket. Student-athletes must show their Bruin Card and sign the roster list in order to gain admission to Pauley Pavilion. No hard tickets shall be issued. A limited number of spots will be available on the floor on a first come, first serve basis. Once the floor is full, all other students will be seated in the upper level.

**Olympic Sports:** For all home Olympic Sport regular season events, UCLA student-athletes will be admitted free to the event at any venue entrance by showing their Bruin Card. Seating will be on a first- come, first-seated basis, especially if event seating is limited, such as at the Wooden Center or Spieker Aquatic Center

## **STUDENT HOSTS**

When serving as a student host during recruiting visits, UCLA student-athletes must abide by the rules and regulations of their teams, the DIA, the University, the Big Ten and the NCAA, as well as Federal and State laws. You are expected to conduct yourself, both on and off campus, in a manner which brings credit to the University and your teams. You must avoid any inappropriate behavior, including, but not limited to, the use of alcohol or illegal drugs, gambling, sexual harassment or adult entertainment.

Student-athletes who serve as hosts are required to sign an agreement prior to the start of the official visit that specifies the following:

- I agree that my role as a student host is an important service to the institution and the Athletics Department. Appropriate conduct is required of me, my teammates, the prospect and members of my institution in conforming to University & NCAA standards.
- I understand I am subject to University, Big Ten and NCAA penalties for violations of UCLA/ NCAA recruiting policies.
- I am currently enrolled in classes, which is a requirement to serve as a host.
- I am not serving as a student host on my designated day off per NCAA rules.
  
- Other student-athletes accompanying me or the prospect during the visit shall pay for their own entertainment.
- I understand that cash may not be given to the visiting prospect or anyone else connected with that prospect.
- I may not use vehicles provided or arranged for by a UCLA booster.
- I may not transport or entertain the prospect or anyone accompanying the prospect more than 30 miles from the campus.
- I shall not arrange contact or allow recruiting conversations to occur, on or off campus, between the prospect and a UCLA booster.
- I will not allow the prospect to participate in any athletics activity involving or related to the sport for which the prospect is being recruited, unless no coaches are present and the activity is not arranged by a coach or staff member.
- I may receive a complimentary admission, but no hard tickets, when accompanying a prospect to a campus athletics event.
- I may not post photographs of or comments about prospects on social media if instructed to do so by a coach or staff member.
- At the conclusion of the visit, I will complete the Official Visit Student Host Expense Log on Teamworks.

Potential penalties for violation of these policies could include loss of eligibility, scholarship or additional sanctions from the NCAA, Big Ten or the University.

## **TIME DEMANDS**

Countable Athletically Related Activities (CARA) Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one of more of an institution's coaching staff and must be counted within the weekly and daily limitations.

Such activities include, but are not limited to the following:

- Practice
- Competition and related activities
- Film review
- Skill instruction
- Strength and Conditioning activities
- Team meetings

CARA Hour Limitations

- Limit of 20 hours per week during in-season;
- Limit of 8 hours per week during out-of-season

Required Athletically Related Activities (RARA) Required athletically related activities include any activities, including those that are not countable in the daily and weekly limitations that are required of a student-athlete. Such activities include, but are not limited to the following:

- Compliance meetings
- Organized team promotional activities
- Recruiting activities, including student-host duties
- Media activities
- Fundraising events
- Community service events
- Team building activities
- Travel to and from away-from-home competition
- No hour limitation per week/day

### **RARA (INCLUDING CARA) MAY NOT OCCUR DURING ANY DESIGNATED DAY OFF**

#### **Not considered CARA or RARA (may occur on a day off):**

- Health & medical activities (e.g., medical evaluations, treatment for prevention and/or rehabilitation of injuries)
- Academically-related activities (e.g. meetings with academic advisors, tutor sessions)
- Voluntary athletically-related activities (VARA) – To be considered voluntary, all of the following conditions must be met:
  - The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, athletic trainer, manager) any information related to the activity. In addition, no athletics department 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 solely by the student-athlete.
  - Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student athletes to use facilities for scheduling purposes;
  - The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes;
  - The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity;
  - The student-athlete is expected to log all voluntary activities in their individual calendar in Teamworks at end of each week (viewable only by the Compliance Office).

#### **Required Days Off Requirements:**

- One (1) day off per week during preseason practice and vacation periods
- One (1) day off per week during in- season periods (20-hour week) except during participation in one (1) conference and postseason championship and any postseason bowl games or NIT, and during participation in NCAA championships
- Two (2) days off per week during out-of- season periods (8-hour week)
- Seven (7) days off required beginning the day after a student-athletes' or team's last contest of the championship segment
- Fourteen (14) additional days off throughout the playing season in addition to mandated days off per week and 7 days at the end of championship season

A day during which travel to an away-from- home competition occurs may not be considered as a day off. However, a day on which return travel to campus occurs between midnight and 5 a.m. may be considered a day off provided no activities occur for a continuous 24-hour period following the student-athletes' official release from all team obligations.

### **Continuous Eight-hour Period Restriction:**

All RARA, other than competition, are prohibited during a continuous eight (8) hour period between 9 p.m. and 6 a.m. Exempted activities from the continuous eight-hour period restriction:

- Travel to away competitions after release from home competitions
- Participation in a regular season multi-day contest, event or tournament, or post-season competition
- Activities in the locale of away competitions on the day before the competition
- Recruiting activities (e.g., student host duties)
- Participation in required life-skills and team building activities
- Health and medical activities or academically related activities

### **TIME BALANCE**

Every sport program must develop a time management plan (TMP) to provide student-athletes with greater predictability and transparency in their athletics schedules for the upcoming academic year. TMP's are intended to provide student-athletes adequate advance notice of future athletically- related activities in order to effectively plan their academic and non-athletically related activities.

All TMP's must include the following:

- All CARA (practice, film, weights, conditioning, competition, etc.,)
- All RARA (institutional promotions, community service, student host/recruiting duties, etc.,)
- All required days off

Once a TMP is submitted by the head coach, designated student-athletes from each sport, the sport administrator, and a member from the Compliance Office will review the plan and discuss any desired changes. Once all parties agree to the schedule, the plan will be accessible via the Teamworks app.

An annual review of each TMP is required. The review will evaluate the extent to which student-athletes were free from all athletically-related activities during the required eight-hour overnight period and designated days off and the frequency and timing of changes to the original schedule presented to student-athletes.

### **FINANCIAL AID AND COMPLIANCE**

#### **ATHLETICS SCHOLARSHIPS/ GRANT-IN-AID LIMITATIONS**

A full athletics scholarship covers the full Cost of Attendance as defined by the UCLA Office of Financial Aid and Scholarships. Most athletics scholarships are awarded and renewable on a multi-year or annual basis. Renewal and non-renewal notices will be provided to each student-athlete at the end of the academic year. For 4th year, exhausted-eligibility and injured-retired student-athletes, the renewal letter will be accompanied by a graduation plan that will project the number of quarters needed for the student-athlete to earn their degree. Based on the graduation plan, the renewal may be issued only for the remaining quarters necessary for the student- athlete to finish their degree despite the number of segments remaining. Student-athletes who receive a reduction or non-renewal of scholarship will be notified in writing, and have the option to appeal and request a university hearing per NCAA rules to review the case.

Questions regarding your athletics scholarship amounts should be addressed to your coach or Justin Ko at [jko@athletics.ucla.edu](mailto:jko@athletics.ucla.edu) or (310) 825-1002 in the Compliance Office/Financial Aid office.

#### **ATHLETICS AID APPEALS PROCEDURE**

The appeals procedure below applies to all current or former student-athletes on athletics financial aid. The purpose of this procedure is to provide student- athletes with an opportunity to appeal decisions where grant-in-aid has been canceled, reduced, or otherwise not renewed in accordance with NCAA rules. Athletics scholarships may not be cancelled or reduced for athletically based reasons.

If UCLA decides to cancel or reduce a student-athlete's financial aid during the award period or during the renewal period prior to June 30th for the upcoming academic year, UCLA shall inform the student-athlete in writing of this decision and that he or she, upon written request, shall be provided a hearing before the UCLA Athletics Financial Aid Appeals Committee ("Appeals Committee").

A student-athlete may appeal the Athletics Director's decision to reduce, non-renew or cancel a student-athlete's athletics aid to the Financial Aid Review Committee. The student-athlete must notify the Executive Director of UCLA Financial Aid & Scholarships (FAS) or his/her designee within 15 business days of the Athletics Director's decision of the student-athlete's intention to appeal to the Financial Aid Review Committee. Required information to include in an appeal:

- The student-athlete's name, student ID number, year in school, and sport;
- Type and amount of previous financial aid;
- Reasons for believing that the decision was unmerited, including names of UCLA staff (e.g. coach, financial aid officer) with whom the student has discussed the aid;
- Copies of any relevant documents (e.g. letter regarding initial award of athletics aid)

The Financial Aid Review Committee shall consider the appeal and render a decision within 15 business days of the meeting. The student-athlete and coach or director of athletics/sport administrator shall be notified of the time and place of the hearing. At the hearing, each side presents its arguments to the Appeals Committee. The student-athlete may bring along another person or legal counsel to the hearing.

The Financial Aid Review Committee is chaired by the Executive Director of FAS and includes the Director of FAS and an Assistant Director of Financial Aid. The Executive Director of Financial Aid may also ask others to serve on the Financial Aid Review Committee as needed. A staff member from the Athletics Compliance Office and the FAS staff member who serves as the athletics department's financial aid liaison will attend the meeting as ex-officio non-voting members to review the NCAA regulations regarding the reduction of athletics aid and to answer questions regarding process and applicable NCAA rules.

The Appeals Committee shall notify the student-athlete in writing of its decision within 15 business days after the hearing. The recommendation to rescind, modify, or support the decision to reduce or cancel financial aid is left to a majority decision of the Appeals Committee. Their decision is final and there is no appeal beyond the Appeals Committee. However, if the student-athlete wishes to discuss the result of the appeal, a meeting with a designated member of the Appeals Committee shall be arranged by the FAR.

### **NON-SCHOLARSHIP STUDENT-ATHLETES**

Non-scholarship UCLA student-athletes are entitled to the same benefits as scholarship athletes, except athletics scholarship awards. These benefits may include, but are not limited to: athletics academic counseling, tutoring, training room, weight room, pre- and post-game meals, equipment, preferential pre-enrollment, and athletics awards. Non-scholarship student-athletes must meet all NCAA academic and amateurism requirements to be eligible for practice and competition, including a physical and providing proof of insurance before participating in conditioning or preseason workouts.

### **FINANCIAL AID**

Athletics Financial Aid Contact: Justin Ko at [jko@athletics.ucla.edu](mailto:jko@athletics.ucla.edu) or (310) 825-1002

All new and continuing students are eligible to apply for need-based financial aid. Federal grants, loans, and work-study money are available for your education. State and institutional student financial aid is also administered through UCLA, including Cal Grants and University Grants. You can complete a Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/> to determine whether you may be eligible for financial aid.

Note that NCAA rules limit the forms of financial aid a student-athlete on an athletics scholarship can accept without affecting the sport's scholarship limits. Pell Grants, University Grant and Cal Grant Awards can be accepted without affecting the limits of your sport. Student-athletes must report all other financial aid that they receive from the institution or outside sources (scholarships from outside organizations) to the Compliance Office. Questions regarding whether aid is countable or not should be addressed with the Compliance Office.

## UC SHIP

The University Student Health Insurance Plan (UC SHIP) fee is a part of registration fees and is due and payable at the time registration fees are paid.

- For students with insurance coverage that meets or exceeds Waiver Criteria, an online waiver application can be submitted to opt out of (waive) UCSHIP.
- Waiving UCSHIP is a process that must be completed every academic year.
- If approved, the waiver applies for all 3 terms in the academic year (Fall, Winter and Spring quarters). The deadline to waive and be considered for fall quarter is September 20.
- Applications can only be submitted during a Waiver Period:
- Approved applications are valid for the Academic Year (3 quarters for fall, winter and spring).
- Students who do not submit and obtain an approved waiver by the waiver/fee payment deadline will be enrolled in UCSHIP and financially responsible for paying the UCSHIP health fee.
- Those with third party access are unable to log onto the UC SHIP waiver application with their sign-on credentials. Only registered UCLA students will have access to the site.
- UC SHIP waivers processed will be subject to a 100% audit. When accessing the application, students will be asked to upload their insurance information (i.e. their insurance ID card/policy booklet) for review.
- When applications are submitted, a tentative approved or denied result will be shown. Denied applications will have the opportunity to log back onto the system to make appropriate edits to the original application.
- Once an application is tentatively approved, the insurance information will be reviewed by AHP for accuracy. After a complete audit has been performed, AHP will update the waiver status from tentative approved to final approved and will connect with UCLA Ashe Center to initiate removing the premium fee from the BruinBill,
- Due to the addition of the real time audit, we have moved up the waiver deadline dates to account for any pending statuses on student accounts prior to the fee payment deadline date (please check your respective academic calendars for these dates).
- If a waiver is denied, an appeal may be returned to the Ashe Insurance Office for waiver reconsideration by submitting proof of current insurance coverage from your health insurance plan.

## **DIRECT DEPOSIT**

### **My BruinDirect**

BruinBill users have refund method options that determine the way a BruinBill refund, such as a financial aid disbursement, will be delivered to the account holder. Electronic methods are the fastest and most assured way of receiving funds, particularly Direct Deposit (BruinDirect) and Western Union options. Even if the user does not anticipate receiving financial aid, it is strongly recommended to enroll in an electronic refund method as soon as possible. Options for account holders who are not eligible for a U.S. or foreign bank account are also included below.

BruinDirect is the fastest way to get your refund electronically deposited into a U.S. checking or savings account. To enroll, access BruinBill on MyUCLA and select the *Overview* or *My Account* tab. Users who are enrolled in BruinDirect receive their refund in 2-3 business days.

BruinDirect Benefits:

- Immediate enrollment through BruinBill
- Quickest method to receive refund (2-3 business days)
- Avoid waiting for or losing mailed refund checks
- Avoid going to your bank to make deposits
- No enrollment or refund processing fee

### **Electronic Fund Transfer via Western Union**

BruinBill account holders without access to a U.S. checking or savings account or ability to sign up for a University Credit Union account may consider enrolling in an electronic fund transfer facilitated by Western Union.

Submit the Western Union Global Pay Foreign Transfer Request to have your refund distributed via an electronic fund transfer to a foreign bank account. Please note that processing these requests may take 6-8 business days.

## Paper Check Refund

If the BruinBill account holder is not enrolled in BruinDirect or a Western Union method, the refund method will be defaulted to a paper check. A paper check will be mailed to the official mailing address registered with the University. The official mailing address can be edited on the user's MyUCLA account under the *Settings* tab.

## GLACIER

International student athletes receiving athletics scholarship must contact Justin Ko (NCAA Compliance Coordinator Compliance/ Financial Aid, [jko@athletics.ucla.edu](mailto:jko@athletics.ucla.edu)) prior to arrival in the United States to setup a GLACIER student profile.

As part of the University's efforts to facilitate the process of determining the tax residency status of foreign nationals (student/staff/faculty) receiving payments from the campus, UCLA uses an online nonresident tax compliance system known as GLACIER. GLACIER is a secured web-based Nonresident Alien (NRA) tax compliance system that foreign visitors can use to provide their immigrant and tax data to UCLA via the internet 24 hours a day. GLACIER helps determine tax residency, withholding rates and income tax treaty eligibility. GLACIER also manages NRA's paperwork, maintains NRA's data, and prepares tax forms and required statements.

International student-athletes receiving an athletics scholarship will be issued a GLACIER record, prior to receiving tax reportable income from UCLA. Individuals set up with a GLACIER record will be issued a temporary logon and password, which will allow the creation of a personal record that will need to be accessed and updated while at UCLA.

**\*\*\* IMPORTANT NOTE:** International student-athletes receiving athletics aid **WILL NOT** be eligible to receive their athletics aid until they have completed the GLACIER process; therefore, **it is imperative that you complete this process as soon as you arrive on campus.**

## STUDENT ASSISTANCE FUND

As a guiding principle, the NCAA Student Assistance Fund shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or to recognize academic achievement as determined by conference offices.

Examples of permissible expenses include, but are not limited to:

- Educational expenses and fees — Summer school, fifth- or sixth-year aid, tutoring, international student fees and taxes, professional program testing, supplies (expendable or educational), Champs/Life Skills/Student-Athlete Advisory Committee, and other educational expenses.
- Health and safety expenses — Insurance premiums for student-athletes, medical, dental or vision expenses for student-athletes (not covered by another insurance program for student-athletes), and other health and safety expenses.
- Personal or family expenses — Clothing, travel, other personal or family expenses, and stipend for cost of attendance.
- Institutional academic or programming enhancements — academic achievement or graduation awards, academic support services, and other academic or programming expenses.

Pursuant to NCAA Bylaw 15.01.6.1, money from the NCAA Student Assistance Fund for student athletes is not included in determining the permissible amount of financial aid that a member institution may award to a student-athlete. Member institutions and conferences shall not use money received from the fund to finance salaries and benefits; tuition and fees, room and board, and required course-related books during a regular term (other than summer school) for student-athletes with remaining eligibility; capital improvements; stipends; competition-related travel expenses for student-athletes who are ineligible for competition (e.g., non-qualifier, transfer student-athlete); and outside athletics development opportunities (e.g., participation in a sports camp or clinic, private sports-related instruction, greens fees, batting cage rental, outside foreign tour expenses) for current student-athletes with remaining eligibility.

All student-athlete requests to for SAF funding will reviewed and determined on a case-by-case basis.

For questions and to access the 2024-2025 Student Assistance Fund request form, please contact Erin Adkins, Executive Sr. Associate Athletics Director, NIL Operations & Sport Administration at [eadkins@athletics.ucla.edu](mailto:eadkins@athletics.ucla.edu) and/or Lucia Serrano, Associate Director, Compliance at [lserrano@athletics.ucla.edu](mailto:lserrano@athletics.ucla.edu).

# **OFFICE OF ACADEMIC EXCELLENCE (OAE)**

## **MISSION STATEMENT**

The Office of Academic Excellence supports the unique needs of each student-athlete by providing strategic services and programming in the areas of College Academic Counseling, Learning Specialists, Academic Mentoring, and Peer Learning. Eligibility Services is also housed in OAE to ensure student-athletes are academically eligible to practice and compete. Our student-centered approach empowers student-athletes to maximize their educational experience as they pursue their academic and personal goals. It is our mission to graduate self-sufficient learners who are able to successfully embark on life after college.

## **OAE STAFF DIRECTORY**

A complete list of OAE staff can be found at [www.uclabruins.com/staffdirectory](http://www.uclabruins.com/staffdirectory)

## **GEORGE KNELLER ACADEMIC CENTER**

The George Kneller Academic Center (J.D. Morgan Center, Suites 121 & 127) houses the OAE Office and the Rose Gilbert Learning Center

**Computer Access:** In order to use the computers in the Rose Gilbert Learning Center, student-athletes will need to set up their UCLA Logon ID. Student-athletes who need their password reset can see the Staff Associate at the OAE reception area or email [OAE@athletics.ucla.edu](mailto:OAE@athletics.ucla.edu) for assistance. **Student-athletes should not share with nor allow others to use their computer, user ID or password.**

## **LEARNING CENTER GUIDELINES**

- The Learning Center is an academic learning environment
- Computer workstations are to be used for academic purposes only
- Please respect your fellow student-athletes and staff by keeping noise levels low
- Mobile devices should be set to silent mode. Calls should be taken outside
- Food and drinks are **not allowed** in the Learning Center
- Dispose of all waste in the appropriate bin and keep the computer stations clean
- Inappropriate behavior or offensive, demeaning and/or degrading language will not be tolerated
- Please see the Staff Associate at the OAE reception area or email [OAE@athletics.ucla.edu](mailto:OAE@athletics.ucla.edu)

## **Learning Lab Tips**

- Save your work often and to your device(s) before you log out.
- Remember to log out of your computer account when you complete your work.
- Please print on both sides of the page when possible.
- Computers south of the Monitor Station print to the South printer and computers North of the Monitor Station print to the North printer.
  - You can also manually select which one you want to print to. Go to "Print". Where it says, "Printer Name" select either "LRC-South" or "LRC North" then print.
- If you hit print and your document does not come out, please do not print again. Check to make sure the printer is operating correctly (e.g. has paper, has ink, and/or is on). See the Learning Center Monitor to trouble-shoot issues.
- Once you print, pick up your print job. If there is a Learning Center Monitor at the station, do not go into their area to pick up your print job. Pick up your print job from the front shelf area.

## **ACADEMIC INTEGRITY**

Bruins are committed to the values of Respect, Accountability, Integrity, Respect and Service (R.A.I.S.E). Bruins conduct themselves with integrity and understand that the quality of their educational experience is predicated on the quality of their academic work and service to the community. Bruins hold themselves accountable to the commitments they make and for their conduct. When faced with adversity, Bruins engage in thoughtful reflection and exhibit superior ethical decision-making skills. They respect the rights and dignity of all members of our community by listening attentively, communicating clearly, and remaining open to understanding others and their diverse points of view. Bruins embrace these values, for these are the values of a TRUE BRUIN.

Student-athletes are members of both society and the academic community with attendant rights and responsibilities. Student-athletes are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. While many of UCLA's policies and regulations parallel federal, state and local laws, UCLA's standards may be set higher.

The UCLA Department of Intercollegiate Athletics (DIA) and its Office of Academic Excellence Office (OAE) are committed to fostering an environment of integrity because we believe that integrity is a fundamental component of success and growth in life and prepares individuals for personal and professional challenges as well as providing a foundation for future fulfillment and success. To promote the integrity of the University, communication with professors, teaching assistants and other academic and student affairs administrators is limited to the following approved groups: Office of Academic Excellence (OAE) Full-Time Staff and Peer Learning Supervisors & Facilitators. All other DIA Employees (coaches, staff and team personnel) are **prohibited** from contacting professors, teaching assistants, the Office of Residential Life, Dean of Students and departmental counselors and staff in regards to academic and non-academic issues.

The guidelines presented in this Student-Athlete Handbook promote and affirm the values of academic integrity among students, coaches, team personnel and OAE staff.

The complete UCLA Student Conduct Code and Student Group Conduct Code can be found at: <https://deanofstudents.ucla.edu/student-conduct-code>

UCLA student-athletes must familiarize themselves with the Student Conduct Code and Student Group Conduct Code.

### **Academic Dishonesty**

All forms of academic misconduct or research misconduct, including but not limited to cheating, fabrication or falsification, plagiarism, multiple submissions or facilitating academic misconduct which occurs in academic exercises or submissions.

### **Cheating**

Failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized acquisition of knowledge of an examination or part of an examination
- Allowing another person to take a quiz, exam, or similar evaluation for you
- Using unauthorized materials, information, or study aids in any academic exercise or examination textbook, notes, formula list, calculator, etc.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise
- Unauthorized use of another person's data in completing a computer exercise
- Altering a graded exam or assignment and requesting it be re-graded

### **Fabrication**

Falsification or invention of any information or citation in an academic exercise, including but not limited to:

- Altering data to support research
- Presenting results from research that was not performed
- Crediting source material that was not used for research

### **Plagiarism**

Presentation of another's words, ideas, designs or data as if they were one's own, including but not limited to:

- Submitting, as your own, through purchase or otherwise, part of an entire work produced verbatim by someone else
- Paraphrasing ideas, data, or writing without properly acknowledging the source
- Unauthorized transfer and use of another person's computer file as your own
- Unauthorized use of another person's data in completing a computer exercise

Note: The University has access to programs and online resources that can be used to check the originality of your assignments and subsequently, detect plagiarism. Websites such as Wikipedia.com and Turnitin.com are routinely used and in some courses mandated by instructors, to verify the authenticity of student work.

### **Facilitating Academic Dishonesty**

Participating in any action that compromises the integrity of the academic standards of the University; assisting another to commit an act of academic dishonesty; including but not limited to:

- Taking a quiz, exam or similar evaluation in place of another person
- Allowing another student to copy from you
- Providing material or other information to another student with knowledge that such assistance could be used in any of the violations stated above.

### **Multiple Submissions**

Resubmission of a work that has already received credit with identical or similar content in another course at any educational institution without the consent of the present instructor or submission of work with identical or similar content in concurrent courses without consent of instructors.

### **Unauthorized Collaboration**

This means working with others (students, team managers, teammates, team personnel, coaches), without the expressed permission of the instructor on any submission, whether in draft or final form, to meet course requirements (including a paper, project, take-home exam, computer program, oral presentation, or other work). Collaboration between students will be considered unauthorized unless expressly part of the assignment in question, or expressly permitted by the instructor. It is impermissible for student-athletes to discuss or exchange academic work with others (students, teammates, team personnel, coaches, or DIA staff) by phone, email, text, social media, or picture. This includes, but is not limited to, work in progress, grade change requests, waivers and letters of appeal as it violates this policy.

### **Unauthorized Academic Support**

It is impermissible for student-athletes to receive academic support from teammates, team managers, team personnel, coaches, unapproved DIA staff, and unapproved outside tutoring providers.

### **Forgery**

Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification, or submission of any forged document or record to the University

### **Computer Misuse**

Theft or abuse of University computers or other University electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include, but are not limited to, unauthorized entry, use, transfer, or tampering with the communications of others; use of either software or physical devices to enroll in classes for yourself or on behalf of others using processes other than those specifically delineated by the UCLA Registrar's Office; interference with the work of others or with the operation of computer or electronic communications facilities, systems, or services; or violations of copyright laws, whether by theft, unauthorized sharing or other misuse. **Student-athletes should not share with nor allow others to use their computer, user ID or password. In turn, to protect the integrity of each student-athlete and the DIA, it is impermissible for student-athletes to use the computers of coaches, staff and team personnel.**

**Other Forms of Dishonesty** - Other forms of dishonesty, including, but not limited to, fabricating information or knowingly furnishing false information.

Note: Referenced from the UCLA Dean of Students' Office. The complete UCLA Student Conduct Code and Group Student Conduct Code can be found at: <https://deanofstudents.ucla.edu/student-conduct-code>

## **Procedures when Academic Dishonesty is Suspected**

The University strives to be fair in the handling of student conduct cases. When a student is suspected of being involved in academic dishonesty the following occurs:

- The instructor reports the allegation to the Dean of Students' Office
- The instructor will file a report and provide supporting evidence, such as a copy of the exam or paper in question
- The Dean of Student's Office will notify the student of the allegation via an email summons
- The Dean of Students' Office will also notify the Associate Athletics Director for Office, Academic Excellence, of the allegation on the email summons

If you receive summons from the Dean of Student's Office you must:

- Immediately contact the assigned Dean and follow the instructions stated in the summons
- You may also choose to exercise your right to legal counsel and may consult with UCLA Student Legal Services at (310) 825-9894

Please be advised that if you fail to schedule an appointment or miss your scheduled appointment, a hold will be placed on your student records and registration. It is in your best interest to schedule your appointment as soon as possible because a hold will prevent you from registering in subsequent academic terms, graduating, or from obtaining transcripts, records or grades from the Office of the Registrar. Holds will also prohibit access to the Wooden Center and limit your use of library services.

### Deferred Report (DR) Grade

When disciplinary proceedings are in progress the grade DR (deferred report) shall be entered on the student's record. The DR shall not itself be calculated in any way in the student's grade-point average. The DR shall be changed to a grade, or perhaps to an Incomplete, only when the Registrar receives a written request from the instructor, which indicates that the student has clarified the situation.

## **Promoting Academic Integrity:**

### **Proactive Strategies**

- Take the time to produce quality work that you can be proud of, and be thoroughly prepared for examinations.
- During an exam, **DO NOT SIT NEXT TO TEAMMATE(S) OR SOMEONE WITH WHOM YOU STUDIED**, in case your exams end up looking "too similar."
- Unless an instructor indicates otherwise, the use of ChatGPT or other AI tools for course assignments is akin to receiving assistance from another person and therefore violates the Student Conduct Code.
- Discourage academic misconduct among other students and teammates.
- During examinations, focus on your work, and do not look in the direction of other students or access unauthorized material or websites. Take the initiative to shield your work to prevent other students from copying.
- Don't allow others to use your computer, user ID, or password. This includes, but not limited to, your teammates.
- Resist the temptation to share rough drafts and participate in peer editing without the consent of your instructor.
- When using material for an assignment, ask yourself: Did the information come from me? Always document where and from whom you got your information. If you are unsure how to appropriately cite information and resources, please refer to the UCLA Library webpage for MLA and APA citation guidelines.
- What can you do if you are unsure whether it is unauthorized collaboration or whether it is okay to work together? When in doubt ASK! Check your course syllabus or ask your instructor. Do not work on take home exams with others without first getting permission from your instructor.
- Carefully read and review your course syllabi throughout the quarter. Note any specific instructions for any and all assignments.

## **COMMUNICATING WITH PROFESSORS, TEACHING ASSISTANTS AND OTHER ACADEMIC & STUDENT AFFAIRS ADMINISTRATORS**

To protect the integrity of the University, communication with professors, teaching assistants and other academic and student affairs administrators is limited to the following approved groups: Office of Academic Excellence (OAE) Full-Time Staff and Peer Learning Supervisors & Facilitators.

All other DIA Employees (coaches, staff and team personnel) are **prohibited** from contacting professors, teaching assistants, the Office of Residential Life, Dean of Students and departmental counselors and staff in regards to academic and non-academic issues unless approved or referred by a DIA senior administrator. Therefore, student-athletes shall refrain from requesting that their coaches or team support staff contact these individuals and instead shall work with the OAE Full-Time Staff if they have any issues, questions or concerns.

### **NCAA BYLAWS REGARDING MISSED CLASS TIME**

#### **NCAA Bylaw 17.1.7.11.1 – No Class Time Missed in Conjunction with Non-championship Segment Competition – Baseball, Field Hockey, Lacrosse, Women’s Beach Volleyball, Soccer, Softball and Volleyball**

In baseball, field hockey, lacrosse, women’s beach volleyball, soccer, softball and volleyball, no class time shall be missed in conjunction with non-championship segment competition, including activities associated with such competition (e.g., travel and other pregame or postgame activities).

#### **NCAA Bylaw 17.1.7.11.2 – No Class Time Missed for Practice Activities**

No class time shall be missed at any time (e.g., regular academic term, mini term, summer term) for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

### **BIG TEN MISSED CLASS TIME POLICY**

Missed class time should be minimized for student-athletes. Coaches should avoid scheduling competitions or any team related activities during the first week of classes and during Finals week of each quarter. In addition, midweek competitions on the road should be minimized, subject to sport, conference and television scheduling requirements.

All policies outlined in the Department Travel Policy Guide should be adhered to. Exceptions to these expectations must be communicated to and approved by the Sport Administrator, Associate Athletic Director, Academic Excellence AND the Faculty Athletics Representative

# COLLEGE ACADEMIC COUNSELING

## ROLE OF YOUR OAE COLLEGE ACADEMIC COUNSELOR

Each team is assigned an OAE College Academic Counselor whose role is to provide academic advice and direction for assigned student-athletes. OAE College Academic Counselors have expertise in the areas of program planning, academic difficulty counseling, petitioning degree requirements, and major selection. OAE College Academic Counselors are representatives of the university who serve as advocates for student-athletes and a voice of realism in discussing student expectations. The goal of the academic counseling program is to help student-athletes develop their decision-making skills so that they can make appropriate academic choices and take responsibility for those choices. Through our academic counseling program, student-athletes will also learn to interpret academic requirements and develop suitable educational plans that meet their needs, are consistent with the goals of the institution and take advantage of the many educational resources available to all students at UCLA.

## PROGRAM PLANNING & COURSE SELECTION

Program planning and course selection is an important task for all UCLA students; however, because student-athletes are required to meet certain NCAA academic eligibility rules, it is extremely important that they plan their academic program to address their academic interests and strengths while adhering to a thoughtful graduation plan. As such, student-athletes should always review their Degree Audit Report (DAR) prior to meeting with their OAE College Academic Counselor to ensure that their course selections follow their degree plan and satisfy graduation requirements. Additionally, quarterly program planning meetings are **mandatory** for all student-athletes, including **exhausted eligibility and medically retired**. Your coach will inform you each quarter when these mandatory program planning sessions will be held.

### **Expectations of the Student-Athlete for Program Planning:**

- Be aware of academic strengths and weaknesses
- Be an active participant in educational planning & take ownership in the courses that you choose
- Remove all registration holds **PRIOR** to priority enrollment
- Utilize exact priority enrollment time
- Choose classes that **DO NOT** interfere with athletics schedule
- Enroll in classes you intend to keep and actively complete
- Meet the applicable University Academic Benchmarks

### **To ensure that student-athletes are provided with the most accurate academic advice, it is imperative that Coaches, Staff and Team Personnel:**

- Direct all program planning needs and major exploration to their team's OAE College Academic Counselor, major department counselor, or their graduate school advisor.
- Graduation requirements, sequencing of courses, financial aid implications, and course structure and expectations are ever evolving; therefore, it is in the best interest of the student-athletes that coaches, staff and team personnel **do not** provide academic advice nor serve in an academic counselor role.
- This includes, but is not limited to, referring student-athletes to certain courses, professors and teaching assistants, influencing major and minor selection, preparing program planning reference sheets and encouraging upperclassmen to serve in a peer academic advising role, and discussing grade revisions with students.
- **All academic questions should be directed to the team's OAE College Academic Counselor.**

## PRIORITY ENROLLMENT

After a student-athlete's initial enrollment at UCLA, they are granted priority enrollment appointments each quarter. Priority enrollment is granted to student-athletes so that they may have the best opportunity to select courses that fit their academic and athletics responsibilities. It is extremely important for student-athletes to take advantage of priority enrollment because it is the University's main attempt to accommodate the time demands placed on student-athletes due to practice and competition. Waiting to enroll in courses after the priority enrollment window may restrict

a student-athlete from enrolling in their preferred courses. Student-athletes are allotted a **maximum of 15 units** for priority enrollment and first pass. The OAE staff does not have the authority to override class size limitations, restrictions, or pre-requisites. Student-athletes are responsible for enrolling themselves in classes via MyUCLA.

OAE College Academic Counselors cannot assist with enrollment during priority enrollment unless it is warranted by extenuating circumstances. All enrollment requests must be submitted via writing to the team assigned Academic Counselor to be reviewed by the Director of Student-Athlete Counseling. Approvals are rare and requests are reviewed case by case. Students may enroll in up to 19 units during Second Pass and may petition to enroll in more than 19 units through an Excess Study List petition process.

### **GENERAL GUIDELINES FOR MAJORS IN THE COLLEGE OF LETTERS & SCIENCE**

The College of Letters and Science has over 125 majors from which to choose. The structure of each major can differ widely and has a two-tiered structure:

1. A series of preparatory courses which build the skills necessary to understand the upper-division coursework (often referred to as the “prep”)
2. The upper-division courses themselves (often referred to as the “major”); Courses numbered 100-199 are upper division

The preparation for each major varies in length, requirements and restrictions, such as:

- minimum grade requirements for each prep course
- minimum GPA required on all or some of the prep courses for the major
- limit on the number of times a prep course may be repeated
- unit or time limit within which the prep requirements or part of the prep requirements must be completed

For information regarding a particular undergraduate major, please consult the General Catalog, department website, and departmental counselor. Students in majors outside of the College of Letters and Science should consult with the appropriate school’s academic counselor (e.g., Theater, Film and Television; Art and Architecture; Music; Engineering; Nursing, Public Affairs, Education) regarding admissions requirements and course or degree requirements.

### **DEPARTMENTAL COUNSELORS**

Every UCLA major and minor has a departmental counselor who is the primary resource and specialist regarding explaining the major. They are housed within the different academic departments and can explain its application and scope in society, as well as the requirements for entering/applying, declaration and completion. The departmental counselors are available to provide academic advice related to the major-declaration process, course sequencing and updates or changes to major requirements. They are able to make substitutions and exemptions to the major requirements and apply them to the Degree Audit Report System. The departmental counselors often offer informational sessions or open houses about the major for all interested students. They know the faculty and are responsible for the scheduling of courses for their given department. Departmental counselors also verify completion of major requirements at the time of graduation.

OAE College Academic Counselors will make referrals to the departmental counselors as soon as they become aware that a student-athlete has an interest in any given major. Once a student-athlete has identified interest in a major, they are required to meet with the departmental counselor to seek further information about their desired major. At minimum this will require three meetings: 1) to discuss pre-major requirements or declare major, 2) check progress, and 3) final degree check before graduation.

Consult the UCLA department website for contact information regarding your major of interest.

### **PLACEMENT EXAMS**

In order to enroll in certain courses at UCLA, student-athletes may be required to take a placement exam prior to enrollment. Here are a few common placement exams:

- Informed Placement Process (IPP)– Contact Writing Programs at (310) 206-1145 or at 146 Kaplan Hall
  - IPP Information: <https://wp.ucla.edu/placement/ipp/>
- Spanish Placement Exam – Contact the Spanish Department at (310) 825-8289 or at 5314 Rolfe Hall
  - Spanish Department Website: <https://spanport.ucla.edu/language-programs/policies/placement-exams/>
- French Placement Exam – Contact the French Department at (310) 825-1147 or at 212 Royce Hall
  - French Department Website: <https://elts.ucla.edu/undergraduate/placement-exams/>
- Math Diagnostic Test – Contact the Math Department at (310) 206-1286 or at 6356 Math Sciences Bldg.
  - Math Department Website: <https://ww3.math.ucla.edu/take-the-diagnostic-test/>

For all other placement exams, please contact the respective department. You can find their contact information by visiting [UCLA Center for World Languages](#) or [UCLA Directory](#) (click to be taken to site).

### STUDY LISTS

Student-athletes are responsible for making sure their study lists are accurate. Student-athletes can obtain this information online by logging onto MyUCLA. Students are responsible for confirming they do not have any exam or time conflicts. Waitlists are dropped Friday of week 2 and students are responsible for resolving their status before this deadline.

\* **IMPORTANT NOTE:** Study lists are locked **3-5 days after the Second Pass begins** to prevent schedule changes that could affect a student-athletes NCAA eligibility status. All drops must be made through your OAE College Academic Counselor once schedules are locked. NCAA rules require that you are enrolled in at least 12 units each quarter in order to practice and compete. Dropping below full-time at any point in the quarter may deem you immediately ineligible, so please make sure to always consult with your OAE College Academic Counselor and Eligibility Coordinator when you plan to make a change to your study list.

### FEES MUST BE PAID BY THE QUARTERLY REGISTRATION DEADLINE OR CLASSES WILL BE DROPPED

#### IMPORTANT DATES & INFORMATION REGARDING ENROLLMENT PROCEDURES

	WHEN	WHERE & HOW	FEE	TRANSCRIPT EFFECT
<b>ADDING</b>	Weeks 1-2	MyUCLA	None	None
	Week 3	Add open class on MyUCLA (if closed, use PTE # on MyUCLA or submit Enrollment Petition with instructor's signature to Assigned Academic Counselor)	None	None
	Weeks 4-10 or thereafter	Submit "Late/Retro Add" petition to counseling unit	<i>If Approved:</i> Late: \$20 Retroactive: \$35 per transaction	<i>If Approved:</i> Weeks 1-10 = None After Week 10 = "RETRO ADD" Notation
<b>GRADING BASIS (PASS/NO PASS)</b>	Weeks 1-6	MyUCLA	None	None
	Week 9	MyUCLA	None	None

\* Fees and deadlines are subject to change by quarter. Please consult the websites listed below for the most updated information on fees and notes regarding policy changes:

<https://www.registrar.ucla.edu/Fees-Residence/Course-and-Study-List-Fees/Undergraduate-Study-List-Deadlines-and-Fees>

<https://caac.ucla.edu/policies/>

\* **IMPORTANT NOTE:** Fees are subject to change and are NOT covered by athletics scholarships.

## RETROACTIVE DROP POLICY DROPPING AFTER FRIDAY OF WEEK 4

It is the expectation of UCLA and the Department of Intercollegiate Athletics (DIA) that all student-athletes make every attempt to successfully complete all classes in which they are enrolled each quarter. Extensive time, energy and forethought are put into the careful program planning of our student-athletes in order to maximize their opportunity for the successful completion of their undergraduate degrees while taking into account their sport-related time commitments. It is also imperative that we remain in line with the UCLA College of Letters and Science policies regarding drop processes in order to be in compliance with University and NCAA rules.

A retroactive drop is a class that is dropped after the last day of instruction (generally Friday of Week 10). Retroactive drops are only authorized under extreme and verifiable circumstances and must be approved by the College and are not guaranteed to be approved. You cannot attempt to complete the course in any way (e.g., turning in a final paper or attempting to take the final exam, including lab finals), which must be verified by the instructor of the course. A notation will be placed on your transcript and a fee will be assessed for any drop occurring after the second week of the quarter. It is your responsibility to pay any and all fees associated with drops.

A policy and the Academic Review Committee (ARC) has been established to evaluate the merit of each retroactive drop case. This policy matches the drop policies of the College while allowing for some flexibility as circumstances warrant. The policy provides consistency among cases approved while enforcing our expectations that our student-athletes put forth their best efforts and do not “quit” on a class. Every drop will be carefully evaluated and **THERE ARE NO GUARANTEES THAT YOUR DROP WILL BE APPROVED, INCLUDING YOUR FIRST DROP.** Therefore, please make sure you discuss all of your academic options with your OAE College Academic Counselor, including the drop request process and deadlines, **BEFORE** you stop attending the course and your peer learning appointments and before you stop completing the work for the course.

\* **IMPORTANT NOTE:** Impacted courses cannot be dropped after the second Friday of each quarter without the professor’s approval. The Academic Review Committee cannot act on a retroactive drop request for an impacted course without the professor’s approval. Even with professor approval, approval is not guaranteed by the Academic Review Committee and students may be required to stay in the course. A fee will be assessed, if approved.

\* **FOR INTERNATIONAL STUDENTS ONLY:** U.S. Citizenship and Immigration Services (USCIS) regulations require all F-1 students to register and complete a full-time course load (12 units for undergraduate students and 8-12 units for graduate students) every quarter during their authorized period of study at UCLA. Please consult your DCISS counselor in addition to your OAE College Academic Counselor to discuss options.

### **OAE Retroactive Drop Request Process:**

You must first consult with your OAE College Academic Counselor to discuss whether the drop is an appropriate academic decision. If after consulting with your OAE College Academic Counselor you would like to pursue a retroactive drop, you must do the following:

1. Complete the Student-Athlete Retroactive Drop Request Form available here: <https://caac.ucla.edu/athletics-drop-form/#tab-id-1>
  - On the form, you must submit a typed, detailed, written statement outlining why you are specifically requesting to drop the course and attach any supporting documentation and instructor verification that the final exam or project was not completed.
  - Documented conversation about your request to drop must take place with your OAE Academic Counselor by – **MONDAY OF WEEK 10**
2. **IMPORTANT:** The evaluation process may take 7-10 business days and there are **NO guarantees that your request will be approved.** It is imperative that you continue to attend and stay on top of the course requirements so that if a drop is not approved, you are still able to be successful in the course. Once again drops are not guaranteed.

## ACADEMIC STATUS

**Academic Probation:** If your term GPA falls below 2.0 but remains higher than or equal to 1.5, you will be placed on academic probation. You will receive an email and/or letter from your OAE College Academic Counselor alerting you of this status. Your coaches will also be notified.

**Subject To Dismissal:** There are three ways a student can become subject to dismissal (STD):

1. When a student's term GPA falls below 1.50; or
2. If after two quarters on academic probation, the student has not achieved a cumulative GPA of 2.0; or
3. If while on probation, the student's term GPA for work undertaken the next quarter falls below a 2.0 again.

STD is more serious and you will be put on an individual contract. If you increase your grade point balance deficit at any time while you are STD or you do not clear your status by the end of your contract, you will become Dismissible. If a student-athlete renders themselves academically ineligible by University or NCAA standards, the Athletics Department reserves the right to make this information available to the media.

## GRADING SYSTEM

At UCLA, all of your assignments and final grade for each course will come in the form of a letter grade A, B, C, D, F, P, or NP, with an "A" being the highest grade possible and "F" meaning you failed the course. Some instructors also use the plus/minus system to differentiate your letter grade even more. For example, a "B" is higher than a "B-." For more information, please follow this link: <https://registrar.ucla.edu/archives/general-catalog-archive/general-catalog-2021-2030>

## OAE ACADEMIC BENCHMARKS

Student-athletes are required to meet the following OAE Academic Benchmarks by the designated deadline:

- By the end of **Year 1: Must complete Writing I requirement**
- By the end of **Year 2: Must complete Quantitative Reasoning requirement**
- By the end of **Year 3: Must complete Foreign Language requirement**

If a student-athlete has applied for summer athletics aid and has not met their applicable OAE Academic Benchmark, they may be required to enroll in that course during the summer to be eligible to receive summer athletics aid.

## SUMMER SCHOOL ATHLETICS AID PROGRAM

The purpose of the UCLA Summer School Athletics Aid Program is to provide undergraduate student-athletes receiving athletics aid an opportunity to maintain progress towards their degree. The Summer School Committee will give priority to student-athletes who are projected to graduate after Summer 25/Fall 25/Winter 26 or Spring 26, need to complete major preparation requirements by the end of Fall 25 or students who have an NCAA academic eligibility or college standing issue. Summer Athletics Aid is NOT guaranteed to be approved even if a student received athletics aid during the 2024-25 academic year.

### Guidelines

1. Student-athletes are required to meet the following Academic Benchmarks by the designated deadline:
  - By the end of Year 1: Must complete Writing I requirement
  - By the end of Year 2: Must complete Quantitative Reasoning requirement
  - By the end of Year 3: Must complete Foreign Language requirement

2. If a student-athlete has applied for summer athletics aid and has not met their applicable Academic Benchmark, they may be required to enroll in that course during the summer in order to be eligible to receive summer athletics aid.
3. Per NCAA rules, student-athletes may not receive athletics aid for classes taken at other institutions with the exception of UCLA Extension. Student managers are **NOT** eligible to receive summer athletics aid through this process.
4. • Student-athletes must meet with their OAE Academic Counselor for summer course planning, complete the Summer School Athletics Aid application on Teamworks, and have their OAE Academic Counselor sign off on the application. **INCOMPLETE AND LATE APPLICATIONS MAY NOT BE CONSIDERED.**

**NCAA ACADEMIC ELIGIBILITY RULES  
WHAT DO I NEED TO KNOW?**

**QUARTERLY RULES  
(6-UNIT, 8-UNIT & CUMULATIVE GPA)**

To be eligible for competition, a student-athlete must successfully meet the following academic eligibility rules:

- **6-Unit Rule**
  - Each quarter, a student-athlete must pass at least six (6) degree applicable units in order to compete the following quarter.
- **8-Unit Rule (UNDERGRADUATE FOOTBALL ONLY)**
  - Each **FALL QUARTER, A FOOTBALL STUDENT-ATHLETE** must pass at least eight (8) degree applicable units **AND** earn the Academic Progress Rate eligibility point or they will be ineligible to compete in the first four contests the following season. There are potential exceptions to reduce this suspension so please consult with Eligibility Staff.
- **Cumulative GPA Rule**
  - At the start of a student-athletes **Sophomore Year** (Completed 3 full-time terms) = Must have at least a 1.80 cumulative GPA each quarter to be eligible.
  - At the start of a student-athlete's **Junior Year** (Completed 6 full-time terms) = Must have at least a 1.90 cumulative GPA each quarter to be eligible.
  - At the start of a student-athlete's **Senior Year** (Completed 9 full-time terms) = Must have at least a 2.0 cumulative GPA each quarter to be eligible.

**Graduate and Extension Certificate Students**

- Each quarter, a student-athlete must pass at least six (6) degree applicable units in order to compete in the following quarter.
- Each quarter, a student-athlete must stay in good academic standing with their respective program.

**UNDERGRADUATE ACADEMIC YEAR RULE (27-UNIT RULE)**

To be eligible for competition, a student-athlete must successfully meet the following academic eligibility rule:

- During the academic year (Fall, Winter & Spring), a student-athlete must pass at least 27 units in order to compete the following Fall quarter. **A student-athlete cannot use any units passed in the summer to satisfy this rule.**
- If a student-athlete does not satisfy this rule at the end of the Spring quarter, the student will be ineligible to compete in the Fall, but can regain their eligibility for the Winter quarter by making up their deficient units.
- **For Mid-Year Enrollees** – During a mid-year enrollee's first year at UCLA, the 27-unit certification calendar may deviate from the Fall-Winter-Spring calendar.

**UNDERGRADUATE PROGRESS-TOWARD-DEGREE RULES  
(36-UNIT & 40/60/80)**

To be eligible for competition, a student-athlete must successfully meet the following academic eligibility rules:

- At the start of a student-athletes **Sophomore Year** (Completed 3 full-time terms) = Must have completed 36 degree applicable units.
- At the start of a student-athlete's **Junior Year** (Completed 6 full-time terms) = Must have completed **40%** of their degree in their designated major.
- At the start of a student-athlete's **Senior Year (4<sup>th</sup> Year)** (Completed 9 full-time terms) = Must have completed **60%** of their degree in their designated major.
- At the start of a student-athlete's **Senior Year (5<sup>th</sup> Year)** (Completed 12 full-time terms) = Must have completed **80%** of their degree in their designated major.

**DEGREE APPLICABLE UNITS**

- **During the first two years** – All units acceptable toward any of UCLA's degree programs are considered degree applicable for the purposes of satisfying the 6, 8, 27, and 36-unit rules.

- **By the beginning of a student-athlete's third year** – Units applied towards a student's designated degree are considered degree applicable for the purposes of satisfying the 6, 8 and 27-unit rules and 40/60/80 degree percentage rule. Units that exceed a student's elective count are not considered degree applicable once a student enters their third year.
- **Last three terms of enrollment** – Like the first two years, all units acceptable toward **any** of UCLA's degree programs are considered degree applicable for the purposes of satisfying the 6-unit rule as long as UCLA certifies that the student is enrolled in the courses needed to graduate. If the student does not complete all their requirements by the end of the estimated last term of enrollment, the student shall forfeit eligibility in all sports.
- **Declaring an optional minor** – Courses towards a minor may count for eligibility purposes provided the minor is officially declared on your NCAA Declaration of Major form by the beginning of the applicable term.
  - Student-athletes must receive approval from OAE Counselor and Eligibility Coordinator to pursue a minor. Any modifications, including the addition of a minor to a degree plan, must fit within their "Time-to-Degree" plan.

### **ELIGIBILITY FOR POSTSEASON COMPETITION BETWEEN TERMS**

To be eligible for postseason competition (e.g., bowl game, conference tournament or NCAA championship) that occurs between academic terms a student-athlete must pass at least six (6) degree applicable units during the preceding academic term.

### **ELIGIBILITY REGARDING BASEBALL STUDENT-ATHLETES**

A Baseball student-athlete who is academically ineligible at the beginning of Fall quarter shall be **INELIGIBLE the remainder of the academic year.**

### **DECLARING YOUR MAJOR**

Per NCAA rules, all student-athletes need to be actively pursuing a declared major or a designated degree program by the start of their 7th full-time quarter or third year of college. To certify your academic eligibility, the NCAA Declaration of Major Form must be submitted by **MARCH 1ST of your second year or the middle of your 5th full-time quarter.** The form will be assigned via Teamworks.

In addition to completing this form, you must also officially **declare your major with the appropriate departmental office.** Your official declaration with the department may either be full admission into the major or acceptance into the "pre-major" program (i.e., Pre- Sociology, Pre-Political Science).

If you choose to change your major in the future, please consult with your OAE Academic Counselor and Eligibility Coordinator before changing your major as the change may impact your eligibility status. If the major change is approved, you are required to fill out a new Declaration of Major Form and officially declare your new major with the appropriate departmental office.

**Failure to follow the declaration of major processes and procedures outlined above may render you academically ineligible to compete in your sport, so please make sure to follow the instructions and meet all appropriate departmental deadlines.**

### **TIME TO DEGREE PETITIONS**

Additional quarters of enrollment that may extend time to degree will require review by the College and the Department of Intercollegiate Athletics. Approval of an extension of time to degree is not guaranteed and Athletics financial aid support, if applicable, may not be approved.

Time to Degree Guidelines: Per the University, students who matriculated to UCLA as a first-year undergraduate student are allowed twelve (12) quarters of enrollment.

#### Transfers:

- Student-athletes who matriculated to UCLA as a one-year transfer are allowed nine (9) quarters of enrollment.

- Students-athletes who matriculated to UCLA as a two-year transfer are allowed six (6) quarters of enrollment
- Note: Student-athletes should consult with their team assigned College Academic Counselor if they have questions about their transfer status and quarters remaining to meet the University time to degree benchmarks.

### **Petition Process**

Steps:

1. Student-athletes will be required to confirm their remaining seasons of eligibility and confirm with their coaches that they have an active roster status through their requested extension term.
2. Student-athletes must meet with their College Academic Counselor in Athletics to complete a degree plan and review relevant University policy and procedure. This may require that the student-athlete consult with the relevant academic departments for advising pertaining to major, minor and/or elective courses.
3. Students will then submit the information above via the Time to Degree Petition found here: <https://sa.ucla.edu/Forms/p/Qwqcb>.

### **Evaluation**

For student-athletes who are receiving athletics aid, the Scholarship Review Committee will review the degree plan and student statement to determine if athletics aid will be provided for the time to degree extension request. As needed, the College Academic Counselor, head coach, sport administrator and Compliance Office will be consulted to reach a final decision. Factors that may be considered in the evaluation process include the number of electives remaining in the student-athlete's degree program, College academic standing, NCAA continuing academic eligibility status, number of retroactive drops, number of seasons of competition remaining, class attendance and level of academic engagement, and personal and team conduct.

### **GRADE QUALIFIERS**

In order to satisfy certain university, general education and major requirements, a student-athlete may be required to pass a class with a specific grade that is higher than an F. For example, to satisfy the Writing I requirement (i.e., English Comp 3), the student must pass the class with a C or higher. If the class requirement has a "**grade qualifier**" associated with it, the student may be required to meet this grade qualifier in order to use this class to satisfy their NCAA academic eligibility requirements. It is the responsibility of the student-athlete to check the UCLA General Catalog every quarter to see if the courses they are enrolled in have grade qualifiers associated with them.

Examples of classes used to satisfy various requirements (University Requirements, Quantitative Reasoning, Diversity, Major-Prep, Major Courses) with a grade qualifier of a C or higher include, but are not limited to:

- Econ 1, 2, 11, 41
- ELWR (English Comp 1 and 2 or 2i), Writing I (English Comp 3) & Writing II (Courses that end with a W)
- English 10A, 10B, 10C
- Math 31A, Math 31B
- Stats 10
- Psychology 10, 100A, 100B
- Sociology 1, 20, 101, 102

### **INCOMPLETE COURSES**

Student-athletes are encouraged to speak with their OAE College Academic Counselor and Eligibility Coordinator before taking an Incomplete. If you have been doing work of passing quality but are unable to complete a small portion of the course requirements (i.e. a lab assignment or term paper) because of an illness or other serious problem, then a student may request an "incomplete" in the course. Please note that instructors are not required to grant Incompletes.

Once an Incomplete (I) grade is assigned, it remains on the transcript along with the passing grade a student may later receive for the course. An instructor may assign the (I) grade when work is of passing quality but is incomplete for a good cause (such as illness or other serious problem). If the work is not completed by the end of the next full term in residence, the I grade lapses to an F, NP, or U as appropriate. The College or school may extend the

completion deadline in unusual cases (not applicable to graduate students). UCLA posts removals of incompletes by the end of the next enrolled/completed term. An incomplete grade (in the term the course was first attempted) **CANNOT** be used to satisfy the 6-unit requirement.

\* **IMPORTANT NOTE:** Asking for an extension on a final exam/paper/project may result in an incomplete in the course.

### **PASS/NO PASS COURSES**

Student-athletes who take courses for Pass/No Pass credit will only receive credit towards eligibility if a “C” or better is earned assuming P/NP grading can be used to satisfy the requirement. The deadline to change to P/NP is Friday of Week 6 during the academic year (Fall, Winter, Spring). Student-athletes are encouraged to speak with their OAE College Academic Counselor and Eligibility Coordinator before switching to P/NP.

### **REPEATED COURSES**

Student-athletes may have the opportunity to repeat a course previously taken at UCLA, but must always consult with their OAE College Academic Counselor and Eligibility Coordinator before doing so to ensure that both UCLA and NCAA rules are adhered to. You may only repeat courses in which you received a C- or below or an NP grade. Upon completion of a repeated course, your first grade will be removed from your GPA. The second grade will automatically be re-calculated into your GPA, regardless of whether it is better or worse. Both grades will still appear on your official transcript.

If you do repeat a course, remember that a course can only count for NCAA academic eligibility purposes one time. Usually once units have been earned (D- or higher), a repeated course cannot be used a second time for eligibility purposes. In some cases (most notably English Comp 1, 2 and 3 and prerequisites for some majors), a course may have to be repeated and a grade qualifier met before units can be applied towards eligibility. In the instances when a grade qualifier is required, a C-, D+, D or D- grade **WILL NOT** or **MAY NOT** count toward the 6, 8, 27 or 36-unit rules, but a successful grade on the subsequent attempt **WILL** count toward all of the eligibility rules.

### **GRADE CHANGES FOR STUDENT-ATHLETES DIA POLICY**

As outlined in the UCLA Academic Senate Manual, “The instructor in charge of a course shall be responsible for determining the grade of each student in the course. The standards for evaluating student performance shall be based upon the course description as approved by the appropriate course committee” [A-306(A)]. “The final grade in a course shall be based upon the instructor’s evaluation of the student’s achievement in the course” [A-306(B)].

As stated in **A-313 in the UCLA Academic Senate Manual**, all grades, except Deferred Report (DR), Incomplete (I) and In Progress (IP), are final when filed by an instructor in the end-of-the-year term course report. However, the Registrar is authorized to change a final grade:

- a. Upon written request of an instructor, provided that a clerical or procedural error is the reason for the change,  
OR
- b. Upon written request of the Chair of the Division in cases where it has been determined by the Committee on Privilege and Tenure that an instructor has assigned a grade on any basis other than academic grounds.

No change of grade may be made on the basis of reexamination or, with the exception of the I and IP grades, the completion of additional work.

In addition to the rules and regulations that govern the University, the Department of Intercollegiate Athletics (DIA) and its coaches, staff and student-athletes are bound by NCAA legislation. Specifically, NCAA Bylaw 16.02.3 Extra Benefit states:

An extra benefit is any special arrangement by an institutional employee or representative of the institution’s athletics interests to provide a student-athlete or the student-athlete family member or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their family members or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution’s students or their

family members or friends or to a particular segment of the student-body (e.g., international students, minority students) determined on a basis unrelated to athletics ability.

While the UCLA Academic Senate oversees the grading policies and procedures for the University, the Faculty Athletics Representative (FAR) is responsible for ensuring that an extra benefit is not provided to a student-athlete when there is a correction of a final grade. Therefore, all grade changes will be reviewed prior to the units and grade points assigned to the course being factored into the student-athlete's continuing academic eligibility status as well as Office of Academic Excellence and DIA GPA Awards, including but not limited to, Athletics Director's Honor Roll, Don Shepherd Team GPA Awards, Scholar-Athlete Recognition, etc. Only after the FAR has determined that an extra benefit was not provided can the units and grade points be factored into the student-athlete's eligibility status. If it is determined that a violation did occur in regards to the grade change, the violation will be reported to the NCAA through the standard reporting process. If appropriate, the institution will also declare the involved student-athlete ineligible for athletics competition until the time when the student-athlete is reinstated by the NCAA.

#### **CHANGING YOUR DEGREE CANDIDACY TERM:** <http://my.ucla.edu>

To review your degree candidacy term, first check your Degree Audit Report System (DARS). This is located just above your major information. If your degree candidacy term is inaccurate, you may correct it via petition with your College Academic Counselor. Alternatively, candidacy can be declared on MyUCLA or by filing a Declaration of Candidacy form. Current- and past-term candidates over the 160/172 unit limit must use the form if they are not able to update the degree-expected term through MyUCLA. Once over the unit limit, a fee is assessed each time the degree-expected term is changed.

#### **GRADUATION CHECKLIST**

- DECLARE/CONFIRM DEGREE CANDIDACY TERM** In order to graduate, you must declare your degree candidacy term on MyUCLA. This information is located on the top left of your Degree Audit. If you do not have a degree expected term listed, or it is inaccurate, you may add or correct it through MyUCLA (Academics>Academic Profile>Declare Candidacy Term). Additional information about how to declare/confirm your degree candidacy term can be found [on the Registrar's website](#).
- CONFIRM SPELLING OF NAME FOR YOUR DIPLOMA AND PROGRAM:** Confirm the spelling of your name beginning week 4 of your degree expected term on MyUCLA > Academics > **Diploma Request**. This feature allows you to edit your name and to add special accents and punctuation. If you have a preferred name for the College Commencement Program only, send a message using the MyUCLA Message Center (use topic "Commencement – Name Verification").
- PRIVACY RESTRICTIONS:** Check your privacy status. Go to MyUCLA > Setting > Privacy Options. If you selected **DO NOT RELEASE** for the All Public Information Privacy Option, your name will not appear in the program and may restrict UCLA from providing degree confirmation to future employers. **In order for your name to appear in the Commencement Program, you must select RELEASE the All Public Information Privacy Option.** Please refer to the College Commencement deadline for additional information, including any respective deadlines that this must be completed. If you have a **FERPA restriction** and would like your information to appear in the Commencement Program, please see the Registrar's Office.
- CONSULT WITH YOUR OAE COLLEGE ACADEMIC COUNSELOR:** Visit your OAE College Academic Counselor and review any outstanding College requirements. If you intend to complete any coursework outside of UCLA in order to complete your degree, you must consult with your OAE College Academic Counselor to discuss your proposed coursework.
- CONSULT WITH YOUR DEPARTMENTAL COUNSELOR:** Visit your departmental counselor and review your major requirements. Be sure to confirm that any "in progress coursework" will satisfy your remaining major requirements.
- SERVICES:** Full access to most campus services end upon graduation. Utilize these now to maximize benefits: Career Center and Handshake (<https://career.ucla.edu>) and UCLA Financial Wellness Program (<https://financialwellness.ucla.edu>).
- COLLEGE SPECIAL INCLUSION PETITION (SIP):** If you are not gradating in fall, winter, spring or summer of the current academic year, you must file a Special Inclusion Petition. Please view the link for further information: <https://caac.ucla.edu/academic-planning/graduation-commencement/#tab-id-6>.

- ❑ **STUDENT-ATHLETE GRADUATION CELEBRATION:** Each Spring quarter, OAE hosts the Student-Athlete Graduation Celebration to honor all Fall, Winter, Spring and Summer graduates of that year. To participate, students must be on an active roster at the time of the celebration (any exceptions must be approved by the team Sport AD).
- ❑ **CAP & GOWN, GRAD PHOTOS, INVITATIONS:** Graduates can place orders at Graduation Etc. online <https://www.uclastore.com/students/students-graduation-resources>
- ❑ **QUESTIONS – COMMENCEMENT INFORMATION:** For more information regarding the graduation process and a schedule of Commencement weekend events, including department and special celebrations, visit [www.commencement.ucla.edu](http://www.commencement.ucla.edu)

### **BRUIN VARSITY CLUB DEGREE COMPLETION PROGRAM**

The Bruin Varsity Club Degree Completion Program is designed to facilitate and support the return of former UCLA student-athletes dedicated to completing their UCLA degree. In returning to UCLA, former UCLA student-athletes may be eligible to receive services that may aid in the completion of their degree including priority registration of classes, academic counseling, peer learning, student-athlete development and computer lab and printing services.

Former student-athletes must submit an application to confirm interest in joining the program, which will then be reviewed by the Associate Athletics Director, Office of Academic Excellence and the designated Sports Administrator(s) prior to acceptance into the program. Information and applications can be requested from the Associate Athletics Director, Academic Excellence.

If accepted into the program, the program participant will complete a term-based contract, outlining-- program requirements, athletics aid, if applicable, and consequences for not meeting program requirements.

### **DEGREE COMPLETION BENEFIT**

NCAA and Big Ten rules state if a student-athlete withdraws from the institution prior to receiving athletically related financial aid for a period of four years, he or she can return to the institution after exhausting athletics eligibility, and, during a period that the institution has established for the purposes of this benefit, receive, at a minimum, a proportional amount of educational expenses (i.e. tuition, fees, books) for the period remaining under the agreement.

#### **The student-athlete must meet the following criteria:**

1. Left the institution in good standing without violating any terms of the original agreements;
2. Completed at least 50% of his or her degree program at the time of departure and at least one full academic year at the institution; and
3. Meets all institutional requirements for readmission (i.e. previous academic achievements, length of absence, etc.)
4. NCAA: For Basketball, institutions must provide a minimum of tuition and books to students that go pro after 2 years (6 academic quarters) and then want to return within 10 years since the student departed

Student-athletes who return to the institution as part-time students after they have exhausted eligibility shall receive, at minimum, educational expenses (i.e. tuition, fees, books). In addition, student-athletes in equivalency sports who received partial scholarships shall receive, at minimum, educational expenses proportional to the aid they received while originally enrolled.

## **STUDENT-ATHLETE CHECKLIST**

Student-athletes must complete the following checklist, in addition to completing the Bruin Varsity Club Degree Completion Program application:

\_\_\_\_\_ Contact the Associate Athletics Director, Academic Excellence, to review Bruin Degree Completion Program and relevant NCAA and Big Ten Degree Completion Benefit, UCLA and DIA policies. In meeting, review student-athlete responsibilities, which follow:

\_\_\_\_\_ Submit FAFSA Application to access need-based funding. Visit [fafsa.ed.gov](http://fafsa.ed.gov) for more information.

\_\_\_\_\_ Submit Summer Aid application (summer sessions only). Visit [fao.ucla.edu](http://fao.ucla.edu) to assess financial aid assistance available during summer.

\_\_\_\_\_ Meet with a College Academic Counselor in Athletics to review student-athlete responsibilities, which follow:

\_\_\_\_\_ Review current UCLA College Academic standing.

\_\_\_\_\_ Complete Readmissions Application and Statement of Legal Residence, if applicable.

Applicants must apply for readmission if applicant has not enrolled at UCLA for a period of two quarters or more. The readmission fee is \$70 and is the responsibility of the applicant.

\_\_\_\_\_ Submit Official Transcripts, if applicable.

Applicant must submit transcripts for any coursework completed since applicant's absence at UCLA must be submitted along with Readmission Application.

\_\_\_\_\_ Complete degree plan, accompanied by a copy of Degree Program Report or Degree Audit Report.

\_\_\_\_\_ Develop program plan to select courses for the quarter you wish to return to school.

Upon completion of this checklist, applicants must return their application to the Associate Athletics Director, Academic Excellence.

## **ACADEMIC SUPPORT**

The goal of the Office of Academic Excellence (OAE) is to guide student-athletes in their transition to college and support them as they gain skills to become self-sufficient learners. Through OAE, students will have access to Learning Specialists, Academic Mentoring, Peer Learning Facilitation and their College Academic Counselors. OAE staff assess each incoming student-athlete to develop a tailored academic support plan. All new students will have some required support as they adjust to the UCLA academic environment. Continuing students will be reviewed each year to determine if any adjustments to the academic support plan will be made.

### **LEARNING SPECIALISTS**

Learning Specialists support students in creating and monitoring their own learning objectives while building academic skills. Student-athletes learn how to develop and execute learning plans and build academic skills in time management, problem-solving, note-taking, close reading, critical thinking, writing process development, and information literacy. To maximize students' educational experience, there is a network of support to increase awareness and agency. Learning Specialists participate in the initial assessment of student-athletes to provide a tailored approach to their academic support plans.

Throughout their academic journey, student-athletes may need to access different campus resources to support their health, wellness and personal well-being. Learning Specialists will support students as they explore resources such as the Center for Accessible Education and Counseling and Psychological Services. Learning Specialists are not confidential resources; they are mandated reporters. See Title IX for more information and for confidential campus resources.

The Center for Accessible Education (CAE) serves as a central resource on disability-related information, procedures, and services for the UCLA community. The Center for Accessible Education provides expertise in determining and implementing appropriate and reasonable academic and housing accommodations for UCLA students with documented temporary or permanent disabilities. Students may request academic accommodation if they would like to receive support for their documented learning disability, ADHD, or other qualifying disability. Students may submit their documentation such as a psychological-educational assessment report, verification of disability form, Individualized Education Plan (IEP), and/or 504 Plan to the CAE for review for potential accommodations. CAE documentation guidelines are available online at <https://cae.ucla.edu/students/documentation-guidelines>.

Students who have a temporary disability such as a concussion, mobility injuries or other matters should consult with Sports Medicine for documentation and/or their Learning Specialist for guidance in submitting their documentation to CAE for review.

Counseling & Psychological Services (CAPS) is committed to supporting student's health and well-being with the following services:

- Campus mental health and wellness promotion
- Individual counseling and psychotherapy
- Psychiatric evaluation and treatment
- Group therapy
- Crisis counseling available by phone 24 hours a day/7 days a week

Resilience in Your Student Experience (RISE) is an affiliate program and physical extension of CAPS. The RISE Center is a holistic wellness hub program that fosters resilience, connection and well-being. The wellness oasis offers free and inclusive, accessible services such as meditation, yoga, peer coaching, and other mind-body modalities.

### **ACADEMIC MENTORS**

Academic Mentors are an extension of Learning Specialists, Associate Directors of Academic Success and College Academic Counselors (CAC). They are trained to refer student-athletes to campus resources and to seek guidance from professors and teaching assistants to create a holistic learning environment focused on self-reflection, accountability and self-efficacy. Mentors will assist student-athletes with their learning process and help them develop an awareness of how to set realistic academic goals, enhance their academic skills, explore learning strategies, manage their time, and explore and utilize campus resources.

## PEER LEARNING

The Office of Academic Excellence peer learning (tutoring) main office is located in Covell Commons. Peer Learning staff can be reached at (310) 206-7526 or [plfrequests@athletics.ucla.edu](mailto:plfrequests@athletics.ucla.edu).

All OAE peer learning sessions will be conducted in the Wasserman Football Center, Covell Commons, or via Zoom. Students can access their virtual peer learning appointments by accessing their Teamworks calendar, selecting the peer learning appointment for that day, and clicking on the Zoom link in the appointment notes.

**\*OAE Peer Learning will be closed during all university-recognized holidays.**

*Peer Learning Facilitators* (PLFs) provide subject area tutoring in a collaborative learning environment in which student-athletes and facilitators work together to maximize content understanding. PLFs establish specific goals for each session, prepare activities which assist student-athletes in attaining these goals, and actively guide the session to create a positive learning experience for each student-athlete. PLFs reinforce student-athletes' understanding of course concepts through discussion and practice, while sharing helpful learning and study strategies. PLFs clarify difficult topics and expand on key ideas by providing student-athletes with materials which foster interest in the subject, provide additional practice for important concepts and processes, and promote learning independence. The focus of support is lower-division, General Education courses, selected introductory math/science courses, academic writing and occasional upper-division courses.

### REGISTRATION & REQUEST PROCESS

The goal of peer learning is to guide you in your learning process, so that you may gain the skills necessary to become a self-sufficient, independent learner. Students will be assigned a peer learning registration time each quarter and may sign up for peer learning sessions during their designated pass using Teamworks. However, access to peer learning is **a privilege and not a right**, so we cannot guarantee that all your requests for peer learning will be fulfilled. We strongly encourage you to immediately take advantage of Professor and TA office hours, attend each class, discussion and lab, and to form study groups with classmates to support you in your learning process.

#### Drop Request Policy:

If a student-athlete wishes to drop their weekly peer learning session, they must **REQUEST** to do so by the **3rd Friday of each quarter**. Requests must be submitted via email to [plfrequests@athletics.ucla.edu](mailto:plfrequests@athletics.ucla.edu). Requests must include class, day and time of the peer learning session, and reason for requesting to drop. All requests will be reviewed and a decision will be based on a discussion with the OAE staff, coaches and the OAE Peer Learning staff. Not all requests will be approved, so student-athletes must make sure to fully articulate their reason for requesting to drop their peer learning session.

**Questions Regarding Peer Learning?** If you have any questions regarding adding/dropping a group or individual session, being added to an existing session, changing the time of a session or checking on the status of a requested session, please submit an inquiry to [plfrequests@athletics.ucla.edu](mailto:plfrequests@athletics.ucla.edu).

### DEADLINES FOR OFFICE OF ACADEMIC EXCELLENCE PEER LEARNING

- **Registration for Peer Learning Sessions: Week 1 (each quarter)**
- **Peer Learning Sessions Begin: Week 2 (each quarter)**
- **Last Day to Make a Peer Learning Request: Friday of Week 3 (each quarter) (e.g., facilitator search, individual sessions, time changes, drop, etc.)**
- **Peer Learning Sessions End: Week 10 (each quarter)**

**IMPORTANT NOTE: On a case-by-case basis, some requests or accommodations may be approved after the above deadlines.**

### ACADEMIC ACCOUNTABILITY PROGRAM

To ensure that our student-athletes are in an environment that encourages academic achievement, it is imperative that we maintain an academic culture that holds each individual student-athlete accountable for their academic

responsibilities. This is done through an Academic Accountability Program that monitors the academic behaviors of our student-athletes.

Access to academic support services is a **privilege** and not a right. **In order to utilize academic support services, student-athletes are expected to:**

- Attend class, discussions, seminars and labs regularly. **Do not** use academic support services as a substitute for regular attendance.
- Commit to **100% attendance, punctuality and engagement** at all peer learning and academic mentoring appointments, academic counseling, academic coordinator, learning specialist, and eligibility coordinator meetings, and production sessions.
- Utilize and check Teamworks daily. Add appointment reminders and respond to Teamworks messages and emails.
- Communicate their learning needs and goals to the appropriate OAE staff member. Staff will not do the work for student-athletes by generating ideas, providing answers, editing papers and/or completing academic work; therefore, student-athletes must show due diligence by taking responsibility for their entire academic experience.
- Arrive at appointments prepared, with all relevant materials for the class and with questions. Academic support appointments are most effective when student-athletes actively contribute.
- Contribute to a productive learning environment based on mutual respect and demonstrate professionalism in their interactions with staff and fellow student-athletes. Refrain from side conversations or distracting other student-athletes in and outside of appointments.
- Adhere to conduct guidelines including, but not limited to, refraining from eating meals in appointments, playing music, and blocking or obstructing pathways.
- Turn off and put away cell phones for the entirety of the appointment.
- Use computers and other technology in consultation with the facilitator and only as a learning tool related to the appointment task.

Any student-athlete who fails to attend their academic support appointments will be held accountable for unexcused absences. A student-athlete may accumulate an unexcused absence for tardiness or failing to come fully prepared (e.g., books, class notes, course materials, paper drafts) to their academic support appointments. The following is a list of excused and unexcused absences (non-exhaustive):

EXCUSED	UNEXCUSED
<ul style="list-style-type: none"> <li>• University-sponsored athletics competition and/or travel</li> <li>• University holidays and religious holidays</li> <li>• University academic commitments</li> </ul>	<ul style="list-style-type: none"> <li>• Tardiness</li> <li>• Lack of preparation</li> <li>• Student-athlete claims no upcoming assignments, examinations or projects (e.g., the appointment after a midterm)</li> <li>• Social engagements</li> <li>• Student-led study sessions</li> </ul>

### **STUDENT-ATHLETE COMMUNICATION**

Student-athletes are required to notify the OAE staff if they miss an academic support appointment for any reason. Student-athletes must email the appropriate staff member in advance or immediately after their missed appointment. For peer learning, student-athletes must email [plfrequests@athletics.ucla.edu](mailto:plfrequests@athletics.ucla.edu). All emails must include the student-athlete name, the day and time of the appointment, the class (if applicable) and the reason for missing the appointment. Students must provide supporting documentation (e.g. doctor's note, travel letter, etc.) via email or in person. Sending an email and providing supporting documentation to the OAE staff does not guarantee that the absence will be excused. Further, student-athletes who repeatedly fail to communicate, even for reasons that are excused, will be held accountable for those absences.

When a student-athlete has an unexcused absence, this will be reported to the OAE staff. After a student-athlete accumulates multiple unexcused absences, the following will occur:

- **Level I: Warning Email (Two (2) Unexcused Absences):**  
When a student-athlete accumulates two (2) unexcused absences, the student-athlete will receive an email from the OAE Staff Associate regarding their absences. Coaching staff and the Sport AD will be included in the email.
- **Level II: Accountability Meeting (Four (4) Unexcused Absences):**  
When a student-athlete accumulates four (4) unexcused absences, the student-athlete will be required to meet with the Associate Athletics Director, Academic Excellence, Office of Academic Excellence or the designated OAE staff member. The designated staff member will determine the outcome, which may include, but is not limited to, absences being excused, student-athlete placed on zero-tolerance, student-athlete removed from current services or student-athlete is permanently suspended from all academic support services. Coaching staff and Sport AD will also be notified.
- **Level III: Accumulates an Unexcused Absence After Being Placed on Zero-Tolerance**  
Barring extenuating circumstances, OAE may immediately and indefinitely suspend any student-athlete who accumulates an unexcused absence after being placed on zero-tolerance.

### **Student-Athlete Code of Conduct Reminder**

As stated in the UCLA True Bruin Statement and the UCLA Student-Athlete Code of Conduct, student-athletes are expected to conduct themselves, both on and off-campus, in a manner that brings credit to the University and their teams. Therefore, acts and behavior that will not be tolerated in academic support appointments include, but not limited to, using offensive or explicit language or comments, intimidating, humiliating or demeaning persons or groups, undermining safety and security, disrespecting, obstructing or disrupting academic support appointments, and engaging in academic misconduct or encouraging others to do so.

As such, any act or behavior that does not meet the expectations of the UCLA Student-Athlete Code of Conduct may result in immediate suspension from all academic support services as well as other consequences deemed appropriate by the University and Department of Intercollegiate Athletics.

### **ACADEMIC INTEGRITY DURING ACADEMIC SUPPORT SESSIONS**

**In accordance with UCLA rules and regulations as well as NCAA limits set forth in Bylaw 10.1 on unethical conduct, all approved academic support facilitators are prohibited from:**

- Doing the work for student-athletes by generating ideas and/or providing answers
- Editing papers or solving specific homework problems
- Providing writing composition support without proper training
- Typing papers for student-athletes
- Creating and providing student-athletes with summaries of course readings, class notes, extensive outlines and additional course materials not otherwise distributed by the professor or TA
- Providing student-athletes with old exams
- Assisting student-athletes with take-home exams
- Discussing any course assignments by way of email or phone
- Working with student-athletes outside of the facilitator's scheduled work hours
- Acting as a substitute for student-athletes' regular class attendance
- Assisting student-athletes with obtaining grade changes for coursework
- Assisting student-athletes with obtaining fraudulent academic credit
- Assisting student-athletes with disabilities in a manner not consistent with the accommodations or instructional plan set forth by the Center for Accessible Education

During academic support sessions, laptops and tablets may be beneficial to learning and are allowed, with permission from the OAE staff. Permissible activities include:

- Checking syllabus, course calendar, or assignments
- Reviewing submissions, grades, and/or comments on assignments
- Referring to course notes; taking notes

- Reviewing and revising work on approved assignments
- Looking up definitions or background information
- Developing presentations
- Implementing academic apps or learning tools
- Other activities, to be determined with consent from staff member

### **TECHNOLOGY GUIDELINES - IN PERSON ACADEMIC SUPPORT**

Student-athletes must consult with the assigned staff member on a case-by-case basis to determine what is appropriate for each session.

Cell phone use is **prohibited** in all academic support sessions. This includes texting, FaceTime, personal phone calls, social media use, and/or recording of any kind.

A violation of the “no cell phone” policy or the “appropriate technology use” guidelines will result in immediate dismissal from the academic support session. Student-athletes must gather their belongings and exit quietly. The incident will be documented and reported to the student-athlete’s coaching staff. Student-athletes may resume attendance at the following session. However, a second violation of the policy will result in permanent removal from the support session. Further disciplinary consequences may be implemented.

### **TECHNOLOGY GUIDELINES VIRTUAL ACADEMIC SUPPORT**

Academic support sessions may be conducted in person or via Zoom. For remote learning, we encourage students to login using laptops and tablets to maximize Zoom functions. We acknowledge that some students may not have access to a laptop or tablet; using a mobile device for academic support sessions is acceptable.

Non-academic cell phone use is prohibited in all academic support sessions. This includes texting, FaceTime, personal phone calls, social media use, and/or recording of any kind.

Permissible activities include:

- Checking syllabus, course calendar, or assignments
- Reviewing submissions, grades, and/or comments on assignments
- Referring to course notes; taking notes
- Reviewing and revising work on approved assignments
- Looking up definitions or background information
- Developing presentations
- Implementing academic apps or learning tools
- Other activities, to be determined with consent from staff member

Below are additional guidelines for all OAE academic support sessions:

- All UCLA Academic Integrity policies outlined in the Dean of Students Code of Conduct, UCLA DIA, and NCAA policies are still in effect during virtual appointments.
- Students are expected to adhere to the specific policies set by their professors.
- Only the student-athlete and OAE/PL staff member can participate in a Zoom meeting.
- Screen sharing is allowed for the purposes of clarifying assignment prompts (as permitted by the professor), showing grades, presenting resources, and showing progress/submission receipts.
- Student-athletes are not permitted to record sessions or take screenshots during sessions.
- Appropriate attire is required.
- Appropriate language is required.

Student-athletes must consult with the assigned staff member on a case-by-case basis to determine what is appropriate for each session. A violation of the “appropriate technology use” guidelines will result in immediate dismissal from the academic support session. The incident will be documented and will be referred to supervisors and to coaches as needed. Student-athletes may resume attendance at the following session. However, a second

violation of the policy will result in permanent removal from the support session. Further disciplinary consequences may be implemented.

#### Best Practices for Virtual Academic Support Sessions

- Seek a quiet space with minimal background noise, or distractions.
- Choose appropriate virtual backgrounds.
- Test screen image for appropriate lighting.
- Your device should be stationary during academic support sessions. It is best to use a laptop, desktop computer, or tablet to maximize Zoom features.
- Arrive early to allow time to troubleshoot and resolve any technical issues.
- If you are experiencing audio feedback, feel free to use headphones.
- In group academic support sessions (i.e. PLF), make sure your audio is muted when you are not speaking.
- Communicate with OAE and Peer Learning staff of any technical issues impacting academic support sessions at [plfrequests@athletics.ucla.edu](mailto:plfrequests@athletics.ucla.edu)

**If you do not have access to a laptop, tablet, or other technology needed for academic work, please contact your team-assigned Learning Specialist to discuss options and resources.**

#### **USERNAMES & PASSWORDS**

Do not share your password with anyone for any reason. Passwords should not be shared with anyone, including students, faculty or staff. Your password protects your online identity from unauthorized access, maintaining the privacy of your e-mail messages and preventing other users from posing as you while performing malicious, illegal or prohibited activities. To maintain the security of your UCLA Logon ID and other accounts, you may want to change your password occasionally. Change your password immediately if you suspect that another person may have access to your account.

# **TRAVEL LETTERS, TEXTBOOKS, BRUINBILL & AWARDS**

**Note: All exam proctoring questions and communication should be directed to [proctoring@athletics.ucla.edu](mailto:proctoring@athletics.ucla.edu)**

Each term, a travel letter will be generated for each team listing all NCAA, UCLA, and Big Ten sponsored athletics events. Electronic copies of the travel letters are located on Teamworks (in the “files” tab). Student-athletes are responsible for initiating a discussion with their professors and teaching assistants **no later than Friday of Week 1**; whether in conversation (e.g. office hours) or via email, the student should introduce themselves, discuss their interest in the course, present their travel letter and identify potential conflicts with examinations and/or assignments. Failing to do so can result in unexcused absences, loss of attendance and participation points, lowering of final grade or in extreme cases, a student-athlete not being able to travel and compete. If professors are unable to provide accommodations, please immediately notify your College Academic Counselor for possible class changes. Student-athletes are also responsible for checking their class syllabi and class description on the schedule of classes to see if they have any exam conflicts with team travel and competition. Student-athletes must meet with their professors via office hours **no later than Friday of Week 2** to receive approval for alternate testing dates/times, which may include before or after the competition or while on the road.

**Student-athletes should be aware that professors are not required to make accommodations due to team travel.** The decision regarding accommodations will be at the sole discretion of the professor, and not the student-athlete or coach. If there are exam conflicts, student-athletes must fill out an “**Exam Information Sheet**”, which is also located on Teamworks. This form must be emailed to [proctoring@athletics.ucla.edu](mailto:proctoring@athletics.ucla.edu) immediately after the student-athlete has spoken with the professor. Failure to make prior arrangements and submitting the Exam Information Sheet will prohibit a student-athlete from having an alternate testing date/time approved.

**At no point should a student-athlete request their professor to contact their coach, staff and/or team personnel member. Additionally, at no point should a student-athlete request their coach, staff and/or team personnel member to contact their professor.**

If the professor requires the exam to be proctored while the student-athlete is traveling, only a full-time member from the following approved groups can administer the exam. Approved exam proctors will be selected by the Director, Student-Athlete Counseling, and the Associate Athletics Director, Academic Excellence, e. The exam will be proctored as determined by the instructor.

## **Approved Exam Proctors**

- Office of Academic Excellence (OAE) Full-Time Staff
- Compliance Staff
- Sport Administrator
- Academic Support Staff at Host Institution

In all exam proctoring situations, student-athletes are responsible for having all required materials to take the exam, such as pen, pencil, WiFi access, blue book, scantron and calculator, if applicable. If a student-athlete registered with the Center for Accessible Education (CAE) has been approved for testing accommodations and would like to use these accommodations for an exam proctored on the road, the student-athlete must work with their OAE Learning Specialist and CAE to coordinate these accommodations prior to campus departure and let the Exam Proctoring Coordinator know when turning in the exam information sheet.

If in rare cases none of the above groups are available to administer the exam, the Faculty Athletics Representative, Dr. Michael Teitell, will contact the professor to determine if another staff member traveling with the team is permitted to administer the exams. Student-athletes are responsible for completing the tasks outlined for “Pre-Travel”, “During Travel” and “Post-Travel” (see checklist).

## COMPETITION TRAVEL CHECKLIST

<b>Pre-Travel</b>	<ul style="list-style-type: none"> <li>• Discuss travel letters with professors and TAs during the first week of class</li> <li>• One week prior to departure, remind professors/TAs, PLFs, and mentors of travel plans</li> <li>• Attend office hours to go over what you will be missing and/or to turn in work ahead of time</li> <li>• Develop an academic travel plan on what you need to accomplish while on the road</li> <li>• With professor approval, ask a classmate to take notes for you and to hand in paper copies of assignments for you when appropriate</li> <li>• Make sure you have all learning materials (blue books, scantrons, calculator, and pencils if exams are being proctored)</li> <li>• Have contact information of all parties to facilitate communication in case there is a question or problem</li> <li>• Adhere to all University guidelines for student conduct and academic integrity</li> </ul>
<b>During Travel</b>	<ul style="list-style-type: none"> <li>• Try to study on the bus/plane or airport if you are able to</li> <li>• Implement your academic travel plan</li> <li>• Locate conference room where study hall or exam proctoring will take place if assigned</li> <li>• Communicate with your academic staff on what you need to get done academically</li> <li>• If studying independently, find a quiet, distraction-free environment</li> <li>• If you do not have or are finished with your academic responsibilities, do not disturb those who are still working</li> <li>• Notify professors/TAs/Exam Proctoring Coordinator of any academic issues that come up</li> <li>• Be prepared to take exams/turn in papers or homework at the scheduled time the professor has indicated</li> <li>• Adhere to all University guidelines for student conduct and academic integrity</li> <li>• Remember to take time zones into consideration</li> </ul>
<b>Post-Travel</b>	<ul style="list-style-type: none"> <li>• Attend office hours to follow up with professors/TAs to go over any missed work</li> <li>• Discuss any academic issues you encountered on the road with Exam Proctoring Coordinator</li> <li>• Attend rescheduled Peer Learning sessions</li> <li>• Start preparing for next travel dates if any</li> <li>• Adhere to all University guidelines for student conduct and academic integrity</li> </ul>

### TEXTBOOK & READER POLICY FOR STUDENT-ATHLETES ON BOOKS SCHOLARSHIP

Paulina Salas, Student-Athlete Services Coordinator  
[psalas@athletics.ucla.edu](mailto:psalas@athletics.ucla.edu); (310) 794-5230

Student-athletes on a books scholarship are permitted to receive **REQUIRED TEXTBOOKS, READERS, iCLICKERS AND MODEL KITS** at the ASUCLA bookstore, but they **MUST RETURN ALL MATERIALS RECEIVED FROM THE BOOKSTORE** to the Athletics Department's Mailroom (Morgan Center; 1<sup>st</sup> Floor) by **Friday of Finals Week**.

1. To pick-up textbooks, you must go the Textbook BuyBack at the ASUCLA bookstore and present your Bruin Card. The bookstore will provide pre-bagged textbooks only to student-athletes that have been approved through their books scholarship based on the list provided by Athletics.
2. Prior to leaving Textbook Buyback, make sure you have the correct textbooks needed for all of your classes. If you were given any extra books, please return them back to the bookstore at this time.
3. Textbooks listed as 'Optional' or 'Suggested' are **NOT** covered by an athletics books scholarship per NCAA Rules.
4. If the study list presented by the bookstore is incorrect, do not accept your textbooks and immediately contact Paulina Salas ([psalas@athletics.ucla.edu](mailto:psalas@athletics.ucla.edu)) who will assist with getting this resolved.
5. Failure to return books promptly can result in the suspension of books scholarship privileges. This includes books for courses you may have dropped.
6. Student-athletes who lose a book, fail to return all textbooks for a specific quarter, or wish to keep any of their books will be charged the posted buy-back price(s) and must pay that amount to the Business & Finance Office in the Athletics Department in order to be eligible for books scholarships in future quarters.

- Students whose books are stolen **MUST** file a police report in order to request replacements and/or a waiver of the book return requirements. Students are allowed to request replacement books once during their undergraduate careers.

### ACCOUNT HOLDS

Students may have holds placed on their student records which could affect registration, priority enrollment/enrollment, financial aid, campus services, and/or release of academic transcripts for the following reasons:

- Failure to comply with admission or academic provisions.
- Failure to settle financial obligations with the University.
- Failure to respond to official notices.
- Failure to respond to administrative or disciplinary issues with on-campus housing.

Each student who becomes subject to a hold action is given advance notice via e-mail and MyUCLA notification. The hold must be released by the initiating office before a student may enroll in classes or receive various campus services. Information on holds can be found at MyUCLA.

### BRUINBILL ACCOUNTS & CHARGES

Student Accounts oversees [BruinBill](#) (the campus billing platform). The UCLA Registrar's Office is responsible for assessing mandatory registration fees & campus charges for the academic year. Questions regarding class registration/enrollment, declaring non-attendance, withdrawing or dropping classes, drop deadlines, tuition fee amounts, contesting tuition fees, and ordering transcripts/diplomas, should be addressed to the [Registrar's Office](#).

#### Tuition & Mandatory Fee Disclosure:

Some or all instruction for all or part of the Academic Year may be delivered remotely. Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely for any part of the Academic Year.

#### Fee Assessment:

While [Tuition and Mandatory Campus Fees](#) for regular undergraduate and graduate students are assessed quarterly, other fees may be assessed on BruinBill by campus entities at any time throughout the academic year. The main account holder is responsible for reviewing their bill at least once per month, including six months after leaving the University to account for fees with delayed posting.

#### Quarter Tuition & Mandatory Campus Fee Assessment Schedule\*

QUARTER	ASSESSMENT MONTH	PAYMENT DEADLINE
Fall	Late August	September 20
Winter	Late November	December 20
Spring	Late February	March 20

\*Figures for tuition and fees represent currently approved amounts and may not be final. Actual tuition, fees, and deadlines are subject to change by the University of California as determined to be necessary or appropriate. Final approved tuition and fee levels may differ from the amounts presented. Students who are in a self-supporting or special program (e.g. FEMBA or EMBA) or a semester calendar may have different deadlines than the billing schedule outlined above and should refer to their department or program for assessment dates and deadlines.

#### Deadlines:

Fees and their respective deadlines are listed on BruinBill under the *Activity Details* page. In general, charges posted on the BruinBill *Registration Fees & Campus Charges* account must be paid in full by the 20th of the month following the posting date of the charge. For example, a fee posted any time in August 2024 would be due by September 20, 2024. If the 20th of the month falls on a weekend or holiday the due date is the last business day prior to the 20th. Payment must be made by 5:00 p.m. online or by 2:00 p.m. if made in-person at the cashier's office ([Payment Solutions & Compliance](#)).

Submitted payments are applied to the previous account balance and mandatory fees first. Bi-weekly billing reminders are distributed as a courtesy to main account holders. Regardless of their delivery/receipt, it remains the main account holder's responsibility to monitor the account and pay due fees by the deadline.

SFS reserves the right enforce penalties on accounts with past due balances. The main account holder is responsible for resolving any resulting penalty fee(s) or account hold(s) to bring the account back into good standing. Non-Student/Contract Accounts are also subject to these penalties, with the exception of account holds. Contract Account holders are not assessed late fees.

The penalty fee(s) and hold(s) listed below are assessed by SFS for [delinquent accounts](#) only (accounts with a past due balance). The account may also be subject to related penalty actions, holds, and fees from other UCLA departments, or additional SFS penalties, if the account has a returned payment or other reason. The class drop date for unpaid Tuition and Mandatory Campus Fees for each term can be found on the [UCLA Registrar Term Calendar](#).

### **Delinquent Account Hold & Fee:**

You can view active holds on your account by going to [my.ucla.edu](http://my.ucla.edu) and selecting *Academics* and *Holds*.

Fees and their respective deadlines are listed on BruinBill under the *Activity Details* page. Each month the balance must be paid by the due date. Accounts with a past due balance are subject to a hold and monthly penalty fee assessed on the account.

The **KR hold** is an Academic Financial Level Two hold (AF2) that prevents enrollment, campus services, grades, and diploma. Additionally, a nonnegotiable, nonrefundable \$20.00 delinquent fee will be assessed on the account for **every month** the balance remains unpaid. The delinquent fees will accumulate for six months until the entire due balance is paid or the account is moved to Write Offs / Collections (see below).

The entire balance on the *Registration Fees & Campus Charges* BruinBill account, including all accumulated delinquent fees, must be paid before the hold can be removed. Once the entire balance is in paid status, the hold will be automatically removed.

### **Collections Assignment:**

Accounts that are in delinquency (unpaid past due balance) for six months will be assigned to Write-Offs, which is managed by the [Collections Office](#). Additional delinquent fees and holds may be assessed. A \$12.00 collection cost charged to the account holder after the second and fourth month a past due balance is posted and remains unpaid. The main account holder will be held responsible for all collection costs associated with an unpaid charge.

Please be advised, once an account is assigned to Write-Offs, the Student Accounts office is no longer managing the account and cannot make changes to it. Questions regarding the removal of holds, payment options, etc. must be addressed with the Collections Office.

Failure to settle financial obligations with the University may result in a hold being placed on the student's record. Such a hold could affect registration, priority enrollment, financial aid, campus services, release of academic transcripts and receipt of diploma. Holds not cleared in a timely manner may go to Collections.

### **Paper Check Refund**

If the BruinBill account holder is not enrolled in BruinDirect or a Western Union method, the refund method will be defaulted to a paper check. A paper check will be mailed to the official mailing address registered with the University. The official mailing address can be edited on the user's MyUCLA account under the *Settings* tab.

## **UCLA AWARDS & RECOGNITION**

Greg Loza, Director of Academic Excellence  
[gloza@athletics.ucla.edu](mailto:gloza@athletics.ucla.edu); (310) 794-5459

### **UCLA All-Academic Team Academic Recognition**

The student-athlete with the highest cumulative GPA for each team (must have completed 60 units at UCLA to qualify) are recognized annually as a part of the UCLA All-Academic Team. The pictures of the recipients are hung in the JD Morgan Center for the full academic year.

### **Athletics Director's Honor Roll Academic Recognition**

Student-athletes who earn a 3.00 or higher term GPA while enrolled full-time in their designated major or program are recognized as a part of the Athletics Director's Honor Roll. Student-athletes who choose to take a course on a Pass/No Pass (P/NP) grading basis or have pending grades (e.g., Incomplete, No Report, Deferred Report, etc.) will be subject to further evaluation and may deem themselves ineligible for the Athletics Director's Honor Roll. Student-athlete names are posted by sport each quarter outside the OAE Suite in the Morgan Center and remain there for the entire academic year.

### **Scholar-Athlete Recognition**

Each spring, the UCLA Athletics Department hosts the Scholar-Athlete Recognition sponsored by Rose Gilbert, in memory of Maggie Gilbert. The banquet is in recognition of our student-athletes who put the time and effort into maintaining their high academic standing. The banquet is by invitation only. In order to be invited to the banquet, you must have completed at least 60 units at UCLA and have a cumulative grade point average (cum GPA) of at least 3.0. Other academic awards will be presented at the event, such as the UCLA All-Academic Team (student-athlete with the highest cum GPA from each team) and the Scholar-Athlete of the Year Award.

### **Student-Athlete Graduation Celebration**

Each Spring quarter, OAE hosts the Student-Athlete Graduation Celebration to honor all Fall, Winter, Spring and Summer graduates of that year. To participate, students must be on an active roster at the time of the celebration (any exceptions must be approved by the team Sport AD).

### **Academic Medals**

Thanks to a generous donation from UCLA alumna, Rose Gilbert, graduating seniors, who are eligible, may receive an academic medal at the annual Student-Athlete Graduation Celebration. The graduating male and female student-athlete with the highest overall GPA will receive The Rose Gilbert UCLA Scholar-Athlete Award and have their names displayed in the Morgan Center.

# **STUDENT-ATHLETE DEVELOPMENT**

**Ric Coy, Assistant Athletics Director, Student-Athlete Development:** [rcoy@athletics.ucla.edu](mailto:rcoy@athletics.ucla.edu)

**Melisa Garcia, Assistant Director, Career Education & Development:** [mgarcia@athletics.ucla.edu](mailto:mgarcia@athletics.ucla.edu)

The Bruin Student-Athlete Development Program strives to enhance the student-athlete experience within the University setting by coordinating educational programs that address personal growth, leadership, professional development, and community service. Our goal is to assist student-athletes with their transition to college, provide opportunities to enhance their college experience, support the development of a well-balanced lifestyle, and prepare student-athletes to be champions in life.

## **WOODEN ACADEMY**

The Wooden Academy, named after legendary Coach John Wooden, is a student-athlete development program designed to educate and support Bruin student-athletes throughout their career at UCLA. Our goal is to create a strong network of future Bruin leaders and provide them with the skill set needed to be successful in all their endeavors. Student-athletes will have the opportunity to participate in the Wooden Academy Legacy Program, the Wooden Academy Speaker Series and the Wooden Academy Champions Program.

**Legacy Program:** The Legacy Program is designed to teach freshmen and transfers about the legacy of Coach Wooden, the Pyramid of Success and how to apply these principles to their experience at UCLA. Freshmen and transfers are required to attend two (fall/spring quarter) sessions in their first year.

**Speaker Series:** Throughout the school year, all student-athletes will have the opportunity to attend any of our Speaker Series designed to have Bruin Alum and other notable guest speakers motivate and inspire student-athletes on topics that are relevant to the student-athlete experience.

**Champions Program:** This program provides an experiential learning opportunity that will guide and support student-athletes on their journey to become champions in their present and future endeavors. The Wooden Academy Champions Program is a program that UCLA student-athletes can voluntarily enroll in as early as January of their freshman year. Our goal is to provide student-athletes with a comprehensive program that encourages them to take the initiative to prepare for their futures early, instead of waiting until they have exhausted their eligibility. **NEW REVAMPED PROGRAM COMING JANUARY 2025**

***All programming offered through the Wooden Academy Champions Program is open to all student-athletes.***

## **BRUIN ATHLETIC COUNCIL (BAC)**

Student-athletes have a voice in the NCAA through student-athlete advisory committees (SAAC) at the campus, conference, and national level. Each committee is made up of student-athletes assembled to provide insight on the student-athlete experience and offer input on the rules, regulations and policies that affect student-athletes' lives on campus.

The Bruin Athletic Council (UCLA's version of SAAC) is a leadership group that consists of representatives from all 25 Bruin teams that meet throughout the academic year. The BAC provides an important voice to the athletics administration and serves as a forum to offer input regarding the student-athlete experience, programming ideas/needs, and B1G TEN and NCAA legislation. They are ambassadors for UCLA Athletics that are responsible for organizing and participating in community service and leadership activities, communicating information on upcoming events to their teams and coaches, and promoting unity among all athletics teams. Members of BAC also have the opportunity to represent UCLA at the B1G TEN SAAC meetings.

Student-athletes who are interested in BAC should talk with their head coach or contact Ric Coy.

### **BLACK STUDENT-ATHLETE ALLIANCE (BSAA)**

The BSAA at UCLA aims to provide a safe, unified space for Black student-athletes to be able to express themselves in an unfiltered manner and work towards positive, systemic change within UCLA and the broader Los Angeles community.

Student-athletes interested in joining BSAA should reach out to Dr. Kenny Donaldson, Sr. Associate Athletics Director, Academic & Championship Excellence at [kdonaldson@athletics.ucla.edu](mailto:kdonaldson@athletics.ucla.edu)

### **STUDENT-ATHLETE MENTORS (SAMs)**

SAMs provide each team with a representative(s) that will be trained and able to serve as a role model and resource to his or her teammates and other student-athletes. SAMS will deal with a variety of issues, including but not limited to alcohol and drug abuse, nutrition and eating disorders, basic counseling and referral skills, safety, stress, sexual harassment and misconduct. The members of SAMs are committed to displaying a positive image to fellow athletes by providing help and support through education, awareness, and the promotion of healthy lifestyles.

Student-athletes who are interested in SAMs should reach out to Ariel Guldstrand, Student-Athlete Well-Being Coordinator/Associate Athletic Trainer at [aguldstrand@athletics.ucla.edu](mailto:aguldstrand@athletics.ucla.edu)

### **STUDENT-ATHLETE BUSINESS ASSOCIATION (SABA)**

SABA provides an opportunity for student-athletes that have a strong passion for finance and investing to learn the fundamentals through educational programming and networking with alum and other experts in the industry. The campus organizations are competitive and time consuming and hard for student-athletes to join. This group will be student-athlete specific and meet the needs of student-athletes who want a future in business/finance and investment.

Student-athletes who are interested in SABA should reach out to Melisa Garcia, Assistant Director, Career Education & Development at [mgarcia@athletics.ucla.edu](mailto:mgarcia@athletics.ucla.edu)

### **BRUIN PRIDE ALLIANCE (BPA)**

BPA is for members of the UCLA Athletics community that identify as LGBTQ+ and allies that are committed to building a more inclusive Bruin campus. The purpose of BPA is to create a welcoming space for LGBTQ+ student-athletes and allies of all racial and gender identities. The space is to be safe and comfortable within our athletics environments, allowing our student-athletes to promote visibility and representation in college athletics. BPA will also provide a support network/system for student athletes at UCLA and connect with former student-athletes and other LGBTQ+ UCLA alum.

Student-athletes who are interested in becoming a member of BPA should contact Ric Coy or check out and sign up for [Sports Equality Foundation Networks](#) and join Bruin Pride Alliance

### **ATHLETES IN SCIENCE TECHNOLOGY ENGINEERING & MATH (ASTEM)**

ASTEM was created for student-athletes interested in STEM who are looking to form connections with other student-athletes in STEM. Their goal is to provide educational and career programming along with networking and alumni mentoring to prepare student-athletes for life after sport. Additionally, ASTEM will be an outlet/support group for student-athletes seeking guidance in mental health, time management, and more.

Student-athletes who are interested in becoming a member of ASTEM should contact Melisa Garcia.

### **FEMALE ATHLETES STAND TOGETHER (FAST)**

FAST is a UCLA organization centered on the importance of female community, mentorship and empowerment. Together the group advocates for the female voice and provides a space for ongoing conversation about female student-athlete advocacy.

Student-athletes interested in joining FAST should reach out to Lindsey Cornwell, Senior Associate Athletics Director, Policy, Risk and People at [lcornwell@athletics.ucla.edu](mailto:lcornwell@athletics.ucla.edu)

### **BRUIN ENVIRONMENTAL LEADERSHIP TEAM (BELT)**

The Bruin Environmental Leadership Team (BELT) is a new program focused on sustainability and environmental issues encompassing a range of topics from complex global sustainability issues to how we operate at our athletics competitions. This group of student-athletes supports the University's goals which include the integration of waste, climate and other sustainability goals, including the reduction of embodied carbon in the supply chain through the promotion of a circular economy and the management of organic waste to promote atmospheric carbon reduction. The purpose of this group is to have one representative from each team be an advocate for sustainability initiatives, encourage sustainable choices, and participate in events related to the university and athletics department. BELT members will help in the following areas: B1G TEN Zero Waste Challenges, waste audits, fan engagement efforts, and university sustainability events.

Student-athletes who are interested in becoming a member of BELT should contact Ric Coy.

### **STUDENT-ATHLETE LATINO SPANISH ASSOCIATION (SALSA)**

Salsa provides a space for members of our athletics department who associate as Latinx where they feel represented within campus and the greater LA county. Community is a pillar in Latin American countries and UCLA athletics is eager to engage its community. With community comes responsibility, so while providing a space to share and feel at home, SALSA will look for ways to be involved in the community of UCLA and build networks with other Latinx programs across campus and with our alumni.

SALSA strives to be a home away from home for those who travel a great distance to attend UCLA and for those who are looking for a place to express themselves freely.

Student-athletes interested in joining SALSA should reach out to Andres Ochoa, Men's Soccer Assistant Coach at [aochoa@athletics.ucla.edu](mailto:aochoa@athletics.ucla.edu)

### **CAREER DEVELOPMENT**

UCLA Athletics encourages student-athletes to start their professional development once they arrive on campus. In addition to the numerous career planning workshops and resources that are offered through the partnership that Athletics and the Career Center have, we are proud to host professional development opportunities specifically for student-athletes. Our goal is to provide opportunities for students to identify and learn how to market their transferable skills and prepare for the transition from their athletic careers to the professional world.

In partnership with the UCLA Career Center, UCLA Athletics has a full-time in-house Assistant Director, Career Education & Development. Student-athletes now have access to career advising in the J.D. Morgan Center along with personalized educational programming.

Student-athletes are encouraged to make an appointment with the Assistant Director of Career Education & Development and get a copy of the **Bruin Student-Athlete Career Development Guide** to assist you with resume and professional development tips.

#### **UCLA Athletics & Career Center**

**Your Career Counselor is...**

**Melisa Garcia:** Assistant Director Career Education and Development

**Email:** [mgarcia@athletics.ucla.edu](mailto:mgarcia@athletics.ucla.edu)

**Cell Phone Number:** (310) 365-6836

#### **Handshake**

Handshake is a platform that connects talented Bruins with internships, jobs, and career opportunities. You can also use Handshake to find workshops, events, and other career development programs hosted by the UCLA Career Center. Set up your account now! <https://ucla.joinhandshake.com/login>

## **One-on-One Career Advising Appointment**

Schedule a 30-minute appointment with your career counselor through Handshake.

## **Drop-In Session**

Have a quick question? Stop by for a drop-in session at the J.D. Morgan Center, in the Academic Suite office 127-B. 15-minute drop-in sessions are available Monday and Tuesday, from 10 am to 12 pm and 1 pm to 3 pm.

## **Career Center Website**

Our UCLA Career Center offers services to help you explore career pathways, create competitive resumes, develop interviewing and networking skills, find and apply for internships and jobs, consider graduate school, and more. We also offer opportunities to connect with employers, such as career fairs, networking events, information sessions, on-campus interviewing, as well as job and internship listings. Register for and attend our events, schedule a 1:1 counseling appointment, or visit the Career Center. Please also explore the website for more details and information about our services. <https://career.ucla.edu/>

## **Career Guide**

This Career Guide will help familiarize you with many of the documents and processes involved in career exploration and job searches. Keep this guide handy throughout your time at UCLA as it will help you at any stage of your journey. Click below to view our digital version of the Undergraduate UCLA Career Guide.

<https://cdn.uconnectlabs.com/wp-content/uploads/sites/230/2023/09/UCLA-Career-Guide.pdf>

## **Forage**

Build real-world skills directly from a leading organization through virtual experience programs. Forage job simulations build real-life skills for real-life roles, offering a window into the company and a preview of their day-to-day. The job simulations are free for all students, open access, and self-paced. Explore careers and prepare for the job with hundreds of free job simulations designed by the world's top employers.

<https://www.theforage.com/landing/UCLA/uYZSMSEFTQbbkPYaQ/preview>

## **Parker Dewey**

A platform for UCLA students the opportunity to apply for paid micro-internships to work remotely while gaining professional experience and exploring career options. This allows students of all majors, years, and degree levels to demonstrate abilities and connect with employers from across the country building their professional network.

<https://info.parkerdewey.com/ucla>

## **Life Values**

An assessment tool developed to help you clarify your values and guide decision making.

<https://www.lifevaluesinventory.org/>

## **Focus2**

Series of self-assessments to learn how your personality, interests, skills and values align with academic and career options.

<https://ucla.joinhandshake.com/edu/articles/7318>

## **UCLA ONE (Opportunity Network Experience)**

UCLA ONE is UCLA's interactive, online gateway for mentorship, professional networking, peer-driven career advice, and exclusive job leads. Just go online to [www.uclaone.com](http://www.uclaone.com) and sign up either through your email, Facebook, or LinkedIn. Once it is verified you are a Bruin, which may take a few days, your account will be ready for you to access. Expand your network, gain career knowledge, find jobs, and advance your career. By fully integrating with social networks, and cultivating a culture of helping and giving back, you will be amazed by the vibrancy of the UCLA community.

## **VMock**

Online resume review tool available for all UCLA students. Provides personalized feedback on your resume.

<https://career.ucla.edu/resources/vmock/>

## GoinGlobal

A career resource to help aid your international job and internship search.

<https://www.goinglobal.com/>

## Vault

Access in-depth info on what it's really like to work in an industry, company or profession - and gain insight on how to position yourself to land a job or internship.

- [Company Profiles](#) - rankings and reviews on industry reputation, career advancement, quality of life, salary & benefits, interview process and more.
- [Vault Guides](#) - over 100 titles of award-winning career and industry guides, including industry-specific interview strategies, job-search tips, and full-length profiles of leading companies.
- [Internship Database](#) - find thousands of ratings and reviews of internship programs, requirements, sample interview questions, how to apply and more; <https://ucla.firsthand.co/>

**International Student-Athletes**, please visit the *Dashew Center* and ask about CPT and OPT. This would allow you to apply for different internship opportunities.

<https://internationalcenter.ucla.edu/>

*Schedule a meeting with a counselor!*

<https://internationalcenter.ucla.edu/contact-us>

## Student-Athlete Education (Workshops/Panels/Networking Nights)

Throughout each academic year, the Athletics Department hosts professional development events, such as Graduate and Professional School Panels, Alumni Career Panels, Networking Nights, Dining and Professional Etiquette, and Life after Sports Workshops. These workshops and events are valuable opportunities for student-athletes to meet and network with alumni, get resume tips, and polish their professional skills.

Personal development workshops are also provided to student-athletes on topics such as interpersonal communication, leadership, team building, substance use and misuse, nutrition, social networking, and time and stress management. These workshops are conducted by Athletics Department staff, UCLA staff or faculty, and alumni or professional speakers.

## NCAA After the Game

The [NCAA After the Game](#) Career Center is designed to connect companies with former student-athletes seeking entry-level, mid-career, and executive positions across diverse professions, industries, and locations. Former college athletes are focused, educated, diverse — and ready to thrive in individual and team environments. College sports shape the skills of participants and strengthen workplace-ready attributes such as communication, collaboration, problem-solving, and critical thinking. This service is free and exclusive to former student-athletes who have exhausted their NCAA eligibility. For more information, go to <http://www.ncaa.org/student-athletes/former-student-athlete/careers>

## Athletes to Careers

Athletes to Careers – an organization dedicated to hours of live coaching, mentoring, and advising athletes across the country in the art of finding and landing the career opportunity of their choice. A2C Career Coaches meet, educate, prepare, and coach top-flight talented athletes before introducing them to our Corporate Partners.

<https://athletestocareers.com/>

## NCAA Career in Sports Forum

The Career in Sports Forum will bring together selected NCAA student-athletes to learn about and explore potential careers in sports, particularly college athletics. This experience will help student-athletes chart their career paths while presenting copious opportunities for attendees to learn from current industry leaders. The forum platform allows attendees to network with peers and decision-makers at the campus, conference, and national level of college athletics.

Content will meet the following program objectives:

- Educate participants on how personal strengths intersect with career opportunities.
- Provide participants with tangible experiences that will push them forward in their aspiration for a career in sports.
- Explore professional and career development strategies to help the transition to a career in the sports industry.
- Learn about the role of a college coach or athletics administrator.

The NCAA Career in Sports Forum is held in late May/early June in Indianapolis, Indiana at the [NCAA National Office](#). The NCAA will cover the costs of lodging, meals, and program materials. They will also cover the cost of flights, ground transportation in Indianapolis, parking at the airport of origin, and baggage fees.

NCAA member institutions may nominate up to 5 student-athletes. See Ric Coy if you are interested in being nominated. Beginning in late January, institutions may nominate student-athletes. All application materials must be submitted by the nominated student-athlete. The deadline to both be nominated and submit all application materials is early March.

Nominated student-athletes are required to have been athletically eligible, as well as participated, in an NCAA-sponsored sport during the current academic year. However, eligible student-athletes who will have graduated before the forum dates are also eligible to participate. Previous Career in Sports Forum participants are not eligible to reapply.

### **COMMUNITY OUTREACH**

Bruin student-athletes have the opportunity to participate in community outreach activities on campus and throughout the Los Angeles area, such as, food and clothing drives, Dribble for the Cure, participation in elementary/middle school activities, visits to Mattel Children's Hospital, individual speaking engagements and events, sports clinics, the "I'm Going to College" program, and Adopt-a-Classroom (pen pal program). These service opportunities give student-athletes a chance to mentor youth, give back to the community and serve as ambassadors for UCLA Athletics.

\* **IMPORTANT NOTE:** All student-athletes and coaches must receive prior written approval to participate in any charitable or non-profit activities. Contact Ric Coy (310) 825-6054

### **POSTGRADUATE SCHOLARSHIPS/INTERNSHIPS & AWARDS**

**Donald R. Shephard Award - Applications are available April 1, 2025. Deadline is June 20, 2025**

This \$10,000 award is granted annually to senior student-athletes who have exhausted their athletics eligibility and are pursuing a graduate education. Candidates for this award must fulfill the following criteria:

- Student-Athletes must be in their last quarter or have completed requirements for a baccalaureate degree.
- Student-Athletes must have a declared degree path for their postgraduate degree. (Accepted into a program)
- Student-Athletes must use the scholarship within 2 years of receiving it.
- Student-athlete must receive a letter of recommendation from a professor, based on academic potential/success.
- Student-Athlete must submit a resume with the application.
- Student-Athletes must provide an essay explaining their postgraduate plans and why this scholarship would enhance their postgraduate plans. No more than 2 typed pages in length.

The award amount will be directed first toward the recipient's tuition, up to \$10,000. Depending on financial need, it may also be applied to other educational expenses that will be incurred while pursuing a graduate degree as long as these expenses can be paid directly to the institution (must show on billing statement).

All former student-athletes who earned an undergraduate degree from UCLA are eligible to regardless of when they received their undergraduate degree.

### **The Rose & Sam Gilbert Fellowship**

**Applications due January 2025**

Student-athletes who have been admitted to a graduate program at UCLA can apply for the Gilbert Fellowship. Two awards of up to \$10,000, from which fees are paid, are awarded to students who attended UCLA as undergraduates for at least two years and participated on a men's or women's intercollegiate athletics team(s). Per NCAA rules, this fellowship must be awarded in the 6-year window for athletics financial aid. To apply for this scholarship, you must go through the UCLA graduate school you were admitted to.

### **John McLendon Memorial Minority Postgraduate Scholarship Program**

**Applications due March 2025**

NACDA is pleased to offer, through the John McLendon Memorial Minority Scholarship Foundation, eight \$10,000 postgraduate scholarships to minority nominees who are planning to pursue a graduate degree in athletics administration. There are two options available: (1) For nominees who are current full-time seniors or who have graduated but have less than two years' experience in an athletics administration position; and (2) For nominees who have graduated and have a minimum of two years' experience in an athletics administration position.

Nominees must meet the federal guidelines for definition as a minority, minimum GPA of 3.0 (based on a 4.0 scale), planning to pursue a postgraduate course of study in athletics administration within five years of receipt of the award and demonstrated leadership qualities on a college/university or community level. For more information and updated due dates, go to: <https://www.minorityleaders.org/scholars/>

### **NCAA Postgraduate Scholarship Program**

#### **Applications due early January 2025 (Fall Sports), April 2025 (Winter Sports) and June 2025 (Spring Sports)**

The NCAA awards up to 126 postgraduate scholarships annually. The scholarships are awarded to student-athletes who excel academically and athletically and who are in their final year of intercollegiate athletics competition. The one-time grants of \$10,000 each are awarded for fall sports, winter sports and spring sports. Eligibility is restricted to student-athletes at NCAA member institutions who, in their final year of eligibility, have performed with distinction as members of varsity teams in the sport for which they were nominated.

Nominees must have a minimum grade point average of 3.200 (based on a 4.000 scale), be nominated by the Faculty Athletics Representative or designee, and intend to continue academic work beyond the baccalaureate degree as a part-time or full-time graduate student. You must meet with Dr. Michael Teitell, Faculty Athletics Representative ([mteitell@mednet.ucla.edu](mailto:mteitell@mednet.ucla.edu)) before you begin the application process.

All former student-athletes who earned an undergraduate degree from an NCAA member school are eligible to be nominated by that school for an NCAA graduate degree scholarship, regardless of when they received their undergraduate degree.

For more information and updated due dates, go to: <https://www.ncaa.org/sports/2013/11/21/ncaa-postgraduate-scholarship-program.aspx>

### **NCAA Ethnic Minority and Women's Enhancement Postgraduate Scholarship Programs**

#### **Applications due in February 2025**

Sixteen scholarships for ethnic minorities and 17 scholarships for women are available annually to college graduates who will be entering into the first year of their initial postgraduate studies. The applicant must be seeking admission or have been accepted into a sports-administration or related program that will assist the applicant in obtaining a career in intercollegiate athletics (athletics administrator, coach, athletic trainer or other career that provides a direct service to intercollegiate athletics). Each award is valued at \$6,000.

For more information and updated due dates, go to: <https://www.ncaa.org/sports/2013/11/21/ethnic-minority-and-women-s-enhancement-graduate-scholarship.aspx>

### **Walter Byers Postgraduate Scholarship Program**

#### **Applications due January 2025**

The Walter Byers Postgraduate Scholarship Program recognizes the excellence in academic performance by student-athletes. One male and one female student-athlete are annually awarded a postgraduate scholarship in recognition of outstanding academic achievement and potential for success in postgraduate study. It is intended that an individual named a Byers Scholar will be recognized as one who has combined the best elements of mind and body to achieve national distinction for his or her achievements and promises to be a future leader in his or her chosen field of career service.

The Walter Byers Postgraduate Scholarship Program is separate and distinct from the NCAA Postgraduate Scholarship Program, which provides numerous annual awards with smaller stipends. The stipend for each Byers Scholarship is \$24,000 for an academic year. If the graduate school where the Byers Scholar is enrolled provides evidence of satisfactory performance and progress, the grant may be renewed for a second year.

The final award is contingent upon acceptance and attendance at an accredited, nonprofit educational institution; stipends are paid through the institution in which the Byers Scholar is enrolled for graduate study. To defer the scholarship for any reason, a Byers Scholar must submit a written request to the committee liaison for approval. Financial need shall not be a factor in the granting of these scholarships. Awards from other sources will not disqualify an applicant, except that an awardee may not use more than one NCAA graduate scholarship.

All former student-athletes who earned an undergraduate degree from an NCAA member school are eligible to be nominated by that school for an NCAA graduate degree scholarship, regardless of when they received their undergraduate degree.

To be eligible for consideration, nominees shall:

1. Have an overall undergraduate cumulative grade-point average of 3.500 or better (based on a maximum 4.000), or the equivalent in other recognized grading systems;
2. Have competed in intercollegiate athletics as a member of a varsity team at an NCAA member institution;
3. Be a graduating senior or be enrolled in graduate study at an NCAA member institution;
4. Have intentions of applying for admission into a graduate degree program at a properly accredited, nonprofit educational institution or into a post baccalaureate professional degree program at a professionally accredited law school, medical school, or the equivalent, without restriction as to the national site of the institution;
5. Be committed to work on a full-time basis toward a graduate degree or toward a post baccalaureate professional degree;
6. Have evidenced superior character and leadership;
7. Have demonstrated that participation in athletics has been a positive influence on the nominee's personal and intellectual development. Relative success in athletics is important but not of overriding significance; and
8. Enroll into a graduate degree program within 5 years of being named a Byers Scholar.

For more information and updated due dates, go to: <https://www.ncaa.org/sports/2013/11/21/walter-byers-graduate-scholarship.aspx>

### **Rose Gilbert Student-Athlete Success Scholarship**

**No Application is needed. The same application for the Don Shepherd Scholarship will be used for consideration.**

This \$2,000 award is granted annually to a student-athlete who has graduated from UCLA, exhausted their athletics eligibility and is pursuing a graduate education. To be eligible for this scholarship, you must be able to verify that you have fulfilled the following criteria:

- Student-athletes must be in their last quarter or have completed requirements for a baccalaureate degree.
- Student-athletes must have a declared degree path for their postgraduate degree. (Accepted into a program)
- Student-athletes must use the scholarship within 2 years of receiving it.

The award amount will be directed first toward the recipient's tuition, up to \$2,000. Depending on financial need, it may also be applied to other educational expenses that will be incurred while pursuing a graduate degree as long as these expenses can be paid directly to the institution (must show on the billing statement). For more information reach out to Ric Coy.

### **NCAA Internship Program**

The NCAA offers one-year internships at its national office in Indianapolis, Indiana, providing on-the-job learning experiences for **college graduates** from a four-year NCAA member institution who express an interest in pursuing a career in the administration of intercollegiate athletics. These are paid, 12-month positions. The areas of the NCAA that offer intern positions are administrative services, branding and communications, championships, corporate and broadcast alliances, Division I men's and women's basketball, diversity and inclusion, education services, enforcement services, governance, membership services/student-athlete reinstatement and the NCAA Eligibility Center. Applicants are able to request their top three areas of interest in which they prefer to serve. For more information log on to [www.ncaa.org](http://www.ncaa.org) and click on Scholarships and Internships. Key Dates:

- Applications due early September 2024
- Start date mid-June 2025

[HTTPS://WWW.NCAA.ORG/SPORTS/2013/11/21/POSTGRADUATE-INTERNSHIP-PROGRAM.ASPX](https://www.ncaa.org/sports/2013/11/21/postgraduate-internship-program.aspx)

## **BRUIN VARSITY CLUB**

J.D. Morgan Center, Suite 201-B, Sam Glick, Director, Bruin Varsity Club ([bruinvarsityclub@athletics.ucla.edu](mailto:bruinvarsityclub@athletics.ucla.edu) or (310) 206-3302)

The mission of the Bruin Varsity Club (BVC) is to keep our former student-athletes, athletic trainers, team managers and spirit squad members engaged with their former programs and the UCLA Athletics Department. We aim to uphold the tradition and legacy of UCLA Athletics through a united alumni community. UCLA Student-Athletes are automatically enrolled in the Bruin Varsity Club as Lifetime members as soon as they complete their time as a student-athlete at UCLA.

The BVC Lifetime Membership includes two digital Bruin Varsity Club Cards that can be scanned for admission to all UCLA regular season home sporting events (with the exception of men's basketball), along with a Bruin Varsity Club ring and invitations to exclusive UCLA Athletics Alumni events.

# **CAMPUS RESOURCES**

*\*For the most up-to-date information, please visit the resource website\**

## **Academic Support**

### **CENTER FOR ACCESSIBLE EDUCATION (CAE)**

(310) 825-1501; <http://www.cae.ucla.edu/>

The Center for Accessible Education (CAE) provides a wide range of academic support services to regularly enrolled students with documented permanent or temporary disabilities in compliance with federal and state laws and University policies. Academic support services are determined for each student according to specific disability-based requirements. Students with documented learning disabilities, Attention-Deficit/Hyperactivity Disorder, psychological disabilities, Autism Spectrum Disorders, acquired brain injuries, mobility/physical disabilities (temporary or permanent), who are blind, low vision, deaf, or hard-of-hearing, and other health conditions may be eligible for services. Students who are pregnant, parenting, or lactating may also apply for accommodations through the CAE.

The range of services includes notetaking support, sign language interpreters/captioning, proctoring and test-taking accommodations, alternative format, Bruin Access support, priority enrollment, housing accommodations, processing of California Department of Rehabilitation authorizations, adaptive equipment, and support groups and workshops. CAE services are free to students and all contacts and assistance are handled confidentially. Student-athletes with documented permanent or temporary disabilities are encouraged to work with OAE Learning Specialists. For more information about how to apply for accommodations, visit <https://cae.ucla.edu/cae-academic-accommodations-application-process>.

## **UCLA LIBRARIES**

<https://www.library.ucla.edu/>

**We're here to help.** UCLA Library offers free access to millions of books, articles, and scholarly resources online and in-person. You can come talk about your assignment, narrow your topic, and find a resource.

<https://www.library.ucla.edu/help/services-resources/>

**Self-guided research help.** UCLA Library has created *Research Guides* for nearly every subject and many courses at UCLA. See <http://guides.library.ucla.edu> to find research guides for your courses.

- Here is a guide specifically designed for you: <http://guides.library.ucla.edu/athletes>
- We have online interactive videos on search strategies, finding resources, creating a research question <https://www.library.ucla.edu/help/services-resources/writing-research-tutorials/>

**Library is accessible 24/7.** When you are off-campus, you can still get help and access to library resources online:

- For research help, access our 24/7 "Ask A Librarian" chat service <http://www.library.ucla.edu/support/research-help>
- To set up your computer for remote access to library resources, see <http://www.library.ucla.edu/use/computers-computing-services/connect-campus>

## **ACADEMIC SUPPORT ON THE HILL**

(310) 825-3401; <https://reslife.ucla.edu/academics>

Whether you live on or off campus, Residential Life seeks to give you access to additional resources to ensure your academic success. Learn from your peers and take advantage of some of the great academic resources and support available to you, right where you live.

## **ACADEMIC ADVANCEMENT PROGRAM (AAP)**

(310) 206-1551; <https://www.aap.ucla.edu/>

The Academic Advancement Program (AAP) is the nation's largest university-based student diversity program. AAP has enjoyed a tradition of academic excellence at UCLA for over 40 years. AAP is available to nearly 6,000 UCLA undergraduates from diverse populations who have been historically underserved by higher education.

These groups include first-generation college students, students from low-income families and students from

underrepresented populations. AAP promotes academic achievement and excellence through academic advising, collaborative learning workshops, mentoring to prepare for graduate studies and professional schools, summer bridge programs for entering freshmen and transfer students, and scholarships for students.

### **GRADUATE MENTORING AND RESEARCH PROGRAMS (GMRP)**

(310) 794-4186; <https://www.aap.ucla.edu/about-aap/facts/>

Are you thinking about applying to graduate or professional school? If so, the AAP Graduate Mentoring and Research Programs office offers AAP students the opportunity to obtain valuable preparation. Free services include: 1) one-on-one mentoring with a currently enrolled UCLA graduate student; 2) workshops and information sessions; 3) review of statements of purpose and other professional school admissions materials; and 4) a resource library.

### **STUDENT MATH CENTER**

<https://www3.math.ucla.edu/student-math-center/>

The Student Math Center (SMC) offers group study and tutorials for lower division mathematics courses to students enrolled in UCLA lower division math courses. Each quarter the website posts hours of operation as well as courses being supported.

### **UNDERGRADUATE WRITING CENTER**

(310) 206-1320; <https://uwc.ucla.edu/>

As part of the UCLA Writing Programs, the Undergraduate Writing Center's mission is to enrich the education of undergraduate students in all disciplines through individualized consultation on writing. The goal is not only to help students with a particular writing assignment, but also to help them become more effective and confident writers. Peer Learning Facilitators (PLFs) work collaboratively with writers and tailor appointments to the writer's needs and concerns. PLFs can help writers discover, explore, and articulate their ideas as well as suggest writing strategies and alternatives for the writer to consider. PLFs can also provide instruction in the conventions of academic writing, appropriate use of sources, and language use and editing strategies. In the end, however, PLFs leave the decisions and actual writing and editing to the writers. Students are welcome to walk-in or schedule an appointment to work with a PLF. To make appointments, go to: [Scheduled & Drop-In Appts - UCLA](#)

### **WRITING SUCCESS PROGRAM (WSP)**

(310) 825-5969; <http://www.cpo.ucla.edu/src/writing-success-program/>

The Writing Success Program believes in the power of words to transform and inspire. Collaborating with students in each step of the writing process, the WSP assists students in developing the tools required for critical thinking and writing. The WSP provides one-to-one writing counseling and quarterly workshops to address the full range of students' needs in relation to multiple types of assignments including research papers, resumes and personal statements. WSP's main goals are to ease writing anxiety, increase students' confidence and develop the analytical skills necessary for students to be effective, persuasive communicators.

### **CENTER FOR COMMUNITY ENGAGEMENT**

(310) 825-7867; <https://communityengagement.ucla.edu/>

The Center for Community Engagement supports civic engagement for UCLA undergraduates and faculty through the integration of teaching, research and service alongside community partners. The Center actively promotes good citizenship, leadership and social justice through service learning, internships and other community-based learning experiences. In collaboration with campus academic departments, the Center offers UCLA undergraduates the opportunity to participate in civic engagement through a variety of structured, rigorous academic courses that link theory with practice. The research interests of faculty and students are connected to the needs and priorities of community partners throughout Los Angeles and in the state, nation and larger global community.

### **EDUCATION ABROAD PROGRAM**

(310) 825-4995; <http://ieo.ucla.edu/uceap>

The University of California Education Abroad Program (UCEAP) is the official, system wide study abroad program for the University of California. UCEAP is partnered with 115 universities worldwide and offers programs in 42 countries. These UC-approved programs combine immersive learning with engaging activities. UCEAP students enroll in courses

abroad while earning UC units and maintaining UCLA student status. Many programs offer internship, research, and volunteer opportunities. Choose from summer, quarter, semester, and yearlong options. [Financial aid](#) and [scholarships](#) are available for qualified students.

### **SUMMER INSTITUTES**

(310) 825-4101; <https://summer.ucla.edu/summer-programs/summer-institutes/>

Summer Institutes is developed from courses that are already part of UCLA's regular curriculum, Summer Institutes offer the breadth and depth of UCLA's academic rigor in an intensive, holistic format that allows you to share a unique hands-on learning experience. Upon completion, all courses that constitute each Summer Institute program's curriculum will be listed on an official UCLA transcript.

### **UCLA Basic Needs**

#### **UCLA BASIC NEEDS**

<https://basicneeds.ucla.edu/>

UCLA Basic Needs aims to eliminate student hunger and homelessness. We believe every student should not have to sacrifice their health and nutrition in pursuit of their degree. Access the [UCLA Basic Need Resource Guide](#) which is updated on a rolling basis.

### **INCLUSIVE EXCELLENCE**

#### **UCLA EQUITY, DIVERSITY, & INCLUSION**

(310) 825-3935; <https://equity.ucla.edu/>

The Office of Equity, Diversity and Inclusion supports all Bruins by leading and advancing strategies for enhancing equity, diversity and inclusion; protecting civil rights; and upholding dignity for all in our community.

#### **UCLA TITLE IX OFFICE**

(310) 206-3417; [titleix@equity.ucla.edu](mailto:titleix@equity.ucla.edu)

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."*

-Title IX, Education Amendments of 1972

The [Title IX Office](#) is responsible for UCLA's compliance with Title IX, including policies and procedures to prevent sexual harassment and sexual violence. The Title IX Office also takes reports of sexual harassment or sexual violence involving any member of the campus community.

If you or someone you know is in danger or needs immediate help, call 911.

For a list of confidential and non-confidential resources, please visit the [UCLA Title IX Resources Page](#).

#### **DISCRIMINATION PREVENTION OFFICE**

(310) 794-1232; [dpo@equity.ucla.edu](mailto:dpo@equity.ucla.edu), [DPO Complaint Form](#)

The Discrimination Prevention Office (DPO) is responsible for assessing and investigating reports of discrimination or harassment based on race, ancestry, national origin, disability, religion, age, and other categories protected by law and University policy brought against academic personnel.

#### **LESBIAN GAY BISEXUAL TRANSGENDER CAMPUS RESOURCE CENTER**

(310) 206-3628; <https://lgbtq.ucla.edu/>

The LGBT Campus Resource Center provides a comprehensive range of education and advocacy services supporting intersectional identity development as well as fostering unity, wellness, and an open, safe, and inclusive environment for UCLA's LGBTQ community. The LGBTQ CRC affirms folks of all sexual and gender identities and serves the entire UCLA community – undergraduate students, graduate students, faculty, staff, and alumni.

The Center offers educational workshops and training seminars for classes, campus agencies, and departments about LGBT lives and issues. They design programs specifically for target audiences and may include students who talk about their own experiences. The professional staff works throughout UCLA to ensure that LGBT voices are represented for sensitive and inclusive UC policies and practices. They provide confidential assistance and support to students, faculty, and staff who feel they have experienced harassment or discrimination, or who have questions round issues of health, housing, financial aid, classroom, and personnel. They also are available for consultation to the UCLA community regarding matters of policy pertaining to sexual orientation and gender identity.

Counselors in Residence are available for individual drop-in consultation several days a week. The Center also has one member of Campus Assault Resources & Education available for individual drop-in consultations. C.A.R.E. is a safe place for survivors of sexual assault, dating violence and stalking to get support, consultation, and to have a safe place to talk.

### **BRUIN RESOURCE CENTER (BRC)**

(310) 825-3945; [www.brc.ucla.edu](http://www.brc.ucla.edu)

The mission of the UCLA Bruin Resource Center (BRC) is to support students' development, well-being and academic success, and to foster an inclusive and socially just campus community. The BRC serves all UCLA students, with a particular focus on current and former foster youth, students with dependents, students in recovery, student veterans, transfer students, and undocumented students. The BRC also offers programs that promote holistic development and education of the student and the larger campus community. These programs include Intergroup Relations and the GRIT peer-to-peer coaching program.

### **GUARDIAN SCHOLARS PROGRAM**

E-Mail: [bgs@saonet.ucla.edu](mailto:bgs@saonet.ucla.edu)

The Guardian Scholars (GS) Program was established in 2009 at UCLA out of student advocacy to help address the unmet needs of the current and former foster youth attending the university. The GS program provides supports to youth that have previously engaged with the child welfare system and that have experienced foster care, guardianship/kinship care, probation, or that are unaccompanied minors. The GS program provides supports such as financial scholarships, the Guardian Scholars Textbook Lending Library, and internship opportunities.

### **FIRST TO GO PROGRAM**

(310) 983-3022; <https://firsttogo.ucla.edu/>

Housed under the [First Year Experience](#), First To Go promotes campus involvement and visibility with a focus on the retention and success of all first-generation college students at UCLA. We are here to serve as a resource hub to assist current UCLA undergraduate students as they navigate the campus and provide support in building community. Being first-generation college is an accomplishment that should be celebrated!

First To Go is open to any undergraduate student at any time.

*Note: for our program, a "first-generation college student" is identified as a student whose parent/guardian have not received a four-year U.S. bachelor's degree.*

### **COMMUNITY PROGRAMS OFFICE**

(310) 825-5969; <http://www.cpo.ucla.edu>

The UCLA Community Programs Office serves as an umbrella department for the Student Initiated Outreach Center, Student Retention Center, and twenty-five student-initiated community service projects.

The CPO strives to increase students from underserved communities' access to higher education, retention in the university, and graduation rates while also serving as a conscious effort in the community, working toward the empowerment of all people.

### **STUDENT RETENTION CENTER (SRC)**

<https://cpo.ucla.edu/our-work/retention/>

The projects and services within the Student Retention Center (SRC) are designed to assist undergraduate students with academic difficulties and cultural and social transitions.

## AMERICAN INDIAN STUDIES CENTER

(310) 825-7315; [www.aisc.ucla.edu](http://www.aisc.ucla.edu)

The AISC serves as a hub of activities for Indigenous students, staff, faculty, alumni, and community, as well as serving as a bridge between the academy and indigenous peoples locally, nationally, and internationally. We foster innovative academic research by students and faculty, publish leading scholarship in the field of American Indian Studies, and support events and programming focused on indigenous issues. The Center also works in collaboration with some of the country's most influential and respected scholars writing and teaching in American Indian Studies today, who have made UCLA one of the highest ranked and most respected universities in the field.

## ASIAN AMERICAN STUDIES CENTER

(310) 825-2974; [www.aasc.ucla.edu](http://www.aasc.ucla.edu)

The mission of the Asian American Studies Center is to expand our scholarly capabilities and deepen the public understanding of Asian American and Pacific Islander lives towards a healthy, just, democratic, and compassionate society for all. The goals of the center are to:

- **Deepen research** on Asian American and Pacific Islander populations across disciplinary and epistemic boundaries.
- **Disseminate knowledge** about Asian Americans and Pacific Islanders to the scholarly community and the broader public from informed perspectives.
- **Apply knowledge and scholarship** on Asian Americans and Pacific Islanders in the service of positive social change.

## CHICANO STUDIES RESEARCH CENTER

(310) 825-2363; [www.chicano.ucla.edu](http://www.chicano.ucla.edu)

The UCLA Chicano Studies Research Center (CSRC) was established in 1969 to have a systemic impact on the campus, within higher education, and across society through original research on the Chicano and Latino communities in the U.S. Its research mission is supported by five distinct components: a library with special collections archive, an academic press, collaborative research projects, public programs and community-based partnerships, and competitive research support. The CSRC strives to balance interdisciplinary and applied research in ways that can impact traditional academic departments and disciplines. Through all of these efforts, the CSRC exemplifies UCLA's institutional priorities – academic excellence, civic engagement, and diversity – as a foundation for *research that makes a difference*.

## RALPH J. BUNCHE CENTER FOR AFRICAN AMERICAN STUDIES

(310) 825-7403; [www.bunchecenter.ucla.edu](http://www.bunchecenter.ucla.edu)

Founded in 1969 as the Center for Afro-American Studies (CAAS), was renamed after Nobel Prize winner, scholar, activist, and UCLA alumnus Ralph J. Bunche in 2003, in commemoration of the centenary of his birth. The Bunche Center is the result of the struggle by black students at UCLA to have their history and culture recognized and studied. While the fight to have African American Studies acknowledged as a legitimate field of study was taking place all over America during the 1960s, it took on special significance at UCLA when two Black Panthers, Apprentice "Bunchy" Carter and John Huggins, were killed at Campbell Hall in January 1969 after a clash over who would lead the center.

The Bunche Center was established as an Organized Research Unit (ORU), with the mission to develop and strengthen African American Studies through five primary organizational branches: research, academic programs, library and media center, special projects, and publications.

The Center supports research that (1) expands the knowledge of the history, lifestyles, and sociocultural systems of people of African descent and (2) investigates problems that have bearing on the psychological, social, and economic well-being of persons of African descent. Research sponsored and conducted by the Bunche Center is multidisciplinary in scope and spans the humanities, social sciences, fine arts, and several professional schools.

# **INTERNATIONAL STUDENTS**

## **DASHEW CENTER**

(310) 825-1681; [www.internationalcenter.ucla.edu](http://www.internationalcenter.ucla.edu)

The Dashew Center for International Students & Scholars serves the international community at UCLA. We are the central hub for contact, resources, support and advocacy for international students and scholars. Our team collaborates with UCLA departments to facilitate academic teaching and research, international education efforts, and diversity initiatives. We provide services and programs to enrich the experience of the international and domestic communities. We are dedicated to building and maintaining partnerships across the campus to ensure appropriate avenues for academic and professional success are available for international students and scholars. At the Dashew Center, we believe our international students and scholars provide critical global perspectives: across country, across culture, across difference.

## **INTERNATIONAL STUDENT-ATHLETES**

### ***IMPORTANT INFORMATION***

F-1 students are required by the U.S. Department of Homeland Security (DHS) and DCISS to complete an F-1 Visa Workshop and Visa Check-In, both components of [iSTART @UCLA | Dashew Center](#), to validate their F-1 status in the U.S. Failure to complete your check-in requirements will result in severe consequences for your visa status within the U.S.

### **iSTART @UCLA**

iSTART @UCLA is a program that helps international students transition to their life at UCLA and in the U.S. The required components of iSTART are the Online Visa Check In and the DCISS Online Orientation which includes: F-1 Visa Workshop, Academic Integrity, Getting Started at UCLA, Getting Started in LA, and Dimensions of Culture. There is a mandatory orientation fee of \$59 that will be charged to your BruinBill account.

F-1 students are required to complete an orientation and visa check-in to validate their F-1 status in the U.S.

If you do not complete the required components of iSTART, a DCISS hold will be placed on your student record which will affect your eligibility for course enrollment, campus services, and access to University resources. Failure to complete your check-in requirement will also result in severe consequences for your visa status.

### **Mandatory Online Visa Check-In**

All newly admitted F-1 students are required to complete the Online Visa Check-In by the end of week 2 of their first quarter. Please visit the Dashew Center website for more information.

### **Mandatory Online Orientation**

All newly admitted F-1 students are required to complete the the mandatory DCISS Online Orientation. The orientation includes the following components: Getting Started at UCLA, F-1 Visa Workshop, and the Academic Integrity Workshop.

### **Mandatory Address, Phone Number and Email Reporting**

All F-1 students are required to maintain a valid, local U.S. address, overseas address, U.S. telephone number, overseas telephone number, and email at all times during their studies at UCLA. Upon arrival to UCLA, please log in to MyUCLA, click on "Settings," then click on "Official Email/Address/Phone" at the top right hand corner to update your contact information in the UCLA system. Update your contact information as follows:

- Email: Must reflect a verifiable email address that you check on a daily basis.
- Mailing Address: Must reflect your local U.S. address within the Los Angeles area.
- Permanent Address: Must reflect your overseas address outside the U.S.
- Primary Phone Number: Must reflect a valid 10-digit U.S. phone number. Input numbers only. No special characters, spacing, or parentheses (Example: 3109876543).

Please Note: Maintaining valid address information in MyUCLA is required for maintaining your F-1 status. DCISS cannot validate your arrival and/or F-1 status with U.S. Department of Homeland Security until your information has been updated.

### **DCISS Hold**

If you do not complete the mandatory DCISS Online Orientation and the Online Visa Check-In by the end of Week 2 of your first quarter at UCLA, an all-services DCISS hold will become active on your student record which will affect your eligibility to receive services from DCISS and UCLA departments and restrict your course enrollment and access to UCLA campus resources.

**\*\* Failure to comply with visa check-in requirements will result in termination of your F-1 status.**

## **MAINTAINING F-1 VISA STATUS - *IMPORTANT INFORMATION***

### **Full-Time Enrollment**

F-1 students must maintain full-time enrollment and make normal academic progress toward completion of their degree program.

- Full-time Enrollment: minimum of 12 units per academic quarter. Students are not required to enroll full-time for the Summer.
- F-1 students are not allowed to drop below full-time enrollment without receiving prior authorization for a [Reduced Course Load \(RCL\)](#) from DCISS.

**\*\* Failure to maintain full-time enrollment during your program will result in severe consequences for your F-1 status.**

### **Address Reporting**

F-1 students are required to maintain a valid local U.S. address, overseas address, U.S. telephone number, overseas telephone number, and e-mail address at all times during their studies at UCLA Upon arrival to UCLA, please log in to MyUCLA, click on 'Settings,' then click on 'Official Email/Address/Phone' at the top right-hand corner to update your contact information. Update your contact information as follows:

- E-Mail: Must reflect a verifiable email address that you check on a daily basis.
- Mailing Address: Must reflect your local U.S. address within the Los Angeles area.
- Permanent Address: Must reflect your overseas address outside the U.S. country.
- Primary Phone Number: Must reflect a valid 10-digit U.S. phone number. Input numbers only. No special characters, spacing, or parentheses (Example: 3109876543).
- Home Phone Number: Must reflect a valid overseas phone number with country code. Input numbers only. No special characters (e.g. '+', '-', etc.), spacing, or parentheses (Example: 440123456789).

Note: Updating your contact information in MyUCLA is very important. DCISS cannot validate your arrival and F-1 status with U.S. Department of Homeland Security until your information has been updated.

**\*\* Please keep all of your addresses up-to-date on [MyUCLA](#). Failure to maintain a valid local and permanent address will affect your visa status and eligibility for services at DCISS.**

**Valid Passport:** All F-1 students must maintain a valid passport at all times. Your passport must always be valid for at least 6 months into the future.

### **Employment**

#### On-Campus Employment:

F-1 students are eligible to work part-time (up to 20 hours per week) during the academic year and full-time (more than 20 hours per week) during vacation terms (e.g. Summer Quarter).

On-campus employment may include teaching assistantships, research assistantships, reader appointments, or student positions at the campus library, bookstore, food/dining services, etc.

F-1 students may work on-campus without obtaining employment authorization from DCISS or the U.S. Citizenship and Immigration Services (USCIS).

F-1 students may not engage in off-campus employment (including paid and unpaid internships) before receiving proper employment authorization from DCISS (see CPT and OPT sections).

**\* Note: F-1 students are not eligible for federally-funded work-study appointments**

#### Off-Campus Employment:

F-1 students may not engage in off-campus employment (including paid and unpaid internships) before receiving proper employment authorization from DCISS. Types of Off-Campus Work Authorization:

- [Curricular Practical Training \(CPT\)](#) Employment authorization approved by DCISS for you to engage in an internship or employment opportunity directly related to your field of study and integral to your academic program.
- [Optional Practical Training \(OPT\)](#) Up to 12-months of employment authorization approved by the U.S. Citizenship and Immigration Services (USCIS) for you to gain practical experience in your field of study upon completion of a degree program.

\*\* You must have a [Social Security Number](#) to receive wages from employment in the U.S.

#### **Program Completion – Grace Period**

F-1 students are allowed an additional 60-day grace period after their program completion date to prepare for their departure from the U.S., transfer to another U.S. school/degree program, or change their visa status in the U.S. During the grace period, employment or full-time study is not allowed.

Upon departure from the U.S. during these 60 days, the F-1 visa status automatically expires and you will not be able to re-enter the U.S. to reclaim the rest of your grace period time.

## **Health and Wellness**

### **CAPS**

#### **(COUNSELING & PSYCHOLOGICAL SERVICES)**

(310) 825-0768; [www.caps.ucla.edu](http://www.caps.ucla.edu) / **24 Hour Crisis Line:** (310) 825-0768

Counseling and Psychological Services (CAPS) assists students as they face the challenges of the university experience. CAPS provides a safe place for any student to talk with a professional about concerns or problems which may interfere with personal growth and academic achievement. These concerns or problems may include depression, anxiety, eating concerns, roommate disputes, relationships, sexuality, family health challenges, bereavement, and substance use and abuse. CAPS offers brief individual and group counseling, psychiatry, crisis intervention, consultation, outreach, prevention, and education programs. CAPS maintains a strict policy of confidentiality. No information is released without the student's written consent except where disclosure is required or allowed by law. Each quarter CAPS offers a variety of wellness skills groups and daily drop in groups focused on helping students "Cope through the Quarter." Contact CAPS or visit the website for more information.

All student-athletes are strongly encouraged to work with their Athletic Trainer or the Director of Sports Medicine for a referral to see a CAPS counselor. They may also seek a referral from their team-assigned Learning Specialist or Academic & Student Services staff. Please note that CAPS maintains a strict policy of confidentiality. No information is released without the student's written consent except where disclosure is required or allowed by law.

#### **CARE (CAMPUS ASSAULT RESOURCES & EDUCATION)**

(310) 206-2465; [advocate@careprogram.ucla.edu](mailto:advocate@careprogram.ucla.edu), [www.careprogram.ucla.edu](http://www.careprogram.ucla.edu)

CARE is a safe place for survivors of sexual assault, intimate partner violence, and stalking to get support, consultation, and have a safe place to talk. Students can get help without formally reporting an assault or requesting formal treatment.

CARE offers:

- Immediate CARE Response- CARE services include 24-hour crisis counseling, referrals to the Rape Treatment Center (424-259-7208) at Santa Monica –UCLA Medical Center, medical and legal options, and consultation.

- Resource Navigation, Support and Advocacy- CARE Advocates are available to consult with students, families, staff, and faculty to determine a helpful approach or course of action.
- Prevention & Education Programs - CARE workshops and trainings are offered to students, faculty, and staff to educate the community about sexual violence prevention and response.

The CARE Training Certificate program is offered to student leaders committed to taking a stand against sexual and gender-based violence.

### **RESILIENCE IN YOUR STUDENT EXPERIENCE (RISE) PROGRAM**

(310) 825-9039; <https://risecenter.ucla.edu/>

The RISE (Resilience In Your Student Experience) Center, is an affiliate program and physical extension of UCLA's Counseling and Psychological Services (CAPS). The RISE Center is a holistic wellness hub that provides an array of programs, classes, trainings, and self-directed resources to foster and support resilience, connection, and well-being for our UCLA community. Services are free of cost to students and are led by a team of healing practitioners, mental health experts, prevention educators, wellness advisors, and student ambassadors. We champion best practices around equipping students with social-emotional skills, embracing difference and diversity, and elevating the concept of "mental health" as an every-day habit so that students can meet their full capacity for personal success. Our wellness oasis offers inclusive, accessible services such as meditation, yoga, peer coaching, and other mind-body modalities.

### **ARTHUR ASHE STUDENT HEALTH & WELLNESS CENTER**

221 Westwood Plaza, <https://www.studenthealth.ucla.edu/>

COVID Hotline: (310) 206-6217

The Arthur Ashe Student Health and Wellness Center (The Ashe Center) is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students.

### **UC POLICE DEPARTMENT**

(310) 825-1491; <https://www.police.ucla.edu/>

UCLA PD sets a standard of excellence in law enforcement and serves a multicultural, educational environment of over 82,500 faculty, staff and students in Los Angeles. It is a part of the statewide UC Police system of about 410 sworn personnel. We take pride in our cultural and ethnic diversity and strive to employ a broad cross-section of the community. The department employs about 65 sworn officers, 41 civilians and 130 students.

### **CAMPUS TRANSPORTATION SAFETY**

<https://transportation.ucla.edu/traffic-and-safety/campus-safety>

Safety is a key priority at UCLA. UCLA Transportation coordinates efforts with the UCLA Police Department to provide programs, materials and services focused on safety.

- **Campus Escort Service:** The UCLA Police Department provides a free walking escort service every day of the year from dusk until 1 a.m. They are available to walk students, faculty, staff members and visitors to and from anywhere on campus, in Westwood Village and in the village apartments. CSO Safety Escorts are uniformed students who have received special training and are employed by the UCLA Police Department. To obtain an escort, please call (310) 794-9255. Please allow 15 to 20 minutes for your escort to arrive.
- **Evening Van Service:** The Evening Van Service provides a safe means of transportation around campus during evening hours. Vans travel between campus buildings, Westwood Village, nearby residential areas and the village apartments. Major stops include Ackerman Union, Bunche Hall and the Residence Halls. This service is free of charge for UCLA students, employees and visitors. The service is run by Community Service Officers (CSO) and operates under the supervision of the UCLA Police Department. For more information, please call (310) 825-9800.

## **Financial and Legal**

### **UCLA FINANCIAL AID and Scholarships**

(310) 206-0400; <https://www.financialaid.ucla.edu/>

When you are admitted to UCLA, you and your family might have many questions about how financial aid works and how you can use it to help cover the cost of tuition, housing and other necessities. Financial Aid and Scholarships is dedicated to helping each family create a strategy that works for them. Thanks to the numerous options available, a UCLA education is very affordable. We understand that you and your family may have many questions about how you will cover your expenses while at UCLA. Our website is designed to provide you with information about the financial aid process and a variety of programs that will help you make your UCLA education affordable.”

**Have questions? Contact Justin Ko (310-825-1002, [jko@athletics.ucla.edu](mailto:jko@athletics.ucla.edu)), NCAA Compliance Coordinator & Financial Aid**

### **OFFICE OF OMBUDS SERVICES**

(310) 825-7627; [www.ombuds.ucla.edu](http://www.ombuds.ucla.edu)

The Office of Ombuds Services is a place where members of the UCLA community—students, faculty, staff and administrators—can go for assistance in resolving conflicts, disputes or complaints on an informal basis. In order to afford visitors the greatest freedom in using its services, the Office is independent, neutral and confidential. The Office of Ombuds Services works to ensure that all members of the University community receive fair and equitable treatment in matters of concern or complaint. The Ombudspersons facilitate communication and assist parties in reaching their own mutually acceptable agreements when conflicts arise. Acting as neutrals and committed to confidentiality, the Ombudspersons may gather information on complaints, clarify issues, expedite processes or, when appropriate, initiate mediation. The response of the Office is tailored to the dynamics of the situation and the informed consent of the visitor. The Ombudspersons are respectfully impartial with all parties to a conflict. The Office operates within University policy and reports to the Chancellor’s Office for administrative and budgetary purposes. Ombudspersons may make recommendations for review or change when policies or procedures of the University generate trends or patterns in conflicts and concerns.

### **STUDENT LEGAL SERVICES**

(310) 825-9894; [www.studentlegal.ucla.edu](http://www.studentlegal.ucla.edu)

Student Legal Services (SLgS) provides confidential legal counseling and assistance regarding a wide range of legal issues to all currently registered and enrolled UCLA students. SLgS is able to help students with a variety of problems, including: landlord/tenant relations; accident and injury problems; domestic violence and harassment; criminal matters; divorces and other family law matters; automobile purchase, repair, and insurance problems; credit, collections and financial issues; employment matters; and health care and consumer problems. The office also frequently assists students with University-related issues, such as housing, financial aid, harassment, discrimination, ADA compliance, student discipline, and faculty misconduct. SLgS gives students the information they need to assess their options and, in appropriate cases, will negotiate on behalf of the student, as well as draft letters and legal documents for the student. Students may make an appointment by telephone or in person, and there is a \$10 fee for the initial one-hour consultation with an experienced attorney.

### **UCLA FINANCIAL WELLNESS PROGRAM**

<https://www.financialwellness.ucla.edu/>

The mission of UCLA’s Financial Wellness Program is to empower all Bruins to confidently navigate their finances in a way that supports their overall well-being. This program fosters financial literacy skills through workshops, coaching and online educational efforts. Additionally, we aim to encourage students to know who, when and why to ask for help. Overall, the program centralizes and advocates for student support services on campus. One of the overall goals of our program is to connect students and staff to financial resources on campus and in our surrounding community. Please see links to low-cost and affordable resources linked below - [UCLA Financial Wellness Resource Guide](#)

## **UCLA SCHOLARSHIP RESOURCE CENTER**

(310) 206-2875; <http://www.scholarshipcenter.ucla.edu/>

The SRC helps UCLA students identify and apply for scholarships. They offer workshops, individual counseling, and other resources. We are separate from the [Financial Aid Office](#). If you receive scholarships, please also consult with Justin Ko, NCAA Compliance Officer/Financial Aid Officer: (310) 825-1002, [jko@athletics.ucla.edu](mailto:jko@athletics.ucla.edu).

## **Professional Experience and Student Experience**

### **CAREER CENTER**

(310) 206-1915; <https://career.ucla.edu/>

The UCLA Career Center is dedicated to offering UCLA students and alumni opportunities to make thoughtful and deliberate career choices. They provide progressive services and resources to help students choose and prepare for their careers, prepare and apply to graduate or professional school, learn job search skills, and find employment opportunities. The Center offers various workshops (e.g., writing a resume, interview techniques), hosts career-fairs, and provides customized guidance and resources for securing internship and career opportunities. Students should register for UCLA Handshake (the online career portal found on MyUCLA), which provides exclusive access to hundreds of online job and internship postings, campus interviews, and information sessions at the UCLA Career Center. Appointments may be made directly through BruinView or by emailing your assigned career counselor.

### **FIRST YEAR EXPERIENCE (FYE)**

(310) 825-3401; <https://www.firstyearexperience.ucla.edu/>

As the campus advocates for first-year students, First Year Experience (FYE) offers specific initiatives and programs that are research-based to assist in enriching the first-year student experience. Much of our work is steeped in campus climate efforts, civic discourse and unveiling the hidden curriculum of academia, particularly at a large research university. We have a special focus on [first-generation college students](#), [commuters](#), and [out-of-state](#) students.

FYE works collaboratively with [Residential Life](#), the [Division of Student Affairs](#), and departments campus-wide to support and engage first-year students and other students in transition. The staff also is available to consult with faculty and campus partners about first-year engagement

### **NEW STUDENT ACADEMIC PROGRAMS (NSAP)**

(310) 206-6685; <http://newstudents.ucla.edu/>

UCLA's New Student Academic Programs is here to ensure that all New Bruins and their families begin their journeys at UCLA with a comprehensive introduction to Bruin life.

The first step for newly admitted students and their families begins at New Student Sessions, where New Student Advisors provide an introduction to UCLA and its world-renowned academic programs, extensive services, and rich traditions.

New Student Academic Programs offers several programs throughout the summer and academic year to support new students as they enter and transition into UCLA:

- New Student Sessions – for all incoming first year and transfer students
- New Parent & Family Sessions – for the parents and family members of new students
- Bruin to Bruin – a phone calling program to newly admitted students
- College Summer Institute (CSI) – a six-week summer program

### **UCLA VOLUNTEER CENTER**

[www.volunteer.ucla.edu](http://www.volunteer.ucla.edu)

Volunteer participation is a core value at UCLA, and in order to integrate the volunteer spirit into daily life, the UCLA Volunteer Center was established in 2009. The Center's mission is to inspire volunteerism and civic engagement among UCLA students, faculty, staff, alumni, parents, and community members.

The Center creates and organizes innovative service projects, such as Volunteer Day, One Bus, One Cause, and student leadership programming, helping all members of the Bruin family to play an active part in their community. By becoming actively involved in improving the lives of fellow citizens by assisting disadvantaged children, the elderly, the homeless, and protecting the environment, we can make a difference.

## **UCLA TRANSFER CENTER**

(310) 206-3552; <https://www.transfers.ucla.edu/>

The UCLA Transfer Student Center's mission is to provide transfer students resources and programming that connects them to the university and supports them so they can achieve their personal, academic, and professional goals as they progress through their educational journey.

### **We connect Transfer Students to . . .**

- Information, referral, and support services that assist students with navigating the UCLA system and building their UCLA network.
- Engagement opportunities and a variety of transfer-specific experiences that meet students where they are provide students the space and time to build community and find their niche at UCLA.
- Provided via events, activities, initiatives, a transfer student specific center, one-on-one interactions, office hours, social media outreach, student staff outreach, formal and informal mentoring, collaborations with student organizations, campus partnerships/collaborations, student involvement opportunities, etc.

### **We support Transfer Students by . . .**

- Providing problem solving and guidance through accessible and dedicated professional staff, student program assistants, and other UCLA campus partner.
- Optimizing institutional support systems for transfers.
  - Provided via transfer specific initiatives, increased visibility of services and support, continued collaboration, campus resource/support teams, and student self-advocacy
- Providing dedicated space at the Transfer Student Center and the Veterans Resource Center for studying, relaxing, and meeting other students with shared experiences.
- Providing scholarships and financial support.
  - Provided via transfer and veteran grants, Economic Crisis Response Team, meal vouchers, etc.

In these pursuits, the Transfer Student Center aspires to connect and support UCLA transfer students in order for them to ACHIEVE Bruin success.

## **UCLA VETERAN RESOURCE CENTER**

(310) 206-6915; <https://www.veterans.ucla.edu/>

For more than 70 years, UCLA has partnered with the Veterans Affairs West Los Angeles campus in service, training and research on behalf of veterans. Through an array of programs, units across UCLA's campus provide healthcare, meals, legal representation, recreational opportunities and other resources to veterans and their families, and collaborates on vital medical and social research.

## **UCLA STUDENT ORGANIZATIONS, LEADERSHIP, & ENGAGEMENT**

(310) 825-7041; <https://www.sole.ucla.edu/>

The SOLE Office advises over 1200 campus organizations. Services include registration of new and continuing organizations, programming assistance, organization & leadership development, fundraising approval and guidelines, funding proposal consultation, and advisement on rules and regulations. SOLE also approves time, place, and manner for the campus activities of registered organizations.

# **ATHLETIC COMMUNICATIONS**

## **MEDIA RELATIONS**

UCLA Athletic teams receive a good amount of attention from local, national and international media. Interacting with the media gives student-athletes the opportunity to share their personal stories and promote their team and the Bruin family. These experiences will help students perfect their communication and interpersonal skills that will transfer into life after their college experience.

UCLA's Athletic Communications Office helps to prepare student-athletes for the various media opportunities they will encounter through the visibility of the Bruin program. Student-athletes have a responsibility to their coaches and teammates to cooperate with the news media and should represent themselves, their teammates, coaches, and the entire Athletic Department when interacting with members of the news media. All media requests should be arranged by the Athletics Communication Office. If you are contacted by a member of the media, please inform your athletic communications director. For questions or advice about dealing with the media, please contact your athletic communications director. Link to [Staff Directory](#).

## **PHOTOGRAPHY**

Within the Athletic Communications Office is a Creative Content team, whose duties include taking both portrait and action photos of the UCLA teams. Photos are available for download to student-athletes via the INFLCR app (partnered through Teamworks). Using photos provided on INFLCR on social media accounts can help to increase student-athletes' visibility and personal brand.

# **SPORTS MEDICINE**

**Acosta Athletic Training Center, (310) 206-6107**  
**Wasserman Athletic Training Room (310) 206-9221**  
**Mo Ostin Athletic Training Room (310) 206-0113**

## **ABOUT US**

The UCLA Sports Medicine Team is comprised of Athletic Trainers, Physical Therapists, Team Physicians and student interns. They provide care for approximately 700 student-athletes in the Acosta, Wasserman and Ostin Athletic Training Centers. These athletic training rooms feature treatment stations with various therapeutic modalities, hot and cold in-ground whirlpools, SwimEx & Hydroworx therapy pools, Alter-G antigravity treadmill, cardio equipment, a large rehabilitation area with rehabilitation & therapeutic exercises equipment and a physician suite and exam rooms, that all aid in providing the highest level of care for UCLA student-athletes.

The Director, Sports Medicine, Marc Reichling, oversees a program that offers UCLA student-athletes comprehensive care encompassing prevention, evaluation, rehabilitation and management of athletic injuries. In addition, much time is dedicated to the education and counseling of student-athletes in issues related to their health and wellness, both physical and mental. Each sport is designated an Athletic Trainer to oversee direct coverage for that team. Additionally, an integral part of the program is the Team Physicians, who, in coordination with the UCLA Medical Center, are responsible for oversight of the injuries and illnesses of the student-athletes. Each student-athlete has access to the array of exceptional ancillary staff including physical therapists, dietitians, dentist, and insurance coordinator. Sports medicine also collaborates with the Athletic Performance and Performance Nutrition staff along with campus providers, UCLA medical center and community mental health providers allowing access to comprehensive services that include dietitians, psychologists, psychiatrists and therapists, all of whom aid in the extraordinary care of UCLA student-athletes as part of multidisciplinary team.

## **GENERAL HOURS OF OPERATION FOR ACOSTA ATR**

*(Wasserman & MO Ostin have team specific hours)*

### **During the Academic Year:**

Monday – Friday: 7:00am-6:30pm (hours may change based on need)

Weekends as per in-season practice & event coverage

Holidays/Winter/Spring Break: Determined by in season practice & event coverage

### **Summer:**

Monday – Thursday: 7:00am – 3:00pm

Friday: 7:00am – 1:00pm

(hours may change based on need)

**In case of emergency outside of posted hours:**

**UCLA Emergency Room or call (310) 825-1491 for UCLA EMS or 911.**

**Notify your Athletic Trainer ASAP after the incident.**

## **INJURY/ILLNESS POLICY & MEDICAL SERVICES PROGRAM**

Student-athletes are required to report all injuries to your Athletic Trainer as soon as possible. This is important so that we may provide care and relay your status to your coaches & athletic performance staff and initiate referral to our physicians if necessary. If your Athletic Trainer is not in, please seek assistance from any Athletic Trainer. UCLA has a comprehensive medical system in place for you. You must access this system through your Athletic Trainer. Under the UCLA Medical Services Program (sent to all athletes and parent annually) costs incurred from injuries that occur as result of participation in UCLA sponsored/approved athletics events in this system will be paid for by your personal insurance first with UCLA Athletics Department insurance paying any deductible or non-covered items as the secondary insurance provider. Non-approved costs incurred by you inside or outside our system will become your responsibility. UCLA does not provide coverage for injuries determined to be pre-existing to participation at UCLA. Second opinions must be submitted to and approved by the Director, Sports Medicine.

Student-athletes must report all athletic related injuries prior to their separation from the team (quit, transfer, graduation, medically retire) by completing the required Exit Health Review Questionnaire, or other method, identified by the sports medicine staff, to be eligible to receive services after the separation. All services must be approved by the Director, Sports Medicine prior to receiving said services.

### MENTAL HEALTH SERVICES

Under the direction of the Director, Student-Athlete Mental Health Programs, Chris Praetzel, mental health services are provided by Counseling and Psychological Services (CAPS), Sports Psychiatry Services and the UCLA Department of Behavioral and Addiction Medicine. UCLA Sports medicine provides access to its mental health services and providers through referral from our team physicians. Student-athletes are encouraged to engage with their team athletic trainer to initiate the process and to obtain more information about our programs.

CAPS 24hr crisis line (310) 825-0768: A resource that student-athletes can use at any time to speak to a medical professional ASAP regarding their situation. This includes assistance or questions with how to deal with difficult situations or any other concerns. For more information on CAPS: <http://www.counseling.ucla.edu/>

If you believe a student-athlete is in crisis and an immediate danger to themselves or someone else CALL 911, UCPD at (310) 825-1491 or direct them to Ronald Reagan Emergency Room. When in doubt, and are dealing with potential emergency, call 911.

### MANDATORY HEALTH INSURANCE - UC SHIP

Health insurance is mandatory for all UCLA students. A fee for the Student Health Insurance Plan (UC SHIP) will be assessed each academic term as part of registration fees. Students may waive out of UC SHIP by providing proof of adequate insurance that meets the University's minimum requirements. UC SHIP must be waived online by the fee payment deadline for each term. No late waivers are accepted. Please note that submitting your health insurance information to the UCLA Athletics Department DOES NOT waive student-athletes out of UC SHIP. Read the following information to determine if you are eligible to waive UC SHIP.

Students who have health insurance from another source may opt out of the UC SHIP program provided it meets the following criteria:

- Plan has no overall annual benefit limit.
- Plan has an annual out-of-pocket maximum of \$6,850 or less for an individual or \$13,700 or less for a family.
- Plan has policy written in standard English with benefits expressed in U.S. dollars and a claims payment office with an address in the United States.
- Plan is not a travel insurance policy or a health care reimbursement plan.
- Plan provides unrestricted access to an in-network primary care provider, in-network hospital and full, non-emergency medical and behavioral health care within 100 miles of UCLA that the student is eligible to use. (For example, HMO patients from outside the Los Angeles area must transfer to a local provider.)

If your insurance coverage meets the above criteria you may waive out of UC SHIP via an online registration form at [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu). Students are solely responsible for waiving out of UC SHIP (the Athletic Department cannot do it for them).

The NCAA Student Assistance Fund may be used to pay for UC SHIP premiums if the student-athlete is a Pell Grant or Cal Grant recipient, an international student-athlete or can demonstrate financial need. **Student-athletes must seek PRE-APPROVAL BEFORE insurance premiums can be paid.** Financial support provided through the NCAA Student Assistance Fund may impact a student-athlete's cost of attendance stipend (if applicable) and any other financial aid awards unless pre-approval is obtained. For more information regarding the NCAA Student Assistance Fund, please contact Dr. Christina Munger-Rivera, Deputy Athletics Director/Chief Administrative Officer/SWA [crivera@athletics.ucla.edu](mailto:crivera@athletics.ucla.edu).

Information about UC SHIP enrollment, fees and eligibility can be found at: [www.studenthealth.ucla.edu](http://www.studenthealth.ucla.edu)

The UCLA Athletics Department would like to ensure its athletes are vaccinated to protect themselves and their team against preventable diseases. The list of vaccines that will be required of athletes is in accordance with the recommendations from national governing bodies, including the NCAA (National Collegiate Athletic Association), CDC (Centers for Disease Control and Prevention and US Department of Health), AAFP (American Academy of Family Physicians) and AAP (American Academy of Pediatrics).

The expectation is that athletes will have vaccines updated prior to arriving for new/annual Physical exam.

### REQUIRED IMMUNIZATIONS FOR PARTICIPATION IN UCLA ATHLETICS

Immunization:	Date:
Tdap or Td (Tetanus) <ul style="list-style-type: none"> <li>• Required within the last 10 years</li> </ul>	
Measles, Mumps, Rubella (MMR)	Dose 1: Dose 2:
Meningococcal (Meningitis) <ul style="list-style-type: none"> <li>• If player has not had MCV <input type="checkbox"/> needs 1 dose</li> <li>• If player had one dose when &lt; 16 years old <input type="checkbox"/> needs #2 dose</li> <li>• If player had one dose when &gt; 16 years old <input type="checkbox"/> no further doses needed</li> </ul>	Dose 1:  Dose 2:
Varicella or history of Chicken Pox disease as child	Dose 1: Dose 2:
Hepatitis B	Dose 1: Dose 2: Dose 3:

### STUDENT-ATHLETES WITH ATTENTION-DEFECIT/HYPERACTIVITY DISORDER (ADHD)

The NCAA bans classes of drugs because they may harm student-athletes and may create an unfair advantage in competition. Some legitimate medications contain NCAA banned substances, and student-athletes may need to use these medicines to support their academics and general health. The NCAA has a procedure to review and approve legitimate use of medications that contain NCAA banned substances through a Medical Exceptions Procedure. Adequate medical records must be on file with UCLA Sports Medicine in order to request an exception in the event the student-athlete tests positive for a stimulant medication utilized in the treatment of ADHD. The following documentation **must be on file with UCLA Sports Medicine prior to the first practice session. Failure to do so may prohibit the student-athlete from practicing/competing.**

The treating physician should be contacted to write a letter on behalf of the student-athlete documenting the diagnosis and treatment plan. The submitted paperwork **must** contain the following information:

- Treating Physician (printed name)
- Specialty
- Office Address
- Physician Signature and Date
- Physician Document (letter, medical notes) to include the following information:
  - Diagnosis
  - Medication(s) and dosage
  - Blood pressure and pulse readings and comments
  - Note that alternative non-banned medications have been considered, and comments
  - Follow-up orders
  - Date of clinical evaluation

- Attached Written Report Summary of Comprehensive Clinical Evaluation
  - The evaluation should include individual and family history, address any indication of mood disorders, substance abuse, and previous history of ADHD treatment, and incorporate the DSM criteria to diagnose ADHD. Attach supporting documentation, such as completed ADHD Rating Scale(s) (eg. Connors, ASRS, CAARS scores)
  - The evaluation can and should be completed by a clinician capable of meeting the requirements above

This information will be needed on an annual basis as long as the student-athlete is on ADHD medication that contains a banned substance.

The Department of Sports Medicine and CAPS will provide a form that can be used to help document the required information listed above. Student-athletes with questions or concerns should contact the Director, Sports Medicine at (310) 794-1547 and can work with the AS2 Learning Specialists to coordinate medical documentation and educational support and accommodations.

# **DRUG EDUCATION & TESTING PROGRAM**

## **2024-25 Policy Statement**

### **Objectives**

The purpose of the drug education and testing program for UCLA student-athletes is to promote a drug-free environment for the intercollegiate athletics program. Education and counseling are the cornerstones of the program.

The goals of the program are:

- To prevent an unfair competitive advantage for those who abuse certain chemical substances
- To protect the health and safety of all competitors
- To educate student-athletes regarding the potential harm resulting from use of substances
- To provide assistance and treatment for those who are found to engage in substance use
- To maintain appropriate standards of behavior in intercollegiate athletics at UCLA

Procedures used are to be systematic, fair, assure reliability of tests and protect the privacy of the participants. The mandatory program provides for appropriate sanctions for student-athletes who are not in compliance with the terms and conditions described in this policy statement. Signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions in this policy. UCLA may amend this policy at any time.

To the extent permitted by law, information obtained in the operation of the program is confidential. The UCLA Program will be consistent with applicable NCAA regulations. UCLA will provide student-athletes and coaches with all relevant information regarding NCAA drug-testing policies and programs.

### **Educational Component**

Each team and coaching staff is to meet as often as necessary (at minimum once per academic year) with the assigned compliance staff member and a health, performance and wellness staff member(s) to review the Drug Education and Testing Program. These sessions are to include information and/or programming regarding the use of illegal substances, a review of the current UCLA and NCAA Banned Drug Classes, and the danger of using performance-enhancing substances, including anabolic steroids and amphetamines. The education session may include computer-based training. The requirements of the UCLA and the NCAA drug-testing programs will also be discussed. Although the list of banned substances may be the same or similar, the NCAA drug-testing program and the UCLA Program will remain separate and not related in any way.

### **Counseling Component and Substance Management Program (SMP)**

Under the direction of the UCLA Sports Medicine Program, services and referrals to providers that may include psychologists, psychiatrists and addiction specialists are made available to student-athletes as required. Student-athletes may also participate in the Substance Management Program (SMP) on a voluntary or mandatory basis, which provides broad treatment for substance use. To the extent permitted by law, all counseling is confidential. However, consultation with other health care professionals and/or program administrators can occur after obtaining expressed written consent from the student-athlete, or in the case of an emergency. Student-athletes and coaches are made aware of these resources and methods of obtaining these services in pre-season team meetings and other educational programs administered by the Department of Intercollegiate Athletics. Consistent with California law, individual counseling with licensed medical or psychological personnel is privileged under the patient-physician or patient-therapist privilege. If a student-athlete is a minor, parental consent and knowledge may be necessary. In appropriate cases, attempts are made to encourage student-athletes to permit involvement of family in the treatment program. Student-athletes who sign the consent form agree to allow program administrators to verify compliance with mandatory assessment/counseling sessions.

### **Testing Component**

The testing program is confidential and utilizes methodologies with appropriate sensitivity to minimize the likelihood of inaccuracy. The substances for which testing is done may include, but is not limited to, anabolic steroids, central nervous system stimulants, narcotic analgesics and psychomotor stimulants.

The testing program is as follows:

1. **Notification:** A complete description of UCLA's Drug Education & Testing Program is provided to each student-athlete and coach annually.
2. **Banned Substances:** A list of categories/substances for which testing will be done for that year including the generic names of substances, as applicable, is available at <https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx> and on-line in the Student-Athlete Handbook.
3. **Consent:** A consent form for student-athletes acknowledging receipt of notification and that he/she agrees to participate in the program is to be completed and returned to the University prior to the start of drug testing each academic year. The consent form requires the student-athlete to submit relevant information to the team physician if he/she is taking one or more of the listed substances under medical supervision. This signed consent form is a precondition for participation in UCLA intercollegiate athletics. Parental consent is necessary for minors.
4. **Testing Protocol:**
  - a. A series of drug tests will be conducted throughout the academic year at an intercollegiate athletic facility on the UCLA campus in which ALL student-athletes are eligible. **Student-athletes are either chosen randomly, as part of a team, as a result of previous positive test(s), or may be recommended due to reasonable suspicion screening.** Reasonable suspicion screening may be exercised at any time. Reasonable suspicion may include, without limitation, 1) observed possession or use of drugs, 2) arrest or conviction for a criminal offense related to prohibited drugs, 3) receipt of information that suggests potential use of drugs, or 4) observed abnormal appearance, conduct or behavior reasonably interpreted as being caused by the use of prohibited drugs or substances.
  - b. The Department of Intercollegiate Athletics is responsible for compiling a list which will include student-athletes who have had previous positive tests, are recommended for reasonable suspicion, and/or are selected at random. The list is then provided to Drug Free Sport (UCLA's outside contractor) for sample collection.
  - c. **Student-athletes are notified in writing that they have been selected for drug testing no more than 24 hours prior to the test and student-athletes are required to confirm receipt of this notification in writing. However, random testing may occur without prior written notification.** If there is no response from the student-athlete after 3 hours, the head coach, or the coach's designee, will be contacted to assist with notification. If written confirmation is not possible, verbal acknowledgment via phone is acceptable. If it is not possible to provide notice to a student-athlete, the student-athlete may be excused from the test, but will be tested at the next available opportunity. The assigned team athletic trainer will inform the Program Director that the student-athlete was not notified. This excuse may only be used one time per student-athlete. On rare occasions, the Program Director may excuse a student-athlete from a test due to extenuating circumstances (e.g., death in the family, hospitalization). Finally, notification of a positive test result is not required prior to a student-athlete being selected for future testing.
  - d. Each notified student-athlete must report to the designated testing area at the time reported on the notification form.
  - e. **Once the student-athlete has reported to the testing area, he or she must remain in the testing area until a sample that can be tested has been produced unless the student-athlete receives permission to leave and return from a certified collector to attend class or another approved activity and return at a specified time. If the student-athlete does not return to the testing site at the time specified when he/she was excused to provide an adequate sample, the test will be treated as a positive result for an illicit substance/street drug.**
  - f. Drug Free Sport will oversee the sample collection in private bathroom facilities and will be responsible for filing the appropriate forms.
  - g. Each student-athlete selected for testing must produce 100mL of urine (or an amount pre-determined by the testing team) under direct supervision of the sampling control officer.
    - i. **If a student-athlete fails to produce an adequate volume of urine by the end of the testing day, the test will be treated as a positive result for an illicit substance/street drug.**
    - ii. **If the student-athlete fails to produce a sample that is adequately concentrated for testing, the sample will still be submitted to the laboratory for testing. If the sample cannot be tested, the student will be tested at the next available opportunity.**
    - iii. **A "no-show" is defined as a student-athlete who fails to report for a scheduled drug test at the date and time specified on the notification. Tardiness will not be tolerated. A no-show is treated as a positive result.**

- h. **Any attempt to alter or manipulate the integrity or validity of the urine specimen and/or collection process (for example, by dilution or substitution) will be sanctioned with an automatic suspension from one competition.** The suspension will be served at the next competition at which the student-athlete is eligible to compete. The collection team will attempt to retrieve a valid sample even if a student tries to manipulate the test, and if a valid sample is collected despite the attempt to manipulate the test, the sample shall be tested and the results will be subject to this policy.
- i. If a student-athlete provides an altered sample, that student-athlete may be subject to subsequent individual testing.
- j. At the conclusion of testing, urine samples will be delivered to the testing laboratory.
- k. Testing may continue as long as a student-athlete is a reported member of an athletic team from the Department of Intercollegiate Athletics and remains eligible for participation.
- l. The results of the tests are provided to the physician assigned responsibility for managing the drug education & testing program, who notifies the appropriate individuals, as specified by this program, of positive test results. Confidentiality is maintained at all times throughout all notifications and communication.
  - i. **Any positive test in a student-athlete's career will count cumulatively with respect to the provisions of this program.**
  - ii. **Positive tests need not be on consecutive testing dates, in the same academic year, or for the same category of substance to increase the level of sanction that is applied.**
- m. Positive test results will be sanctioned as outlined in this policy. Coaches and other department staff may not directly or indirectly increase competition suspensions or accelerate the cancellation of a student-athlete's scholarship due to violations of the program. Coaches may impose supplemental penalties or disciplinary measures related to a student-athlete's participation in other athletically related activities (e.g., practices, workouts), so long as such disciplinary measures do not result, directly or indirectly, in any adverse action against the student-athlete in competitive activities. Additional penalties must be outlined in the specific program's team rules and must be counted as Countable Athletically Related Activity pursuant to NCAA Bylaws. Any supplementary penalties or disciplinary measures involving physical activity must be compliant with NCAA regulations and department policies. Notwithstanding the foregoing, members of the UCLA Drug Education & Testing Committee may adjust the timing of a sanction from what is described in the program if, upon evaluation, they conclude that extenuating circumstances exist to merit an adjustment. Such extenuating circumstances include, by way of example only, potential health risk(s) to student-athlete(s).
- n. Information regarding the amount of substance found in a student-athlete's sample shall not be shared with members of the respective coaching staff.
- o. Competition sanctions will not be applied until a student-athlete is eligible and physically able to participate. Student-athletes will serve all suspensions sequentially, not concurrently.

## **Sanctions: Performance Enhancing Drugs (PEDs)/Illicit Street Drugs (Narcotics)**

### **First Positive Result of Career. The following will occur:**

#### **1) Notification:**

In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.

#### **2) Accountability Meeting:**

- a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
- b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
- c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.

#### **3) Assessment(s):**

- a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
- b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.

**4) Competition Sanction:**

- a. Suspension will occur from 20% of the season's contests, or a minimum of 3 competitive events, in which the student-athlete is eligible to participate within the NCAA Championship Season. Scrimmages and exhibition matches may not be used to satisfy the suspension.
- b. The suspension will start with the first scheduled contest after twelve (12) business days elapse from the date of notification to the student-athlete of the positive result.

**Second Positive Result of Career. The following will occur:**

**1) Notification:**

In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.

**2) Accountability Meeting:**

- a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
- b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
- c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.

**3) Assessment(s):**

- a. A mandatory assessment session with a psychologist approved by the UCLA Drug Education & Testing Program is required.
- b. Based on the initial assessment session with the approved psychologist, additional mandatory sessions and/or educational requirements may be required for the student-athlete to complete.

**4) Competition Sanction:**

- a. Suspension will occur for 365 days.
- b. The suspension will start after twelve (12) business days elapse from the date of notification to the student-athlete of the positive result.

**Third Positive Result of Career. The following will occur:**

**1) Notification:**

In addition to the student-athlete, the Medical Director, Head Team Physician, assigned Team Physician, assigned Athletic Trainer, assigned Sport Supervisor, Head Coach and staff members with responsibility for managing the drug education & testing program will be notified.

**2) Accountability Meeting:**

- a. The Senior Staff Member responsible for the Accountability Meetings associated with the drug education & testing program will advise the student-athlete in writing of the test results and the process to request a retest of the same sample.
- b. The student-athlete will have seven (7) business days to request a sample retest. This must be done in writing and if the request is not submitted by the deadline, the student-athlete's opportunity to request a sample retest will be considered waived.
- c. The student-athlete will also have seven (7) business days to schedule and meet with the Senior Staff Member for a mandatory Accountability Meeting.

**3) Assessment(s):**

- a. An assessment session with a psychologist approved by the UCLA Drug Education & Testing Program will be offered.
- b. Based on the initial assessment session with the approved psychologist, additional sessions and/or educational services may be offered.

**4) Competition Sanction:**

The student-athlete will be permanently dismissed from participation in intercollegiate athletics and his or her athletics scholarship will be cancelled.

## Banned Substances List

For the purposes of this Section, performance enhancing substances, narcotics and masking agents include, but **are not** limited to:

- **Stimulants** – Examples include: Amphetamine (Adderall), Caffeine (guarana), Cocaine; Dimethylbutylamine (DMBA, AMP), Dimethylhexylamine (DMHA, Octodrine), Ephedrine, Heptaminol, Hordenine, Lisdexamphetamine (Vyvanse), Methamphetamine, Methylhexaneamine (DMAA; Forthane), Methylphenidate (Ritalin), Mephedrone (bath salts), Modafinil, Octopamine, Phenethylamine (PEA) and its derivatives; Phentermine, Synephrine (bitter orange). *Exceptions: phenylephrine and pseudoephedrine are not banned.*
- **Anabolic Agents** – Examples include: Androstenedione, Boldenone, Clenbuterol, Clostebol, DHCMT (Oral Turinabol), Drostanolone, Epitrenbolone, Etiocholanolone, Methandienone, Methasterone, Nandrolone (19-nortestosterone), Oxandrolone, SARMS [Ligandrol (LGD-4033); Ostarine; RAD140; S-23], Stanazolol; Stenbolone; Testosterone; Trenbolone.
- **Diuretics and Masking Agents** – Examples include: Bumetanide, Canrenone (Spironolactone), Chlorothiazide, Furosemide Hydrochlorothiazide, Probenecid. Triameterene, Trichlormethiazide. *Exceptions: Finasteride is not banned.*
- **Narcotics** – Examples include: Buprenorphine, Dextromoramide, Diamorphine (heroin), Fentanyl and its derivatives, Hydrocodone, Hydromorphone, Meperidine, Methadone, Morphine, Nicomorphine, Oxycodone, Oxymorphone, Pentazocine, Tramadol.
- **Peptide Hormones, growth factors, related substances and mimetics** – Examples include: BPC-157, Growth hormone (hGH), Human Chorionic Gonadotropin (hCG), Erythropoietin (EPO), IFG-1 (colostrum, deer antler velvet), Ibutamoren (MK-677). *Exceptions: Insulin, Synthroid and Forteo are not banned.*
- **Hormone and Metabolic Modulators** – Examples include: Anti-Estrogen (Fulvestrant), Aromatase Inhibitors [Anastrozole (Arimidex); ATD (androstatrienedione); Formestane; Letrozole], PPAR-d [GW1516 (Cardarine); GW0742], SERMS [Clomiphene (Clomid); Raloxifene (Evista); Tamoxifen (Nolvadex)].
- **Beta-2 Agonists** – Examples include: Albuterol, Formoterol, Higenamine, Salbutamol, Salmeterol, Vilanterol.

Any substance that is chemically/pharmacologically related to one of the above drug classes, even if it is not listed as an example, is also banned.

These are examples. For additional resources, go to <https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx>.

**THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES. DO NOT RELY ON THIS LIST AS EXHAUSTIVE OR TO CONFIRM OR RULE OUT ANY LABEL INGREDIENT THAT MAY CONTAIN A POTENTIAL BANNED SUBSTANCE.**

Many nutritional/dietary supplements are contaminated with banned substances not listed on the label. It is the student-athlete's responsibility to check with the appropriate or designated athletics and/or medical staff before using any substance.

### Important: Compliance with Drug Education & Testing Program Sanctions

Student-athletes may be subject to an immediate suspension from all team and athletically-related activities if any of the following occur:

1. Student-athlete does not schedule and meet with the Senior Staff Member responsible for the Accountability Meetings within 7 business days of being notified in writing of positive result.
2. Student-athlete does not schedule meeting with their designated Team Physician within 7 business days of being notified of non-sanctionable test result.
3. Student-athlete does not schedule a Mandatory Assessment session with an approved psychologist by the specified deadline set forth by the Senior Staff Member during the Accountability Meeting.
4. Student-athlete does not attend their Mandatory Assessment session.
5. Student-athlete does not complete the educational requirements set forth by the UCLA Drug Education & Testing Program.
6. Student-athlete does not complete the counseling and treatment program requirements set forth in the SMP.

## **Self-Disclosure**

At any point in a student-athlete's intercollegiate career, the counseling services of the UCLA Drug Education & Testing Program will be made available to a student-athlete on a priority basis if the student-athlete voluntarily discloses that he/she may have a substance abuse problem. Self-disclosure by itself does not constitute a positive test under the Policy.

1. Self-disclosure must occur prior to a student-athlete being notified of a scheduled testing.
2. The student-athlete may be tested immediately at the discretion of an approved program provider.
3. This self-disclosure opportunity can be initiated by the student-athlete contacting the team physician, athletic trainer, or member of the drug education and testing program committee.
4. Student-athletes remain eligible for NCAA drug testing and sanctions.

## **Hearings, Appeals and Reinstatement**

### **Appeal of a Sanction of Dismissal or Scholarship Cancellation**

Student-athletes subject to dismissal and scholarship cancellation under the terms of the program are entitled to a hearing with the institutional Drug Testing Appeals Committee prior to the imposition of the sanction. This hearing will be arranged by the Faculty Athletics Representative ("FAR"). A written request for such a hearing must be made by the student-athlete within five (5) business days of the Accountability Meeting. The hearing is to be no later than ten (10) business days after the student-athlete so requests. The hearing date may be extended more than ten (10) days for good cause and upon the mutual agreement of the parties to the extension. Depending on the duration and reason for the extension, a student-athlete requesting such an extension may be suspended from all team and athletically-related activities during the extension. Student-athletes will not be dismissed and their scholarships will not be cancelled while the appeal process is pending.

### **Appeal of Lesser Sanctions**

Student-athletes subject to lesser sanctions that involve withholding from competition, including suspensions for the manipulation of a drug test or test sample, may submit a written appeal to the FAR within five (5) business days of the Accountability Meeting. The FAR will review the appeal in consultation with at least two other members of the UCLA Drug Education & Testing Committee. The FAR may also request additional information or expert advice from any other member of the Committee. The FAR will render a written decision based on a majority vote of those Committee members that reviewed the appeal within ten (10) business days of receiving the appeal. Sanctions will not be imposed while the appeal process is pending.

A student-athlete who has tested positive in the testing program and voluntarily leaves his/her team may be subject to similar specific conditions if that student-athlete later expresses interest in rejoining an intercollegiate athletics team.

### **Other University and Civil Action**

The student-athlete will not be subject to University student disciplinary action under the UCLA *Student Code of Conduct* as a result of a positive drug test. The University will not voluntarily supply personally identifiable test data or results of a test to any law enforcement agency and has developed procedures to assure that only information necessary to the purposes of this Program is retained and all other information concerning test results is destroyed. Requirements of the Higher Education Act Amendment related to the conviction for possession or sale of illegal drugs will be handled separately by the University from the administration of the Department of Intercollegiate Athletics' Drug Education & Testing Program.

# 2024-2025 NCAA Banned Drugs

There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. It is your responsibility to check with the appropriate or designated UCLA Athletics staff before using any substance.

## The NCAA bans the following 9 classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohols and Beta Blockers (Rifle only)
- Diuretics and Other Masking Agents
- Narcotics
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

## Drugs and Procedures Subject to Restrictions:

- Blood or Gene Doping.
- Local Anesthetics (under some conditions).
- Manipulation of Urine Samples.
- Beta-2 Agonists permitted only by prescription and inhalation.
- Tampering of urine samples

## NCAA Nutritional/Dietary Supplements Warning:

**Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!**

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

## Some Examples of NCAA Banned Substances in Each Drug Class

- **Stimulants:** Examples include: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, "bath salts" (mephedrone); Octopamine; hordenine; dimethylbutylamine(DMBA, AMP, 4-amino methylpentane citrate); phenethylamines(PEA's); dimethylhexylamine (MMHA, Octodrine); heptaminol etc. *Exceptions: phenylephrine and pseudoephedrine are not banned.*
- **Anabolic Agents:** Examples include: (sometimes listed as a chemical formula, such as 5 $\alpha$ -androst-1-ene-3,17-dione) Androstenedione; boldenone; clenbuterol; DHEA; 7-keto-DHEA; epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; SARMs (ostarine, ligandrol, LGD-4033, S-23, RAD140); DHCMT (oral turanibol) etc., and related compounds.
- **Diuretics and Other Masking Agents:** Examples include: (water pills) bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone; canrenone; triameterene; trichlormethiazide; and related compounds.
- **Narcotics:** Examples include: Buprenorphine; dextromoramide; diamorphine; (heroin); fentanyl and its derivatives; hydrocodone; hydromorphone; methadone; morphine; nicomorphine; oxycodone; oxymorphone; pentazocine; pethidine.
- **Cannabinoids (at certain concentration levels):** Examples include: Marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g. spice, K2, JWH-018, JWH-073)
- **Peptide Hormones and Analogues:** Examples include: Growth hormone(hGH); human chorionic gonadotropin in males (hCG); erythropoietin (EPO); IFG-1 (colostrum, deer antler velvet); etc. and related compounds.

- **Anti-Estrogens:** Examples include:  
Anastrozole; tamoxifen; formestane; androstatrienedione (ATD), SERMS (clomiphene, nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3.5-dien-7.17 dione), letrozole and related compounds.
- **Beta-2 Agonists:** Examples include:  
Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc

**\*\*Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!**

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting:

**NCAA Health and Safety Website – <http://www.ncaa.org/health-and-safety>**

**OR**

**Drug Free Resource AXIS @ 877-202-0769**

**OR**

**[www.dfsaxis.com](http://www.dfsaxis.com) -- password ncaa1**

Please be aware, **this is only a partial list**. There are many other substances in these categories that are not listed here that are banned, including “street drugs”. These were only listed examples. Remember, ultimately each student-athlete is responsible for his or her own compliance with UCLA and/or NCAA drug testing policy.

# **UCLA DRUG TESTING**

## **Urine Collection Guidelines (Provided by Drug Free Sport on 07/07/22)**

1. Only those persons authorized by Drug Free Sport International (DFSI) and the institution will be allowed in the collection area.
2. When arriving to the collection station, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print their name and arrival time on the Roster Sign-In Form and obtain their notification form from the collection crew or client representative.
3. The student-athlete will work with the Doping Control Officer or Doping Control Assistant (DCO or DCA) to confirm and complete the necessary demographic information on the iPad before proceeding with the specimen collection process.
4. The student-athlete will select a set of beaker barcodes from a supply of such and confirm both barcode numbers match. The DCO/DCA will scan the barcode into the iPad.
5. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the DCO or DCA (same gender) to the restroom to provide a specimen. The student-athlete will rinse their hands with water (no soap) and dry their hands. Then the student-athlete will place a beaker barcode onto the beaker.
6. The DCO/DCA will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
7. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
8. Fluids and food given to student-athletes who have difficulty voiding should be from sealed containers provided by the Institution (approved by the DCO), opened and consumed in the collection station. These items must be free of any other banned substances.
9. If the specimen is incomplete, the student-athlete must remain in the collection station until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
10. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the DCO, the specimen must be discarded.
11. Upon return to the collection station, the student-athlete will begin the collection procedure again.
12. Once an adequate specimen volume is provided; the validator will escort the student-athlete to the specimen processing table.
13. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will measure the specific gravity.
14. If the urine has a specific gravity below 1.005, the specimen should be discarded by the student-athlete with the DCO/DCA observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will be instructed to provide another specimen.
15. Once the specimen processor has determined the specimen has a valid specific gravity, the sample will be processed and sent to the laboratory.
16. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.
17. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the DCO will collect another specimen from the student-athlete.
18. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a set of specimen barcode seals from a supply of such.
19. The specimen processor will obtain the A and B vials, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the vial lids. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (30 mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (30 mL in A vial; 30 mL in B vial).
20. The specimen processor will securely close the lids on each vial and then seal each vial using the specimen barcode seals; assuring seals are tightly adhered to the vials with no tears or loose areas.
21. The specimen processor will place the vials in the front pouch of the specimen bag. The bag should then be sealed.
22. Once the specimen is packaged, the DCO/DCA must then collect all necessary signatures in the iPad (validator, donor, collector and witness, if applicable).
23. The student-athlete is then released by the DCO/DCA from the collection station.

24. All sealed samples will be secured in a shipping container. The DCO will prepare the container for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic agents” laboratory.
25. After the collection has been completed, the samples will be forwarded to the appropriate laboratory.
26. The samples then become the property of the client.
27. If the student-athlete does not comply with the collection process, the DCO will notify the appropriate institutional administrator and DFSI.

# **ATHLETIC PERFORMANCE**

**Acosta Athletic Performance Training Center – (310) 206-6103**  
**Mo Ostin Athletic Performance Training Center – (310) 206-8877**

## **HOURS OF OPERATION**

### **During the Academic Year:**

Team assignment only

### **Holidays, Winter & Spring Break, Finals Week, & Summer Break:**

Determined on team-by-team basis

## **TRAINING POLICIES**

- 1. Facility Usage:** The Acosta and Mo Ostin Athletic Performance Training Centers are restricted to the following individuals:
  - a. Current UCLA student-athletes who have completed and passed a physical exam through UCLA's Sports Medicine Department
  - b. Individuals approved by the UCLA Athletics Performance staff
- 2. Schedule:** Current UCLA student-athletes are required to train with their team under the supervision of their assigned Athletic Performance Coach. Team training schedules are set each academic quarter in collaboration with sport coaches. Adjustments to training schedules will be made for academic reasons only.
- 3. Apparel:** Proper attire is required during all training sessions:
  - a. UCLA team issued
  - b. Nike
- 4. Illness:** In the unlikely event you are to become ill at any time, the following steps will need to be taken:
  - a. Call your Athletic Performance Coach before scheduled training time.
  - b. Call your Athletic Trainer immediately after.
  - c. Visit the training room that day.
- 5. Injured Athletes:** Injured athletes are required to attend all training sessions on time unless otherwise instructed. An alternative training program will be provided.
- 6. Performance Nutrition:** UCLA endorsed / NCAA compliant supplements are for the sole use of UCLA student athletes are distributed at the discretion of the athletics performance staff during training sessions.
- 7. Permissible Facility Usage:** The Acosta and Mo Ostin, Performance Training Centers are for the sole usage of UCLA student-athletes.
- 8. Exceptions are as follows:**
  - Former UCLA varsity student-athletes who are in good standing with the University
  - Individuals approved by the UCLA Athletics Performance staff for visiting usage

**\*The Athletics Performance staff reserves the right to approve or deny any noncurrent UCLA student-athlete. All pre-approved non-current UCLA student-athletes must train during designated "Open Hours."**

## **ADDITIONAL FACILITY RULES**

- Cell phones are not permitted on the training floor
- Student-athletes are not permitted to use personal music players, except on cardio equipment.
- Student-athletes and visitors are not permitted in coaches' offices unless authorized.
- Weights, bars, belts, straps and all other training equipment will be returned to proper location in accordance with the rack maintenance sheet.
- Food and drink are not permitted on the training floor, except for those supplements distributed by the performance nutrition staff.
- Report any injury to your Athletic Performance Coach immediately

# **PERFORMANCE NUTRITION**

## **MISSION STATEMENT**

The Performance Nutrition Department at UCLA DIA's mission is to make nutrition the foundation of student-athlete success using evidence-based practices in assessment, education and targeted nutrition interventions to optimize performance both athletically and academically, prevent injury and enhance overall health and long-term wellbeing.

## **INTRODUCTION**

As Registered Dietitians and board-certified specialist in sports nutrition (CSSD) at the University of California Los Angeles, it is our primary goal to provide high quality nutrition intervention to promote student-athletes' health and wellbeing as well as high achieving academic and athletic performance.

- Educate on nutrition habits for long-term health inside and outside of the athletic environment
- Educate and aid student-athletes in optimal performance nutrition
- Provide guidance to use healthy eating for body composition and weight management

## **DEPARTMENT SERVICES**

The Athletic Performance Dietitians are Registered Dietitians trained in nutrition and exercise physiology. They work side-by-side with the Athletic Performance and Sports Medicine staff to ensure that every rep in the weight room, every drill in practice, and every play in competition is effective and injury-free. Proper fueling is key to a robust and long, successful athletic career.

To ensure the department's mission is accomplished and that all needs are met, the UCLA Performance Nutrition Department offers a wide variety of services to UCLA athletes which include:

**Performance Nutrition provides personalized, one-on-one or team nutrition counseling for the following:**

### Medical Nutrition Therapy:

- Anemia
- Food allergies
- Female athlete triad
- Dysfunctional and disordered eating
- Weight management
- Injury recovery
- Chronic or acute disease states (i.e. IBS, Crohn's, celiac, diabetes, lupus, lactose intolerant, etc.)

### Sports Science:

- Lab Draw Review
- Body Composition Analysis
- DXA bone density scanning
- Resting metabolic rate
- Bone density

### Performance Nutrition Therapy:

- Pre-event, during and recovery nutrition strategies
- Hydration
- Muscle cramping
- Fatigue
- Weight management
- Travel nutrition
- Competition day fueling
- Supplement Evaluation – aligning with AT and MD that UCLA will offer supplements as deemed medically necessary
- Supplement and Functional Food Tier System and Fact Sheets
- Training table/nutritional supplement development and management
- Fueling to meet the demands of the collegiate athletic and academic environment

### Lifestyle Nutrition:

- Healthy dining hall strategies
- Dining hall tours
- Cooking classes, cooking demonstrations
- Grocery planning and store tours
- Healthy eating around holidays, vacations or breaks
- Team meal and snack planning and set up as needed

### Educational materials:

- Performance Nutrition Manual
- Performance Nutrition Website
- Topic-based educational materials
- Team nutrition presentations (at least 6x per year)
- Weekly or monthly continuing nutrition talks – series as needed
- Infographics for athletic facilities
  - Digital resources (Instagram: @fuelingbruins)
  - Educational Graphics in Fuel Station
  -

### **Performance Nutrition provides Food Service:**

#### Fueling Station's:

- Acosta Fueling Station off Atrium
- Acosta Fueling Station in AP room
- Mo Ostin Fueling Station
- Mo Ostin Hydration Stations
- Wasserman Fueling Station
- On Site Fueling: Wooden Center, Spieker Aquatics, Easton Field, Jackie Robinson Field

#### 4<sup>th</sup> Meal:

- In the JD Morgan Center 'Press Room'
- Monday-Thursday
  - Breakfast: 7:00-10:00 am
  - Lunch: 11:00 am-2:00pm
- Friday
  - Brunch: 7:00 am-11:00am