Dear Raider Student-Athlete:

Welcome to another year that I hope will be filled with connection, growth and achievement. I can’t wait to meet you and to cheer you on in the classroom, in your competitive arena and in the community!

As an athletics department, we have so much to be proud of, boasting 3 Patriot League Championship teams from last year and having the 3rd best graduation rate in all of Division I! The comprehensive excellence you are pursuing and achieving is inspiring, and it positions you to leave a meaningful legacy at Colgate.

As the new academic year begins, the coaches and staff of Colgate Athletics and I encourage you to renew your commitment to academic, athletic and personal excellence. We hope you will give all you can and get all you want out of this unique and brief time in life - we are here to support you throughout the process. We look forward to watching you continue the strong tradition and bold ambition of Colgate Athletics!

Go ‘gate!

Dr. Nicki Moore
Vice President & Director of Athletics
# Academic Calendar Fall 2019

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<td>28 Drop/Add Begins</td>
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<td><strong>WEEK 6</strong></td>
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<td>3</td>
<td>4 Homecoming</td>
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<td><strong>WEEK 7</strong></td>
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<td>29</td>
<td>30 Full-Term Course Withdrawal Deadline S/U Option Deadline</td>
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<td>Nov. 1</td>
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<td><strong>WEEK 15</strong></td>
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<td>12</td>
<td>13 Last Day of Classes</td>
<td>14 Review Period</td>
<td>17 Review Period</td>
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<td><strong>WEEK 16</strong></td>
<td>18 Exam Period</td>
<td>19 Exam Period</td>
<td>20 Review Period</td>
<td>201 Exam Period</td>
<td>22 Exam Period</td>
<td>23 Residence Halls Close at 3:00pm</td>
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<td>6 Deadline to Declare Major (Sophomore Class Only)</td>
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<td>WEEK 8</td>
<td>9 Mid-Term Recess</td>
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<td>WEEK 15</td>
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<td>30</td>
<td>May 1 Last Day of Classes</td>
<td>2 Review Period</td>
<td>3 Review Period</td>
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<tr>
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<td>4 Exam Period</td>
<td>5</td>
<td>6 Review Period</td>
<td>7 Exam Period</td>
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<td>9 Dining Hall Closed; Res. Halls Close to All Students Except Seniors</td>
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I. Introduction

The Colgate Student-Athlete Handbook provides important information and guidance for student-athletes and includes the Student-Athlete Code of Conduct and essential NCAA and Patriot League rules and regulations. It is the responsibility of each student-athlete to adhere to the policies, rules, regulations, and guidelines in this handbook. Like all Colgate students, student-athletes must also adhere to the policies detailed in the Colgate Student Handbook and the Colgate University Catalogue. While the handbooks and catalogue are updated annually, they may change at any time and it is the responsibility of each student-athlete to stay informed of such changes, which will be reflected in the electronic versions of these documents.

Please refer to the online version of the Colgate Student-Athlete Handbook (available at www.gocolgateraiders.com under the ‘Student-Athlete’ tab) or the Colgate website for links to the electronic versions of the Colgate Student Handbook and the Colgate University Catalogue.

1. Division of Physical Education, Recreation, and Athletics (PERA) Mission Statement

Colgate University’s mission is to provide a demanding and expansive educational experience to a select group of diverse, talented, intellectually sophisticated students who are capable of challenging themselves, their peers, and their teachers in a community which brings together living and learning.

Colgate is an inclusive institution with diverse students, faculty, and staff. The Division of Physical Education, Recreation and Athletics strives to be an inclusive community of competitive excellence. We care about, involve and empower all to engage fully in the pursuit of our collective success with a goal to win through consistent high performance. In keeping with the University’s commitment to teaching, the Division’s coaching faculty and staff provide challenges for young men and women to fulfill their individual physical and intellectual potential in preparation for lives of leadership and productive citizenship.

The mission of the Division of Physical Education, Recreation and Athletics is consistent with the University’s commitment to the total education of its undergraduates. The Division supports students’ development through a variety of creative programs, while sustaining Colgate’s rich competitive athletic tradition. The goals of the Division’s programs are to promote a commitment to a high standard regarding health and fitness; to support social and recreational interactions; to offer students the opportunity to develop athletic skills; and to provide intense competitive challenges for the athletically-motivated student population in an equitable manner. These goals are achieved through NCAA Division I athletic participation and a wide range of sports and leisure activities designed to stimulate interpersonal exploration, mutual understanding, discipline, dedication, social responsibility and personal growth.

2. The Varsity Athletics Philosophy

The Varsity Athletics program, in keeping with the University’s commitment to the total education of its undergraduates, promotes students’ mental, physical, emotional, personal and social development. An intense and concentrated competitive challenge is provided through the varsity athletics program for highly skilled and athletically motivated members of the student population. Through their participation, the student-athletes learn valuable life-long lessons regarding discipline, dedication, and teamwork. The intercollegiate athletic program also serves, through spectator involvement, as a unifying force within the community and among alumni.

The educational purposes of the University and the welfare and commitment of the student-athletes to formal education are paramount considerations within each program and are not compromised in the pursuit of competitive excellence. Coaches understand and support the fact that academic achievement is
the priority for every Colgate student-athlete. Athletic practices, competitive schedules and travel are arranged with that principle in mind. Within this philosophical framework, each participating student-athlete, through professional instruction, is encouraged to develop personal resources and physical skills to the maximum. The dedication and subsequent success of Colgate teams has, for many years, brought positive notoriety and public acclaim to the University on a regional and national level.

The entire intercollegiate athletics program is governed by the rules and regulations of the University, the Patriot League, the ECAC and the NCAA. Student-athletes shall sustain Colgate’s athletic reputation and prestige at all times through fair and honorable competition.

3. The Patriot League

The Patriot League, which was founded on the principles of admitting athletes who are academically representative of their class, is in its third decade of academic and athletic achievement. Participation in athletics at Patriot League institutions is viewed as an important component of a well-rounded education. Patriot League full member institutions include: American, Army, Bucknell, Colgate, Holy Cross, Lafayette, Lehigh, Boston University, Loyola and Navy. Associate members include Fordham (Football) and Georgetown (Football).

These member institutions are among the oldest and most prestigious in the nation. Alumni from Patriot League colleges and universities have played a leadership role in the shaping of our country. In the classroom, the Patriot League’s full-member institutions, individually and collectively, consistently rank among the top Division I programs in the NCAA Graduation Rates Report. For the tenth straight year the Patriot League ranked first among all Division I Conferences in student-athlete graduation rates according to the NCAA Graduation Rates report.

League members have also distinguished themselves on the field of play. The Patriot League sponsors championship competition in 23 sports (11 for men; 12 for women). Championship teams from 14 sports are guaranteed advancement into the NCAA Championships: baseball, men and women's basketball, field hockey, football, men's golf, men and women's lacrosse, men and women's soccer, softball, men and women's tennis and volleyball.

With the exception of the men and women’s ice hockey teams, which compete in the Eastern Collegiate Athletic Conference (ECAC), all Colgate varsity athletic teams are members of the Patriot League.

(The above information is from the Patriot League website: http://www.patriotleague.org/school-bio/patr-school-bio-aboutpl.html)

COLGATE ATHLETICS

II. Colgate Department of Athletics
Student-Athlete Code of Conduct

1. Standards of Conduct

It is a privilege and not a right to be a student-athlete at Colgate. Every student-athlete is expected to conduct him/herself in a manner that reflects positively on the team, the Department of Athletics and Colgate University. As a member of the student body at Colgate, each student-athlete must act in accordance with all University policies and procedures as published by the University in the Colgate Student Handbook.

In addition, student-athletes are required to obey the requirements and prohibitions set forth by the coaching staff (i.e. team rules), the NCAA, the Patriot League, and the ECACHL.

Academics

Student-athletes are responsible for attending all classes, completing all classroom assignments, and conducting themselves in ways that are consistent with acceptable classroom performance. Student-athletes are required to meet all Colgate academic requirements as well as the eligibility requirements of the NCAA, Patriot League, and ECACHL.

**Attendance at all classes is expected** and plays an important role in one’s academic development. **Student-athletes are not permitted to miss class or mandatory class activities to attend practice (including weight training or ‘lifting’).** As outlined in the Dean of Faculty Scheduling Conflict Recommendations Memo (8/20/2015), student-athletes must know and follow course attendance policies closely, and if the policy is not clear from the syllabus or other course information, students should ask the faculty member. It is the student-athlete’s responsibility to discuss, any class absence due to a competition with the professor as early as possible in the semester. (Please refer to Guide to Identifying and Resolving Schedule Conflicts).

Academic Honor Code

At Colgate University, we believe honesty and integrity are fundamental in a community dedicated to learning, personal development, and a search for understanding. We revere these values and hold them essential in promoting personal responsibility, moral and intellectual leadership, and pride in ourselves, the department of PERA and our University.

As Colgate students, we will represent ourselves truthfully, claim only work that is our own, and engage honestly in all academic assignments. As a member of the Colgate community, I pledge to live by and to support the letter and spirit of Colgate’s Academic Honor Code.

Colgate University recognizes four forms of academic dishonesty: Cheating, Fabrication (of data or sources), Facilitating Academic Dishonesty, and Plagiarism. All students are urged to read these definitions carefully to gain a complete understanding of behavior that the university considers academically dishonest. *Ignorance of the definitions will not be seen as a defense in University Conduct Board proceedings.* (Please refer to the Colgate University Academic Dishonesty and the Academic Honor Code)

Athletics

The student-athlete is subject to the rules pertaining to his/her particular sport as established by the coaches and the Division of PERA. These rules include, without limitation, the following:

- The student-athlete must participate in practice and games, except when he/she is declared unfit by the team athletic trainer or doctor or is in any other way unable to participate through no fault of his/her own;
• The student-athlete must obey the decisions and directives of the coaches regarding manners and behavior and appropriate conduct during games and other team activities.

Alcohol and Drug Use
Student-athletes are responsible for complying with all federal, state, University, NCAA and Division of PERA laws, policies and guidelines pertaining to alcohol and drug use. The use of any NCAA banned substances is not permitted by the NCAA or Colgate University and is cause for loss of eligibility, athletic scholarship, and dismissal from the team. The following list of unacceptable behaviors is considered to be a minimum requirement, and each coach may set additional standards in a separate team policy.

**Unacceptable Behavior**
- Underaged drinking
- Drinking and driving a motor vehicle
- The use of alcohol by student-athletes when they are engaged in activities relating to practices, contests, team trips, team meetings, locker room activities and banquets
- Use of alcohol that interferes with academic success or athletic performance, or leads to legal problems
- Irresponsible use of alcohol and/or intoxication in a public place
- Drinking with or providing alcohol or drugs to recruits, including specifically the individual host(s) to whom the recruit is assigned
- Possession or use of alcohol or drugs under any circumstance in which such possession or use is unlawful
- Medically-unsupervised use, possession, sale, manufacture or distribution of drugs that may involve medical or psychological hazards to individuals or that may tend to interfere with the rights and privileges of others
- Use of any NCAA banned substance

Institutional Substance Testing & Treatment Program:
Further, all student-athletes are expected to adhere to Colgate University Department of Athletics’ Substance Testing & Treatment Program. The program’s Statement of Policy is included in full within Section V (“Other Important Information”) of this handbook and is made available annually to all participating student-athletes. Consistent with the NCAA’s Drug Testing Program, participation in the institution’s program is a mandatory requirement for intercollegiate athletics participation.

Issues of Race, Gender, and Sexual Orientation
There must be constant, vigilant sensitivity to issues of race, gender, appearance, ability, and sexual orientation. Our behavior, language and expectations must reflect a commitment to respect the dignity of all individuals. Coaches, staff and students are equally empowered to address these issues as the Department of Athletics is committed to being an inclusive community of competitive excellence. If you have concerns or need to report or discuss instances where this commitment has been violated, please reach out to your sport administrator, your administrative dean, or other campus official.

Inclusion of Transgender Student-Athletes
Statement of Inclusion:
Colgate University believes in and is committed to diversity, inclusion and gender equity among its student-athletes. The Department of Athletics seeks to establish and maintain an inclusive culture that fosters equitable participation for student-athletes. Diversity and inclusion improve the learning environment for all student-athletes and enhances excellence within the University. In light of the University’s commitment to inclusion and equal opportunity in all aspects of campus life, the Athletics Department is dedicated to providing access for transgender student-athletes to intercollegiate varsity athletics through NCAA
competition. For the purpose of these guidelines, the Athletics Department uses binary gender terminology (consistent with NCAA best practice language), while recognizing that not all student-athletes identify with binary gender terms. The Athletics Department actively supports the inclusion of student-athletes of all genders and gender expressions on its intercollegiate varsity athletic teams.

**NCAA Eligibility:**

1. Transgender student-athletes who are undergoing hormone treatment
   a. A female-to-male (FTM, trans male) transgender student-athlete who is taking medically prescribed testosterone for the purposes of gender transition may compete on a men’s team with an NCAA approved medical exception.
   b. A female-to-male (FTM, trans male) transgender student-athlete who is taking medically prescribed testosterone related to a gender transition may **not** participate on a women’s team after beginning hormone treatment.
   c. A male-to-female (MTF, trans female) transgender student-athlete who is undergoing medically prescribed hormone treatment related to gender transition may participate on a men’s team at any time, but must complete one year of hormone treatment related to gender transition before competing on a women’s team.

2. Transgender student-athletes who are NOT undergoing hormone treatment
   a. A female-to-male (FTM, trans male) transgender student-athlete who is not taking testosterone related to gender transition may participate on a men’s or women’s team.
   b. A male-to-female (MTF, trans female) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.
   c. Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.

**Process for Participation**

**Student Responsibility**

1. A student-athlete who has completed, is undergoing, or plans to commence hormone treatment for gender transition must submit to the Vice President & Director of Athletics a written request to participate on a varsity sports team upon matriculation or when the decision to undergo hormonal treatment is made. The request should include the following:
   a. A letter from the student’s physician indicating the student’s intent to transition and/or current transition status;
   b. The prescribed hormonal treatment plan for the student-athlete’s gender transition;
   c. Documentation of the student’s testosterone levels, if relevant.

2. Student-athletes should communicate with their Head Coach, Sport Administrator, Athletic Trainer, Athletic Communications and other Athletic Administrators working with the program their preferred name, pronoun and its usage (e.g., athletic website, game programs, game announcements, media communications, interviews).

**Implementation**

1. The Vice President & Director of Athletics (or their designees), Associate Director of Athletics for Compliance, and the Director of Sports Medicine shall review participation requests and meet with the student regarding his/her eligibility for NCAA participation.

2. If hormone treatment is indicated as a part of the student-athlete’s transition, the Athletic Department will notify the NCAA and the Patriot League/ECAC of the student-athlete’s request to participate with a medical exception, and collect all necessary documentation to ensure that NCAA medical requirements for eligibility to compete have been met.

**Facilities Access**
1. Changing Areas, Toilets, Showers - Transgender student-athletes will be given accommodations to use locker rooms, showers, and toilet facilities in accordance with the student-athlete’s gender identity. When requested by a transgender student-athlete, the Athletic Department, to the extent practicable, will provide private, separate facilities for the student’s use, but in no case will the student-athlete be required to use separate facilities.

2. Competition at Another School - If a transgender student-athlete requests or requires a particular accommodation while competing at another institutions, the Sport Administrator and Coaches will notify the institution to ensure appropriate access to facilities that are comfortable and safe.

3. Hotel Rooms - Transgender student-athletes generally will be assigned to share hotel rooms based on their gender identity, with recognition that any student who needs extra privacy will be accommodated whenever possible.

Dress Codes and Team Uniforms
1. While representing the institution, student-athletes shall not be required to dress in a manner inconsistent with his/her gender identity, but will be required to conform to basic dress standards as established by Athletic Department or team rules and requests from staff.

Language
1. Preferred Names and Pronouns - At all times, Athletic Administrators, Coaches, teammates, student-athletes and staff members should use the preferred name and pronoun of the student-athlete.

Enforcement and Non-Retaliation
1. Should these guidelines be violated, steps will be taken in accordance with the University Anti-Harassment Policy. (http://www.colgate.edu/offices-and-services/deanofthecollege/biassexualmisconductresources).

Internet Usage
Student-athletes will not post photographs, video, narrative descriptions or other content depicting or describing themselves or teammates from any team gathering, event, or social gathering, other event or circumstance which reflects negatively on Colgate University, the Division of PERA, or the team. Additionally, student-athletes will not create fake or alias social media accounts.

Sports Wagering Activities
Pursuant with NCAA Bylaw 10.3 [Sports Wagering Activities], all student-athletes, coaching staff members, PERA staff, and conference office staff members are prohibited from engaging in sports wagering activities. Sports wagering includes placing, accepting or soliciting a wager of any type with an individual or organization on any amateur, collegiate, or professional sport that the NCAA or institution sponsors. Participation in sports wagering activities by a student-athlete could result in the temporary or permanent loss of eligibility, in addition to other disciplinary action, such as the removal from a program and loss of scholarship.

Examples of IMPERMISSIBLE activities include:
- Providing information to individuals involved in sports wagering activities concerning intercollegiate athletics competition (i.e. insider information);
- Purposely effecting the outcome of a game or contest in relation to sports wagering activities (e.g. point shaving);
- Participating in a fantasy sports league that requires a fee for participation;
- Participating in sports pools or brackets (e.g. March Madness, Super Bowl, etc.); and
- Placing or accepting a bet on any game, contest, or tournament in a sport that the NCAA or institution sponsors. This includes, but is not limited to, single game betting, over/under bets, prop bets, etc.
Although federal regulations have changed in regards to sports wagering and gambling activities, it is the expectation that all student-athletes and staff continue to adhere to the regulations set forth by the NCAA. Any student-athlete with personal concerns with regards to gambling activities and/or concerns over a teammate should notify his/her coach, a trusted administrator, administrative dean, or member of the Colgate Counseling Center. Further support resources can be found at donbtetonit.org, www.ncpgambling.org, or text/call the National Council on Problem Gambling helpline at 1-800-522-4700.

Hazing
Colgate University, the Division of PERA, and New York State law, strictly prohibit all forms of hazing, including in connection with initiation or continuing affiliation with an intercollegiate athletic team. (New York State Anti-Hazing Law, 1980)

Every Colgate student-athlete is expected to read, understand and comply with the University policy on hazing. If hazing is suspected or experienced on a Colgate team, you should inform your coach and/or your team’s sport administrator (see directory) or report it to the Dean of the College through Report Incident of Concern immediately so the situation can be prevented or remedied. Participation in hazing activities may lead to individual disciplinary action, team disciplinary action, and/or termination of the team and the remaining competition schedule.

Hazing is any action or situation which recklessly or intentionally endangers mental or physical health or creates substantial embarrassment, harassment or ridicule, or involves the forced consumption of food, alcohol, drugs in the course of initiation or continuing affiliation with an organization. **Hazing is prohibited, and includes, but is not limited to:**

- Participation in or creation of situation which cause physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule;
- Forced, required, or implicitly coerced participation in physical activities such as calisthenics, exercises, or games;
- Participation in activities which involve illegal acts such as kidnapping or stealing, or acts that violate university policy;
- Creation of excessive fatigue or distress through deprivation of privacy, sufficient sleep or decent and edible meals;
- Use of physical brutality or force (including paddling, striking with fists, open hands or objects);
- Forced, required, condoned, or implicitly coerced behavior resulting in lewdness or potential ridicule or bodily harm (such as forced nudity or partial nudity, including coercing an individual to dress in degrading manner as part of initiation or affiliation);
- Forced, required or implicitly coerced consumption of any food, liquor, drug, or any other substance;
- Permitted consumption of excessive amount of alcohol

In addition to Colgate University’s anti-hazing policy, students must comply with New York State Anti-Hazing Law, first passed in 1980 and revised in 1984 and 1988. Hazing in the first degree is a Class A misdemeanor carrying a fine and a prison sentence. Hazing in the Second Degree is a violation.

**Team Captains: Leadership Expectations**
Captains play an essential role in the leadership of the team. We expect that captains will be outstanding role models for other team members in their actions on and off the field of play. They may serve as a liaison between the coaching staff and athletes. They should also establish good working relationships with athletic administrators. They serve a primary role in the motivation of individuals, team spirit, and promoting good sporting behavior. They will not condone or be a part of inappropriate team activities; instead, they will
foster a positive team-building environment. A good captain will provide the leadership that is so important in helping a team develop and maintain the cohesion essential for success.

**Dress Code**

All teams are expected to present a clean and neat appearance, especially when representing Colgate University on trips and in public. Each team’s coaching staff will outline the specific dress code for team travel.

**Spectator Conduct**

Colgate University encourages the support of our entire athletics program by other student-athletes and the entire Colgate community. We support and promote the following NCAA guidelines regarding spectator conduct:

“*The NCAA promotes good sporting behavior by student-athletes, coaches, and spectators. We request your cooperation by supporting participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages and tobacco products is prohibited.*”

2. **Sexual Violence Support and Resources**

Colgate University is committed to the goals of fairness and equity in all aspects of the educational enterprise, and to a learning and living environment where all members of the community feel safe and respected. Acts of sexual harassment, sexual assault, relationship violence, and stalking are serious violations of our community values. The University will not tolerate sexual misconduct, or other forms of sexual violence or nonconsensual sexual activity, and will respond promptly and equitably to these incidents and to any student, staff, or faculty member who reports such incidents. Sexual assault, relationship violence, and stalking can affect people of all gender identities, sexual orientations, races, ethnicities, ages, socio-economic statuses, and national origins. We encourage all members of our campus community to seek support for and to report all sexual harassment and gender-based violence.

**Confidential Reporting**

If reporting students wish that details of an incident be kept confidential, they should speak with counseling and psychological services staff, student health services staff, and/ or one of the university chaplains. Local resources such as Victims of Violence (VOV) are also confidential and have no duty to report your information to university officials.

- Counseling Center: 315-228-7385
- Chaplain’s Office: 315-228-7682
- Health Services: 315-228-7750
- VOV Hotline: 315-366-5000

**On-Campus Support and Reporting Resources (Non-confidential)**

All the individuals listed below have received trauma-informed training to assist survivors of sexual violence with care and compassion.

- **Campus Safety: 315-228-7911.** Campus Safety officers are trained in the impact of trauma and can assist victims of sexual violence, and provide free transportation for access to a Sexual Assault Nurse Examiner (SANE). Campus Safety officers can contact the on-call dean or counselor, and assist with a report to local or state police and are available 24 hours a day, 7 days a week.
• **Administrative Deans:** 315-228-7368, 116 McGregory Hall. The on-call dean, available after hours by calling Campus Safety (315-228-7911), can contact medical/counseling personnel, and help with interim remedies like housing and academic deadlines.

• **Title IX Coordinator:** 315-228-7288 during business hours, 102 Lathrop. Marilyn “Lyn” Rugg (mrugg@colgate.edu) is able to receive complaints and to discuss the options available to you.

• **Equity Grievance Panel Members:** Trained faculty and staff are a source of advice and support to help you know your options (www.colgate.edu/egpmembers).

• **Online Report:** www.colgate.edu/concern. You may submit anonymously.

3. **Disciplinary Protocol**

Colgate Athletics sets a high standard for commitment, achievement and character. Students who choose to participate in varsity athletics choose to make sacrifices and accept the responsibility of representing Colgate University.

Participation in intercollegiate athletics is a privilege, not a right, and this privilege carries corresponding obligations. Colgate student-athletes represent Colgate and their teams at all times in and out of season, on or off the field of play. Appropriate conduct is expected at all times during your career as a Colgate student-athlete.

Sometimes incidents may occur that are contrary to these expectations. Usually, these incidents are minor in nature and can be attributed to one-time lapses in judgment. On occasion, incidents can be more significant, malicious or repetitive.

In addition to University and Departmental guidelines, each head coach has the responsibility for establishing behavioral expectations for his/her team and for addressing violations of those expectations. The policy below is intended to affirm the authority of the head coach while at the same time establishing a base of understanding about appropriate conduct and the minimum outcomes for all student-athletes who violate these standards.

**Policy**

The following policy will be applied in instances where information received by the Division of PERA (e.g. documentation from the University Disciplinary Officer or his or her designee – such as a sanction letter or report, information regarding a Hamilton Police or other law enforcement agency arrest, etc.) identifies a student-athlete as having committed a violation. This process is not designed to be used in situations involving only violation of team rules. Team rules fall under the purview of the head coach.

**Definitions:**

**Major Violation** – A major violation is considered to have occurred in any situation where a student-athlete:

- Is charged with a felony or misdemeanor, and in looking at the totality of the circumstances it is more likely than not that the student-athlete engaged in the alleged conduct forming the basis for the charge; or
- Is found responsible for violating the University’s Student Code of Conduct through the University’s disciplinary process and is assessed a sanction not less than disciplinary probation for an academic semester (regardless of whether the severity of the sanction is based, in whole or in part, on the occurrence of events arising prior to the effective date of this policy).

**Minor Violation** – A minor violation is considered to have occurred in any situation where a student-athlete:

- Is charged with a criminal offense less serious than a felony or misdemeanor, and in looking at the totality of the circumstances it is more likely than not that the student-athlete engaged in the alleged conduct forming the basis for the charge;
• Is found responsible for violating the University’s Student Code of Conduct through the University’s disciplinary process and is assessed a sanction less than disciplinary probation for an academic semester; or
• Is found (pursuant to the process described below) to have engaged in actions that violate the Colgate University Student-Athlete Code of Conduct, but that do not result in an arrest or a sanction through the University’s disciplinary process

Disciplinary Sanctions and Process
Violations will result in but are not limited to the following mandatory sanctions:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minor Violation Sanction</th>
<th>Major Violation Sanction¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Letter from VP/AD</td>
<td>Minimum of one contest suspension</td>
</tr>
<tr>
<td>2nd</td>
<td>10 hours of community service, one-on-one meeting with the VP/AD</td>
<td>Minimum suspension of 20% of remaining contests for the current season (or the next season, if the violation occurs off-season)</td>
</tr>
<tr>
<td>3rd</td>
<td>10 hours of community service, minimum of one contest suspension</td>
<td>Dismissal from team</td>
</tr>
<tr>
<td>4th</td>
<td>10 hours of community service, minimum suspension of 20% of remaining contests for the current season (or the next season, if the violation occurs off-season)</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td>Dismissal from team</td>
<td></td>
</tr>
</tbody>
</table>

Minor offenses are considered as part of a two year rolling cycle (starting with date of sanction letter) in determining which offense (first, second, etc.) has been committed. Major offenses have no such rolling cycle and are always counted throughout an individual’s Colgate career.

The Vice President & Director of Athletics and appointed athletic administrator are responsible for student conduct as well as working with the head coach to determine whether a violation has occurred and the specifics of the violation. The Vice President & Director of Athletics has the final discretionary authority regarding the specific details of the violation and the appropriate sanction. In cases where a student-athlete is found responsible for violating the University’s Student Code of Conduct through the University’s disciplinary process, this finding will be conclusive evidence of the existence and classification of a violation for purposes of this policy. In other cases, the student-athlete will be given a reasonable opportunity, upon request, to provide an explanation prior to a final determination as to the existence and classification of a violation under this policy. In addition, in cases in which a violation will result in a suspension, the student-athlete will be given a reasonable opportunity, upon request, to provide an explanation prior to a final determination as to the length of the suspension; this opportunity may be provided at the same time as the opportunity referenced in the preceding sentence.

When a suspension is necessitated, it may be appropriate to use a significant non-traditional season contest/trip to satisfy some or all of the suspension. This option may be requested by the coach and is

¹ In the event that a student-athlete having previous minor violations commits a major violation, the applicable major sanction will be imposed unless it is less than the sanction that would result from counting the violation as an additional minor violation, in which case a sanction will be imposed as if the student-athlete had committed an additional minor violation, and the violation will be counted as both a minor and a major violation for purposes of future determinations as to the number of violations that have occurred.
subject to approval by the Vice President & Director of Athletics and athletic administrator responsible for student conduct. Coaches retain the ability to impose additional sanctions they deem appropriate.

For multiple sport student-athletes, sanctions will be imposed during the season in which the violation occurs or in the next available sport season if the violation occurs out of season. In cases where a sanction imposed through the University’s disciplinary process precludes or delays enforcement of a sanction imposed pursuant to this policy, the student-athlete must fulfill the sanction under this policy following fulfillment of the University disciplinary sanction, if he or she is still a University student at that time. For example, if a student-athlete is suspended from the University prior to serving all or part of a suspension from contests pursuant to this policy, he or she will be required to fulfill the contest suspension if and when he or she returns to the University (even if contests have otherwise occurred during the period of the University suspension).

The withholding of information or the furnishing of false information in an attempt to avoid punishment under this policy will be considered a separate and additional violation equal in level to the underlying violation that is being concealed.

Division sanctions are independent of, and subject to, sanctions outlined in the System of University Standards and Student Conduct in the Colgate Student Handbook. The imposition of sanctions pursuant to this policy in no way limits the ability of the University to impose different or additional consequences pursuant to the System of University Standards and Student Conduct. The Vice President & Director of Athletics may appoint an athletic administrator to serve as the conduit for communication between the Division and the Dean’s Office. It should not be assumed that violations of University policies, procedures, rules and/or regulations will be handled the same way by the Dean’s Office and the Division of PERA.

4. **Interpretation: Modification**
   The Vice President & Director of Athletics has complete and discretionary authority to interpret and construe this Code of Conduct. The Code of Conduct may be modified or amended at any time. Student-athletes are responsible for keeping themselves informed of the requirements of the Code of Conduct.
III. NCAA and Patriot League Rules and Regulations

Colgate University, as a member of the NCAA and the Patriot League, is required to comply with all rules, regulations and guidelines of these bodies. It is the responsibility of each and every student-athlete, coach and administrator to be aware of the rules which govern intercollegiate athletics and to operate within the confines of the NCAA and Patriot League manuals.

The information in the following pages is meant to serve as a guide in order to assist you in protecting your intercollegiate athletics eligibility during your participation at Colgate University. This is by no means all inclusive, and thus all student-athletes, staff members, and community members are encouraged to be proactive in their pursuits of confirming adherence to NCAA and league regulations.

1. Role of the Athletics Compliance Office

The primary role of Colgate’s Athletics Compliance Office is to uphold the standards of the institution and department while furthering a culture of compliance across its campus and community. The Athletics Compliance Office should be seen as a resource for all student-athletes, along with coaches, staff and community members alike, that is dedicated to maintaining the eligibility of all participating student-athletes during their time at Colgate.

If at any time you have a question or are unsure of the consequences of an action, do not hesitate to contact the Athletics Compliance Office at (315) 228-7601 or a member of that staff. Your coaches and athletics administrators are also available to assist in any inquiries and/or direct your questions to the appropriate campus resource. Should you believe a violation may have occurred within your sports program or a situation in which you were involved, it is the expectation that you report that situation to the Associate Athletic Director for Compliance & Student-Athlete Services at (315) 228-7605 who will investigate the incident as necessary and determine the appropriate course of action. Alleged violations can also be reported anonymously through the anonymous report tool located on the Colgate Athletics website and will be received by the Associate Athletics Director for Compliance & Student-Athlete Services.

2. Ethical Conduct

Colgate University and the NCAA is committed to maintaining the highest standards of integrity and conduct for all those involved in intercollegiate athletics. It is important for all student-athletes, coaches and administrators to conduct themselves with honesty, integrity and good sportsmanship at all times. If at any time a student-athlete, coach or administrator is found to have acted in a dishonest manner or those contrary to institutional and NCAA standards, that individual may be subject to disciplinary action through Colgate University, the athletics conferences in which its teams participate and/or the NCAA, including loss of intercollegiate athletics eligibility.

NCAA Bylaw 10.1 [Unethical Conduct] further details this matter. Engaging in any of the below listed activities may result in institutional and NCAA penalty: (Please note that this list is not exhaustive)

- Refusal to furnish information relevant to an investigation of possible violation of a NCAA regulation when requested to do so by the Athletics Compliance Office or the NCAA;
- Failing to provide complete and accurate information to the Colgate Athletics Compliance Office, the NCAA or the NCAA Eligibility Center regarding your amateur status;
- Engaging in any athletics competition under an assumed name or with intent to otherwise deceive;
- Knowing involvement in offering, providing, or accepting an improper extra benefit, recruiting inducement, or improper financial aid;
Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete; and

- Knowingly furnishing the NCAA or the individual’s institution false or misleading information concerning the individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation.

3. Student-Athlete Compliance Forms and ARMS Software

As a student-athlete, you will be required to complete a number of compliance forms throughout the year. Most of these forms will be completed through ARMS Software; in which you will be provided a unique username upon enrollment (provided by the Athletics Compliance Office). It is also recommended that all student-athletes download the ARMS Software cell phone application as well. All beginning of the year compliance eligibility forms will be completed using this software, as well as items like the Student-Athlete Employment Registration form, Participation in Outside Competition form, as well as forms required by the Athletic Training Office.

Please note that all communication from the Athletics Compliance Office will be directed towards your Colgate student email, which will also act as your username in order to access ARMS Software. Please be sure to check this email regularly in case any forms or tasks have been assigned to you to complete. Note that various forms will also be available for you to complete and submit at any time. You may log in at http://armssoftware.com at any time, or access through your cell phone app, and should contact the Athletics Compliance Office should you have any issues accessing your account.

Each month, student-athletes on each team will be selected at random in order to approve practice logs [know as CARA (Countable Athletically Related Activity) see section 7, below] submitted by their coaches. If you are selected to review for a given time period, you will receive a notification from ARMS Software and complete through that software.

4. Athletic and Academic Eligibility

Full-Time Enrollment
In order to be eligible for practice, competition and financial aid, you must be enrolled in a minimum of 3 courses each semester. It is recommended however, that all student-athletes enroll in a minimum of 4 courses per term in order to make proper graduation progress, based on a four-year timeline. If in your final term at the institution you do not need a full-time course load in order to complete graduation requirements, it is permissible to enroll in less than 3 courses, provided you will graduate at the conclusion of that term. The Registrar and Athletics Compliance Office will confirm your eligibility to use this less than full-time exception if applicable and written certification will be placed on file in the Athletics Compliance Office.

NCAA Academic Eligibility Requirements
Every academic term in which you are enrolled full-time, you must meet certain and maintain certain academic benchmarks relating to GPA, credit hours earned and graduation progress. Additionally, all student-athletes must remain in good academic and disciplinary standing with Colgate’s institutional policies in order to maintain continuing athletics eligibility.

Note: Colgate University’s minimum academic progress standards for all students differ from minimum NCAA academic eligibility requirements and are generally more rigorous. Although NCAA continuing eligibility requirements are based on a five-year timeline, institutional and Patriot League regulations are based on a four-year graduation timeline. Further information on general institutional academic standards can be found in the Colgate University Catalogue, within the “Academic Regulations” chapter.
Prior to Initial Full-Time Collegiate Enrollment: Prior to competing at a NCAA Division I institution as a first-time freshman student-athlete, you must be certified as a Final Qualifier through the NCAA’s Eligibility Center, having achieve minimum initial eligibility requirements.

Minimum Credit Hour Requirements: Each academic term, a student-athlete is required to successfully complete a minimum of two (2) CU units in order to maintain eligibility heading into the next term. Each academic year (i.e. fall and spring terms combined), a student-athlete is required to successfully complete a minimum five (5) CU units. For both of these requirement, units must be earned during the regular fall and spring terms. Student-athletes completing their initial year of collegiate enrollment (i.e. freshmen), must successfully complete a minimum of six (6) CU units prior to their second year of enrollment. Football student-athletes must successfully complete a minimum of three (3) CU units at the conclusion of each fall term in order to maintain eligibility for the subsequent fall season.

Percentage of Degree Requirements: Prior to a student-athlete’s third year of enrollment (i.e. 5th full-time term), he/she shall have officially declared a major and have successfully completed 40% of the graduation requirements within that major (equivalent to 13 CU units). To maintain eligibility heading into a student-athlete’s fourth year of enrollment (i.e. 7th full-time term), he/she must successfully complete 60% of graduation requirements (equivalent to 20 CU units). If permitted to participate into a fifth academic year (i.e. 9th full-time term), he/she must successfully complete 80% of graduation requirements (equivalent to 26 CU units).

Cumulative GPA Requirements: Prior to a student-athlete’s second year of enrollment (i.e. 3rd full-time term), he/she must maintain a minimum 1.800 cumulative GPA. Prior to his/her third year of enrollment (i.e. 5th full-time term), he/she must maintain a minimum 1.900 cumulative GPA. From the fourth year of enrollment (i.e. 7th full-time term) and onward, the student-athlete must maintain a minimum 2.000 cumulative GPA.

*NCAA continuing eligibility requirements are based on a traditional semester system. The requirements below have been adjusted to reflect that 1.0 Colgate University (CU) course unit is equal to 4.0 traditional academic units.

Patriot League 8-Semester Rule
Pursuant to Patriot League policy and regulations, a student-athlete shall complete his/her seasons of participation within the first four years of enrollment (i.e. 8 full-time semesters). “Athletic Redshirting” (holding a student out of competition as an underclassman for the express purpose of saving a year of NCAA eligibility for a fifth year of enrollment) is prohibited per Patriot League policy. Patriot League policies apply to all league and non-league competition. In limited circumstances, an additional term(s) may be granted to a student-athlete, provided he/she has a season of competition remaining (likely due to medical reasons or personal hardship) and has sound academic rational for doing so. All waivers for such must be approved through Colgate’s PATL Policy Committee representative or through the PATL Policy Committee as a whole.

NCAA Five-Year Rule
NCAA rules allow each student-athlete five calendar years to complete four years of competition in a sport. A student-athlete’s five-year clock begins when he/she initially enrolls full-time at any collegiate institution and are the years are continuous – regardless of actual enrollment during that time. Clock extension waivers are reviewed through the NCAA in circumstances where a student-athlete missing at least two seasons of competition for reasons outside his/her control. Colgate student-athletes must first meet Patriot League regulations in order to compete at the institution.

NCAA Notification of Transfer
Per NCAA rules, a student-athlete is not permitted to have direct or indirect contact with a staff member of another NCAA or NAIA four-year institution without first provide Colgate University with his/her official written notification of intent to transfer. Per institutional policies, this official notification must be provided through an electronic form accessible via ARMS Software. Subsequent to the receipt of this notification, the Athletics Compliance Office will enter the individual’s name into the NCAA Transfer Database within two (2) business days.

Although not required, it is encouraged that student-athletes looking to potentially explore transfer options speak with their head coach, Sport Administrator, and/or Athletics Compliance Office in order to understand all potential implications of providing notification of transfer. Pursuant with NCAA regulations, a student-athlete’s athletics scholarship may be cancelled or reduced at the conclusion of the academic term in which notification of transfer is provided.

After notification of transfer is provided to the institution, the student-athlete’s status on his/her team is no longer guaranteed and will be determined in coordination with the coaching staff and sport administration. Additionally, access to services and amenities (i.e. academic support, sports medicine, facilities, etc.) provided by the Athletics Department specific to student-athletes may be removed.

5. Financial Aid & Athletics Grant-In-Aid Awards

Financial Aid is defined by the NCAA as funds provided to a student-athlete to pay for, or assist in paying his/her cost of education at an institution. Financial aid includes all sources of institutional, athletics, state and federal aid, as permitted by the proper authority, not to exceed the student-athlete’s maximum cost of attendance. All sources of financial aid shall be distributed to a student-athlete through Colgate University’s Office of Financial Aid.

Athletics Grant-In-Aid (GIA) Awards

Athletics Grant-In-Aid awards, or athletically related financial aid, shall be awarded in accordance with institutional and NCAA regulations, as set forth in Bylaw 15. All athletics GIA awards shall not be awarded for a period of less than one year (unless meeting a legislated exception), and shall not exceed the student-athlete’s period of eligibility. Athletics GIA awards may include any portion of tuition, student fees, room and board costs, and course-related textbooks, and shall adhere to individual and team maximums as determined by the institution and NCAA. The Athletics Financial Aid program shall be administered through the Athletics Compliance Office in coordination with the Office of Financial Aid.

Renewal, Non-Renewals and Adjustments to Athletics GIA Awards

A student-athlete’s athletics GIA award MAY NOT be reduced or cancelled during the period of the award on the basis of athletics performance, ability or contribution to team; because of an injury, illness or physical/mental condition; or for any other athletics reason. Athletics GIA awards however, MAY be reduced or cancelled during the period of the award if the recipient:

- Renders himself or herself ineligible for intercollegiate competition;
- Fraudulently misrepresents any information on the application, letter of intent or financial aid agreement;
- Engages in serious misconduct warranting substantial disciplinary penalty;
- Voluntarily withdraws from a sport at any time for personal reasons; or
- Provides the institution with official written notification of transfer. In this instance, the award cannot be cancelled or reduced until the conclusion of the academic term in which notification was provided.

The renewal of athletically related financial aid shall be made on or before July 1 prior to the academic year in which it is to be effective. Student-athletes currently receiving an athletics GIA
award with eligibility remaining will be notified in writing by the institution’s Office of Financial Aid as to whether his/her award has been renewed for the ensuing academic year.

If at any time a student-athlete’s athletics GIA award has been reduced or cancelled, the Office of Financial Aid shall notify that individual of the opportunity for an appeal hearing as well. This written notification will include a copy of the institution’s established policies and procedures for conducting such a hearing. If requested by a student-athlete, these appeals shall be heard and determined by an entity outside of the athletics department.

6. Amateurism, Outside Competition & Employment

In order to remain eligible to compete as a student-athlete at Colgate University, you must continue to retain your amateur status throughout your career at the institution. An individual shall lose his or her amateur status if any of the following occurs:

- Uses athletics skill, directly or indirectly, for pay in any form in that sport;
- Accepts a promise of pay, even if such payment is to be received following completion of intercollegiate athletics eligibility;
- Sign a contract or commitment of any kind to play professional athletics, regardless of legal enforceability or any consideration received;
- Receives, directly or indirectly, a salary, reimbursement of expenses, or any other form of financial assistance from a professional sports organization based on athletics skill or participation, (except as permitted by NCAA rules);
- Competes on any professional athletics team, even if no pay or reimbursement of expenses was received;
- After full-time collegiate enrollment, enters into a professional draft (except as permitted below); or
- Enters into an agreement with an agent.

Outside Competition, Tryouts & Participation

Generally, a student-athlete MAY NOT compete as a member of an outside, amateur team during the academic year. In sports other than Basketball however, an individual may compete on an outside, amateur team outside his/her sport’s declared playing season during an institutional vacation periods. Basketball student-athletes may only compete on outside teams during the summer vacation period in leagues or tournaments certified and approved through the NCAA. Individual sport student-athletes may compete as an "unattached individual" at any time throughout the year.

If at any time a student-athlete wished to participate with an outside team, he/she must receive prior approval from the Athletics Compliance Office by completing a “Participation in Outside Competition” form in ARMS Software.

If at any time a student-athlete is pursuing an opportunity to potentially tryout, train or participate with a professional team or national team, he/she should contact the Athletics Compliance Office prior to participation. Additional regulations and/or paperwork may be required in these situations.

Employment

Pursuant with NCAA regulations, it is permissible for student-athletes to be compensated for legitimate employment and internship opportunities. Compensation may be paid only for work actually performed, and at a rate commensurate with the going rate in that locale for similar services. Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he/she has obtained because of athletics ability. A student-athlete may not receive expenses for transportation to or from the site of employment or any other benefits unless such expenses or benefits are provided for all employees in that employment situation.
Student-athletes shall be required to register all employment and internship opportunities with the Athletics Compliance Office by completing an “Employment Registration” form available in ARMS Software. If a student-athlete is pursuing opportunities such as starting his/her own business or non-profit, he/she should contact the Athletics Compliance Office to ensure these activities do not inadvertently affect his/her continuing eligibility.

7. Recruiting

Student-athletes generally should not be actively engaged in the process of recruiting prospective student-athletes, as it is the responsibility of the coaching staff. However, student-athletes may be called to assist when prospects are visiting the institution’s campus while participating in unofficial or official visits.

Communication and off-campus contact between a current student-athlete and potential prospect is not outright prohibited by NCAA rules, but should never be done so at the direction of a coaching staff member. If a student-athlete is aware of a prospect who could potentially contribute positively to the Colgate community and specific athletics program, he/she should notify the appropriate coaching staff in order for them to continue the recruiting process. If at any time a student-athlete is instructed to contact or establish relationships with potential prospects at the direction of his/her coaching staff, that individual should notify the Athletics Compliance Office.

Statement of Recruiting Philosophy

Colgate University supports and endorses all NCAA legislation established to improve the recruiting process. The primary focus of official visits taken by prospective student-athletes is to determine whether the prospect and Colgate University are a good fit for each other. Therefore, careful consideration will be taken when scheduling activities for the recruit and his or her family. Colgate intends to provide prospects with an informative visit that will give them a realistic view of what their experience would be like if they decided to attend Colgate University.

Official Visits

When hosting a prospect on campus for an official visit, student-athlete hosts are expected to adhere to NCAA rules and the Colgate Student-Athlete Code of Conduct for Official Visits. It is important that you provide all prospective student-athletes with a safe and insightful experience while on his or her visit.

NCAA Regulations for Student Host

- You may only serve as a student host if you are currently enrolled as a full-time Colgate student and otherwise eligible to participate in intercollegiate athletics;
- Student hosts may be provided up to $40/day for entertainment purposes for you and the prospect. Entertainment must occur within 30-miles of campus, stay within this allotted amount, and funds shall not be provided to any other student-athletes who may be accompanying you;
- Any unused funds from the entertainment allowance must be returned to your coaching staff and cannot be kept by the student host or provided to the prospect. Additionally, this allowance shall not be sued to purchase any tangible items or souvenirs for the prospect (e.g. t-shirt, hat, etc.). Student hosts will be required to submit paperwork in regards to how this allowance was used post-visit;
- You may NOT use vehicles provided by or arranged for by any Colgate staff or athletics booster to transport the prospect while on-campus. A coach may, however, provide you and the prospect with a ride during the official visit;
- Representatives of the University’s athletics interest (e.g., boosters) are not allowed to be involved in recruiting a prospect. If during the official visit, you and the prospect come into
contact with a representative of athletics interests, the conversation must be limited to an exchange of greetings; and
- You may receive a complimentary admission when accompanying a prospect to an athletic event on campus.

Colgate Athletics’ Expectations for Official Visits
- Student Hosts are considered ambassadors for Colgate Athletics and thus all actions should reflect positively on the athletics division and Colgate University.
- You are responsible for keeping your prospect on time for all appointments, and should confirm all activities with your coaching staff prior to the scheduled visit. If changes are made to the schedule, the student host and coaching staff should always be actively communicating with one another. You should never leave a prospect alone with a non-team member or Athletics department staff member for the duration of their visit.
- All individuals involved in the official visit should adhere to Colgate’s community standards and abide by all laws. (i.e. Do not take an underage prospect to a bar or club which allows admittance only to those over 21 years of age).
- The use of alcohol, drugs or sex in recruiting is PROHIBITED and will not be tolerated. Any actions contrary to this standard will result in disciplinary action.
- No engagement in any type of “adult entertainment” (i.e., exotic dance clubs, escort services) or any other activities that do not meet the standards of Colgate Athletics.
- Report to your head coach immediately if your prospect acts in a manner detrimental to Colgate.
- If you have any questions about your responsibilities as a prospect host/hostess, please contact your coach, sport administrator or Athletics Compliance Office.

8. Extra Benefit & Preferential Treatment

An “extra benefit” and “preferential treatment” refers to any special arrangement made by an individual to provide a student-athlete (and/or his or her relatives and friends) with a benefit not expressly authorized by NCAA legislation or that is not available to the general public and/or general student body. Student-athletes must be careful not to accept any benefit or service that is not available to all students (or some group of students based on criteria other than athletics participation) or the general public, as it can result in NCAA violations and potentially render a student-athlete immediately ineligible for athletics competition. Such prohibited benefits include, but are not limited to:
- A loan of money or guarantee of bond;
- Cash or cash-equivalent gifts;
- An automobile, use of one, or transportation;
- Free or reduced cost gifts or services, meals, medical or dental work, etc.

If a student-athlete is considered to have received an extra benefit, he or she must be declared immediately ineligible for competition. While the athletics department may petition the NCAA for the reinstatement of eligibility on the student-athletes behalf, the individual may be subject to additional penalties including repayment of the value of the benefit, suspension from competition, loss of season of eligibility.

If there is any doubt before accepting the item, service or arrangement in question, a student-athlete should check with his or her coach or the Athletics Compliance Office.

Complimentary Admissions
In those tickets sports at the institution, student-athletes will be permitted to designate via a pass list, a maximum of four guests who may receive complimentary admission for home or away contests. Please note that the number of available complimentary admissions may vary for away contests depending on each
institution’s policies, but shall never exceed four. Those receiving complimentary admissions from a student-athlete shall be prepared to present photo ID in order to receive admission and will not be provide hard tickets.

All complimentary admissions are intended to be used by student-athlete family and friends only. Student-athletes may not accept payment or other benefits in exchange for complimentary admission, and coaches shall not exchange additional complimentary admissions with a student-athlete. The Athletics Ticket Manager shall be responsible for coordinating the complimentary admission program within the department, with procedures approved through the Athletics Compliance Office.

9. Countable Athletically Related Activities & Playing Season Limitations

The playing and practice season for each sport is the period of time between the date of an institution’s first officially recognized practice session and the date of the institution’s last practice session or competition in that sport, whichever occurs later. An institution is permitted to conduct officially recognized practice and competition each academic year only during the playing season, as regulated for each sport. All coaching staffs are required to have playing and practice seasons declared and approved annually through the Athletics Compliance Office.

Countable Athletically Related Activities (CARA)
The NCAA sets maximum limitations on the amount of countable athletically related activities (CARA) that student-athletes may engage in during and outside the playing season. CARA includes competition, as well as required practice, team meetings, weight training, conditioning, film review, etc. It does NOT include academic or compliance meetings, SAAC and development events, training room activities, actual travel time, voluntary activities (with no involvement from coaching staff), etc.

In-Season CARA Limitations
While a student-athlete is in their declared playing and practice season, he/she may not participate in more than 4 hours of CARA per day. Additionally, an individual shall not participate in more than 20 hours of total CARA per week, and must be provided at least one day free from all CARA per week. Regardless of actual duration, all competition will be counted as 3 hours, and coaches cannot require student-athletes to engage in additional CARA after competition has concluded for the day. These rules apply to a team’s championship segment and non-championship segment.

Out-of-Season CARA Limitations
In sports other than football, a student-athlete outside his/her playing season may only engage in weight training, conditioning and skill-related instruction. Participation in such activities shall be limited to 8 hours per week, with no more than 4 of those hours spent on skill-related workouts/instruction. Additionally, all student-athletes must be provided a minimum of 2 days off per week while out-of-season. All CARA is prohibited one week prior to the beginning of the final exam period in the applicable academic term.

In FCS football, activities between the institution’s last contest and conclusion of the academic year are limited to required weight training, conditioning, review of game film and walk-throughs. Participation in such activities shall be limited to 8 hours per week, with no more than 2 of those hours spent on viewing film or participating in walk-throughs. Additionally, all student-athletes must be provided a minimum of 2 days off per week while out-of-season. All CARA is prohibited one week prior to the beginning of the final exam period in the applicable academic term.

Required Activities & Time Demands
Although Colgate University is not required to adhere to the NCAA’s autonomy conference legislation regarding time demands, the department remains cognizant and considerate of the many time demands that
are placed on student-athletes. It is understood that many activities tied to your participation in athletics may not be considered CARA and thus are not countable towards daily and weekly maximums. The institution and Patriot League remains committed to providing an athletics participation experience in which academic rigor and integrity is paramount, and thus student-athlete academic commitments should always take priority. Should you ever have concerns in regards to time demands and/or how to best navigate these demands, you are encouraged to speak with your coaches, sport administrator or the Athletics Compliance Office.
IV. Colgate Student-Athlete Academic Support and Responsibilities

1. Academic Support

There are a variety of academic support resources available to all Colgate students.

If you are having difficulty in a course, talk to your professor about how you can better understand the material and/or improve your performance on assignments, exams, etc. Some professors set up study sessions with peer tutors and these can be very helpful. You can also request a tutor online through the Center for Learning, Teaching and Research (CLTR): http://www.colgate.edu/centers-and-institutes/center-for-learning-teaching-an-research.

Your academic (faculty) adviser can help you plan your academic program at Colgate and discuss many other aspects of your work. Typically, you will meet with your academic adviser at least once per semester to discuss your plans for the following term. Your academic adviser will provide you with a unique PIN enabling you to register for the courses each semester. You academic adviser is your First Year Seminar (FSEM) professor until you declare a major at which time your adviser will be a member of the academic department in which you major.

Your administrative adviser (“dean”) can help with questions about academic and non-academic policies and procedures, graduation requirements, illnesses, injuries or situations that may result in your missing multiple classes, disciplinary matters and problems that have an impact on academic work. Your administrative adviser can also guide you in seeking help from other campus resources such as the Student Health Center and the Counseling Center.

Peer consultants are available to help students with writing and speaking assignments through the Writing and Speaking Center in Lathrop Hall. Appointments can be made online http://www.colgate.edu/centers-and-institutes/writing-and-speaking-center or students can drop in during regular open hours.

Colgate University Libraries can provide research assistance for students:
http://exlibris.colgate.edu/help/guides/getting-started.html
http://exlibris.colgate.edu/services/reference.html

Students with physical or learning disabilities are additionally supported through Academic Support and Disability Services: http://www.colgate.edu/centers-and-institutes-center-for-learning-teaching-and-research/academic-support-and-disability-services.

As a student-athlete, you are also supported by Student-Athlete Academic Services, whose staff members can meet with you to discuss any problems you encounter. Staff members can help you with time management, organization, transitioning to college, communicating with professors, balancing your academic and athletic responsibilities and connect you with other campus resources. Student-Athlete Academic Services also provides workshops that introduce student-athletes to campus resources (e.g. the library, Career Services, Counseling Center etc.) and enhance life skills (e.g. resume writing, wellness, etc.).

Student-athletes also benefit from the faculty liaison program. Each team as one or more faculty members who serve as liaisons to the team. This provides student-athletes with the opportunity to develop a working relationship with a faculty member outside the classroom or formal advising environment. Faculty liaisons can provide academic guidance, help you understand academic expectations and how to balance your academic and athletic responsibilities.
2. **Student-Athlete Academic Responsibilities**
   - To attend and arrive promptly to all classes and academic—related activities
   - To discuss with each professor, at the beginning of every semester, any potential conflicts with course responsibilities due to competition or team travel (please see the Guide to Identifying and Resolving Schedule Conflicts in this handbook)
   - To make and keep appointments with your administrative adviser (“dean”) and your academic adviser throughout the academic year to work on academic, career, and life goals
   - To be an active participant in your adviser/advisee relationships and to become increasingly self-directed
   - To make use of appropriate academic resources in order to meet your goals. (e.g., Center for Learning, Teaching, and Research, Writing Center, Tutoring, etc.)
   - To be knowledgeable about graduation requirements and about the requirements for your concentration (major and/or minor) as they pertain to both Colgate and NCAA rules and regulations
   - To develop a time management schedule that best suits your study habits, class schedule and practice schedule
   - To maintain personal records of your academic progress
   - To discuss with your dean, your academic adviser and/or Student-Athlete Academic Services staff any academic concerns you have during the course of the semester. *If you have thoughts about dropping or adding a course at any point during the semester you will need to get approval from the Director of Student-Athlete Academic Services prior to making any changes.* (You must be enrolled in (3) courses per semester in order to maintain eligibility in most cases)
   - To disclose any academic difficulties and to request assistance from your professor or academic adviser and
   - To develop a plan for academic improvement in consultation with your professor and advisers when academic difficulties develop that place you in jeopardy for not completing a course(s) successfully.
V. Other Important Information

1. Injury and Illness Procedure (including concussion information)

Procedures for Reporting Injuries
- Please report all injuries to a member of the Athletic Training staff as quickly as possible.
- Please do not report injuries immediately before any official session (practice, games, weight training, conditioning) unless you have no other option. This does not give the Athletic Training staff any time to effectively evaluate and treat your problem nor communicate with your coaching staff.
- If you seek medical attention outside of the Athletic Training staff or their network, any and all aspects of this action, including financial, become your responsibility.

Coaching Communication from Athletic Training Staff
- The method of communication of medical information from the Athletic Training Staff to the various coaching staffs is determined by the preference and comfort of each coach and Athletic Trainer. Refer to the Department of Sports Performance website for the information on which Athletic Trainer oversees each sport program.
  http://www.gocolgateraiders.com/sports/2013/10/16/GEN_1016130832.aspx

Return to Play Procedures
- The Colgate University Athletic Training staff may return student-athletes to play after injury or illness after a full assessment is completed and the ability to play is confirmed.
- Any student-athlete under the care of a physician outside of Colgate University must have clearance from that physician and Colgate University’s Team Physician prior to return to play. In the event there is a disagreement on the ability of a student-athlete to participate, Colgate University’s Team Physician will make the ultimate decision.
- Coaches are expected to follow all decisions made by the Colgate University Sports Medicine Staff and are at no time permitted to alter any orders or decisions made in regard to a student-athlete’s medical status.

Medical Privacy
- The release of injury information to anyone is the responsibility of the student-athlete, the coach or the athletic communications office, not the Athletic Trainer.
- For student-athletes under the age of 18: parents/guardians will be contacted when an injury occurs to describe the care required as well as the need for further testing, evaluation, or surgery.
- For student-athletes over the age of 18: communication to parents/guardians regarding injury information is the responsibility of the student-athlete exclusively. The exception to this policy exists in the event of an emergency in which communication by the student-athlete is not possible.

Concussion
The 2014 Position Statement by the National Athletic Trainers’ Association states that “concussions occur from forces applied directly or indirectly to the skill that result in rapid acceleration and deceleration of the brain.” In short, concussions result in your brain not working as it should. The concussion may or may not cause you to black out or pass out.

There may be signs and symptoms that you may have a concussion. A concussion can affect your thinking, the way your body feels, your mood, or your sleep. Below are some of the common categories of symptoms of concussion and their respective symptoms:
Student-athletes are encouraged to recognize and understand the symptoms of concussion. Dealing with these injuries immediately when they happen leads to the most successful recovery. Your athletic trainer is well-trained in the recognition, care and proper referral of head injuries. Your honesty in reporting these injuries to your athletic trainer or coach when these injuries occur is an absolute necessity to ensure proper care, recovery and an effective and safe return to athletic activity.

2. **Student-Athlete Advisory Committee (SAAC)**

The Colgate Student Athlete Advisory Committee's Mission is to provide insight and input in order to enhance the experiences of Raider Student-Athletes in all aspects of campus life. Its representatives are meant to be the representative voices of their fellow teammates and athletes in addressing various issues such as the policies and regulations that affect the student-athlete experience and facilitate better communication among student-athletes, coaches, and administrators to promote growth and educational opportunities through athletic participation. SAAC also engages with NCAA DI and Patriot League SAAC in addition campus initiatives by building a sense of community through communication with campus constituencies, increasing representation of student-athletes on campus-wide committees, and organizing community service efforts. SAAC meets 5-6 times each semester. The SAAC meeting schedule and minutes are posted on the Committee’s website on the institution’s athletics website. The current directory of SAAC member are listed in the directories section of this manual.

3. **Department of Athletics: Substance Testing & Treatment Program**

Colgate University Department of Athletics: Substance Testing & Treatment Program’s Statement of Policy is included in its entirety in the following pages of this handbook:

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<thead>
<tr>
<th>Thinking</th>
<th>Physical</th>
<th>Emotional/Mood</th>
<th>Sleep</th>
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<tbody>
<tr>
<td>- Difficulty thinking</td>
<td>- Headache</td>
<td>- Irritability/things bother you more easily</td>
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<tr>
<td>- Taking longer to figure things out</td>
<td>- Fuzzy or blurry vision</td>
<td>- Sadness</td>
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<tr>
<td>- Difficulty concentrating</td>
<td>- Feeling sick to your stomach/queasy</td>
<td>- Being more moody</td>
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<tr>
<td>- Difficulty remember new information</td>
<td>- Vomiting/throwing up</td>
<td>- Feeling nervous or worried</td>
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<td></td>
<td>- Dizziness</td>
<td>- Crying more</td>
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<td>- Balance problems</td>
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<td>- Sensitivity to noise or light</td>
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Table adapted from the Centers for Disease Control and Prevention (http://www.cdc.gov/concussion)
INTRODUCTION OF PROGRAM:
Colgate Athletics is committed to the university's dedication to learning and the life of the mind, and condemns the abuse of alcohol and other drugs. Healthy and responsible decision making is foundational as student-athletes strive to achieve competitive excellence within Colgate Athletics. All Colgate student-athletes continue to be subject to NYS law, local statutes and ordinances, as well as Colgate University's Policy on Alcohol and Drugs for all students (https://www.colgate.edu/current-students/colgate-university-student-handbook-2019-2020/student-policies/conduct#alcoholdrugs). The Colgate Athletics: Substance Education, Testing & Treatment Program is specifically designed for members of the University's intercollegiate, varsity athletics teams due to the heightened health and wellness concerns of those student-athletes and their potential status as highly publicized individuals within the Colgate community.

GOALS OF PROGRAM
Education, Prevention and Deterrence
The primary goals of this program are as follows:

- To educate student-athletes about the health, safety, academic and performance risks related to the use of banned substances for the purposes of proactively preventing, intervening and treating such behaviors;
- To test and detect the use of banned substances by student-athletes;
- To provide treatment and rehabilitation programming, as well as continued education to student-athletes who are found to be using banned substances. Also, to encourage any student-athlete with a dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem;
- To establish clear expectations of conduct for all varsity student-athletes, as well as departmental consequences and sanctions for those individuals having been found using banned substances, in order to maintain the integrity of the department and uphold the standards of the institution;
- To minimize the likelihood that university property will be used for illicit drug activities; and
- To protect the reputation of Colgate, the Division of Physical Education, Recreation and Athletics, and its students.

SCOPE AND OVERSIGHT OF PROGRAM
For purposes of this program, all Colgate student-athletes shall be subject to the provisions included in this policy document. “Student-athlete” shall be defined as any individual who appears on an institutional, varsity sport program's official squad list at the time of testing. This also includes those student-athletes who may be medically disqualified or have exhausted eligibility but are still receiving athletics grant-in-aid. All student-athletes will be required to sign both the NCAA Drug Testing Consent Form and the Institutional Drug Testing Consent Form annually in order to participate in intercollegiate athletics.

For purposes of this program, the Associate Athletics Director, Compliance & Student-Athlete Services shall serve as the institutional coordinator for the Substance Education, Testing & Treatment Program. Adherence to this program and institutional drug testing shall be coordinated through the Athletics Compliance Office and Athletics Sports Medicine staff, under the direction of the Associate Athletics Director, Compliance & Student-Athlete Services and the Associate Athletics Director, Health & Performance. The department shall utilize a third party drug testing laboratory to complete all testing and screens.

INSTITUTIONAL DRUG TESTING & BANNED SUBSTANCES:
BANNED SUBSTANCES
As an NCAA student-athlete, an individual shall not use substances identified as NCAA banned drugs or narcotics, as established annually through the NCAA and can be found here: http://www.ncaa.org/sport-science-institute/topics/2019-20-ncaa-banned-substances.
Institutional drug testing may include screening of any or all of the included NCAA banned substance categories. Use of prescription medication and/or nutritional supplements should always be disclosed to a member of the Sports Medicine staff to ensure proper usage, consideration of alternatives that are not banned, and adherence to these regulations.

Medical Exceptions
Potential medical exceptions to an otherwise banned substance shall be reported to a member of the Sports Medicine staff annually to ensure such an exception meets the standards established by the NCAA’s banned drug policy. Documentation will be kept on file with the individual’s medical information supporting such an exception, in line with these established guidelines. Although student-athletes are encouraged to proactively seek out potential medical exceptions in advance of testing, this exception may be reviewed as potential mitigation for appeal after testing positive for a banned substance. However, the NCAA requires that it approves the use of any anabolic agent, anti-estrogen, peptide hormone or narcotic prior to a student-athlete participating in competition. Therefore, prior to use of any of these substances, you should report the prescription of the substance to the Sports Medicine staff and work with them to obtain an exception from the NCAA before competing.

TIMING & SELECTION OF TESTING
Testing may occur at any time during the academic year, a team’s declared playing segment (championship or non-championship), or at the time a team officially reports for fall preseason practices - as defined by Colgate University’s published academic calendar and NCAA playing and practice season regulations. Testing may include an individual student-athlete, a percentage of student-athletes from a certain team or team(s) or full team testing.

Selection of student-athletes to be tested shall be made at the authority of the institutional drug testing program coordinator. Unannounced testing shall occur at random during the time frames noted above or in response to reasonable cause.

ADMINISTRATION OF COLLECTION & TESTING
On-site testing, specimen collection, and laboratory testing will be performed by a third party laboratory. Institutional staff members, as assigned by the Associate Athletics Director, Health & Performance, shall only be present to provide on-site logistical support and verification of student-athlete participants.

Results of laboratory testing will be shared by the third party directly to the institutional drug testing program coordinator and/or Associate AD, Health & Performance, who shall serve as the testing site coordinator. Notification of testing results, as outlined in this policy document, shall only be performed by the institutional drug testing program coordinator.

Currently testing is performed by Aegis. More information on Aegis’ testing program can be found here: https://www.aegislabs.com/our-services/sports-testing/. The institution may change the entity performing the testing at its sole discretion at any time.

RESPONSE TO REASONABLE CAUSE
A student-athlete may be subject to institutional testing within the times noted above at any time when there is reasonable cause to suspect that he or she is engaged in the use of banned substances. Information from any source provided to the Vice President/Director of Athletics or institutional drug testing program coordinator deemed reliable by them in their sole discretion shall be sufficient to determine if reasonable cause for testing exists. Such sources may include, but is not limited to:
• Observed possession or use of banned substances by the student-athlete;
• A drug or alcohol related violation of the University code of student conduct;
• Knowledge of criminal arrest or conviction relating to the use, possession, or trafficking of a banned substance;
• Observed abnormal or unusual patterns of behavior, conduct or appearance; and/or
• Failure to comply with sanctions associated with a previous student conduct violation and/or positive test.

FAILURE TO PARTICIPATE IN OR COOPERATE WITH TESTING
An individual shall not be eligible to participate in intercollegiate athletics during a given academic year at the institution should he/she refuse to sign the Colgate Athletics’ Drug Testing Consent Form.

If a student-athlete is not present for, declines to participate and/or does not cooperate with testing procedures during an institutional drug test when selected, that test shall be considered a positive drug test and corresponding sanctions per this policy will be levied as such. If a student-athlete does not appear for testing at the announced time, this will be considered a positive test for the purposes of this policy and the student-athlete will be notified as such. Should there be extraordinary and compelling circumstances that caused this absence, the individual may request an appeal through the same procedures noted in this policy.

CONSEQUENCES OF A POSITIVE TEST FOR BANNED SUBSTANCES:
Consequences will apply to any positive tests administered pursuant to this policy, the NCAA’s drug testing program, and/or as a result of action considered equivalent to a positive test as outlined in this policy. All notifications of positive tests as well as documentation of required sanctions shall be the responsibility of the institutional drug testing program coordinator. Sanctions are considered cumulative across the Colgate student-athlete’s career.

The following procedures will be followed in the event of all positive drug tests:
• Immediate notification provided to the student-athlete, as well as the Vice President/Director of Athletics, Head Coach, and Sport Supervisor. After the initial notification is provided to student-athlete, the Head Team Physician and team Athletic Trainer will be notified.
• Prior to being permitted to return to physical activity with the team (e.g. practice, competition, weight lifting, etc.), the student-athlete must be evaluated by a Team Physician. Further, a member of the Sports Medicine staff will make a notation in the student-athlete’s institutional student health records.
• Upon acceptance of testing results and/or conclusion of appeal opportunity, the student-athlete shall be required to meet with the institutional drug testing program coordinator, accompanied by the Head Coach, in order to discuss the nature of sanctions associated with the positive test. Student-athlete will be required to sign an acknowledgment of sanctions, consistent with this policy, following the positive test. The parents/guardians will also be provided a summary of sanctions at this stage in the process.
• Within one week of meeting with the institutional drug testing program coordinator, the student-athlete must schedule an appointment with the institution’s Alcohol and Other Drug (AOD) counselor and confirm the date of meeting with the institutional drug testing program coordinator. (Note: The one week deadline refers to scheduling of the meeting, not actual completion of.)
• Furthermore, the following sanctions shall apply, based on the nature of the test:
• [Note: Sanctions shall apply immediately upon acceptance of the testing results and/or conclusion of potential appeal opportunity/hearing.]

FIRST POSITIVE TEST:
• **Treatment/Education:** The AOD counselor will recommend and confirm the best course of education and/or treatment to be provided to the student-athlete, as a result of the positive test and their scheduled meeting. (This will be shared with the institutional drug
testing coordinator.) Adherence to this treatment plan shall be documented by the institutional drug testing program coordinator and shared with the student-athlete.

- **Competition Withholding:** The student-athlete shall be withheld from competition for the designated periods listed below. This forfeiture applies to any competition used in determining that sport’s championship seeding, and will continue into the post-season (if applicable) and subsequent season, should the current regular season conclude before the sanction is completed. All percentages of withholding shall be rounded to the nearest whole contest.
  - Anabolic Agent: Forfeiture of 50% scheduled competition during the championship season.
  - All Other Substances: Forfeiture of 5% of scheduled competition during the championship season.
  - **Note:** Calculation of total forfeiture, based on “scheduled competition,” shall not consider potential post-season competition.

- Student-athlete will remain on probation until completion of the treatment/education component and serving the competition withholding sanction.

**SECOND POSITIVE TEST:**

- **Meeting with Vice President/Director of Athletics:** Following the meeting with the Head Coach and institutional drug testing coordinator, the student-athlete shall be required to meet with the Director of Athletics.

- **Treatment/Education:** The AOD counselor will recommend and confirm the best course of education and/or treatment to be provided to the student-athlete, as a result of the positive test and their scheduled meeting. (This will be shared with the institutional drug testing coordinator.) Adherence to this treatment plan shall be documented by the institutional drug testing program coordinator and shared with the student-athlete.

- **Competition Withholding:** The student-athlete shall be withheld from competition for the designated periods listed below. This forfeiture applies to any competition used in determining that sport’s championship seeding, and will continue into the post-season (if applicable) and subsequent season, should the current regular season conclude before the sanction is completed. All percentages of withholding shall be rounded to the nearest whole contest.
  - Anabolic Agent: Forfeiture of remaining intercollegiate athletics eligibility at the institution.
  - All Other Substances: Forfeiture of 20% of scheduled competition during the championship season.
  - **Note:** Calculation of total forfeiture, based on “scheduled competition,” shall not consider potential post-season competition.

- **Athletics Grant-In-Aid Awards:** Upon a second positive test, the reduction or cancellation of an athletics grant-in-aid award may be recommended, subject to approval by the Director of Athletics. All reductions and cancellations shall follow appropriate institutional and NCAA procedures, including opportunity for appeal.

- Student-athlete will remain on probation until completion of the treatment/education component and serving the competition withholding sanction.

**THIRD POSITIVE TEST:**

- **Meeting with Vice President/Director of Athletics:** Following the meeting with the Head Coach and institutional drug testing coordinator, the student-athlete shall be required to meet with the Director of Athletics.

- **Athletics Participation:** The student-athlete shall forfeit all remaining intercollegiate athletics eligibility at the institution.

- **Athletics Grant-In-Aid Awards:** Current and future athletics grant-in-aid awards shall be cancelled immediately upon notification of a third positive test. All reductions and cancellations shall follow appropriate institutional and NCAA procedures, including opportunity for appeal.
• **Treatment/Education:** The student-athlete shall be referred to appropriate campus resources in order to pursue further treatment, which could include the individual’s administrative dean, AOD Counselor, Counseling Center, etc.

**Note on Positive Results for Anabolic Agents:** Sanctions for anabolic agents carry a more advanced penalty than other banned substance classes. Should a student-athlete test positive for an anabolic agent on two occasions during their career, they will be subject to a complete forfeiture of intercollegiate athletics eligibility at the institution. For all other banned substance classes, a complete forfeiture of intercollegiate athletics eligibility will occur after testing positive on three occasions.

**PROBATIONARY PERIOD & FAILURE TO COMPLETE SANCTIONS**

Student-athlete may be subject to additional testing during the probationary period in which the individual is completing treatment and/or an educational component. Should the individual produce a sample containing the same banned substance during this time period, it shall not be considered a positive test pursuant to this policy so long as the trace levels have decreased in a manner consistent with corrective behavior. If the trace levels do not decrease in a manner consistent with corrective behavior, the test shall be considered a subsequent positive test under this policy.

Failure to comply with assigned sanctions shall result in increased sanctions, including prolonged forfeiture of competition.

**AMNESTY PROGRAM**

The institutional drug testing program shall contain an amnesty component in which a student-athlete may request and utilize one time during his/her athletics career at the institution. This request must be made prior to being selected for testing and may not be requested once the student-athlete has recorded a positive test. Once amnesty has been requested through the institutional drug testing program coordinator and eligibility has been confirmed, the student-athlete, Vice President/Director of Athletics, Head Coach and Sport Supervisor will be notified of the individual’s entrance into the program by the institutional drug testing coordinator.

Prior to being permitted to return to physical activity with the team (e.g. practice, competition, weight lifting, etc.), the student-athlete must be evaluated by the Head Team Physician. Additionally, the student-athlete shall be required to meet with the AOD Counselor in order to determine the appropriate course of education and/or treatment moving forward. The treatment plan shall be documented and confirmed with the institutional drug testing program coordinator in order to monitor compliance with the prescribed program. Failure to comply with the course of education and/or treatment will result in immediate eligibility for drug testing through the institutional drug testing program.

The student-athlete may be subject to therapeutic testing while participating in the amnesty program. Should the individual produce a sample containing the same banned substance less than 30 days into the program, it shall not be considered a positive test pursuant to this policy so long as the trace levels have decreased in a manner consistent with corrective behavior. If the trace levels do not decrease in a manner consistent with corrective behavior, the test shall be considered a positive test. The student-athlete will be subject to testing following amnesty program entry, no sooner than 30 days after amnesty was invoked.

**POTENTIAL APPEALS TO SANCTIONS RESULTING FROM A POSITIVE TEST:**

During the testing process, two samples will be collected by the third party agency from each student-athlete selected to participate in the test. Should “Sample A” test positive for a banned substance, the institutional drug testing program coordinator will be notified and the laboratory shall complete a second test of “Sample B.” The findings from “Sample B” shall be considered final.
A student-athlete may only request an appeal of imposed sanctions after receiving official notification from the institutional drug testing program coordinator. The individual must provide the institutional drug testing program coordinator a written appeal within two (2) business days of receiving notice of the positive test, which must contain evidence of compelling, mitigating circumstances. Failure to provide compelling, mitigating evidence during the appeal request will render such request invalid. If the appeal request contains evidence of compelling, mitigating factors, it will be considered valid and an appeal hearing will occur as noted below. Should two (2) business days expire after the notice of a positive test is provided, it shall be considered that the student-athlete has waived his/her right to appeal.

**CONDUCT OF APPEAL HEARING**

The appeal hearing shall be conducted by the Vice President/Director of Athletics within ten (10) business days of receipt of the initial appeal request from the student-athlete. Present during this appeal shall only be the VP/AD, the student-athlete, the adviser of student-athlete’s choice, and up to two (2) additional institutional staff members who are appointed and deemed appropriate by the VP/AD. (Consistent with institutional student conduct procedures, the student-athlete’s adviser must be chosen from among current students, faculty, staff or administration at Colgate University. Further, the staff appointed by the VP/AD shall not include coaching staff members, but may include additional athletics administrative staff, sports medicine staff, or other institutional administrative or health care staff.)

On appeal, there is a presumption that the original decision is correct, and thus the hearing is to determine if there is reasonable basis for the sanctions imposed when considering the presented compelling, mitigating evidence. At the conclusion of the hearing, the VP/AD may remove, reduce or alter sanctions as deemed appropriate, but may not increase the original sanction. The decision will be provided to the student-athlete in writing and shall be considered final.

**APPEALS OF REDUCTION/CANCELLATION OF ATHLETICS GRANT-IN-AID AWARDS**

Should a student-athlete’s athletics grant-in-aid award be reduced or cancelled as a sanction resulting from a positive test, that student-athlete shall have an opportunity to appeal the change pursuant to institutional and NCAA policies currently in place regarding such changes. At the time of reduction or cancellation, the student-athlete will receive a letter of notification from the Office of Financial Aid detailing the change, as well as requirements for requesting an appeal.

**CONFIDENTIALITY OF INFORMATION CONCERNING USE OF BANNED SUBSTANCES & ADHERENCE TO SANCTIONS:**

Any relevant information received pursuant to the administration of this program concerning a student-athlete’s alleged or confirmed use of banned substances, as well as any information related to the student-athlete’s adherence to prescribed treatments and/or sanctions shall be restricted to the Vice President/Director of Athletics, designated Sport Supervisor, Head Coach, Head Team Physician and/or Team Athletic Trainer, the institutional drug testing program coordinated (currently designated as the Associate Athletics Director for Compliance & Student-Athlete Services) and Associate Athletics Director for Health & Performance. Additionally, this information may be shared with the student-athlete’s parents/guardians and the institution’s Alcohol & Other Drugs (AOD) Counselor as appropriate, while a summary of general testing results will be shared with the Dean of the College periodically. Any additional release of information may not be made without the student-athlete’s written consent.

The institution cannot guarantee that law enforcement or prosecutorial authorities will not gain access to information in the possession of the institution, since a valid subpoena or other enabling court order might be issued to compel disclosure. The institution, however, will treat this information as it does all other student records, and will not voluntarily disclose such information in the absence of a valid subpoena or court order unless the student-athlete provides written consent.

**ADDITIONAL UNIVERSITY & DEPARTMENTAL INFORMATION:**

**IMPROPER PROVISION OF BANNED SUBSTANCES BY UNIVERSITY PERSONNEL**
Pursuant to NCAA Bylaws 10.1 & 10.2 an institution’s athletics staff member or any other individual employed by the Athletics Department who has knowledge of a student-athlete’s potential banned substance use at any time shall follow institutional procedures dealing with such use or abuse. Any information shall be reported appropriately to the Vice President/Director of Athletics, the institutional drug testing coordinator, or Associate Athletics Director for Health & Performance. Additionally, no institutional staff member shall knowingly supply to any student-athlete any banned substance or otherwise encourage or induce the use of a banned substance. Failure to report such knowledge or engage in such activity may result in disciplinary action and/or corrective action against said employee.

**USE OF NUTRITIONAL SUPPLEMENTS**
Nutritional/dietary supplements, including vitamins and minerals, are not well regulated and can run the risk of causing a positive drug test. Student-athletes should consult the Athletic Training Staff with any questions related to current or potential supplement use. (Note: There is no list of NCAA-approved nutritional/dietary supplements.)

**RELATED DEPARTMENTAL & INSTITUTIONAL POLICIES**
1. Colgate University Student Handbook - Policy on Student Conduct
2. Colgate University Student Handbook - Policy on Alcohol & Drugs
3. Colgate University Athletics Department - Student-Athlete Code of Conduct

**EFFECTIVE DATE**
The current version of the institution’s drug testing policy shall be effective as of February 1st, 2020.

**POLICY REVIEW AND AMENDMENT**
Review and subsequent changes to this policy shall be approved through the Vice President/Director of Athletics, Committee on Athletics, university legal counsel and the Dean of the College. At minimum, this policy will be reviewed annually.
### VI. Directories

**Athletic Administration Staff**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President and Director of Athletics</td>
<td>Nicki Moore</td>
<td>7783</td>
</tr>
<tr>
<td>Deputy AD/SWA</td>
<td>Juliana Smith</td>
<td>7852</td>
</tr>
<tr>
<td>Sr. Associate AD/External Operations</td>
<td>Yariv Amir</td>
<td>6547</td>
</tr>
<tr>
<td>Sr. Associate AD/External Affairs &amp; Strategic Advancement</td>
<td>Laura Sgrecci</td>
<td>7996</td>
</tr>
<tr>
<td>Interim Associate AD for Marketing &amp; Fan Engagement</td>
<td>Brigid St. Leger</td>
<td>6090</td>
</tr>
<tr>
<td>Associate AD/Facilities &amp; Event Management</td>
<td>Jamie Mitchell</td>
<td>6684</td>
</tr>
<tr>
<td>Associate AD/Compliance &amp; Student-Athlete Services</td>
<td>Toni Rogers</td>
<td>7605</td>
</tr>
<tr>
<td>Associate AD/Health &amp; Performance</td>
<td>Steve Chouinard</td>
<td>7578</td>
</tr>
<tr>
<td>Assistant AD/Director of Student-Athlete Academic Services</td>
<td>Angela Marathakis</td>
<td>6551</td>
</tr>
<tr>
<td>Assistant AD/Advancement</td>
<td>Brian Grady</td>
<td>6653</td>
</tr>
<tr>
<td>Director of Sports Medicine</td>
<td>Leslie Cowen</td>
<td>6399</td>
</tr>
<tr>
<td>Director of Student-Athlete Development</td>
<td>Meghan Kovac</td>
<td>7606</td>
</tr>
<tr>
<td>Director of Athletic Communications</td>
<td>John Painter</td>
<td>7566</td>
</tr>
<tr>
<td>Team Physician</td>
<td>Dr. Merrill Miller</td>
<td>7578</td>
</tr>
<tr>
<td>Director of Strength &amp; Conditioning</td>
<td>Paul Helsel</td>
<td>7079</td>
</tr>
<tr>
<td>Director of Equipment Services</td>
<td>Bonnie Button</td>
<td>7729</td>
</tr>
<tr>
<td>Faculty Athletic Representative/Associate Professor of Biology and Neuroscience</td>
<td>Jason Meyers</td>
<td>6468</td>
</tr>
<tr>
<td>Patriot League Policy Committee/Associate Professor of Psychology</td>
<td>Douglas Johnson</td>
<td>7358</td>
</tr>
<tr>
<td>Team</td>
<td>Name(s)</td>
<td>Email</td>
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<tr>
<td>----------------------------------</td>
<td>----------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>Ephraim Woods</td>
<td><a href="mailto:ewoods@colgate.edu">ewoods@colgate.edu</a></td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>Krista Ingram</td>
<td><a href="mailto:kingram@colgate.edu">kingram@colgate.edu</a></td>
</tr>
<tr>
<td>Men’s and Women’s Cross Country &amp; Track and Field</td>
<td>Phil Mulry, Rebecca Metzler, Isla Globus-Harris, Lauren Philbrook</td>
<td><a href="mailto:pmulry@colgate.edu">pmulry@colgate.edu</a>, <a href="mailto:rmetzler@colgate.edu">rmetzler@colgate.edu</a>, <a href="mailto:iglobusharris@colgate.edu">iglobusharris@colgate.edu</a>, <a href="mailto:lphilbrook@colgate.edu">lphilbrook@colgate.edu</a></td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Meg Worley</td>
<td><a href="mailto:mworley@colgate.edu">mworley@colgate.edu</a></td>
</tr>
<tr>
<td>Football</td>
<td>Ken Belanger, Ben Anderson, Ben Stahlberg, Jason Keith, Kermit Campbell</td>
<td><a href="mailto:kbelanger@colgate.edu">kbelanger@colgate.edu</a>, <a href="mailto:bcanerson@colgate.edu">bcanerson@colgate.edu</a>, <a href="mailto:thoward@colgate.edu">thoward@colgate.edu</a>, <a href="mailto:kcampbell@colgate.edu">kcampbell@colgate.edu</a></td>
</tr>
<tr>
<td>Golf</td>
<td>DeWitt Godfrey</td>
<td><a href="mailto:dgodfrey@colgate.edu">dgodfrey@colgate.edu</a></td>
</tr>
<tr>
<td>Men’s Ice Hockey</td>
<td>Peter Scull</td>
<td><a href="mailto:pscull@colgate.edu">pscull@colgate.edu</a></td>
</tr>
<tr>
<td>Women’s Ice Hockey</td>
<td>Aaron Robertson</td>
<td><a href="mailto:arobertson@colgate.edu">arobertson@colgate.edu</a></td>
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<tr>
<td>Men’s Lacrosse</td>
<td>Michael Hay, Christine Visscher LaFave, Mike Loranty, Rich Higgins</td>
<td><a href="mailto:mhay@colgate.edu">mhay@colgate.edu</a>, <a href="mailto:cvisscher@colgate.edu">cvisscher@colgate.edu</a>, <a href="mailto:mloranty@colgate.edu">mloranty@colgate.edu</a>, <a href="mailto:rhiggins@colgate.edu">rhiggins@colgate.edu</a></td>
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<tr>
<td>Women’s Lacrosse</td>
<td>Dominika Koter</td>
<td><a href="mailto:dkoter@colgate.edu">dkoter@colgate.edu</a></td>
</tr>
<tr>
<td>Men’s Rowing</td>
<td>Jens Christensen</td>
<td><a href="mailto:jchristensen@colgate.edu">jchristensen@colgate.edu</a></td>
</tr>
<tr>
<td>Women’s Rowing</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>Rick Geier, Rick Klotz</td>
<td><a href="mailto:ggeier@colgate.edu">ggeier@colgate.edu</a>, <a href="mailto:rklotz@colgate.edu">rklotz@colgate.edu</a></td>
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<tr>
<td>Women’s Soccer</td>
<td>Bob Turner</td>
<td><a href="mailto:rturner@colgate.edu">rturner@colgate.edu</a></td>
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<tr>
<td>Softball</td>
<td>Janel Benson</td>
<td><a href="mailto:jbenson@colgate.edu">jbenson@colgate.edu</a></td>
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<tr>
<td>Swimming and Diving</td>
<td>Lynn Staley, TBD</td>
<td><a href="mailto:lstaley@colgate.edu">lstaley@colgate.edu</a>,</td>
</tr>
<tr>
<td>Men’s and Women’s Tennis</td>
<td>Jeffrey Bary, Ed Fogarty</td>
<td><a href="mailto:jbar@colgate.edu">jbar@colgate.edu</a>, <a href="mailto:efogarty@colgate.edu">efogarty@colgate.edu</a></td>
</tr>
<tr>
<td>Volleyball</td>
<td>Chad Sparber</td>
<td><a href="mailto:csparber@colgate.edu">csparber@colgate.edu</a></td>
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### Head Coaches

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<thead>
<tr>
<th>Team</th>
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<tbody>
<tr>
<td>Men’s Basketball</td>
<td>Matt Langel</td>
<td>7571</td>
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<tr>
<td>Women’s Basketball</td>
<td>William Cleary</td>
<td>7129</td>
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<tr>
<td>Cheer</td>
<td>Emily Barnes</td>
<td>7928</td>
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<tr>
<td>Men’s and Women’s Cross Country &amp; Track and Field <em>(Interim)</em></td>
<td>Harlis Meaders</td>
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<tr>
<td>Field Hockey</td>
<td>April Cornell</td>
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<tr>
<td>Football</td>
<td>Dan Hunt</td>
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<tr>
<td>Golf</td>
<td>Keith Tyburski</td>
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<td>Men’s Ice Hockey</td>
<td>Don Vaughan</td>
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<tr>
<td>Women’s Ice Hockey</td>
<td>Greg Fargo</td>
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<td>Men’s Lacrosse</td>
<td>Matt Karweck</td>
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<td>Kathy Taylor</td>
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<td>Men’s Rowing</td>
<td>Khaled Sanad</td>
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<td>Women’s Rowing</td>
<td>Jessica Deitrick</td>
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<tr>
<td>Men’s Soccer</td>
<td>Erik Ronning</td>
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<td>Women’s Soccer</td>
<td>Lyndse Hokanson</td>
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<tr>
<td>Softball</td>
<td>Marissa Lamison-Myers</td>
<td>7112</td>
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<tr>
<td>Swimming and Diving</td>
<td>Ed Pretre</td>
<td>7614</td>
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<tr>
<td>Men’s and Women’s Tennis</td>
<td>Bobby Pennington</td>
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<tr>
<td>Volleyball</td>
<td>Ryan Baker</td>
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Team Athletic Administrators

Each varsity team has an athletic administrator who oversees the sport.

<table>
<thead>
<tr>
<th>Team</th>
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<tbody>
<tr>
<td>Basketball (Men’s)</td>
<td>Laura Sgrecci</td>
<td>7996</td>
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<tr>
<td>Basketball (Women’s)</td>
<td>Juliana Smith</td>
<td>7852</td>
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<tr>
<td>Cross Country &amp; Track and Field (Men’s and Women’s)</td>
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<tr>
<td>Field Hockey</td>
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<td>Football</td>
<td>Juliana Smith</td>
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<td>Golf</td>
<td>Laura Sgrecci</td>
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<tr>
<td>Ice Hockey (Men’s and Women’s)</td>
<td>Yariv Amir</td>
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<td>Men’s Lacrosse</td>
<td>Juliana Smith</td>
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<td>Softball</td>
<td>Toni Rogers</td>
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<td>Swimming and Diving (Men’s and Women’s)</td>
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<tr>
<td>Tennis (Men’s and Women’s)</td>
<td>Jamie Mitchell</td>
<td>6684</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Laura Sgrecci</td>
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<tr>
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<td>Class</td>
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<tr>
<td>Men’s Basketball</td>
<td>David Maynard</td>
<td>2021</td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>Tegan Graham</td>
<td>2020</td>
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<td>Cheerleading</td>
<td>Teresa Burns</td>
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<tr>
<td>Men’s Cross Country/Track &amp; Field</td>
<td>Luke Myers*</td>
<td>2020</td>
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<tr>
<td>Women’s Cross Country/Track &amp; Field</td>
<td>Vicky Martinez</td>
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<td>Cam Rohr</td>
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<td>Golf</td>
<td>Quinn McGinley</td>
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<tr>
<td>Men’s Ice Hockey</td>
<td>Tyler Penner</td>
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<tr>
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<td>Coralie Larose</td>
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<td>Parker Baddley</td>
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<td>Men’s Rowing</td>
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<tr>
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<td>Women’s Soccer</td>
<td>Lindsey Wiley</td>
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<td>Softball</td>
<td>Jordan Miller*</td>
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<tr>
<td>Men’s Swimming and Diving</td>
<td>Ehran Hodes</td>
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<tr>
<td>Women’s Swimming and Diving</td>
<td>Emma Klein</td>
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<td>Men’s Tennis</td>
<td>Kun Tan</td>
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<tr>
<td>Women’s Tennis</td>
<td>Lauren O’Brien</td>
<td>2020</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Alli Lowe</td>
<td>2021</td>
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</tbody>
</table>
VII. Guides

1. **Planning & Requesting a Patriot League Fifth Year Waiver**

All requests to participate into a fifth year shall be coordinated through the Athletics Compliance Office in accordance with established Patriot League regulations and policies pertaining to such requests.

**Points to Consider PRIOR TO Requesting a Fifth Year Waiver**

- In most circumstances, the Patriot League requires a compelling academic component or reason when requesting a fifth year waiver. All requests will require a personal statement from the student-athlete; these statements and/or requests shall include:
  - A detailed graduation plan as to how you will complete your graduation requirements;
  - Why an additional semester or academic year is necessary due to your academic and/or professional goals; and
  - *Early consultation with your academic adviser is recommended to help complete this part of this process.*
- You must have a season of competition remaining in your sport to compete into a fifth year. This lost season must be due to an injury or illness (i.e. previously approved medical hardship waiver) or for another compelling reason. If you lost a season due to academic ineligibility, disciplinary reasons, or a voluntary redshirt, it is unlikely that a fifth year waiver will be considered.
- **Impact on Financial Aid:** You are only eligible for eight semesters of aid from Colgate. Any additional terms you may be enrolled beyond that point will be at your own expense.
- **Waiver Support:** Your academic adviser, Athletics Compliance Office and Colgate’s Patriot League Policy Committee member must sign off on each waiver request. Student-athletes should make such requests in time for all parties to review and advise on the process.
  - Note: Colgate staff members are NOT required to approve or support fifth year waiver requests if they believe there is not a compelling reason in line with Patriot League policies and/or if they believe the student-athlete has not put in sufficient effort in preparing such a request.
- A waiver is a *request*, so you must treat it as such. Approval is NOT guaranteed.

**Completing the Waiver**

Depending on the nature of your request, the waiver may be reviewed on Colgate’s campus through the Athletics Compliance Office and current institutional Patriot League Policy Committee representative or may need to be submitted to the Patriot League Policy Committee as a whole for review. The Patriot League Policy Committee reviews fifth year waivers twice per academic year – at the end of October and April. **You must submit the first draft of your waiver, including all required documentation and forms, to the Compliance Office no later than 4 weeks prior to the Patriot League’s deadline. The final draft will be due to the Compliance Office no later than 2 weeks prior to the deadline.** If you do not submit the waiver by this deadline, your waiver will not be submitted until the following semester.

To ensure that your waiver is completed on time, you must follow these steps:

i. As early as possible once you realize that a fifth year is needed, meet with the Associate Athletics Director for Compliance & Student-Athlete Services to discuss the possibility of a waiver and your interest in one. For that initial meeting, you should be prepared to discuss a graduation plan and academic/professional goals that align with a fifth year.

ii. If it is determined that you will pursue a fifth year of eligibility, you must then collect as much documentation as possible to support your waiver. This includes all medical records for a season-ending injury (not just the Athletic Trainers’ notes), a letter from your treating physician stating that the injury was incapacitating and season-ending, documentation of an established internship opportunity, a letter from your internship supervisor to confirm the arrangement, academic records, etc.

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iii. You must request a copy of your official transcript from the Registrar. Be sure to submit this request right away, as it may take time for you to receive the transcript.

iv. If you will be doing an internship, make arrangements well in advance of the waiver deadlines. A letter from your supervisor for the internship, confirming and describing your internship, must be submitted with the waiver. The Patriot League has additional guidelines for internships that must be followed, so please request that information from the Athletics Compliance Office.

v. Write a personal statement/academic plan that discusses why you need an additional year of eligibility. This should include the following:
   a. A brief explanation of the reason you have an unused or lost season of eligibility;
   b. How this plan will further your academic and/or professional goals;
   c. The specific steps you will take to complete your degree; and
   d. For an internship, an explanation of the internship and full documentation as requested by the Patriot League.

vi. If questions arise as you write this statement/plan, feel free to check in with the Associate Athletics Director for Compliance & Student-Athlete Services.

vii. Discuss your plan with your academic (faculty) adviser. Your academic adviser must sign off on the academic plan once it is finalized.

viii. No later than 4 weeks prior to the Patriot League’s deadline, submit all required materials and the first draft of your academic plan to the Athletics Compliance Office for review.

ix. Once your academic plan is approved, the Compliance Office will email you a form that you must sign and then ask you adviser to sign. Return the signed form to the Compliance Office.

x. Discuss your academic plan with your administrative adviser (“dean”) so that the university is aware that you will be remaining at Colgate for an extra semester or year. If you will be taking a leave of absence, such as for an internship or medical leave, you must notify your dean prior to that semester away from Colgate.

Once the Patriot League Policy Committee has reviewed your waiver, Colgate’s Compliance Office will notify you and your coaching staff by email of the decision.

2. **Guide to Identifying and Resolving Schedule Conflicts**

Student-athletes are expected to attend all classes and mandatory academic activities. Student-athletes are not permitted to miss class or mandatory class activities to attend practice or other non-contest activities (e.g. weight training). Schedule conflicts between one’s academic commitments and varsity athletic contests may arise and student-athletes must work with their professors and advisers to resolve these as early as possible in each semester. A travel letter will be provided by the Director of Student-Athlete Academic Services when requested by professors.

This worksheet will help you identify such scheduling conflicts and guide to resolving them.

Please follow these steps:

1. **Gather the information you will need:**
   **From your coach:**
   a. Team travel and competition schedule; the dates on which you will be traveling, and the time at which you will leave campus. Approved travel schedule is posted online at [gocolgateraiders.com](http://gocolgateraiders.com) under the student-athletes tab.
   b. The dates of any home competitions that may be held during class time.

   **From each course/professor:**
   a. The course attendance policy
b. Dates/times of each class, any events to be held outside of class time (field trips, speakers, etc.), exams and due dates for assignments

This information may be found on the course syllabus provided by the professor and/or in the course’s online area on Moodle. If this information is not provided, or unclear, please meet with your professor to discuss.

2. **For each course, use the template below to review and compare the information and note any conflicts that exist.** Do any travel or competition dates/times conflict with the dates/times of any course obligations (i.e. regularly scheduled classes and any additional mandatory activities)?

3. **If a conflict exists, meet with your professor to discuss,** preferably in the first week of class (*no later than the second week of class?*) Discuss the implications of absences on covering course material and meeting course requirements including any attendance policy requirements.

4. If any further action needs to be taken, or if you or your professor has concerns about the conflict, inform the Director of Student-Athlete Academic Services and your coach. A Student-Athlete Academic Services staff member will then work with you and the professor.

Course 1: ____________________________ Meeting days/times: ______________________

Professor: ___________________________ Office Hours: ___________________________

1. What is the professor’s attendance policy?

________________________________________________________________________

2. Compare the course schedule information with your athletic competition travel schedule and note any potential conflicts and the dates of the conflicts.

<table>
<thead>
<tr>
<th>Date</th>
<th>Missing/Absent from:</th>
<th>Date discussed w/ Professor</th>
<th>Resolution</th>
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3. **Communicating with Professors**

It is strongly encouraged that all efforts are made to communicate with professors in person to minimize the opportunity for misunderstandings and confusion regarding the topic being discussed. If after consulting with a member of the Student-Athlete Academic Services Center it is determined that an email should be sent to one’s professor, please follow the guidelines below:

I. Be respectful and avoid using slang
II. Address the professors with: Dear Professor (Last Name)
III. Close the email with a formal closing i.e. Sincerely, Respectfully etc.
When emailing asking to schedule an appointment, it is best practice to offer multiple days and times that you are available to avoid needing to trade multiple emails. For example:

Dear Professor Colgate,

I’m writing to schedule an appointment with you to discuss studying techniques for the upcoming exam. I am available:
Monday: 9-11am, 2-3pm
Tuesday: 11:30-1pm, 2:45-4pm
Wednesday: 12-2pm

Please let me know what day and time works for you and I’d be happy to meet with you then.

Sincerely,
Raider