

**UNIVERSITY OF NEBRASKA OMAHA  
ATHLETIC DEPARTMENT**



**STUDENT-ATHLETE SUCCESS  
MANUAL  
2013-2014**

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# **SECTION ONE:**

## **General**

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## Mission Statement for the Department of Athletics

The mission of the University of Nebraska Omaha Athletic Department is to provide student-athletes with a positive and competitive academic and athletic experience which will prepare them for their lifelong achievement and success.

The five guiding principles of the University of Nebraska Omaha Athletic Department are:

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|-------------------|---|
| <b>Excellence</b> | Upholding superior standards for academic and athletic performance.   |
| <b>Passion</b>    | Dedication to putting the student-athlete in a position to achieve at the highest level and committing the resources necessary for success. |
| <b>Teamwork</b>   | A network of student-athletes, athletic department professionals, and fans committed to the goals and objectives of UNO athletics.          |
| <b>Integrity</b>  | All athletics department decisions and actions are made honestly.   |
| <b>Community</b>  | UNO athletics will be engaged in the community and support partnerships that promote service, learning, and outreach.                       |

## Student-Athlete Success Mission Statement

The University of Nebraska Omaha Student-Athlete Success unit is committed to empowering Maverick student-athletes to take ownership in their educational and personal endeavors, creating their own paths to success. The University of Nebraska Omaha staff is steadfast in its vision of enhancing the university experience for our student-athletes by fostering an environment that focuses on educational development, independence and leadership.

## Student-Athlete Success Philosophy

The Student-Athlete Success program is designed to assist student-athletes in making the best possible academic and personal transition to the University of Nebraska Omaha. **We are responsible to the student, not for the student.** The Student-Athlete Success staff work closely with administrators, coaches, faculty, and campus student services personnel to help student-athletes better balance the demands of academic responsibilities with participation in athletics. The services available, congruent with the institution's educational mission and its academic policies and procedures, are designed to recognize the importance of a culturally diverse environment and to develop the student's academic commitment, performance, and responsibility.

It is our purpose to positively influence student-athletes; to that end, we are committed to the following:

- Actively monitoring the academic progress of every student-athlete.
- Holding weekly academic progress meetings to facilitate success in the classroom setting.
- Providing mentoring opportunities through professional relationships, emphasizing dialogue and example that promote integrity and responsibility.
- Communicating with faculty regarding academic progress, competition travel and general feedback.
- Clarifying NCAA, Conference, and University requirements and interpretations for student-athletes so as to assist them in acting in accordance with the bylaws.
- Providing tutorial assistance to any and all student-athletes who require or request it.
- Offering registration assistance.
- Supplying information and access to institutional support services.
- Operating Life Skill and Leadership development programs.
- Promoting career development opportunities through Career Fairs and in interacting with the community and relaying various opportunities to our student-athletes.
- Operating a textbook program, securing the proper classroom resources for student-athletes in a timely manner.
- Managing a laptop computer rental program for student-athletes during travel competition.
- Requiring the First Year Experience course, the aim of which focuses on the specific academic and personal development of every student-athlete.

## **Student-Athlete Conduct and Ethics**

Student-athletes are privileged to have the opportunity to participate in intercollegiate athletics. In participating at our institution, student-athletes represent the University of Nebraska Omaha and their sport through hard work in the classroom, in competition, and in life. Therefore, student-athletes are expected to act in a responsible manner at all times.

It is each student-athlete's responsibility to comply with NCAA, Conference, and University rules and regulations. Moreover, it is each student-athlete's responsibility to read, understand, and follow the University of Nebraska Omaha's Student Code of Conduct.

### **University of Nebraska Omaha Student-Athlete Principles:**

It is important that student-athletes understand the responsibilities they accept under the University of Nebraska Omaha Student-Athlete Standard of Conduct, by becoming members of the athletic program. Such responsibilities include:

- Performing to the best of the student-athlete's ability academically;
- Performing to the best of the student-athlete's ability athletically;
- Contributing best efforts toward successful team performance;
- Contributing on and off the field in a manner that reflects positively to the student-athlete, the team, the Athletic Department, and the University.

## **Student-Athlete Planner**

The student-athlete planner is a vital part of the communication process between athletic administration and the student-athlete. In most cases, it is the first piece of information that student-athletes receive that details what is expected of them as they become members of the Maverick community. The student-athlete planner augments the University's general student handbook, which is a valuable resource for information regarding institutional policies.

At its most basic level, the student-athlete planner is designed to assist student-athletes in managing their time and in staying organized during the academic year. However, with the privileges and responsibilities that come along with being a student-athlete, the planner also serves as a source for information that readily affects and is relevant to student-athletes as members of the University of Nebraska Omaha Athletic Department. Such information includes University academic policy, athletic eligibility, compliance and financial aid; the handbook also outlines the various resources on campus available to student-athletes.

Finally, the student-athlete planner provides University of Nebraska Omaha student-athletes with a detailed understanding of the procedures of the athletic department. This information will ensure student-athlete compliance with the rules and regulations that govern the institution as a whole, the Summit League, the NCHC, and the NCAA.

## **SECTION TWO:**

# **Academic Success**

- **Student-Athlete Academic Resources**
- **Student-Athlete Academic Eligibility**
- **Class Attendance Policy**
- **Academic Dishonesty & Cheating**
- **Student-Athlete Discipline**

## **Student-Athlete Academic Services**

University of Nebraska Omaha student-athletes are offered many services to help them excel in their academic endeavors. The Student-Athlete Success staff is available to all student-athletes to help advise them as they balance their academic and athletic demands. With the assistance of the Athletic Compliance staff, the Student-Athlete Success staff helps student-athletes manage their academic career while attending the university. A large piece of the process is ensuring student-athletes are progressing toward their degree and tracking eligibility in accordance with NCAA rules.

It is also vital that the Student-Athlete Success staff connect the student-athletes to tutors if they need and/or request additional assistance in their classes. The University of Nebraska Omaha Athletic Department utilizes GradesFirst, a web-based communication tool that allows for communication and detailed feedback between faculty and the Academic Success staff. GradesFirst is also the tool that helps manage our tutoring program. Detailed individual tutor session reports and tutor payroll are accessed through this system.

### **Hamilton Academic Excellence Room Hours of Operation**

Sunday:	5:00pm - 9:00pm
Monday – Thursday:	8:00am - 9:00pm
Friday:	8:00am - 12:00pm

### **Hamilton Academic Excellence Room Rules of Operation**

The purpose of the Hamilton Academic Excellence Room is to provide student-athletes with a designated area where an individual can have access to the necessary resources to be successful in his or her academic endeavors. Such resources include computer docs, printing stations, tutoring rooms and study space. As such, the Hamilton Academic Excellence Room enforces the following rules to create an atmosphere that is conducive to educational success:

- Only current student-athletes who are on the official roster are allowed in the Hamilton Academic Excellence room, unless given permission by the Assistant Athletic Director for Academics.
- All student-athletes are required to sign in at the check-in desk whether they are there for study time or not.
- Student-athletes must check out when leaving the Hamilton Academic Excellence Room. Repeated failure to check out of study hours will result in a discussion with the Assistant Athletic Director for Academics as to how to rectify the problem, and may result in alternative forms of check-in to ensure the student-athlete is completing all required study hours.

- If a student-athlete becomes disruptive he or she will be warned only once to correct their behavior. If the student-athlete continues to act in a disruptive manner, he or she will be asked to leave and his/her head coach will be notified.
- Computer usage needs to be limited to academic needs. Keep Facebook and Twitter to a minimum, particularly if other students are waiting to use the computers.
- Food and/or drinks are not allowed near the computers or the carpeted areas of the space.

Please check with the staff member at the check-in desk to determine the reservation schedule for the tutoring room(s).

### **Academic Enhancement Program (AEP)**

Our Academic Enhancement Program (AEP), housed within the beautiful space of the Hamilton Academic Excellence Room, offers a quiet, conducive study environment in which student-athletes may work with a tutor individually or as a group to succeed in the classroom.

All new (freshmen and transfer) student-athletes are required to fulfill a minimum number of weekly AEP hours through the Academic Enhancement Program (AEP). Student-athletes that demonstrate a great academic need may be required to participate in additional services beyond the basic AEP hour requirement with additional educational meetings and activities. Student-athletes can track all requirements and activities through GradesFirst.

When considering weekly required AEP hours, it is important to note that the week begins on Sunday evening at 5:00pm and ends on Fridays at noon. All required hours should be completed by Friday.

\*\*\*All required AEP hours that are completed outside of the Hamilton Academic Excellence Room must be submitted via the Tutor Verification Form. This form is available on the athletic department website under the student-athlete section. All Tutor Verification Form hours must be approved by a member of the Student-Athlete Success staff to earn AEP credit.

The Academic Enhancement Program operates under the following structure:

- **During their first semester at UNO, all freshmen and first year transfer students** are required to spend 6 (six) hours per week in the Hamilton Academic Excellence Room at the University of Nebraska Omaha.
- **During their second semester at UNO, all freshmen students** who have a cumulative GPA of 2.99 or below are still required to spend 6 (six) hours per week in the Hamilton Academic Excellence Room. All freshmen students who have a cumulative GPA of 3.0 or higher during the spring semester will have their weekly study hours reduced to 3 (three) hours per week.
- **During their second semester at UNO, all first year transfer students** who have a cumulative GPA of 2.49 or below are required to spend 6 (six) hours per week in the Hamilton Academic

Excellence Room. All first year transfer students who have a cumulative GPA of 2.50 or higher during the spring semester are not required to log any hours in the Hamilton Academic Excellence Room.

- **All sophomore, junior and senior students who** have a cumulative GPA of 2.49 or below are required to log 6 (six) study hours per week in the Hamilton Academic Excellence Room. Sophomores, juniors and seniors who have a cumulative GPA of 2.50 or higher are not required to log any hours in the Hamilton Academic Excellence Room.
- The Student-Athlete Success Staff reserves the right to implement weekly study hours for an individual, even if that student-athlete's cumulative GPA is high enough such that weekly study hours are not required.
  - Requiring a student-athlete to log hours even when he/she is meeting the cumulative GPA minimum will be done on an individual basis, and will only be implemented when circumstances warrant it (example, multiple semesters of earning a GPA below the NCAA standard).
  - The decision to require a student-athlete to log weekly hours must be approved by the Assistant Athletic Director for Academics.
- **Unfulfilled Study Hours** – If the student-athlete's required hours are not met at the end of the week, the following repercussions will be imposed:
  - First Violation: The student-athlete will receive a warning and will be required to make up the missed study hours the following week, along with the required hours for that week.
  - Second Violation: The student-athlete will be required to make up the missed study hours the following week. The student-athlete will also be required to meet with a member of the Academic Success Staff and his/her Head coach.
  - Third Violation: The student-athlete will be required to make up the missed study hours the following week and will be required to meet with a member of the Academic Success Staff, his/her coach, and the Sport AD, along with the possibility of scheduling weekly meetings with a member of the Academic Success Staff.
  - Fourth Violation: A meeting will be held with the student-athlete, coach, member of the Student-Athlete Success Staff and the Athletic Director to discuss further repercussions and next steps.
- **Falsified Study Hours** – If a student is caught cheating on their hours, the student-athlete's coach and sport administrator will be notified and none of the hours for that entire day will count. If multiple instances of falsified study hours occur, the student-athlete will be required to meet with the Assistant Athletic Director for Academics, their coach and the Sport AD. This meeting will address the student-athlete's wrongful conduct and may result in disciplinary measures being implemented.

## **Progress Reports**

The Academic Success staff, through the GradesFirst software, issue progress reports three times each semester to the professors of all student-athletes. For each individual student-athlete, university professors are asked to indicate the current grade he/she is receiving in the class, as well as to include any additional comments they want noted (for example, notes regarding a student-athlete's class attendance, attentiveness, grasp of the material, etc.)

These progress reports are used to help the Academic Success Staff stay informed as to the academic performance of all Maverick student-athletes, and are vital in helping the Academic Success Staff hold the student-athletes accountable for their academic success. These reports serve as a tool to work with individuals who may require additional academic assistance during the remainder of the semester.

Finally, the progress reports serve as a portal for communication between university instructors and the Academic Success Staff. The Academic Success Staff unit is committed to advancing an open dialog with university professors and departments, and utilizes this software to help further that goal.

## **Tutoring and Educational Assistant Program**

The purpose of the Student-Athlete Success Tutoring Program is to provide University of Nebraska Omaha student-athletes with the opportunity to achieve academic excellence with the support and encouragement of qualified tutors. We encourage student-athletes to utilize the tutoring services offered through campus partnerships to enhance their achievement and improve the quality of their education, while striving for academic excellence. Tutoring is not a resource offered only to struggling students, as we strongly encourage our best and brightest students to take advantage of the opportunity to elevate their academic achievement as well. The Student-Athlete Success staff work diligently to connect our students with qualified and trained tutors through campus partnerships.

In addition to tutorial assistance, the Academic Enhancement Program has implemented a mentoring program through providing Educational Assistants (EA) for student-athletes facing academic challenges and transitions. This program is designed to provide student-athletes with individual guidance on a weekly basis. Student-athletes meet with their assigned Educational Assistant weekly to plan, organize and prepare for their upcoming academic responsibilities each semester. The Educational Assistants assist the student-athletes in becoming proactive learners and encourage them to reach all their academic goals. This relationship provides the student-athletes with support and the opportunity to share their challenges and successes.

### **General Responsibilities of the tutor and/or Educational Assistant**

1. Assist the student-athletes to develop organizational skills.
2. Assist the student-athletes in their time management skills.

3. Develop task-based objectives for the student-athlete for each meeting.
4. Be on time to all sessions and ready to help the student-athlete.
5. Submit EA reports on time on the GradesFirst Program.
6. Maintain confidentiality as to the academic affairs of all student-athletes.
7. Promote the student-athlete's ideas to build confidence.
8. If at any point you do not think the student-athlete is doing their work, please notify a member of the Academic Success staff.
9. Make sure to have your tutor availability times placed on GradesFirst so the student-athlete can see when you are available.

### **Expectations of the Tutor and/or Educational Assistant**

- If you have a scheduled time, it is your responsibility to meet at that arranged time. Timeliness is a trait we want to instill in our student-athletes and we must begin by modeling such behavior, so please be on time. If the student-athlete does not show for the scheduled appointment time, inform a member of the Academic Success staff and indicate such on the tutor session report.
- Please be flexible in determining the meeting schedule for you and the student-athlete. Understand that you each have time demands and do your best to take both into consideration.
- When you first meet the student-athlete, obtain a copy of their syllabus. This will allow you to know what is due and when it is due.
- Come organized and prepared for each session.
- Offer positive praise while providing corrective feedback to the student-athlete.
- Be patient with the student-athlete. Every student-athlete works at a different pace, so be positive and encouraging.
- **Never, ever do the student-athletes' work!** The student-athlete needs to be invested with their tutoring and/or mentoring meeting and MUST do their own work at all times. Your job is to help them understand the material, not do the work.

### **Textbook Program**

Students-athletes receiving a book scholarship are required to participate in the Student-Athlete Success Textbook Program. The Textbook Program works in conjunction with the University of Nebraska Omaha Bookstore to help ease the burden of the student-athletes in obtaining the necessary materials for class. The program is responsible for purchasing only the required books and supplies for the class(es) in which the student-athlete is enrolled.

The student-athlete alone is responsible for the care of the books and supplies and for their return at the end of the semester. Coaches, teammates, friends and roommates are not responsible for their care.

Upon the completion of the class, all books and supplies must be returned to the Hamilton Academic Excellence Room (HAER) within the University of Nebraska Omaha Athletic Department. The student-athlete is not allowed to sell the books and supplies back to the bookstore or other students for profit. If the material provided is not returned to a member of the Academic Success staff in the HAER within 24 hours of the last final exam day or the day the class is dropped, a hold will be placed on the student-athlete's account, along with being charged the cost of the material. (A "hold" means: no diploma, no enrollment for the following semester, no grades will be reported, no future book vouchers.) If materials are returned with damage beyond normal wear and tear, the student-athlete will be held responsible for the additional cost. Additionally, the University of Nebraska Omaha Athletic Department is not responsible for lost or stolen items.

If there is an issue with the material given to the student-athlete, he/she needs to speak with their respective Athletic Academic Coordinator or the Assistant Athletic Director for Academics. Do not trade course materials with other student-athletes or take another student-athlete's item(s).

Those student-athletes who quit or are dismissed from his/her team must return all books and materials at the end of the semester, and the individual is still responsible if the items are not returned. The student-athletes are not excused from any of the policies listed above.

If the student-athlete has a change in his/her class schedule, he/she needs to bring their new class schedule to their respective Athletic Academic Coordinator or the Assistant Athletic Director for Academics, along with the books for the class the student-athlete dropped. Once the material from the dropped course is returned and the new required books are requested, the Student-Athlete Success staff will provide the student-athlete with the book(s).

### **Book Pick-Up**

The Student-Athlete Success staff coordinates with the UNO Bookstore to package together the required books and/or class materials the student-athletes need for class. Once the books and/or class materials are packaged, the Student-Athlete Success staff will distribute them to the student-athletes. The student-athletes must fill out and sign a form indicating all of the books and/or materials they received in their package. They will be expected to return all of the books/materials at the end of the semester.

### **Book Return**

At the end of each semester, all books purchased through the student-athletes' book scholarships are required to be returned to the Student-Athlete Success staff in the HAER. The student will have 24 hours after the last final exam day to turn in all books and/or class materials. For the fall semesters: in order to receive the January board checks (if applicable), the student-athlete must present the book receipt card to the applicable personnel prior to obtaining the check. If the books are not turned in within 24 hours, the student-athlete will not receive their board check, the cost of the books that are outstanding will be charged to the student, and a hold will all be placed on his/her account. For the spring semesters: if the books are not returned within 24 hours of the last exam day, the student-athlete will be charged the

cost of the outstanding books and a hold will be placed on his/her account until they are returned. If books are returned with damage beyond normal wear and tear, the student-athlete will be held responsible for the additional cost.

### **Additional Books/Material**

If the student-athlete is required to purchase a book above and beyond what they initially received from the Student-Athlete Success staff, written documentation from the professor and/or syllabus is required. With proof, the student-athlete must present their request to their respective Athletic Academic Coordinator or the Assistant Athletic Director for Academics in order to receive the additional book and/or material.

### **Laptop Loan Policy**

The University of Nebraska Omaha Student-Athlete Success program allows student-athletes to receive loaned laptop computers when traveling with their team for scheduled away competitions or when needed for classroom purposes, including testing. This equipment may be requested from any member of the Student-Athlete Success staff.

Student-athletes are permitted to checkout laptop computers for a 72-hour period. Extended checkouts will be permitted based on relevant circumstances, and will be evaluated on an individual basis. Due to a limited supply of laptop computers, checkouts are on a first come, first served basis. We advise all student-athletes to inform a member of the Student-Athlete Success staff as early as possible of his/her interest in borrowing a laptop computer to ensure availability.

All equipment must be returned to the Student-Athlete Success staff in good condition at the end of the checkout period. **Any late returns, unreturned or damaged supplies and/or equipment may result in the student-athlete, the coach, or the sport team being charged the applicable rates.**

Departmental personnel are to adhere to the following guidelines when checking out laptop computers:

- Student-Athlete Success staff and the student-athlete must complete the Laptop Computer Check-Out Form.
- Laptop computer checkout can only be approved by Student-Athlete Success staff.
- Student-athletes may pick-up the laptop 24 hours prior to departing from campus, and they must return the computer within 24 hours of their return to campus.
- Departmental staff should make sure that student-athletes return computers in good condition, and with all loaned accessories.
- Student-Athlete Success staff must require that coaches are made aware as to which athletes have been furnished with computers.

## NCAA Student-Athlete Academic Eligibility

The NCAA requires that student-athletes meet established academic standards in order to be eligible for intercollegiate athletics. These standards are set forth in the NCAA Bylaws and include rules as to the minimum credit hours that student-athletes must satisfy (both on a semester and annual basis), as well as the minimum cumulative GPA student-athlete must maintain while enrolled at the University of Nebraska Omaha.

### Required Full-Time Enrollment

Undergraduate Student: To be eligible for competition, the student-athlete must be enrolled in a minimum of 12 hours of credit every semester.

- The NCAA may waive the 12 credit hour requirement for a student with an educational-impacting disability when objective evidence demonstrates that an institution defines full-time enrollment for the student-athlete to be less than 12 hours to accommodate the student's learning disability.
- The University of Nebraska Omaha handles learning disabilities on a case-by-case basis.

Graduate Student: To be eligible for competition, the graduate student-athlete must be enrolled in a full-time program, which at the University of Nebraska Omaha requires a minimum enrollment of 9 hours of credit every semester.

\*\*\*Student-athletes who are in their final semester may be enrolled in less than a full-time course load if they have met all requirements and are registered to graduate after that respective semester. Student-athletes must complete the "Final Semester Graduation Certification" form, which requires that their campus advisor certifies their impending graduation, and submit it to the Athletic Department's Assistant Athletic Director for Academics. Only upon the Assistant Athletic Director for Academics' review of the form may the student-athlete be enrolled part-time and still remain eligible for athletic participation.

### Dropping or Adding a Course

If a student-athlete chooses to drop a course, he/she must consult with a member of the Student-Athlete Success staff. The student-athlete must obtain a "Drop and Add" form from the Registrar's Office and must complete the appropriate information. The Student-Athlete Success staff member will verify the academic status of the student-athlete and will either approve or deny the change in course load. If the change is approved, the student-athlete will return the form to the Registrar's Office for processing.

A hold is placed on all student-athletes' accounts, preventing them from dropping below full-time status. If, for any reason, a student-athlete wishes to drop below full-time status, he/she must consult the Student-Athlete Success Staff, and only upon receiving approval from the Assistant Athletic Director for Academics will the hold be removed. Once the hold is removed, the student-athlete is no longer considered in a minimum full-time program of studies as of the date the dropped course becomes official. **This student-athlete, effective immediately, may no longer train, practice, or compete with their squad.**

Student-athletes can freely add courses without needing to speak with a Student-Athlete Success Staff member. However, we openly encourage and welcome all student-athletes to speak with a staff member when making course selections.

**Student-athletes must accept responsibility in maintaining their academic eligibility.**

### **Declaring a Major**

The NCAA requires student-athletes, prior to the start of their fifth (5<sup>th</sup>) full-time semester, declare a major that leads toward a specific baccalaureate degree. The NCAA Bylaws state that a student-athlete will only be eligible to participate in competition (during the fifth full-time semester and during all remaining semesters) if he/she has officially declared a major with the University. The proper declaration of a major is per each institution's declaration process.

In order to declare a major at the University of Nebraska Omaha, student-athletes must access the appropriate form from the Registrar's Office on campus. Once the form has been properly completed, student-athletes must submit it to the Registrar's Office. It is the Registrar's Office that will determine whether a student-athlete is eligible to major in the designated program. The Student-Athlete Success Staff will be notified by the Registrar's Office of all majors that are declared.

### **NCAA's Progress-Toward-Degree Requirements**

The NCAA requires that student-athletes meet set academic benchmarks periodically throughout their college career in order to remain eligible for athletic participation. The following chart is meant to help student-athletes understand the benchmarks they must meet while attending the University of Nebraska Omaha.

### **Remedial courses**

It is not permissible to use remedial course work to fulfill the progress-toward-degree requirements unless the institution considers such courses directly applicable toward the student-athlete's specific degree program.



## **Institutional Academic Requirements**

In addition to fulfilling all NCAA academic requirements, student-athletes are also expected to satisfy the academic requirements set by the University of Nebraska Omaha. The University of Nebraska Omaha has set an academic performance standard for all university students, and has outlined the framework for institutional probation and suspension.

### **University of Nebraska Academic Performance**

A student must maintain a cumulative GPA of 2.0 or above to remain in “good academic standing” in the University. However, individual colleges within the University may require a higher GPA to be considered in good academic standing. It is the responsibility of the student to be aware and maintain the required GPA minimum.

### **University of Nebraska Academic Probation**

A student whose cumulative GPA is below 2.0 after having attempted six (6) or more semester hours work will be placed on probation. Probationary status will remain in effect as long as the student’s cumulative GPA remains below 2.0. No student will be allowed to enroll for any course on a pass/fail or Credit/No Credit basis while on probation. Probation constitutes a period of formal warning that the student is doing unsatisfactory work.

The student is encouraged to use every opportunity during time on probation to seek counsel and guidance from various university agencies which have been established to offer assistance in study and academic planning. For information on such services, the student should consult with his/her academic advisor or counselor.

### **University of Nebraska Academic Suspension**

The University of Nebraska Omaha policy states that students cannot be suspended at the end of the fall term; instead students will only be suspended at the end of the spring term. This rule applies to all University colleges, including University Division, and all University of Nebraska-Lincoln based programs in the Colleges of Architecture, Agriculture, Education and Human Resources, and Engineering.

Students who are on probation will be suspended at the end of the spring semester when their semester GPA is lower than 2.0 and the cumulative GPA falls below the following standards:

<b>Hours Attempted</b>	<b>Cumulative GPA</b>
0-12	No suspension
13-45	1.75
46 or more	2.00

Suspension under these conditions will be automatic. Academic suspension will be for a minimum period of one (1) year.

Students will be notified by their primary academic colleges of their suspension and will be given instructions on how to appeal, should they choose to do so, and any appropriate deadlines associated with an appeal.

Appeals properly filed shall delay implementation of the suspension until the appropriate appeals committee has acted. However, if the appeal is denied the student shall be disenrolled and tuition shall be refunded.

### **Reinstatement Following Suspension**

Applications from reinstatement of students on academic suspension for the University of Nebraska Omaha shall be obtained from the college from which the student was suspended and submitted to the Registrar. This application must be submitted at least one month prior to the official beginning of the semester or term from which the student is applying (refer to the academic calendar for specific dates).

## **Class Attendance Policy**

Student-athletes are expected to attend all classes, unless there is a university sanctioned event. Student-athletes are expected to comply with an individual instructor's established attendance policy, and should avoid classes where significant absences are likely. If a class absence is due to required attendance at a university-sponsored event, including for athletic competition, reasonable attempts should be made by faculty members to allow the student to make up missed work. Student-athletes are responsible for completing the work assigned or due on the days they are absent for these events.

At the start of each semester, all students at University of Nebraska Omaha are responsible for providing each professor with a letter, provided by the Student-Athlete Success staff, which informs the professors of all dates the student will be missing due to travel and competition. Throughout the semester, it is up to the student-athlete to keep their professor up-to-date, informing them of the upcoming classes they will be missing.

The Student-Athlete Success staff will likewise send travel reminders through the GradesFirst software program to each student-athlete's professors on the days of the travel for competition in an effort to confirm the student-athlete's absence. Ultimately, however, it is the student-athlete's responsibility to stay in continual communication with their professors. Should a student-athlete have any problems or concerns in accomplishing this, the student-athlete should report the issue(s) to a member of the Student-Athlete Success Staff.

## **Academic Dishonesty/Cheating**

All students at University of Nebraska Omaha are expected to conduct their academic affairs in an honest and ethical manner. Any student found guilty of dishonesty in academic work shall be subject to disciplinary actions. Acts of academic dishonesty include, but are not limited to, the following:

- Plagiarism\*, i.e., the intentional appropriation of the work of another without crediting the source. Plagiarism can occur not just through the appropriation of phrases, but also in the wrongful use of another's ideas, thoughts or expressions;
- Cheating, i.e., unauthorized collaboration or use of external information during examinations or on assignments;
- Assisting fellow students in committing an act of cheating;
- Falsely obtaining, distributing, using or receiving test materials or academic research materials;
- Submitting examinations, themes, reports, drawings, laboratory notes, research papers or other work as one's own when such work has been prepared by another person or copied from another person (by placing his/her own name on a paper, the student is certifying that it is his/her own work)
- Falsifying sources or citations as reference materials; or
- Improperly altering and/or inducing another to improperly alter any academic record.

In cases of alleged academic dishonesty, the instructor shall attempt to discuss the matter with the student and explain the sanction(s) which he/she plans to impose. The student may either receive an F for the assignment or an F for the entire course.

Additionally, the University of Nebraska Omaha Athletic Department may impose a punishment on any student-athlete found to have engaged in academic dishonesty.

## **Student-Athlete Discipline**

The university's Student-Athlete Standard of Conduct states that those student-athletes who fail to comply with team, Athletic Department, or University policies can be subject to suspension, probation, or dismissal from the squad and non-renewal of athletic financial aid. These procedures are outlined in the University Student Code of Conduct, Summit League, and NCAA rules.

The Athletic Department may become involved in any situation where allegations of wrongdoing are made against a student-athlete. This involvement may include matters which directly concern the Athletic Department, University, or any situation involving civil or criminal proceedings.

If a student-athlete is found to be in violation of University or Departmental policies, the penalty imposed depends upon the severity of the offense and may include the following:

- Written warning
- Disciplinary probation
- Dismissal from the team
- Appropriate counseling
- Cancellation or gradation of financial aid and/or
- Suspension or expulsion from the University (according to the University of Nebraska Omaha Student Handbook)

## **SECTION THREE:**

### **Life Skills**

- **Life Skills/Development**
- **Student-Athlete Advisory Committee (SAAC)**
- **First Year Experience**
- **Maverick Cup**

## **Life Skills/Student-Athlete Development**

***Making the student-athlete experience meaningful, intentional and empowering.***

### **University of Nebraska Omaha Philosophy**

Student-athletes are constantly striving to run faster, shoot better, hit farther, and jump higher. They put in the time and effort it takes to become the best athlete they can be, yet it is just the beginning of what makes them who they are. The development of the individual is constantly at work. With great connections to the business world and campus resources, our purpose is to equip the student-athletes with the tools they need to help them get to where they want to go. Whether it is building resumes, leadership development, healthy eating seminars, internships, community involvement, volunteer opportunities, or other life skills, we want to provide the bridge from the students' college years to their professional careers. Our passion is developing the student-athletes outside the realm of their sport, providing the education they need to be successful in the field they choose, and opening doors to the opportunities that lie ahead.

### **Maverick Life Skills**

Centered on the philosophy of the NCAA CHAMPS/Life Skills program, the year-long Maverick Life Skills and Development program is aimed at developing student-athletes in numerous areas of their lives, ultimately helping the student-athletes emerge from college as well-rounded and capable individuals. Throughout the year, student-athletes attend presentations that cover topics that pertain to them – both as a student and as an athlete. Speakers from campus and throughout the community cover the topics, including: social media, alcohol use, relationships, healthy eating, career searches, etc.

The Maverick Life Skills program has identified and is committed to the following goals:

- Support the efforts of every student-athlete toward intellectual development and graduation.
- Use athletics as preparation for success in life.
- Meet the changing needs of student-athletes.
- Promote respect for diversity among student-athletes.
- Enhance interpersonal relationships in the lives of student-athletes.
- Assist student-athletes in building positive self-esteem.
- Enable student-athletes to make meaningful contributions to their communities.
- Promote ownership by the student-athletes of their academic, athletic, personal, and social responsibilities.
- Encourage the development of leadership skills.

The Maverick Life Skills program also maintains a strong commitment in each of the five NCAA-identified life skill areas:

- 1) Commitment to Academic Excellence
- 2) Commitment to Athletic Excellence
- 3) Commitment to Personal Development
- 4) Commitment to Career Development
- 5) Commitment to Service

## **Student-Athlete Advisory Committee (SAAC)**

The student-athlete advisory committee (SAAC) is a group of selected student-athletes who meet to discuss the concerns and needs of collegiate student-athletes, as well as provide insight on the student-athlete experience. SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses.

### **Functions of SAAC**

Founded on the mission of the National Collegiate Athletic Association Student-Athlete Advisory Committee, which is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image, the University of Nebraska Omaha SAAC aims to achieve the following:

- Promote communication between athletics administration and student-athletes.
- Disseminate information pertinent to student-athletes.
- Provide feedback and insight into athletic department issues.
- Generate a student-athlete voice within the campus athletics department during its formulation of policies.
- Build a sense of community within the athletics program involving all athletics teams.
- Solicit student-athlete responses to proposed conference and NCAA legislation.
- Organize community service efforts.
- Create a vehicle for student-athlete representation on campus-wide committees (e.g., student government).
- Promote a positive student-athlete image on campus.

## SAAC Officers & Members

The core group of SAAC consists of a president, vice president, treasurer, secretary and two members from each of the 15 Varsity sport teams. The total number of members in the core group is 28. All members of the core SAAC group have one vote, except the President. The president shall act as the tie-breaker if necessary. A vote will pass if a majority of the group (51%) agrees.

The selection of officers takes place at the beginning of each fall for the upcoming academic year. SAAC members are suggested by their coaches, who then are voted on by the respective team. These members can decide whether they want to run for an officer position. If the student-athlete chooses to run for a position, the voting process will begin. The voting process is set up similar to a democratic vote where each member of SAAC has a fair say in who they would like to see fill that position. Once the votes are counted, the officer will then be announced.

President: be a representative to the Summit League/NCHC SAAC, be a representative to the NCAA/CHAMPS Life Skills program, facilitate all SAAC core group meetings, attend all core and officers meetings, and act as a liaison between the SAAC and the athletic department.

Vice President: support the president in necessary ways, fill in when the president is unable to attend, and attend and help facilitate all SAAC core group meetings.

Treasurer: attend all core and officers meetings, maintain a budget and record all financial happenings within the SAAC, keep all SAAC members and the University of Nebraska Omaha Athletic Department informed about the budget, and be the liaison between SAAC and Student Accounts.

Secretary: attend all core and officers meetings, record the minutes from each SAAC meeting and keep record of any upcoming events.

## First Year Experience

All freshmen attending the University of Nebraska Omaha are required to participate in the “First Year Experience” program. This one credit hour course takes place during the fall semester and is overseen by the Director of Student-Athlete Development and an on-campus representative. The First Year Experience (FYE) program is student-athlete specific and is focused on helping to ease the transition from high school to college.

Throughout the course, student-athletes engage in exercises that help them learn and develop their strengths, meet fellow student-athletes, learn to manage the demands that are placed upon student-athletes, and develop personal and educational skills that they will take with them wherever they go. The Athletic Department considers this class instrumental in laying the framework for the freshman student, while creating lasting relationships with other like-minded individuals.

## Maverick Cup

Unique to the University of Nebraska Omaha Athletic Department, the Maverick Cup is an annual trophy awarded to the team who has the most student-athletes meet the required participation benchmarks throughout the academic year. This year-long, intra-department competition covers multiple areas of the student-athletes' experience, including: academics, community service, life skills, and athletic achievements.

During the school-year, all student-athletes are provided various opportunities to participate in activities and events both on campus and in the community. Their participation earns them points which are then added to their respective team's total. Points based on a team's academic standing at the end of the first and second semester, along with any points earned due to honors in their sport, are also added to this total. The team with the most points at the end of the academic year is honored by having each team member's name placed on the Maverick Cup; the Maverick Cup will be displayed in the Hamilton Academic Excellence Room during the next academic year.

### Maverick Cup Point System

Each student-athlete must accumulate a total of **5 Community Service Points, 5 Life Skills Points, and 2 Code Red Points**. The Community Service and Life Skill requirements can be met by attending campus or community sponsored events that involve personal development or career development, internships, job shadowing, volunteer opportunities, etc. The code red requirements can be met at any UNO athletic competition where there are 5 or more student-athletes present.

In order for their team to receive points, the student-athlete must complete all 12 points by the end of the school year. Each student-athlete is required to fill out and turn in the appropriate form after attending a community service event, life skill event, or code red game. The community service/life skill form explains what the student-athlete did and specifies the type of event; the code red form is specifically for a UNO game including a place to list the student-athletes who were in attendance.