Dear Alvernia Student-Athlete,

Welcome to another exciting year of Alvernia University Athletics!!! The contents of this manual are a compilation of policies and procedures, effective August 2016, with the expectation that student-athletes will conduct themselves in a way consistent to the policies and procedures of this manual. The University reserves the right to change any provision or requirement at any time with proper notification. Any such updates will be posted on www.athletics.alvernia.edu.

Alvernia’s athletics programs offer a wonderful complement to students’ academic experience. Alvernia offers opportunities to achieve athletic and personal goals through intercollegiate athletics, club sports and intramural programs. Whether playing among themselves or competing on one of the Crusaders 23 intercollegiate teams/clubs, students of all interest and ability levels discover the benefits of an active lifestyle.

We stress participation, growth, and a commitment to excellence at every level. Athletics at Alvernia are demanding and challenging, but we emphasize that they are, first and foremost, designed to teach students the importance of teamwork, discipline, perseverance, commitment, and sportsmanship. These values support the mission of the University by helping to create a well-rounded individual, someone who possesses strong character that athletics has helped to foster.

Being a successful student-athlete requires a distinct and unique blend of dedication, determination, perseverance and sacrifice. I pledge my support in helping you meet your goals, not only in the realm of athletics, but also in the classroom and, most importantly, in the areas of personal and character development.

I wish you the best of luck this academic year, and always.

Go Crusaders!!

Bill Stiles
Director of Athletics
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### Staff Directory/Important Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Stiles</td>
<td>Director of Athletics &amp; Recreation</td>
<td>3015</td>
</tr>
<tr>
<td>Polly Mathys</td>
<td>NCAA Faculty Athletics Representative (FAR)</td>
<td>8286</td>
</tr>
<tr>
<td>Elizabeth Sands</td>
<td>Administrative Assistant</td>
<td>8276</td>
</tr>
<tr>
<td>Laura Gingrich</td>
<td>Associate Director of Athletics/ SWA/ Head Field Hockey Coach</td>
<td>8273</td>
</tr>
<tr>
<td>Jon King</td>
<td>Associate Director of Athletics/SID/Head Golf (M) Coach</td>
<td>8261</td>
</tr>
<tr>
<td>Mike Miller</td>
<td>Assistant Director of Athletics/Head Men's Basketball Coach</td>
<td>8471</td>
</tr>
<tr>
<td>Katie Yohe</td>
<td>Assistant SID/Head Softball Coach</td>
<td>1937</td>
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<tr>
<td>Kelly McCloskey</td>
<td>Operations &amp; Equipment Coordinator/Head Women’s Lacrosse Coach</td>
<td>1484</td>
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<tr>
<td>Ryan Sheaffer</td>
<td>Intramurals &amp; Recreation Coordinator/Head Men’s Lacrosse Coach</td>
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<tr>
<td>Eric Bennett</td>
<td>Strength &amp; Conditioning Coordinator/Head Cross Country/Track &amp; Field Coach</td>
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<tr>
<td>Sheila Cook</td>
<td>Fitness Center Coordinator/Head Women’s Basketball Coach</td>
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<tr>
<td>Casey Moore</td>
<td>Director of Soccer Operations/Head Men’s Soccer Coach</td>
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<tr>
<td>Tom O’Connell</td>
<td>Head Women’s Golf Coach</td>
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<tr>
<td>Chris Wilson</td>
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<tr>
<td>Andrew Dziedzic</td>
<td>Head Ice Hockey Coach</td>
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<tr>
<td>Deb Schlosser</td>
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<td>Kelly Nicodemus</td>
<td>Head Volleyball Coach</td>
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<td><strong>Athletic Training Room</strong></td>
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<tr>
<td>Dr. Tom Porrazzo</td>
<td>Head Athletic Trainer</td>
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<tr>
<td>Meghan Haas</td>
<td>Sports Medicine</td>
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<td>Jonathan Armdt</td>
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<td>Brianna Wagner</td>
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<td><strong>Health &amp; Wellness Center</strong></td>
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<td></td>
<td><strong>Athletics Fax Number</strong></td>
<td>610-796-8349</td>
</tr>
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</table>

The Alvernia University Student-Athlete Handbook is published annually by the Alvernia University Athletic Department. The provisions of this guide are not to be regarded as a contract between the student and Alvernia University. The University reserves the right to change any provision or requirement at any time.

Alvernia University does not discriminate in the administration of any of its educational programs or activities or with respect to admissions or employment on the basis of race, color, religion, national origin, political affiliation, disability, sex, age, or veteran status. Alvernia University is an equal opportunity employer.
**Alvernia University Athletic Program**

Alvernia University will offer the following varsity programs for student participation.

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th>Winter Sports</th>
<th>Spring Sports</th>
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<tbody>
<tr>
<td>Cross Country (M&amp;W)</td>
<td>Men’s Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Women’s Basketball</td>
<td>Men’s Golf</td>
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<tr>
<td>Men’s Soccer</td>
<td>Indoor Track &amp; Field (M&amp;W)</td>
<td>Women’s Golf</td>
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<td>Women’s Soccer</td>
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<td>Men’s Lacrosse</td>
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<td>Women’s Volleyball</td>
<td>Club Sports</td>
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<td></td>
<td>Ice Hockey</td>
<td>Men’s Tennis</td>
</tr>
<tr>
<td></td>
<td>Cheer</td>
<td>Women’s Tennis</td>
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<tr>
<td></td>
<td>Dance</td>
<td>Track &amp; Field (M&amp;W)</td>
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<tr>
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<td></td>
<td>Men’s Volleyball</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Softball</td>
</tr>
</tbody>
</table>

Alvernia University is a member of the Middle Atlantic Conferences (MAC), which was formed in 1913. The Middle Atlantic Conferences, formerly called the Middle Atlantic States Collegiate Athletic Corporation, and commonly known as the MAC, was organized on December 11, 1912. In 1999, spurred by changes in the NCAA championship structure, the Corporation formed as an umbrella for three conferences – Freedom, Commonwealth, and Middle Atlantic.

Current members of the Commonwealth Conference are: Alvernia University, Albright College, Messiah College, Lebanon Valley College, Arcadia University, Widener University, Hood College, Stevenson University, and Lycoming College.

On the national level, Alvernia University is affiliated with the National Collegiate Athletic Association (NCAA). We are a member of the NCAA at the Division III level. Alvernia University embraces the NCAA Division III philosophy. Institutions with membership at the NCAA Division III level do not provide scholarships related to athletic ability or participation. In addition, Alvernia is a member of the Eastern College Athletic Conference (ECAC). The ECAC is the largest collegiate conference in the nation and includes colleges and universities in all three NCAA Divisions from Maine to North Carolina. Membership in the ECAC provides our sports teams with regional playoff opportunities and media exposure. Our teams are eligible to participate in the South Regional Championships sponsored by the ECAC.
**Athletics & Recreation Mission Statement**

The Mission of the Alvernia University Department of Athletics & Recreation is to provide Alvernia student-athletes with an opportunity to compete in intercollegiate activities, as an integral part of their educational experience. The department will seek to attract a population of student-athletes who will succeed both academically and athletically.

The department will provide a personalized learning environment with equitable participation opportunities for student-athletes to develop their leadership potential. Win or lose, student-athletes are encouraged to provide a winning effort, exhibit sportsmanship, and demonstrate respect for teammates, opposition, coaches, officials, and fans.

The department will comply with the standards set forth by Alvernia University, the National Collegiate Athletic Association, the Eastern College Athletic Conference (ECAC), and the Middle Atlantic Conferences. The department will adhere to State and Federal regulations that directly impact intercollegiate athletics. Department staff will seek to steadily improve the quality of the athletic experience through professional development, conferences, and department meetings.

The department will provide opportunities for student-athletes to compete successfully, embracing the NCAA Division III philosophy, and the mission of Alvernia University. The department will provide student-athletes the opportunity to acquire personal achievement, social responsibility, and moral integrity through athletic competition.

- Operate in an environment consistent with the mission of the university.
- Observe and develop good sportsmanship.
- Provide the best athletic competition possible without sacrificing academic integrity and academic standards.
- Encourage participation by maximizing the number and variety of athletic opportunities in varsity, club, and intramural sports.
- Ensure the integration of student-athletes into the institutional life of the University.
- Support students in their efforts to reach high levels of performance by providing them with adequate facilities, competent coaching, and appropriate competitive opportunities with students from similar institutions.
- Implant the realization that the traits that are necessary for athletic success are also needed for success in life.
- Win within the framework of ethical practices and moral integrity.

**Statement of Diversity**

Comprised of highly qualified coaches, staff, and administrators with diverse backgrounds, the Alvernia University Department of Athletics & Recreation is dedicated to creating an environment which inspires intellectual and social engagement, stimulates innovation and service, and encourages personal and professional development for all involved with Alvernia athletics. A reflection of the strengths of its people, history, location, and shared values, the Department of Athletics & Recreation is committed to promoting the shared University ideals of diversity, social and ethical responsibility, and community. These ideals will be reflected by the success of our student-athletes both in competition and in their contributions to the cultural, social and economic life of their communities, the nation, and the world.
NCAA Division III Philosophy Statement

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students’ academic programs. They seek to establish and maintain an environment in which a student athlete’s athletics activities are conducted as an integral part of the student-athlete’s educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

To achieve this end, Division III institutions:

(a) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
(b) Award no athletically related financial aid to any student;
(c) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;
(d) Encourage participation by maximizing the number and variety of athletics opportunities for their students;
(e) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with students-athletes;
(f) Assure that athletics participants are not treated differently from other members of the student body;
(g) Assure that athletics programs support the institution’s educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution’s athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
(h) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admissions process; (Adopted: 1/12/04 effective 8/1/04)
(i) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body; (Adopted 1/9/06 effective 8/1/06)
(j) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body; (Adopted: 1/9/06 effective 8/1/06)
(k) Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;
(l) Support ethnic and gender diversity for all constituents; (Adopted: 1/12/09)
(m) Give primary emphasis to regional in-season competition and conference championships; and
(n) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.
MAC Sportsmanship Statement

“As NCAA Division III student-athletes we commit ourselves to sportsmanship by demonstrating respect toward ourselves and others. This includes demonstrating fair play, taking responsibility for our actions and representing the spirit of Division III intercollegiate athletics. We encourage our teammates, opponents, fans, coaches, and referees to help us in promoting this philosophy.”

The Role and Responsibility of the Alvernia Student-Athlete

Standards of Conduct

RESPECT

yourself, others, and school property!

BE RESPONSIBLE

for your actions and personal decisions, such as attending classes, practices, and games, and using proper communication!

Display and encourage good SPORTSMANSHIP behaviors and actions on and off the court, field, and courses.

Responsibility and Sportsmanship

As with all Alvernia students, student athletes are held accountable by the Alvernia University Student Code of Citizenship and all policies and procedures outlined in The Alvernia University Student Handbook. It is important that student-athletes have an understanding of the additional responsibilities they accept when they become members of an athletic team and the potential consequences associated with failure to comply with these standards.

Because participating in athletics is a privilege, not a right, and because student-athletes are highly visible representatives of Alvernia University, there may be times when these responsibilities involve sacrifice that might not be necessary if you were not a student-athlete.

Students-athletes are expected to conform to established guidelines of sportsmanlike conduct in intercollegiate athletic competition, both on and off the fields and courts. This includes, but is not limited to, showing respect to officials, coaches, opponents, spectators, and the media. Student-athletes are responsible for understanding sportsmanship and fair play in the context of their sport. Unsportsmanlike conduct includes, but is not limited to, inappropriate language, gestures, or actions that demeans, physically intimidates, or endangers others. Appropriate/sportsmanlike conduct is expected at all times, including, but not limited to, practices, games, team travel, team meetings, and other University, MAC, ECAC, or NCAA events.

NCAA/MAC Compliance

Student-athletes must complete all required NCAA and University compliance forms before practice and/or competition may begin. Additionally, student-athletes must abide by all NCAA rules and regulations, including, but not limited to those rules and regulations pertaining to ethical conduct, amateurism, drug testing, and eligibility.

Social Networking

Alvernia University supports and encourages an individual’s expression of First Amendment rights of free speech. This includes the participation in online social networking sites (e.g. Facebook, Twitter, Instagram, etc.) and other digital platforms.

The University and the Department of Athletics & Recreation do not place any restrictions on the use of these sites by student-athletes. However, as a member of one of our varsity athletic teams, you are a representative of the University and, therefore, always in the public eye.

As such, you will be held accountable for any inappropriate postings on your social networking site.

Examples of inappropriate postings include, but are not limited to: 1) Photos of you or any other members of a Alvernia varsity athletics team engaging in unsuitable behavior with alcohol, drugs, or any other illegal
substance; 2) descriptive details or photos of parties or events; and/or 3) derogatory comments about the University, the Department of Athletics or any member of the administrative or coaching staff.

Student-athletes shall not post content to social media sites on behalf of Alvernia University, the Athletics Department, or any team.

Student-athletes will face disciplinary sanctions and/or dismissal from their team if they are found to be in violation of the standards or philosophies of the University, the Department of Athletics, and/or the MAC/NCAA.

Therefore, it is imperative you keep the following points in mind if you participate in social networking Web sites:

- Before participating in any online community, understand that anything posted online is easily available to everyone. Any text or photo you post online is completely out of your control the moment it is uploaded, regardless of whether or not you limit access to your site;
- Do not post personal information, photos, or other items online that could embarrass you, your team, the Department of Athletics, or the University. This includes information, photos, and items posted by others on your page. In addition, do not allow your friends to post your information or photos including you on their own page if it could embarrass you, your team, the Department of Athletics, or the University;
- Be aware of who you add as a friend on your site. Unfortunately, many people are looking for opportunities to take advantage of student-athletes. Remember that your behavior at parties and/or any other social gatherings can quickly become public information without your knowledge or consent. Candid photos of you taken by others can be posted online within minutes and will circulate just as quickly;
- As part of their background checks on potential employees, employers now frequent social networks for information on candidates they are considering hiring. These types of searches have resulted in job offers being withdrawn after the employers have discovered inappropriate information on an applicant’s online profile;
- Members of the Alvernia University staff, including Department of Athletics coaches and administrators, have the right to monitor these sites and request removal of posted information, photos, or other items deemed detrimental to the University, the Department of Athletics, you, and/or your team; and
- Exercise caution as to what personal information you post online, including your whereabouts or plans. You could be opening yourself up to social predators.

**Hazing**

The NCAA defines hazing as “any act against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates and environment/climate in which dignity and respect are absent.” Hazing constitutes harassment and violates state and local laws. Hazing is prohibited at Alvernia University and student-athletes shall not engage in or otherwise participate in hazing.

The following questions are intended to help captains of athletics teams and student leaders to think about issues of hazing when planning activities.

- Is this a team or group activity in which members are encouraged or expected to attend and in which minors are consuming alcohol?
- Will current members refuse to participate with the new members?
- Does the activity risk emotional or physical abuse?
- Is there a risk of injury or a question of safety?
- Would you have any reservations describing the activity to your parents, coach, professor or university official?
- Would you object to the activity being photographed for the school newspaper or local television stations?
Hosting Prospective Students

Student-athletes who serves as hosts for prospective student-athletes (recruits) must abide by all University rules and regulation, including, but not limited to, the policies regarding visitors and alcohol. The prospective student-athlete is not permitted to consume alcohol during the visit and the student-athlete takes responsibility for the welfare of the recruit during the visit and must remain with the recruit during all social events and shall not provide the recruit with alcohol.

Team Policies/Rules

Team rules for student-athletes are established by each individual sport’s head coach and his/her staff within parameters set by the director of athletics and the University. The head coach informs team members of the established team rules and expectations. The Head Coach has the authority to impose sanctions, up to and including dismissal from an athletic team, for violations of team-specific rules and/or expectations.

Failure to Comply

Student-athletes who fail to abide by University, Athletics Department, and/or team-specific rules, regulations, policies, and/or expectations may be subject to disciplinary action from the head coach and/or Athletics Department, consistent with all University policies, up to and including suspension/termination of athletic participation.

The University’s Community Standards/Judicial Process is separate and distinct from the Athletic Department’s Process. In most cases, the Department of Athletics will wait for the conclusion of the University’s Community Standards Process before imposing any additional sanctions/penalties. There are instances, however, where the allegation(s) are egregious enough in nature to warrant immediate action on the part of the Athletics Department prior to the student-athlete participating in the Community Standards Process.

When a violation is suspected the Director of Athletics (or designee), head coach, and/or appropriate staff member will likely initiate an investigation to verify the validity, reliability, and accuracy of the report. In most cases, a meeting will be held with the student-athletes to discuss the situation for any sanctions are imposed.

Possible sanctions include, but are not limited to:

- Written warning
- Probation (limited participation/status for a period of time)
- Required educational or counseling sessions
- Drug testing
- Restitution
- Suspension – removal from some or all athletic participation for a specified period of time
- Removal from team/loss of all athletics participation privileges

Team Community Service Projects

All student-athletes are required to participate in at least one community service project/activity. The Community Engagement Graduate Assistant will assist coaches in finding the appropriate service project for their designated teams. Many projects are available within the community, and collaborated efforts with the Holleran Center and campus ministry provide the great opportunities for the student-athletes throughout the academic year. Community Service projects counted in this initiative DO NOT count as part of the 40 hour community service requirement for graduation.

Issuance and Collection of Equipment/Athletics Hold

Issuance

Coaches must set up an appointment with the equipment room manager PRIOR to having their team pick up uniforms. All uniforms and equipment issued to student-athletes or coaches will be recorded on the team
specific checklist as distributed by equipment personnel/coaches. Student-athletes must complete the (team specific) checklist upon pick up of their uniform/equipment AND SIGN OFF that they received the issued equipment. If athletes or coaches make a switch of an issued item it must be recorded by the equipment room personnel. Otherwise the athlete will be responsible for returning the uniform/equipment issued to them on the original date.

**Collection**

All student-athletes should return their designated uniforms/equipment during specific time slots to the Equipment Room personnel. Coaches will inform student-athletes of the process. A student-athlete has two weeks after their last date of competition to return all uniforms/equipment, however all Spring Sports will only have one week, due to the length of their schedule and semester. At this time, student-athletes will be billed for any unreturned items.

**Athletics Hold**

If items are still not returned and/or the bill is not paid by the specified due date, an Athletic Hold will be placed on the student-athlete's record and they will not be permitted to participate in athletics, receive grades, or register for classes, and/or request a transcript until the obligation has been fulfilled.

**Academic Eligibility/Policies**

Student-athletes are students first and, as such, are responsible for knowing and following all regulations and responsibilities for academic eligibility as outlined in the applicable Academic Catalog.

Only full-time, degree-seeking students are eligible for participating in intercollegiate and/or club teams. Full-time status at Alvernia University is defined as being enrolled in a minimum of 12 credit hours per semester. (Please see Student-Athlete 12-Credit Policy below). A student-athlete may compete while enrolled in less than a minimum full-time program of studies, provided the student is enrolled in the final semester of the baccalaureate or graduate program and the institution certifies that the student is carrying the courses necessary to complete degree requirements.

The Academic Standards Committee reviews the academic records of each student at the end of the each semester. A student must be in good academic standing and show satisfactory progress toward a degree in accordance with Alvernia University standards for all students in order to be eligible to participate in intercollegiate athletics. All student-athletes MUST attempt and maintain a minimum of 12 credits each academic semester and earn 24 credits in the academic year (see included Student-Athlete 12 Credit Policy). The credits used in the following scale are determined by the Alvernia GPA credits, plus transferred credits, plus experiential and pass/fail credits.

**Minimum GPA Requirement**

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<tr>
<th>Credits Earned</th>
<th>Minimum Cumulative GPA</th>
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<tr>
<td>0-23</td>
<td>1.75</td>
</tr>
<tr>
<td>24-59</td>
<td>1.80</td>
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<td>60+</td>
<td>2.0</td>
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**Satisfactory Progress**

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<tr>
<th>After this Year</th>
<th>Student must have EARNED</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>24 credits</td>
</tr>
<tr>
<td>2</td>
<td>48 credits</td>
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<tr>
<td>3</td>
<td>72 credits</td>
</tr>
<tr>
<td>4</td>
<td>96 credits</td>
</tr>
<tr>
<td>5</td>
<td>120 credits</td>
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Note: Credits must be earned between the first day of current fall semester and first day of the following fall semester.

Note: The winterim session is a period of time between fall and spring semesters where student-athletes have the opportunity to earn credits.

If after the conclusion of the fall semester a student-athlete’s eligibility is below academic standings, the Director of Athletics and Recreation, Associate Athletic Director and Faculty Athletic Representative will review progress and deem whether the student-athlete can participate during the winter break if he/she enrolls in a winterim class.

If the student-athlete enrolls in a winterim class and is showing academic progress, they can practice and compete. Academic eligibility will then be re-evaluated the first date of the spring semester classes.

**Participation Credit**

Student-athletes who participate and complete in a traditional season and/or earn a varsity letter (approved by the head coach or Director of Athletics) can receive a one-time academic credit per sport (maximum 2 credits). This credit can be applied at the end of the academic year.

**Student-Athlete 12-Credit Policy**

Student-Athletes must attempt and maintain a minimum of 12 credits each academic semester. The Associate Athletic Director will monitor all academic standards and progress of all student-athletes. Head Coaches will then be informed of any student-athletes who have not maintained the academic requirements and will inform their student-athlete(s) as such. At any time, if a student-athlete withdraws and/or drops below the minimum 12 credits during the academic semester he/she will be immediately deemed academically ineligible. Their eligibility will resume once they show academic progress (i.e. re-enrolling back into 12 credits).

**Practice While Academically Ineligible**

Ineligible student-athletes may practice, but must understand and obey the following:
- They cannot represent the institution in any intercollegiate athletics competition, until released into good academic standing.
- They cannot wear or receive any team athletic gear and/or apparel.
- They cannot sit with the team during any date of competition.
- They cannot travel or receive meal money with the team for any off campus events.
- During any vacation periods, they cannot reside in any residence halls or receive meal money.
- They cannot miss any class time for attendance at games, (i.e. they cannot utilize the green form class absence sheets when they are ineligible).
- They cannot compete in the date of competition during the non-traditional season.
- Practice privileges may be revoked by the coaching staff and/or administration.

Anytime a student-athlete participates in a practice after the first date of competition during the traditional season, they will have utilized a season of eligibility.

**Mandatory Study Hall/Tutoring**

All student-athletes with less than a cumulative 2.5 GPA must attend a 2 hour study hall and/or 2 hour tutoring sessions until such time as their cumulative GPA is 2.5 or better. Tutoring sessions are by appointment only in The Center for Student Success. Study halls will be organized by the head coach of each team and will be monitored by the Associate Director of Athletics.

**Student Services**
Please see the Student Handbook for a more complete listing of all student and academic services.

Educational Planning Center (EPC) – (610) 796-8266; M-F, 8am-4pm
The EPC is the hub for student advising and support services. Located on the first floor of Bernardine Hall, its team includes professional, administrative, and student staff with responsibilities for advising, academic support services, experiential learning, career exploration and preparation. The team can help you with such needs as changing your major, learning about international education, the Washington Center, or an internship; or just finding the best way to connect with a faculty member. All faculty members with responsibilities with our First Year Seminar (FYS) and other related services and programs are associated with the EPC.

The Writing & Learning Center – (610) 568-1494; M-Th 8am-8pm, Fr 8am-4:30pm
The Writing & Learning Center is available to Alvernia students who would like assistance with writing or course work. Peer and professional tutors are available to help students build skills in writing, math, science, and foreign languages. Students must have their student ID number to make an appointment. Students are often able to receive immediate walk-in assistance with writing and math during any of the center’s hours. However, if the center is busy there may be a wait. Students are advised to plan ahead and make an appointment.

Career Development – (610) 796-8225; M-F 8:30am-4:30pm, evenings by appt.
Located in Bernardine Hall, The Career Development office is staffed by career development professionals, here to assist students and alumni in all phases of occupational exploration, career planning, self-assessment, career exploration, graduate school search, and job seeking. Appointments are encouraged to assure individual assistance or support for career planning issues, but drop-in visits are also welcome.

Educational Technology Services – (610) 796-8398, Evenings and weekends (610) 790-2851; M-Th 8am-9pm, F-Sat 8am-4:30pm
Educational Technology is located in the Multi-Media Center on the second floor of the Franco Library. The staff manages and supports WebCT, classroom technology, and the use of multi-media equipment.

Information Technology – (610) 927-2008; M-Th 8am-9pm, F-Sat 8am-4:30pm
The Information Technology (IT) Department is located on the second floor of the Library. IT maintains all University computers and administers the University network. The department also assists students with connection to the University network, problems with network or e-mail accounts, or other questions relating to the use of technology in the educational environment.

Labs for student use are available in Bernardine Hall, Campus Commons, and the Library. Wireless access to the Internet is available in the Library, Bernardine Hall lobby, the Student Center, the Physical Education Center, the Upland Center, Campus Commons, residence halls, and in most campus locations.

Library (Circulation and General Information: 610-796-8223; Library Learning Commons Help Desk: 610-796-5517
The Dr. Frank A. Franco Library Learning Center houses resources and staff to support students both on and off campus. The virtual library is open 24/7 at http://www.alvernia.edu/library. In addition to a large print collection, the library offers full-text access to over 20,000 academic journals and ebooks. Virtual access of campus is available to all students by password.

Students may check out books and audio-visual materials with their ID cards and will find class reserve material for reading or viewing at the Circulation Desk. Copy machines and a public fax are also available in the building. For materials not available in print or electronically, students may request an Inter-Library Loan. Forms can be found on the web site as well as in the library.
In the Stairway Mini-Café students can fix a hot drink and get a snack from the vending machine, read the newspaper or a magazine, and check-out a movie from a growing collection containing both classics and current films. The Browsing Room with its collection of popular fiction and non-fiction as well as comfortable furniture and interesting displays is also a welcoming spot.

Wireless throughout, the Franco Library Learning Center is a welcoming place for quiet study or group collaboration. Laptops are available for check-out, and students may use them anywhere in the building.

The Library Learning Commons on the first floor of the building brings together students, librarians, and technologists in a rich learning environment where help is near. In the Bonaventure Reading Room, students will find a variety sofas, chairs, and tables for individual study or for group work. Poetry readings other special events are often held in the Bonaventure Room.

The staff of the department of Library and Educational Services includes professional librarians, multi-media specialists, and technologists, many who hold advanced degree and all who are dedicated to encouraging learning and student success. Librarians also teach information literacy classes and are available to students and faculty to assist with specific assignments or major projects.

**Library Hours**

Monday through Thursday: 8:00 a.m. to 10:30 p.m.
Friday: 8:00 a.m. to 4:30 p.m.
Saturday: 9:00 a.m. to 5:00 p.m.
Sunday: 2:00 p.m. to 10:30 p.m.

**Registrar’s Office - (610) 796-8201**

The Registrar plans the master course schedule, handles course registration and scheduling of all day students, maintains academic records, issues transcripts, and confirms eligibility to receive degrees. The following services are available in the registrar’s Office in Francis Hall: questions regarding academic records, issues letters of enrollment verification, schedule changes (add/drop), permission forms for directed or independent study, and forms for Academic Overload, Repeat/delete, Change of Address, Change of Major, Graduation Application, Transcript Request and Community Service.

**Financial Aid**

Student-athletes interested in applying for financial aid or participating in the student employment program will need to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) as well as complete the paperwork specific to the student employment program. The office of Student Financial Planning recommends completing the FAFSA each year to determine a student’s eligibility for federal, state and institutional aid. The required FAFSA form should be submitted by May 1st for Pennsylvania residents in order to meet the Pennsylvania State Grant deadline. Students must be enrolled at least half-time (or 6 credits per semester) to be eligible for financial aid. However, students who are receiving financial aid and participating in athletic programs at Alvernia are required to be enrolled full-time (or 12 credits per semester). In addition, students must be maintaining satisfactory academic progress as defined by Alvernia and detailed in the student catalog as well as stated above under academic eligibility to continue financial aid eligibility in subsequent academic years.

Because Alvernia is an NCAA Division III institution, all financial aid awards are determined and awarded through the Office of Student Financial Planning based upon financial eligibility. The Office of Student Financial Planning does not offer any athletic-related financial aid or scholarships to Alvernia students.

**Class Absence for Athletic Competition**

Student-athletes are excused from class attendance in order to represent Alvernia University in intercollegiate athletic competition.
1. Provisions:
   a. Student-athletes are not permitted to miss class for practices.
   b. Student-athletes will not be charged a class absence in order to represent Alvernia University in intercollegiate athletic competition provided they adhere to the following procedures.
   c. Student-athletes are entitled to the same number of class absences as students who do not represent Alvernia University in intercollegiate athletics.

2. Procedures:
   a. The Director of Athletics, or designee, will forward a roster of all student-athletes to all faculty at the start of each sport season.
   b. A student-athlete will be required to give his/her instructor an Athletic Participation Class Absence Form one week in advance of the date of the class he/she will miss.

Modular Classes
It is recognized that the compactness of modular class instruction presents a varied aspect to excused class absence for intercollegiate athletic participation. Student-athletes whose team will be travelling during vacation periods must receive permission from the instructor prior to registration.

Team Selection
Intercollegiate and Club Sports teams are selected according to criteria determined by the Director of Athletics and the respective Coaching Staff. All students will be given a fair opportunity to make the team through a tryout period that is determined by the Coaching Staff. All students, including returning players, must earn a roster spot. Maximum roster sizes are determined by the Head Coach and Director of Athletics. Factors used to determine selection for a team include, but are not limited to, applicable skills, work ethic, attitude, behavior, hustle, and leadership ability.

Team Travel
Student-athletes are required to travel to and from athletics competitions with their teams in the mode of transportation provided by the University. Exceptions to this policy must have prior approval from the head coach and the Director of Athletics. Student-athletes who must travel in another fashion because of class conflicts, etc., must have approval from the head coach and Director of Athletics and complete the appropriate Transportation Waiver.

Fundraising
Teams have the option to raise funds for special trips (spring break, foreign travel, etc.), gear/equipment, and/or special projects. All monies raised by team members will be deposited into the team’s agency account. If a player chooses to leave a team at any time during the season that money will stay in the team’s account and is not returned to the player. Any monies raised prior to selection of the team will also remain in the team’s agency account and no refunds will be given. Cash payments made for the purpose of ordering gear (clothing, equipment, etc.) will not be refunded so long as the gear is provided to the player as promised. Cash payments made to cover the cost of special trips may be refunded up to three months prior to departure provided there is no financial penalty incurred by the University because of the cancellation. Refunds after that period will be prorated to adjust for the cost of the cancellation/change fee, if any.

Sports Information
The Sports Information Office will assist all student-athletes in dealing with any media requests. If you receive a direct request to be interviewed or photographed please check with the Sports Information Director (SID) before agreeing to the request.
Our goal is to promote the achievements of our student-athletes and Alvernia University in a responsible way. With your cooperation we can do this by use of the website, photos, videos, press releases, media interview, and other promotional plans developed with the department staff.

The Sports Information Office will not give out your personal contact information when interviews and/or photos are requested. The SID will contact you with the contact information of the media person making the request. It is imperative that you follow up with that contact as soon as possible. It will be left up to you to decide if you want to give out a cell phone number or email address.

**Sports Medicine/Medical Information**

**Physical Examinations**

All freshmen and first-time athletes representing Alvernia University in intercollegiate athletics must be examined and certified physically fit six months prior to start of their practice (traditional or non-traditional seasons). Alvernia provides this physical at no cost, when the athlete first attends the University as a freshman or transfer student. The student may choose to have another physician perform the physical but must pay for this physical examination that is conducted privately and use the Alvernia University physical form located on our website. Additional examinations are not required for those persons participating in multiple sports. All student-athletes must have their medical examination forms signed and returned to the Athletic Trainer in order to participate in practices and games. Returning student-athletes must complete an updated medical history form provided by the Athletic Training office each year. Students with recent severe injuries and/or illnesses that have needed significant care must provide relevant documentation prior to participation in practices and games.

**Student Insurance**

It is the responsibility of every student at Alvernia University to carry personal medical insurance. If a student athlete does not have adequate insurance, either independently or as a listed dependent on their parents’ medical insurance policy, he/she must subscribe to the University’s Student Accident & Sickness Insurance. All students are automatically enrolled in the University’s student insurance and this coverage can only be waived if the student has existing coverage. Waivers are done by going to [http://www.alvernia.edu/parents/student-billing/index.html](http://www.alvernia.edu/parents/student-billing/index.html) and clicking the Insurance (Waive or Enroll) link. If you fail to waive the student insurance by the September 15, 2011 deadline, student accounts will be charged a non-refundable fee as follows: 23 years and under - $983.00, 24-33 years - $1132.00, 34 years and over - $1594.00. It must be stressed that the student insurance DOES NOT provide coverage for injuries occurring during intercollegiate sports participation and it has a lifetime maximum of $50,000 per injury or sickness. The Alvernia University Athletic Department carries a secondary Sports Accident Insurance policy for student-athletes who incur injuries during supervised practice, play, or travel related to intercollegiate sports. The sports policy covers reasonable and customary expenses, which are not paid by the athlete’s primary medical insurance. This sports policy provides a maximum benefit of $90,000 and the NCAA provides a catastrophic accident policy for claims in excess of $90,000. The sports policy also has a $250.00 disappearing deductible per injury. The head athletic trainer will assist athletes with the procedures involved in submitting a request for additional coverage from the sports policy. The University assumes no responsibility whatsoever for the payment of, or authorization to pay medical expense resulting from injuries that occur while participating in intercollegiate athletics at Alvernia University.

**Treatment of Injury or Illness**

All injuries or illnesses that might interfere with the ability to attend class, to practice, or to compete are to be reported to the Health & Wellness Center, athletic training staff, and your coach as soon as possible. If you do not see the certified athletic trainer, you will be considered healthy and you will be expected to practice. The certified athletic trainer will evaluate the extent of your illness/injury and your ability to practice or compete. If necessary, an outside medical referral will be used.

**Pregnancy**
Student-athletes who are pregnant should inform the athletic training staff of the medical condition before starting practices. The safety to participate in each sport must be dictated by the movements and physical demands required to compete in that sport. The American College of Sports Medicine discourages heavy weight lifting or similar activities that require straining. The athletic training staff requires approval from the physician most familiar with the pregnant student-athlete’s condition, in order to participate. The NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy. Warning signs to terminate exercise while pregnant are located in the NCAA Sports Medicine Handbook located on the Alvernia University Athletic website. Please contact the head athletic trainer with any questions concerning this temporary condition.

Emergency Treatment
In the event of a true medial emergency, dial 911. In the event that the athletic training room and the Health & Wellness Center are closed, and medical assistance is needed, contact the Campus Safety office (x8350). The certified athletic trainer will make follow-up arrangements as soon as he/she is notified. Trips to the emergency room should be reported to the certified athletic trainer as soon as possible.

Athletic Training Policies and Procedures
- No cleats inside either room.
- No athletic equipment inside either room.
- No shoes/cleats on the treatment/taping tables.
- All athletes must sign in prior to any treatment or evaluations unless an emergency.
- All athletes must shower before treatment or evaluations unless an emergency.
- Profanity/inappropriate language is not permitted.
- Do not go behind treatment curtains.
- Athletes who want to use tape for equipment may only use what is in the scrap box.
- No tobacco products permitted.
- Athletes may not apply modalities to themselves (i.e. hotpacks, electrical stimulation, ultrasound). Also, please do not come in the Athletic Training Room/Therapy Lab and request modalities (all athletes can help themselves to ice at any time). An Athletic Trainer will apply all appropriate modalities after a formal evaluation has been performed and a treatment plan devised.
- If it is deemed necessary for an athlete to see the team physician, an appointment will be set up by an Athletic Trainer. It is then the athlete’s responsibility to show up on time for the appointment.
- Repeated violations of these policies will result in referral to coach for disciplinary action.

Physical Examinations/Insurance Forms
- All returning and new athletes must complete a health history form prior to participation.
- All new athletes must have a completed physical examination and clearance by the Alvernia University Athletic Training Staff no more than six months prior to participation.
- All new and returning athletes must have all insurance information on file prior to participation.
- In accordance with the NCAA’s Sports Medicine Handbook, the final decision regarding the physical disqualification or rejection of an athlete is the responsibility of the Alvernia University Team Physician and Alvernia University Athletic Training Staff.

Team Physicians
Commonwealth Orthopaedic Associates
Dr. John Martin, Jr. and Dr. Paul Marr
11 Fairland Road
Reading, PA 19606
(610) 779-2663

Hospitals
The Reading Hospital and Medical Center
Sixth Ave. & Spruce Street
West Reading, PA 19612
610-988-8000

St. Joseph Medical Center
2500 Bernville Road
Reading, PA 19605
610-378-2000
NCAA Tobacco Use Policy

The NCAA and Alvernia University prohibit the use of any tobacco products during practices or competition by student-athletes, coaching staff, or athletics administration.

Illegal Drugs and Substances

NCAA

In order to participate in athletics at Alvernia University, student-athletes will be required to read and sign an NCAA Drug Testing Consent form. Signing the form, allows the NCAA to test the student-athlete during participation in any NCAA championship for drugs banned by the NCAA under bylaw 31.2.3.1 of the NCAA Manual. Any student-athlete who tests positive will be ineligible to participate in regular season and post-season competition during the time period ending one calendar year after the positive drug test, and you will be charged with the loss of a minimum of one season of competition eligibility. Recognizing that students and employees addicted to alcohol and/or drugs may wish counseling in this area, Alvernia University encourages them to visit or call the counseling office (x8432). Confidentiality will be enforced strictly as required by the professional ethics of the individual counselor. Referral to an outside agency is readily available. An updated copy of NCAA Banned Drugs list will be provided to each student-athlete.

Alvernia Illegal Drugs and Substances Policy

A student-athlete who is found responsible for a violation of the illegal drug and substances policy will be subject to institutional judicial actions and any applicable federal, state, or local laws. In addition, violations will be considered an offense in accordance with the Alvernia University Drug Testing Policy.

Attention Deficit Hyperactivity Disorder (ADHD) Guideline Attachment

Criteria for letter from prescribing Physician to provide documentation to the Athletics Department/Sports Medicine staff regarding assessment of student-athletes taking prescribed stimulants for Attention Deficit Hyperactivity Disorder (ADHD), in support of an NCAA Medical Exception request for the use of a banned substance. The following must be included in supporting documentation:

- Student-athlete name.
- Student-athlete date of birth.
- Date of clinical evaluation.
- Clinical evaluation components including:
  - Summary of comprehensive clinical evaluation (referencing DSM-IV criteria) – attach supporting documentation.
  - ADHD Rating Scale(s) (e.g., Connors, ASRS, CAARS) scores and report summary – attach supporting documentation.
  - Blood pressure and pulse readings and comments.
  - Note that alternative non-banned medications have been considered, and comments.
  - Medication(s) and dosage.
  - Follow-up orders.
- Additional ADHD evaluation components if available:
  - Report ADHD symptoms by other significant individual(s).
  - Psychological testing results.
  - Physical exam date and results.
  - Laboratory/testing results.
  - Summary of previous ADHD diagnosis.
  - Other comments.
Documentation from prescribing physician must also include the following:

- Physician name (Printed)
- Office address and contact information.
- Specialty
- Physician signature and date.

**Alcohol**

Alvernia University regulations governing the use of alcohol are designed first and foremost to ensure the personal health and safety of each member of the Alvernia University community. In addition, University policies and procedures are intended to foster an environment that facilitates student learning, promotes sound judgment, respect for the rights of others, and acceptance of personal responsibility.

The Alvernia University Alcohol Policy, detailed in the *Student Handbook* on pg. 39, serves as a baseline policy for individual coaches, who have the latitude to establish additional team policies either in-season or out-of-season. This policy does not supersede the discretion of individual coaches regarding the student-athletes on their team and their status as a member of their team.

The use and abuse of alcohol, other drugs or prohibited substances can have significant detrimental effects on all aspects of a student's life and impairs the student-athlete's ability to train and perform to their full potential. In addition to affecting the individual student-athletes, the use and abuse of alcohol, other drugs or prohibited substances can have a negative impact on the integrity and character of individual teams or the department as a whole.

Behavior or misconduct resulting from the use or abuse of alcohol or groups of students on or off campus is a violation of the University's Alcohol Policy and will be subject to University community standards as well as the applicable state or local laws. Drunkenness anywhere on or off campus is prohibited. The abuse of alcohol by individuals of any age will not be tolerated and students will be held responsible for their actions as members of the Alvernia University community.

**Athletics Drug Testing & Education Program**

**Purpose**

Alvernia University (the “University”) is concerned with the health, safety and welfare of student-athletes who participate and represent the University in competitive athletics. The University takes the position that drug screening is appropriate to insure the health and safety of our student-athletes, to promote fair competition in intercollegiate athletics and to affirm compliance with the University Code of Conduct, the Illegal Drug and Substances Policy, and NCAA rules and regulations. The University drug testing program embraces all three components of a program that will facilitate a positive decision-making process for out student-athletes that includes: (a) education, (b) screening, and (c) rehabilitation when necessary. The intercollegiate athletics program at Alvernia University recognizes its responsibility to provide educational programming for the student-athletes addressing: (a) physiological and psychological dangers inherent with the misuse of drugs and alcohol, (b) information concerning local, state, and federal laws, and (c) reinforcement of alternative activities supporting a drug free lifestyle.

**University Code of Citizenship**

The University Code of Citizenship is a general statement of the rules of good order that are meant to inspire and create an environment conducive to personal growth and development. The guidelines and expectations
outlined in the Code of Citizenship delineate boundaries for responsible behavior from which specific policies follow.

The University grounds these expectations in the core values of the Franciscan tradition – service, humility, peacemaking, contemplation, and collegiality. Together they form the foundation for decision-making and for our relationship with one another. As members of the University community, each of us willingly proclaims common ownership of these core values. Violations of the code of conduct are considered detrimental to the common good of the community and are subject to disciplinary action.

Students are expected to honor the University Code of Citizenship at all times. All policies of the University concerning student conduct, inappropriate actions, and illegal situations pertain to all campus locations. In addition, the University has a requisite interest in its students at off-campus locations where conduct, behavior, and/or illegal action violate or reflect poorly on the University’s policies, standards, or core values. When on and off campus, students are expected to represent the University in a positive way. Reports of off-campus incidents will be processed in the same procedural manner as those on campus.

Students are expected to act as responsible citizens of the University and local community. They are expected to know and abide by their legal obligations. Violations of local, state, and federal laws, including those governing the possession, use and sale of controlled substances are not acceptable.

_Please refer to the Alvernia University Student Handbook for additional information about the University Code of Citizenship._

**University Policies**

Any student-athlete who tests positive during drug screening will be referred to University Life for appropriate disciplinary action in accordance with the University Code of Citizenship and the Illegal Drug and Substances Policy, which can be found in the Alvernia University Student Handbook.

**Goals**

The Goals of the Alvernia Athletics Drug Testing and Education Program are as follows:

- To educate coaches and athletes concerning the problems associated with the use of illegal drugs and sports enhancing drugs.
- To discourage illicit drug use and abuse by Alvernia University student-athletes.
- To detect possible prohibited drug use through a screening program based on periodic testing designed to reveal the use of drugs.
- To provide educational counseling, rehabilitation and referral services to those student-athletes identified as having a drug use problem.
- To encourage an atmosphere of open discussion in reference to any questions student-athletes may have with regard to the use and abuse of illegal and performance enhancing drugs.
- To promote informed, intelligent decision making on the part of our student-athletes with regard to drug use.
- In extreme cases, to remove from University athletic programs any student-athlete who is found to have ignored repeated attempts of education and has violated the requirements of this policy.

**Conditions of Eligibility**

All varsity student-athletes of the University must sign an official NCAA form in which the student-athlete consents to be drug tested, during NCAA postseason championships, for the use of drugs and supplements prohibited by NCAA legislation. In addition, all University student-athletes must sign a University consent form to allow for screening and limited release of screening results, as set forth in procedures designed by the University’s sports medicine staff, athletics staff, and student-athlete advisory council, as a condition of eligibility to participate in such varsity/club sports. The same applies to all University athletic sponsored sport club members (i.e. ice hockey, dance, cheerleading). To become and remain a participant in such University intercollegiate athletics and programs, all student-athletes must comply with the terms of this policy.

**Prohibited Drugs/Banned Substances**
A student-athlete, during the period of either their membership on or affiliation with an intercollegiate or club athletic team, may not use any drug/banned substance which are specified in the NCAA Banned substances and non-prescription drugs list which will be provided to you prior to participation. Any use of these drugs/banned substances or any other non-prescription drug/controlled substance is expressly prohibited at all times, whether such use occurs before, during or after the student-athlete’s competitive season. Any student-athlete who has a medical condition of which the use of a prescribed drug is authorized must provide a statement of such authorization to the head athletic trainer.

**Education Program**
Currently, University student-athletes are educated on the topic of drugs and alcohol via speakers and/or workshops on an annual basis and the programs are open to the campus community. Student-athletes are also provided other opportunities within the general framework of the University to attend drug and alcohol workshops.

**Voluntary Admission and Request for Counseling**
Any student-athlete may voluntarily come forward to seek help for substance abuse by contacting any member of the University staff. In accordance with the Alvernia University Medical Amnesty Policy, a student-athlete seeking assistance from University personnel will not routinely be subject to disciplinary action. If done prior to notification of selection for drug testing, this will not be recognized as a positive test. However, the student-athlete will be subject to testing in the next drug testing session. Student-athletes will be referred to the Director of Community Standards and will be required to participate in an appropriate educational program. In the case that the athlete does not report thereto or follow through with the appropriate educational program, he/she will then be deemed a positive test.

**Screening Procedures**
Effective August 2009, the University athletics program will begin substance abuse screening in accordance with the accepted procedures set forth in this policy. A student-athlete may be asked to take a urine and/or saliva test to detect illegal drugs, non-prescribed drugs, narcotics, steroids and/or banned supplements at such times and places as directed by the University Athletics program. The drugs or drug classes to be tested for include, but are not limited to the following: Amphetamine, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Methamphetamine, Methadone, Opiates, Oxycodone, Phencyclidine and Anabolic Agents. Screening will be conducted for all varsity and club student-athletes on the current year roster. This includes traditional and out of season sports, unannounced screening may occur at any time and on any day with a minimum two hour notice prior thereto. The selection for screening will be based on random selection, a prior positive test, or reasonable suspicion. The refusal to provide a sample will be considered a positive test and will include all of the sanctions of that positive level. All urine and saliva samples for screening will be collected in compliance with the NCAA Drug Screening Guidelines. Collected samples will remain under constant supervision of the University athletic training staff. The University athletic training staff will screen the sample via a 10-panel test and/or utilize the services of a certified testing laboratory. Identification information, for each sample, will remain under the constant supervision of the University athletic training staff. The University athletics program bans the use of substances and methods that alter the integrity or validity of urine or saliva samples provided during drug screening. Examples of banned methods include catheterization, urine substitution, and tampering with or modification or renal excretion by the use of diuretics, probenecid, bromantan, or related compounds, as well as epitestosterone administration. Any urine or saliva screened for the presence of banned substances may also be screened for the presence of substances used to alter the integrity or validity of urine or saliva samples. Screening for tampering agents will also be done. A positive finding for these substances will be considered a positive test and sanctions of that positive level will be imposed. The results of the drug screening program will become a part of the student-athlete medical record and are considered, as all other medical record, confidential in accordance with HIPAA. Records and other information shall remain in the confidential possession of the athletic training staff or their designee and may be released only as stated in the consent from the student-athlete or as otherwise required by law. Any student-athlete who has not had a positive screen in a prior screening who voluntarily seeks counseling prior to being selected for a random drug screen will not face automatic screening, but will be referred to the appropriate counseling service. The student-athlete will be responsible for any costs that are incurred. The student-athlete will remain in the
random drug screening pool. Drug screen results accumulate during the time that the individual is a student-athlete at the University. The University recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the University in accordance with NCAA regulations allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned: stimulants, anabolic agents, beta blockers, anti-estrogens, diuretics and peptide hormones. Medical exception documentation shall be requested when testing occurs. If a student-athlete tests positive and documentation has been received and reviewed, a medical exception may be granted. If not, the student-athlete will be declared ineligible until such time medical documentation is received, reviewed and the exception granted. If the exception is not granted the student-athlete may then request an appeal as herein provided. NOTE: A medical exception for the use of anabolic agents and peptide hormones must be approved before athletics participation. Effective April 2016, Alvernia University has partnered with ARCpoint Labs of Reading for the for continuation of accurate, reliable, and confidential drug testing.

Selection and Notification Procedures
The tests are unannounced and random. All student-athletes will be subject to periodic, unannounced random testing. The selection of individuals will be made through an electronic, random selection of names from a Microsoft Excel file listing of all rostered University student-athletes. Student-athlete notification of selection shall come from the University head athletic trainer or designee. The notification procedure shall occur at any time prior to the scheduled testing. Student-athletes will be notified using the contact information provided by the student-athlete on the drug testing form. The notification shall also include the time and location for the test. Alternatively, testing based on reasonable suspicion. Reasonable suspicion drug-testing program is the identification of possible drug-users through what is known as individualized reasonable suspicion, based upon the observation of certain symptoms, that a student-athlete may be using either street drugs or performance-enhancing drugs. No reasonable suspicion tests will be carried out unless there is a reasonable suspicion that a student-athlete may be using such drugs. The determination of individualized reasonable suspicion may be made by: 1) a physician who identifies specific symptoms during the course of a routine or special physical examination; or 2) a University coach or athletic trainer who identifies symptoms in a student-athlete which indicate possible drug use. If a physician identifies the symptoms, then testing may take place immediately. If a University coach or athletic trainer identifies the symptoms, then the student-athlete will be referred to the University Head Athletic Trainer immediately for possible testing. Any testing procedure for probable drug use will be done immediately following the determination by a physician that a reasonable suspicion exists that the student-athlete may be using either street drugs or performance-enhancing drugs. Any student-athlete found in the presence of illegal drugs or substances may be subject to testing based on reasonable suspicion and will be subject to all sanctions as outlined in the University Illegal Drugs and Substances Policy. The student-athlete must be informed of the reasons for such testing procedures prior to being tested.

Consequences of Failure to Participate in or Cooperate with Testing

- If the student-athlete declines to sign the required individual consent form, eligibility to participate in University intercollegiate athletics will be suspended.
- If the student-athlete fails to appear at the designated time and place for testing, he/she will be suspended from University athletic participation. This will be treated as a positive test result.
- If the student-athlete fails within a reasonable time (not to exceed one hour from the time scheduled for collection of the specimen) to produce the required urine specimen, eligibility to participate will be suspended until the subsequent testing day. The period suspension may be extended indefinitely upon failure to produce the required specimen on the subsequent rescheduled testing date.
- Any student-athlete refusing to sign the acknowledgement memoranda regarding notification of random selection shall be suspended from all University athletic participation.

Administration of Drug Screening Program and Collection Procedures
The student-athlete will report to a specified location at the designated time (bringing shorts and a t-shirt with a current photo University ID or driver’s license). The student-athlete will select a sealed drug screen test kit.

The University certified athletic trainer or certified drug screen staff member takes the student-athlete, specimen bottle, and test kit to the collection area.

Prior to specimen collection, the student-athlete will be asked to remove all items from pockets.

The student-athlete will enter the specimen collection room (private restroom) to produce the acceptable level-amount of urine. When the urine collection process is complete, the specimen will be checked by the University staff member for temperature.

The specimen will then be screened for drug/banned substances in observance of a proper and effective chain of custody of collection specimens.

**Drug Screening Pursuant NCAA Championship**

In addition to any drug screening administered pursuant to this policy, all teams that advance to NCAA championship competition are subject to a drug screen via the NCAA. Screening may be required of all team members or individual student-athletes within thirty (30) days prior to participation in NCAA Championship competition.

**Sanctions/Corrective Initiative Following Positive Drug Screen Results/Violation of University Illegal Drug and Substances Policy**

**First Positive/Offense**

- University Head Athletic Trainer and University Director of Athletics are notified.
- University Director of Athletics will notify head coach and the Vice President of University Life.
- Suspension for thirty (30) dates of actual practice and/or competition (traditional or non-traditional season) or completion of all required intervention, assessment and/or education programs, whichever is later.
- Student-athlete will be subject to additional testing at any time.
- Referral to University Life for completion of all sanctions/corrective initiatives for the specific offense in accordance with the schedule of sanctions outlined in the University Illegal Drugs and Substances Policy.*

*NOTE:* Any student-athlete who tests positive for non-illegal drugs (e.g. banned supplements, etc.) will be referred to the University Director of Health and Wellness who may require appropriate programming, counseling and/or assessment.

**Second Positive/Offense**

- University Head Athletic Trainer and University Director of Athletics are notified.
- University Director of Athletics will notify head coach and the Vice President for University Life.
- Suspension from participation in intercollegiate athletics and/or club sports for one calendar year or completion of all required intervention, assessment and/or education programs (whichever is later). Student-athlete will be subject to additional testing at any time.
- Referral to University Life for completion of all sanctions/corrective initiatives for the specific offense in accordance with the schedule of sanctions outlined in the University Illegal Drugs and Substances Policy.*

*NOTE:* Any student-athlete who tests positive for non-illegal drugs (e.g. banned supplements, etc.) will be referred to the University Director of Health & Wellness who may require appropriate programming, counseling and/or assessment.

**Third Positive/Offense**

- University Head Athletic Trainer and University Director of Athletics are notified.
- University Director of Athletics will notify head coach and the Vice President for University Life.
- Permanent suspension from all participation in intercollegiate athletics and/or club sports. Referral to University Life for completion of all sanctions/corrective initiatives for the specific offense in accordance with the schedule of sanctions outlined in the University Illegal Drugs and Substances Policy.*

*NOTE: Any student-athlete who tests positive for non-illegal drugs (e.g. banned supplements, etc.) will be referred to the University Director of Health & Wellness who may require appropriate programming, counseling and/or assessment.

**Appeal Process**

In situations where the student-athlete feels he/she has received a “false positive” screen, he/she must notify the drug screen administrator immediately, in order for the second sample to be tested. The results from the second test will be examined by an independent Medical Review Officer (MRO). The University Head athletic trainer will be notified of the results and will set up a conference with the MRO and the student-athlete to discuss the results. The cost of this testing will be the responsibility of the student-athlete. If the test results are found to be negative, the University will reimburse the student-athlete the cost of the test.

**Hearing Process**

Student-athletes who test positive under the terms of this Drug Screening Policy and Procedures will be entitled to a meeting with the University Director of Athletics or his/her designee prior to any sanctions. Requests for such a hearing must be made in writing to the University Director of Athletics within forty-eight (48) hours of notification of a positive test result. At the hearing, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. The student-athlete may request an extension of this time to the Director of Athletics, upon showing good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the University Director of Athletics or his/her designee will be final.

**Responsibility of the Student-Athlete**

It is the responsibility of the student-athlete to read this Alvernia University Drug Testing Policy prior to participation in athletics. If the student-athlete tests positive under the guidelines set forth in the Athletics Drug Policy and Procedures, it will be the student-athlete’s responsibility to pay for any services, which are required by the sanctions.

**Confidentiality**

Each specimen will be identified at the testing laboratory by only a code number to protect the anonymity of the student-athlete and shall be analyzed for the presence of drugs. The identification of each sample taken will be kept confidential by the University athletic training staff. Only positive tests will be reported to the University Director of Athletics.

Any information concerning a student’s alleged or confirmed improper use of drugs, solicited or received pursuant to implementation of this program, shall be restricted to University personnel and to parents of minors or dependent students. No other release of such information will be made without the student’s written consent, unless in response to appropriate judicial process. The University cannot guarantee that law enforcement or prosecutorial authorities will not gain access to information in the possession of the University, since a valid subpoena or other enabling court order might be issued to compel disclosure; the University, however, will not voluntarily disclose such information in the absence of a court order.

**Notification of Results**

All results of screening will be communicated to the University Director of Athletics by the University Head Athletic Trainer. Any student-athlete who tests positive will be notified by the University Director of Athletics.
Sponsored by the Department of Athletics and Recreation, the Student-Athlete Advisory Council (SAAC) consists of representatives from all the sponsored intercollegiate sports. Representatives are selected from each team by the coaches. Representatives meet during the academic year to discuss issues and voice concerns relative to the athletic programs. Members of the committee work on things like developing department wide regulations, instituting new programs, and discussing ways to improve the quality of the athletic experience at Alvernia University.

**Constitution**

**ARTICLE I: PURPOSE**

Section 1. To serve as a liaison between the student-athletes and the Director of Athletics.

Section 2. To provide a forum for the student-athletes to voice their concerns and ideas to the athletic administration, and for the administration to respond to those issues.

Section 3. To serve as advocates for the welfare of fellow student-athletes, as a team, or as individuals.

Section 4. To enhance public relations for the student-athletes.

**ARTICLE II: MEMBERSHIP**

Section 1. Each member must be enrolled at Alvernia University as a full-time student and be listed as an active member on his or her respective team roster.

Section 2. Each member will be selected by the head coach of his or her respective team.

Section 3. Each member must maintain a 2.5 GPA. If, while serving on the council, the GPA goes below the 2.5, the member will be on probation. At the conclusion of the following semester, if the GPA is not 2.5, the coach will be asked to replace the team representative to the council.

Section 4. Members of the council are expected to be role models and act responsibly. Any member in violation of the conduct code, as stated in the student handbook, is in jeopardy of suspension or removal from the council.

Section 5. Members are expected to attend all meetings of the council. Failure to do so without just cause could result in suspension or removal from the council.

**ARTICLE III: OFFICERS**

Section 1. Officers will be: President, President-Elect, and Secretary.

Section 2. Officers will be elected at the beginning of each year.

Section 3. Committees will be formed as needed.

**ARTICLE IV: MEETINGS**

Section 1. Meetings will be held during the academic year.

**Student-Athlete Progressive Leadership Model**

The Department of Athletics and Recreation supports and offers leadership training programs throughout the year to develop leadership qualities within our student-athletes. As student-athlete’s progress throughout their years as student-athletes at the University within the model, their leadership skills become enhanced.
Freshmen – The head coach from every team will select student-athletes that will participate in two to four leadership training activities throughout the year. They may consist of programs ranging from off campus leadership experiences to an in house speaker series on topics such as hazing, alcohol/drug awareness, depression, etc.

Sophomore – The A & R Department will invite current Team Captains, IAB Board members, and SAAC Officers to meet with the sophomore leadership group to discuss one’s role as a leader. This stage in the Model is a peer mentoring approach. The peer mentor program will enable sophomores to get an understanding of how our current student-athlete leaders interact with their teams on campus.

Junior – Most of the student athletes at this stage will become a member of our Student-Athlete Advisory Committee. The Committee is where student-athlete leadership communicates with the Administration on athletic issues or topics ranging from NCAA legislation, drug testing, and any Alvernia student-athlete related issues. The committee also coordinates and manages the NCAA Initiative Grant programs and will have representatives attend our MACSAAC meeting throughout the year. Also, at this stage, continued leadership training and programs are presented to the entire junior student-athlete class.

Senior – The final stage, the student-athletes will continue to participate in programs geared towards mentoring our upcoming leaders. They will also be invited to programs that will guide them in resume writing, interviewing, etc. as a senior student-athlete leader, they will also be asked to speak at Alvernia events on behalf of the Athletics and Recreation Department.

Gambling

In accordance with NCAA rules and regulations, an Alvernia student-athlete cannot knowingly provide information to assist individuals involved in organized gambling activities concerning intercollegiate athletic competitions, solicit a bet on any intercollegiate team, accept a bet on any team representing the University, or participate in any gambling involving intercollegiate athletics through a bookmaker, a parlay card, or any other method employed by organized gambling. If a student-athlete has any concerns regarding gambling activities, he or she should bring these immediately to the attention of the coach or the athletic administration.

Participation in Multiple Sports

Participation in multiple sports will be allowed provided that the following criteria are met:

- The student-athlete who selects to play multiple sports during the same season will do so after consultation with the coach of both sports and the Athletic Director.
- Participation in the championship segment takes precedent over any travel, games or practices during non-traditional season or out of season foreign travel.
- A student-athlete may not resign from a team (quit) during its season to take part in the preseason activities of another sport. An athlete doing so without permission of his/her present coach and Athletic Director must wait until the last date of competition for his original sport in order to begin practice in the other sport.
- Coaches may not discourage athletes from participation in other sports programs or extracurricular activities at Alvernia University. This includes the use of rules, personal discussion, and application of peer pressure. Infractions will be viewed as unprofessional and unethical.
- Schedule conflicts will be handled as follows:
  - MAC, ECAC, or NCAA postseason competition
  - Conference games take precedent over non-conference games
  - A competition in one sport always takes precedent over a practice in another sport
Resolving Student-Athlete/Coach Conflict

Situations may arise in which a student-athlete believes that a member of the Coaching Staff has treated him or her unfairly, or that a policy or procedure has been administered incorrectly. Student-athletes who wish to become involved in conflict resolution must follow the following process/procedures. Areas of concern/conflict that are not appropriate for this process include, but are not limited to, playing time, play calling, team strategy, and matters concerning other student-athletes. While some head coaches may seek input/feedback regarding those and other areas, the athletics administration will never discuss those matters with student-athletes.

**Step I.** Student-athletes should direct his or her complaint to the person or persons whose action, or lack thereof, led to the complaint/concern in the first place. This is typically done in private meeting with the head coach and/or coaching staff. Please be aware that head coaches are advised by the athletic administration to never meet with a student without an additional member of the staff and/or team present. Team leaders/captains can also play a prominent role in addressing these complaints/concerns. While not required, it may be helpful to put your concerns in writing in preparation for your meeting with your coach. Every attempt should be made to resolve the conflict at this level. If the conflict cannot be resolved at this level, the student-athlete should proceed to the next step.

**Step II.** If a student-athlete believes that the initial attempts to resolve the conflict have not been satisfied through the meeting with the coach, or if there are appropriate and justifiable reasons for not addressing the conflict/concern directly with the coach and/or involved party, a student-athlete may request a meeting with the Director of Athletics, Associate Director of Athletics/Senior Woman Administrator (or appropriate designee). At this point, the student-athlete will be expected to summarize the concerns/conflict in writing. Additional steps may include a meeting with the student-athlete and administration (which may include the coach and/or involved parties). Student-athlete will be notified in writing within 30 days about the outcome of the process. Because personnel issues cannot legally be discussed with student-athletes resolutions and/or answers to certain questions may not be provided.

Evaluation

At the conclusion of each season, the Office of Institutional Research will provide an opportunity for each student-athletes to anonymously evaluate his/her experience. These evaluations are extremely valuable for continued improvement of the Athletics Department and its programs. Student-athletes are encouraged to honestly, thoughtfully, and thoroughly complete the evaluation. Exit Interviews will be conducted using a sampling of graduating seniors from each program. While participation in these programs is voluntary, it is strongly encouraged that student-athletes take advantages of these tools.